

A. FAQ on “Research and Development (R&D) projects”

1. How a new R&D proposal can be submitted?

Ans. Apply online through Vigyansathi Portal (www.vigyansathi.in) only when the advertisement will publish.

2. Do you have any format for project application?

Ans. Yes, it is available in the Departmental Portal (Guidelines for Submission of R&D project proposals).

3. What is the last date of new project submission?

Ans. As per date mentioned in the advertisement/portal.

4. Is there any specific date and time duration of subject wise project submission?

Ans. Presently Not.

5. Is it possible to submit a proposal off-line through hardcopy or on-line through e-mail keeping the same format?

Ans. Not at all.

6. What are the different Terms and Conditions for getting financial assistance from WBDSTBT, Govt. of WB for new R&D Projects?

Ans. It will be available in the Departmental portal (www.vigyansathi.in)

7. Can a faculty from outside West Bengal apply for new project?

Ans. If the University/Institute is situated in outside West Bengal, he/she can not apply.

8. What is short listing of the project proposals?

Ans. Short listing of the proposals means to go through the proposals as received by on line through vigyansathi Portal and to check whether the proposals are submitted by following all the R&D terms & Conditions (T&C) of

the Department before evaluation by the Expert Committee/Department. If any proposal fails any T&C, then the said proposal may not be considered for evaluation.

9. Can all the applicants get invitation for project defending/ presentation?

Ans. No

10. What is the minimum time gap for applying again by the same PI who already completed one project?

Ans. After submission of all necessary papers/documents of final year grant as well as a completion certificate issued by the Department as mentioned in the Guidelines.

11. What is the minimum and maximum project duration?

Ans. Minimum: 1 year. Maximum: 3 years - but it may be extended up to 2 years if the Expert Committee and the Department desires on scrutinising its future prospects in terms of patenting, commercialisation, start up and etc.

12. What is the maximum fund for a 3-Year Project?

Ans. Rs. 30.00 Lakh

13. What is the maximum fund allowed for purchase of an equipment/ instrument per project?

Ans. Rs. 5.00 Lakh. To purchase of H/W & S/Ws and its accessories are not allowed.

14. Can a PI purchase Desktop Computer, Laptop, Workstation, software, Printer, Plotter, Scanner, Refrigerator or any such capital items from any part of the budget?

Ans. No.

15. Can a PI necessarily require providing his/ her bank details in the proposal?

Ans. No. Personal Bank details are not entertained. Either Institute Bank details or project Bank details will be entertained on approval from the University/Institute where project fund will be credited or debited vis-a vis.

16. Whether submission of quotation/price list for purchasing of an equipment/ instrument is mandatory?

Ans. Yes, it is a mandatory item.

17. Can a PI from Private Institute/ University/ NGO/ Trust apply for new R&D Projects?

Ans. No.

18. What are the Formats for UC, SoE, Annual Report?

Ans. Details are given at the Guidelines/formats available in the portal.

19. How to get any Official document for a Co-PI of any project?

Ans. From his or her Institute and will be submitted by the PI & Co- PI both.

20. Can a Contractual/ Not Permanent faculty be a PI?

Ans. No.

21. What is the maximum age of PI and Co-PI?

Ans. Maximum age limit for both the PI and Co-PI(s) on date of notification is 60 years. The PI and Co-PI, at the point of submission of a project proposal, must be a working employee of a Govt./ Govt. Sponsored Institution and should have at least five (5) clear years prior to retirement as per the norms of the concerned institution.

22. How many times a faculty can act as PI and Co-PI in same or different disciplines?

Ans. As a **PI**: cannot act as PI for more than one (1) project (including all subject areas). As a **Co-PI**: Not more than two (2) on-going projects.

23. What are the minimum and essential qualifications of PI and Co-PI?

Ans. Master Degree in Engineering/Medical Sciences/ Science disciplines including Geography or Equivalent recognized by Govt. of India/ UGC/AICTE/ MCI/ DCI, etc.

24. Who can act as a Co-PI? Is it necessary that a Co-PI has to be from the same institute that of PI or he/ she can be from other institute as well?

Ans. The Principal Co-Investigator (Co-PI) must be attached to the organization/ institution situated in the State of West Bengal only. Co-PI can be from same Institute of PI or from other Institute(s) working anywhere in West Bengal.

25. If a Co-PI is from other institute then the permission from the head of the Co-PI's institute is mandatory or not?

Ans. Mandatory

26. Is it required to submit the UC, Audited SoE, and Project Report every year?

Ans. Yes

27. If the PI is unable to submit the UC, Audited SoE, and Project Report after completion of one year, what will be the fate of remaining fund release?

Ans. Until & unless he/she will submit the said documents, no fund will be released.

28. What is the Project Starting date and what is the Project Completion date?

Ans. Starting date will be counted from the date of joining of Project Personnel, if any (maximum within 3 months after receiving the grant/fund from DSTBT in normal situation). Otherwise, date of receipt of first instalment of fund/ G.O. date whichever is later. Completion date will be considered after issuing completion certificate by the Department.

29. Why the Project Scholar (JRF/SRF) is not getting fellowship from the Institute?

Ans. As they are getting scholarship from funding organisation/this Department.

30. Does the project personal (JRF/ SRF) engage in any project can claim for permanent position?

Ans. No.

31. What is the rule of engagement of project personal (JRF/ SRF)?

Ans. After receiving fund from this Department, Advertisement may be published by the Institute, as per existing rule of the Institute followed by the formation of the Selection Committee for JRF/SRF. Then, recruitment of JRF/SRF by the Selection Committee will be done as per Qualifications & Experiences framed by DSTBT.

32. Does International and/ or National travel is permitted from the travel grant of the project?

Ans. No. Only local travel for collection of data is allowed.

33. Who will be the owner of the equipment/ instrument purchased after completion of the project?

Ans. Funding Organisation, i.e., this Department. Otherwise, permission from the Department is absolutely required with proper justification.

34. Can a project run beyond its sanctioned tenure?

Ans. Permission should be required from the Department for extension of time with proper justification without any additional fund.

35. Is it mandatory to publish a paper in a journal to get the future fund?

Ans. Yes, it is mandatory. This Department and evaluation committee expects good quality research papers from the PI/Co-PI to get the future fund.

36. What is the Deadline for the submission of yearly project report and UC report?

Ans. Deadline of submission of Yearly Progress Report, SoE, audited UC: Within 14 months from the date of Commencement of the Project for every year.

37. How the yearly Evaluation of on-going R&D Projects is done?

Ans. The PIs will have to make a presentation on the yearly progress of their work before the Expert Committee or as decided by DSTBT/ Expert Committee.

38. Who will bear the cost of patent searching as well as patenting if anything patentable comes out from the project?

Ans. This Department will bear the cost of patent searching as well as patenting if anything patentable comes out from the project.

39. Is it necessary to acknowledge the Department in each and every publication out of the result of the sanctioned project?

Ans. Yes, it is mandatory.

40. Does the sanctioned budget provide Overhead Expense?

Ans. No.

41. Does ethical approval is required if the project involves humans or animals?

Ans. Yes, it is mandatory.

42. Can the same project be submitted in more than one funding agency at the same time?

Ans. Not at all.

43. What is the procedure for evaluation of the project?

Ans. **For New project:** Short listing the proposals among received proposals (on-line) through portal, followed by presentation before the Expert Committee for evaluation or as decided by DSTBT/ Expert Committee. **For On-going:** The PIs will have to make a presentation on the yearly progress of their work before the Expert Committee or as decided by DSTBT/ Expert Committee.

44. How a PI will know about sanction or rejection of the defended project?

Ans. Department will inform to all PIs.

45. Do you take project throughout the year or against advertisement?

Ans. Only against advertisement.

46. When advertisement is given?

Ans. Any time in a year as decided by the Department.

47. Where shall I get the format of the UC?

Ans. In the Guidelines.

48. Whether UC shall be according to financial year or after completion of one year as per order or Fellow appointment?

Ans. After Completion of one year.

49. Are we compelled to finish the project within 31st March?

Ans. It depends on the date of sanction of fund and joining of Research fellow (if any).

50. Is audit compulsory at the end of every year?

Ans. Yes

51. Within what time I should submit my annual report in normal situation?

Ans. Generally, after one year.

52. Do you allow carry forward of fund to the next year?

Ans. No. Only adjustment is done.

53. What shall happen to the Fellowship Head if the JRF/SRF resigns?

Ans. Remuneration of Fellowship will be stopped until & unless any substitute joins.

54. How shall I make new appointments in case Fellow resigns? Is old panel valid?

Ans. As per Institutional norms.

55. Annual report or Final report submission in Soft copy is allowed or not? If yes, should I submit Hard copy also?

Ans. Yes, Soft copy is allowed. If Department asks for hard copy of the same, PI should submit it.

56. How shall I return unspent balance?

Ans. Through TR-7 form.

57. What is the time period of submission of final report after official end of the project?

Ans. Immediately after completion of the project work.

58. Shall I get any certificate from you after project completion?

Ans. Yes.

59. How the salary of JRF/SRF and project cost will be given by the PI, in case release of fund is not done in time by DSTBT ?

Ans. Wait for release of fund from the Department. Otherwise, it can be managed from PI's institute, if possible.

60. Why a project is rejected?

Ans. On scrutinising the details of the project proposal through a rigorous evaluation process by the Expert Committee/ Department.

61. Both the PI and Co-PI(s) to be present?

Ans. It is better to present both of them. But, PI must present.

62. May the Co-PI only Present instead of PI during presentation/Evaluation?

Ans. No.

63. When and How do I know whether my project is selected or not?

Ans. Department will inform in due time.

64. Whether a MoU on Patent/IPR can be signed before initiation of after submission of a Project proposal?

Ans. Yes, it is mandatory.

65. What documents are required to be submitted with on-going or final submission of project report ?

Ans : For 1st / 2nd year progress report : (a) Five nos Utilization Certificates in DSTBT "FORMAT" in original. (b) Audited Statement of Expenditure. (c) One hard copy and one Soft copy of progress report together with any publication.

For Final Report : After completion of final year/ 3rd year of the project : (a) Five nos. Utilization Certificates in DSTBT "FORMAT" in original. (b) Audited Statement of Expenditure. (c) One hard copy and one Soft copy of Final report together with any publication. (d) One copy of TR-7 (for an unspent fund in final year) after surrender of unspent amount. (e) Filled up format for different information for final year.

66. How a project is selected/sanctioned and rejected?

Ans: The project proposals are initially considered for short-listing by the concerned "R&D Evaluation/ Expert Committee" of DSTBT by Strictly following the R&D guidelines. The short-listed PIs to make detailed presentation of project proposal before the Expert Committee or as decided by DSTBT/ Expert Committee. Only the recommended proposals are placed for administrative and financial approval. Rests are rejected/not recommended.