

## Annexure-II

### APPLICATION PRO FORMA FOR GRANT FOR RESEARCH PROJECT

(To be filled in by the Principal Investigator)

1. Title of the Project :
2. Name and Designation of the Principal Investigator :
3. Name and Designation of the Co-investigator :
4. Postal Address of the Principal Investigator and Co-investigator :
5. Name of the institution(s)/organization(s) in which the project will be carried out (Specify whether College (Government / Aided/ Autonomous/ Private), University Department, Government Institution, Non-governmental organization, etc.)
6. Name of other institution(s)/Organisation(s) involved in the project (Specify whether College (Government / Aided/ Autonomous/ Private), University Department, Government Institution, Non-governmental organization, etc.)
7. Geographic location of research project site (latitude and longitude), wherever applicable :
8. Participation of public and private sector and/or other government ventures: (Please give details regarding sharing of work components, cost and outputs, including implementation arrangements, and modalities of achievement of the envisaged objectives against the stated milestones of work)
9. Duration of the Project :
10. Total amount of assistance required :
11. The detailed project proposal consists of the following :

**Part I** – An Abstract, not exceeding one page, describing the background, objectives, methodology and figures of year-wise budget and keywords (six words)

**Part II** – should contain the following

- a) State of Art of the subject: including work done in India and elsewhere
- b) Detailed literature survey (one page)
- c) Objectives
- d) Detailed methodology

- e) Year-wise work plan
- f) Minimum required tenure of the project
- g) Practical relevance/utility of the project
- h) Socio-economic and environmental relevance of the project
- i) Expected and other physical outcomes of the project
- j) Agencies which can utilize the results of the project
- k) Techno-commercial feasibility of the project, if any
- l) Modalities for replication of the outcomes, if any
- m) Standardization of the design parameters for technology and preparation of protocols/ prototypes for achieving reliable and replicable processes, if any
- n) Component-wise justification of the costing of the project
- o) Statement of originality and certification on No Duplication with existing work/ongoing projects

**Part III** - Biographical Sketch of the investigator(s) detailing research credentials and research papers published in the area of the proposed research project

**Part IV** - Facilities (equipments/instruments) available at institution(s)/ organizations for carrying out the project

**Part V** - Project budget in the prescribed format

<b>PROJECT BUDGET</b>					
<b>A.</b>	<b>Salaries and Wages</b>	<b>I Year</b>	<b>II Year</b>	<b>III Year</b>	<b>Total</b>
1.	JRF/SRF (if any)				
2.	Supporting technical staff or other personnel , if any				
Grand Total					
<b>B.</b>	<b>Permanent Equipment (Please specify various individual items of equipment)</b>				
	Equipment			Amount	
	Total Equipment Cost				
<b>C.</b>	<b>Expendables / Consumables (Chemicals &amp; Glasswares)</b>				

<b>D.</b>	<b>Travel and Field work</b>
<b>E.</b>	<b>Contingencies</b> (this head may include items such as organization of workshops, hiring services, equipment maintenance, analyses of samples, etc.)
<b>F.</b>	<b>Other project Costs, if any (specify please)</b>
<b>G.</b>	<b>Institutional Charges</b>
	<b>Grand Total : (A+B+C+D+E+F+G)</b>

(Justification for amounts proposed under each head must be furnished with a view to justifies its need and relevance to the project).

## COVERING LETTER FOR APPLYING FOR RESEARCH GRANTS

To

The Director,  
Directorate of Environment and Climate Change,  
Pallimukku, Pettah (PO),  
Thiruvananthapuram - 695024.

Sir,

A research project entitled “ \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ ” is forwarded  
herewith.

It is certified that the same project or project with similar objectives has not been submitted to any other funding agency by the Investigator.

We have carefully read the terms and conditions of sanctioning the project and agree to abide by them.

The organization will provide all necessary infrastructural facilities (both laboratory and administrative) if the project is sanctioned.

The organization is fully responsible in regard to matters pertaining to the project.

Certified that the equipment proposed in the project proposal are not available in the Department/Institution or are available in the Department/Institution but not available for dedicated project use. The list of available equipments is enclosed.

Yours faithfully,

(Principal Investigator)

(Registrar/Director/Head of the Institution)

Date.....

Place.....

## ENDORSEMENT FROM HEAD OF THE INSTITUTION

(To be given on letter head)

Title of the Project:

The Institute certifies the participation of .....as the Principal Investigator and.....as the Principal Co-investigator for the project and that in the unforeseen event of discontinuance by the Principal Investigator, the Principal Co-investigator or any other equally qualified Investigator will assume the responsibility of the fruitful completion of the project (with due information to the DoECC).

Certified that the equipments and other basic facilities mentioned in the Part IV of Application Form and such other administrative facilities as per terms and conditions of the grant, will be extended to the investigator(s) throughout the duration of the project.

The Institute assumes to undertake the financial and other management responsibilities of the project.

Date:

Place:

Name and Signature of  
Head of the Institution