# R&D PROJECT PROPOSAL
(to be filled by Institutes/ faculty)

1.

a) Industry problem, aim and brief project summary:

b) Impact/Product output envisaged with potential benefits towards environment, efficiency etc.

2. Institute/Incubator

   a) Name
b) Address

3. Proposal Owner
a) Name
b) Designation
c) Department/Incubator/Startup
d) Address

4. Nature of Project solving the Industry problem partially or fully (Check one)
   a) Research, Development & Engineering (R,D & E) leading to production capability
   b) Application oriented Research, Design and Development (R,D&D) having production potential
   c) Basic R&D addressing the Industry problem but needs efforts to take it to applied research or production capability
   d) **Do you already have a technology that meets the requirement of the Industry problem statement shared? If yes can you elaborate the details and how you would like to undertake the technology transfer or manufacture for the Industry partner?**

4. Objective of the Project (based on the above please fill the rest of the portions from this stage onwards on those lines)

5. Brief outline of the project with specific technology fall-outs

6. Expected outcome in physical terms (as applicable)

a) Specifications of subsystem/system (as applicable)

b) Trained Manpower that will work on the project:

   i) Level of training
   ii) Nos. (industry/outside R&D/Internal)

7. Any agency for outsourcing any of the R&D/Innovation established/proposed (Details)

8. Detailed Methodology and duration of Project

9. Year-wise break-up of physical achievements with specific intermediate milestones (in terms of aims and objectives)

10. Names of other institutes jointly participating in the project (including International institutes) and reasons for choosing them for the project

11. Total Budget outlay

(Rs.in lakhs)

| Head | Years | | | Total |
|---|---|---|---|---|
| | 1st | 2nd | 3rd | |
| Capital Equipment Rs. | | | | |
| Consumable stores Rs. | | | | |
| Duty on import (If any) Rs. | | | | |
| **Manpower Rs. | | | | |
| Travel & Training Rs. | | | | |
| Contingencies Rs. | | | | |
| Overheads, if any Rs. | | | | |
| Grand Total (in figures) | | | | |

` Grand Total(in words): Rs.

* Note: please feel free to add line items as per project requirements.

* **Please enclose detailed break up work sheet of the above broad components of costing as an annexure**

**Manpower Details**

| S. No. | Designation | Monthly salary | 1st year | | 2nd Year | | Total expenditure |
|---|---|---|---|---|---|---|---|
| | | | Number | Total Expenditure | Number | Total Expenditure | |
| **1** | | | | | | | |
| | | | | | | | |

1. Technical
2. Industry experts
3. Administrative
4. Workers (if applicable)

   Total:

* Note: please feel free to add line items as per project requirements

12. Past credentials in similar projects (Details)

13. Brief Profile/Curriculum Vitae (CV) with organogram and roles of project team

14. Credentials of the Proposal Owner (including number of technology transfers, patents etc)

15. Other commitments of the Proposal Owner and time share that he/she can spend on the project.

16. Escalation matrix for monitoring of the project

17. Progress report template for the project that will be shared with Industry with periodicity

18. Milestones and Payment timelines

19. Payment terms (instalments if any)

20. Expected total number of days of completion of the R&D project

21. Strengths of the Lab, equipment, infrastructure available with the Proposal owner for the project (preferably with equipment number/id etc)

22. Any equipment from other institutes in the Cluster or at a National level that should be made available for the project and duration of the same

23. Pilot production, testing of product innovated – facility available in the institute or need support to carry this out?

24. Any specific mentoring by Industry partner that would be required?

25. PERT or Project Management bar chart to be provided as annexure to the project.

26. Utilization Certificates (UC) to be submitted by Institute- process and name of person responsible to provide the UCs.

Signature of Proposal Owner                          Signature of
Designation                                          Head of the Institution
Date                                                 Designation
                                                      Date