

## **GUIDELINES FOR R & D PROJECT PROPOSALS (2021-22)**

### **About the Scheme:**

The Department of Science and Technology & Biotechnology (DSTBT), Government of West Bengal (GOWB), has a scheme on “Research and Development Programmes” named as “গবেষণায় বাংলা” (Gobeshonay Bangla) which is being implemented throughout the State of West Bengal for promotion of scientific research and introduction of technology in areas appropriate for fulfilment of socio-economic objectives of the Government and improvement of the quality of life of its people. This Department prefers collaborative inter-disciplinary projects involving different departments of the same Institute or other Institutes with a predefined translational outcome with commercialization scope. Priority shall be given to take forward work which has reference to a seminal work and may lead to defined applications. Proposals should be based on innovative ideas. Major programmes of extension based on proven technologies may also be considered for support, in case a value-addition or process re-engineering is proposed. Priority shall be given to short duration proposals with minimal resources towards purchase of equipment and hiring of personnel.

### **1. NATURE OF PROJECTS SUPPORTED UNDER THE SCHEME :**

#### **i) Research & Technology development:**

Financial assistance for S&T related R&D programmes in emerging & challenging areas of science, technology & engineering and for development oriented location specific research and technology development that will help in micro planning and area development in the State.

#### **ii) Joint/ Collaborative Programme with Other Organisations:**

To develop and support specific collaborative programmes focusing on multidisciplinary area based approach to rural/regional development in co-operation with multiple central and state institutions, universities, etc. These areas where scientific intervention can significantly improve the socio-economic conditions must be identified.

### **2. COMPREHENSIVE GUIDELINES FOR FORMULATING PROJECT PROPOSALS:**

- i)** The project proposal should clearly identify and establish linkages of science & technology (S&T) for overall development of the state. The identified areas (as per the following list of subjects) should have potential to contribute in socio-economic development of the state. The project proposal must be submitted in the following format: (a) Project Title (b) Introduction and Background (upto four pages), (c) Hypothesis and aims and objectives (upto one page), (d) Significance of the project (upto one page) (e) Research design, methodology, timelines and milestones (upto ten pages) and (f) preliminary data (upto one page). R&D projects which are multi-institutional and multi-disciplinary with focus on fulfilment of socio-economic objectives of the State will be encouraged. Projects on rural biotechnology in the fields of agriculture, horticulture, animal husbandry, pisciculture and

human health will also be encouraged.

- ii) The DSTBT, GOWB encourages proposals generated through consultative approaches. Preliminary proposals providing brief information on concept, idea, proposed activity etc. These preliminary proposals can be further improved through discussion, expert advice, etc. if needed.
- iii) Objectives of the R & D proposals should be limited to a few specific outputs, which could be possible in duration of twelve months to thirty six months.
- iv) During writing any proposal, scientific and technical details must be clearly narrated.
- v) It is better if results of ongoing and completed projects of the organization are reflected in formulation of new proposals.
- vi) Proposals should have specific, concrete, quantifiable objectives for sustainable development and human welfare.
- vii) Proposals should be based on innovative ideas. Major programmes of extension based on proven technologies are also considered for support.
- viii) Proposals on other inter-disciplinary category should have specific applications & linkages with science & technology.
- ix) Soft copy of UC, audited SoE, final Report and Photographs must be submitted immediately after completion of the project.
- x) The brief description of the project submitted by the PI will be uploaded on the website of the DSTBT after sanction of the project. Similarly a brief summary of the achievements of the project submitted by the PI after completion of the project will be uploaded on the website of the DSTBT.

**3. LIST OF BROAD CATEGORY OF SUBJECT AREAS UNDER THE SCHEME:**

- 1. AGRICULTURE**
- 2. ANIMAL AND FISHERY SCIENCES**
- 3. BIOLOGICAL SCIENCES**
- 4. BIOTECHNOLOGY INCLUDING RURAL BIOTECHNOLOGY**
- 5. ENVIRONMENT, ECOLOGY (INCLUDING MEDICINAL PLANTS) AND CLIMATE CHANGE**
- 6. PHYSICAL SCIENCES**
- 7. MATHEMATICS**
- 8. CHEMICAL SCIENCES**
- 9. ENGINEERING AND TECHNOLOGY**
- 10. MEDICAL SCIENCES INCLUDING PUBLIC HEALTH**
- 11. ENERGY AND ALLIED SCIENCES**
- 12. EARTH SCIENCES INCLUDING GEOINFORMATICS**
- 13. WATER RESOURCES INCLUDING CONSERVATION**

**4. (a) MODE OF APPLICATION: ONLINE THROUGH DEPARTMENTAL PORTAL  
VIGYANSATHI ([www.vigyansathi.in](http://www.vigyansathi.in))**

The R&D projects are being **supported throughout the State** at universities, colleges, reputed research and academic institutes/ organizations, etc. **Online applications** from only Government and Government aided R&D and academic institutes/ organizations, universities and colleges will be considered. **Preference** will be given to the proposals submitted by **Women Scientists**. Fund will be disbursed only to the **PI's Institute** situated at West Bengal. No fund/ part of the fund will be given to any of the Co-PI.

**Any project proposal submitted through e-mail/ hardcopy will not be entertained.**

**Last date of submission: As per the publication of newspaper advertisement and Departmental website.**

**4. (b) ADDRESS FOR COMMUNICATION:**

**Joint Secretary-1**  
to the Government of West Bengal  
Department of Science & Technology and Biotechnology  
Vigyan Chetana Bhavan (2<sup>nd</sup> Floor)  
DD-26/B, Sector- I  
Salt Lake, Kolkata-700064

**GENERAL TERMS AND CONDITIONS**

- i. The project proposals shall only be considered if it is primary research and is done in the State of West Bengal. The Principal Investigator (PI) must be attached to the organization/ institution (which can receive the fund) 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. Any faculty/scientist cannot act as PI for more than one project (including all subject areas as mentioned above) and cannot act as Co-PI in more than two ongoing projects.
- ii. The project proposals are initially considered for short-listing by the concerned “R&D Evaluation/ Expert Committee/Convener/Nodal Officer” of DSTBT. The short-listed PIs to make detailed presentation of project proposal, if advised by the Expert Committee. The Department/ Expert Committee may seek any external expert’s opinion also on the merit of project, if required.
- iii. This Department will issue a **Project Completion Certificate** to those PIs who have already completed their project work and submitted (i) the final report, (ii) achievement against deliverables stated at the time of project submission, (iii) utilization certificate and audited statement of expenditure, (iv) information on publications made in reputed journals/ high impact journals, (v) information on patentable items, (vi) information on translational values, (vii) information on benefits to the State Government/ common man for previously funded projects. **Hence, those PIs can only submit a new/fresh R&D project proposal only after receipt of Project Completion Certificate issued by the Department.**
- iv. All kinds of technology sources, references to quotations, annotations, etc. are to be clearly mentioned in the project proposal.
- v. **No engagement (like, JRF/ SRF) in DSTBT sponsored project is permanent.** Any engagement under the project shall strictly be contractual and temporary in nature and will cease automatically as soon as the project is terminated. The manpower engaged (if any) for the project should be paid remuneration as per the latest rules and guidelines of the DSTBT, Government of West Bengal (vide Table 1). For engagement of project personnel, 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 as per rule of the Institute, recruitment of JRF/SRF by the Selection Committee as per Qualifications & Experiences framed by DSTBT. Details of the selected JRF/SRF (qualification, experience etc.) are to be kept by the Institute. Fellowship of JRF/SRF may be credited to his/her Bank A/c or as per rule of the Institute. Related documents (photocopy) of the above mentioned points/issues to be submitted to this Department (DSTBT) time to time with a covering letter mentioning the Project Sanctioned GO.
- vi. International travel is **NOT** permissible under the project. Travel grant should be utilized for the implementation of the project and should be adequately justified. Unless travel forms an integral of the project (e.g. fieldwork), travel budget should be

sanctioned within reasonable limits. Travel grant given may be used only for different testing /field work etc. related to the sanctioned R&D Project only. No Project/Travel grant can be used for attending Seminar, Conference, Workshop etc. (National/ International). No Air fare (Domestic/ International) is allowed from any part of the project fund. No Awareness Camp/ Seminar/ Workshop are allowed to organise from any part of the project fund.

- vii. In case of any multi-institutional collaborative project, **formal agreement documents** along with details of activity/ role/ equipment shared among the collaborating institutions/ scientists should be **submitted to the Department**.
- viii. The Nodal Institution referred in the sanctioned project proposal assumes financial and other administrative responsibilities of the project. All the corresponding communications regarding purchase/recruitment/travel/IPR/publications will be the responsibility of the Nodal Institution.
- ix. The DSTBT, GOWB encourages maximization of the use of **equipments** which are to be strictly kept within the institution when not in use/ after the completion of the project. Investigator should permit the use of spare of idle capacities of any equipment procured under the project by bonafide users within the Institution only. In general, equipment/ software proposed for purchase using project funds should be adequately justified in detail and documented to reveal how the equipment/ software will be used to fulfil the objectives of the project. Further, the PI must provide an endorsement that the equipment/ software is not available in the Institute. Necessary quotations for consumables & equipments/ software need to be submitted as applicable. Procurement of generally available equipments/ software/ accessories like desktop/ work Station/ laptop/ printer/ UPS/external HDD/ Scanner/ refrigerator or any Capital items **will not be entertained from** any part of the project fund/ budget. For any special case in this regard (giving justifications by the PI & Co-PI), prior permission/ approval of the DSTBT/ Expert Committee is **compulsory**. Purchasing of Equipments and Consumables including tender procedure, if any, must be followed as laid down in the PI's Institute Rules and Guidelines.
- x. The Department encourages patenting (IPR) from the outcome of the R&D projects. To meet the cost of patenting one percent of the total project cost will be kept aside and released only when patent filing will be done. Any **Intellectual Property Rights (IPR)** arising out of the R & D Project work (if any) should be intimated to this Department and should be filed jointly in the credit of the Department of Science & Technology and Biotechnology and the implementing organisation. The sharing of royalty with respect to the IPR (if any) should be settled between the Institution and this Department through **MoU on Rs 10 Non Judicial Stamp Paper (Standard Form-IV), which is to be signed immediately after commencement of the project or as decided by the Department**. There is facility of novelty assessment in the Patents Information Centre (PIC), WBSCST under DSTBT.
- xi. The DSTBT, GOWB must be acknowledged in all the publication made using the data/ results/ study of the funded project.

- xii. Violation of the above mentioned rules in respect of IPR, publication matter, etc. while making the Department a legal partner shall be considered as a serious offence and will invite suitable action.
- xiii. Overhead Charges are not permissible.
- xiv. Bank details of the institution/ organization are to be furnished (vide Annexure IV).
- xv. **Ethical approval must be submitted if the project involves humans or animals.**
- xvi. Whether the project has already been submitted elsewhere for grant, must also be mentioned.
- xvii. The PI is essentially required to declare that the project proposal (during submission time) is **original and not a plagiarized one.**
- xviii. **Evaluation of on-going R&D Projects:** 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. **Yearly Progress Reports** (interim, if any as well as final) are to be **compulsorily submitted** (as per Standard Form-II) and the reports are to be signed by the PI & all Co-PIs. The said reports are to be **mandatorily countersigned/** authenticated by the Head of the Institution. **Audited statement of expenditure** (as per Standard Form-III) **and utilization certificate** (5 copies as per as per Standard Form-I) are also to be submitted on yearly basis and also on completion of the project after observing all procedural formalities. After completion of the project, the PI is also required to declare that the work done (along with the progress reports and final report) is **original and not a plagiarized one.**
- xix. **The PIs are encouraged to publish good quality research papers.** The Expert Committees will examine the project proposals on completion of the second year of the project to see whether there is any scope for publication in a reputed journal/ high impact journal or whether there is any possibility of patenting. The grant for final instalment may be released only after a strict review by the Expert Committees. **It will be mandatory for the PI(s) to submit the following after completion of the project:** (i) the final report, (ii) achievement against deliverables stated at the time of project submission, (iii) utilization certificate and audited statement of expenditure, (iv) information on publications made in reputed journals/ high impact journals, (v) patentable items, (vi) translational values, (vii) benefits to the State Government/ common man, etc., for a final evaluation, (viii) commercialization possibility etc. failing which the concerned institution will be informed and the PI would not be eligible for subsequent grants from the Department. It may be mentioned that a **‘Project Completion Certificate’** will be issued by the Department on acceptance of above documents. This Certificate is mandatory for submission of next proposal.
- xx. **Age limit: 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. The age limit may be relaxed in exceptional cases. PI and Co-PIs must be a regular and permanent employee/ faculty of a Govt./ Govt. Sponsored University/ Institute/ College. No temporary/ contractual/ adhoc faculty will be considered.

- xxi. **Qualifications of PI/ Co-PI:** As mentioned at **Table 2**.
- xxii. **Project Commencement Date:** For 1st year, the date of joining of Project Personnel (maximum within 3 months after receiving the grant/fund from DSTBT in normal situation). In case there is no provision of Project Personnel in the project, date of receipt of first instalment of fund/ G.O. date whichever is later will be treated as project commencement date. Accordingly, 2<sup>nd</sup> year and 3<sup>rd</sup> year commencement date will also be fixed following the 1<sup>st</sup> year's commencement date.
- xxiii. Deadline of submission of Yearly Progress Report, SoE, audited UC: Within 14 months from the date of Commencement of the Project to be submitted. Softcopies are to be uploaded in Vigyansathi portal. Hardcopy UC and audited SoE to be submitted to the office addressing the concerned Officer.
- xxiv. **Total Project Cost:** Not more than **Rupees Thirty (30.00) lakh**, including maximum **Equipment(s)** cost to **Rupees Five (5.00) Lakh** for a three year project. To encourage the young faculties/ scientists without Ph.D. degree, the Department offers financial support to the projects with budget less than Rs. 7 lakh. This scheme is known as **"DSTBT Early Career Research Award"**.
- xxv. **Intimation on release of fund:** Fund will be released for recommended R&D and approved (administrative approval) projects only through issue of Government Order (G.O). The PI in turn will intimate the concerned Departmental Nodal Officer regarding receipt/ non-receipt of fund.
- xxvi. **Conflict of Interest:** Conflict of Interest Policy of the Department (DSTBT) will be applicable.
- xxvii. **Sharing of Project Completion Report with Line Departments:** The final project report/findings/papers etc. may be shared by DSTBT-GoWB with any other line Department(s) for the benefit of the people of the State.
- xxviii. **The Competent Authority reserves the right to reject any proposal** which is not according to the Terms & Conditions and relevant Guidelines **without assigning any reason. No correspondences will be entertained in this regard.**
- xxix. **Monitoring of R&D projects online/ at Implementing Institutions by R&D Conveners may be organised** if required and felt necessary.
- xxx. **Submission of Utilisation Certificate (UC), Audited Statement of Accounts (by an External Auditor) and Progress Report:**
- a) After completion of each year's work (for 12 months), 5 copies of Utilisation **Certificate (UC)** to be submitted as per the prescribed format of DSTBT **as per**

**Standard Form-I** with original signature of the Competent Authority of PI's Institute (Authority to whom the fund is allotted). The UC should be submitted in one single page only and not to split into different Financial Years (FYs), even if the Project runs for more than one FYs.

- b) Detailed **Audited Statement of Expenditure (Audited SoE) to be submitted in line with the sanctioned Budget (as per Standard Form-III).**
- c) Any **unspent balance of the previous year will be adjusted from the next year's approved budget.** There should not be any committed expenditure from the unspent balance as shown in the UC and Audited-SoE.
- d) **The unspent balance** in the Final Year work has to be returned to DSTBT, GoWB in TR Form-7 at stipulated Bank before final submission of the UC and Audited-SoE.
- e) **Yearly Progress Report (both hard copy and soft copy)** should reflect the quantitative indication of the actual progress vis-à-vis the original proposal submitted to DSTBT **(as per Standard Form-II).**
- f) **Final Year Report should be given in a properly bound form** with detailed Physical Achievements, how the result helps the common mass of our state, no. of papers published/ communicated (with copy) etc. for the full project duration.
- g) **In case of any ambiguity,** PI should contact to the concerned Scientific Officer/ Scientist before submission of the UC, Audited-SoE and Report etc.
- h) **A covering letter** addressing to the concerned Scientific Officer/ Scientist of DSTBT **is a must** while submitting any or all of the above documents at any time.

**INSTRUCTION RELATED TO FILLING UP THE PROFORMA (PLEASE FOLLOW DEPARTMENTAL PORTAL VIGYANSATHI)**

- A. Please type as per the layout given in the format of Departmental Portal Vigyansathi. Text of the R&D Project Proposal may be typed in Times New Roman/ Calibri /Arial / Verdana Font of 11/12 pt on A4 Paper or as per Portal.
- B. The project proposal must be submitted in the following format: (a) Project Title (b) Introduction and Background (upto four pages), (c) Hypothesis and aims and objectives (up to one page), (d) Significance of the project (upto one page) (e) Research design, methodology, timelines and milestones (upto ten pages) and (f) preliminary data (upto one page).
- C. Please do not skip reproduction of any answer as “NIL” or “Given elsewhere”.
- D. **Please furnish/upload scan copy of the signed document wherever applicable.**
- E. Project title should be precise and specific & normally should not exceed 20 to 24 words within two lines.
- F. Expected total duration of the project should normally be 12-36 months.
- G. If the project is to be executed by more than one Institution and/or requires regular inputs from other Scientists, names of collaborating Institutions/Scientists/S & T bodies must be listed/ mentioned.



- H. Use telegraphic language to the maximum extent possible for objectives, work plan, methodology, expected outcome, etc.

**Table 1**

**ELIGIBILITY & REMUNERATION FOR CONTRACTUAL MANPOWER  
TEMPORARILY ENGAGED IN R & D PROJECTS**

Sl No.	Category	Rate of Remuneration	
		1 <sup>st</sup> year & 2 <sup>nd</sup> year	3 <sup>rd</sup> year
01	<b>Junior Research Fellow (JRF)</b> Graduate degree in Engineering disciplines/ Post Graduate degree in Science disciplines and equivalent.	Rs. 16,000/- p.m. + H.R.A. (15%). & M.A (Rs.300/-) Total: 18,700/-	Rs. 18,000/-p.m. + H.R.A. (15%). & M.A. (Rs.300/-) Total: 21,000/-
02	<b>Senior Research Fellow (SRF)</b> In the Medical and Engineering subjects M.B.B.S/B.D.S./M.V.Sc./M.Pharm/ M.E/M.Tech/ and B.E/B.Tech/ B.V.Sc/B. Pharma or Post Graduate degree in Science disciplines with 2 years experience and equivalent.	Rs. 18,000/- p.m. + H.R.A. (15%). & M.A. (Rs.300/-) Total: 21,000/-	Rs. 18,000/- p.m. + H.R.A. (15%). & M.A. (Rs.300/-) Total: 21,000/-

- The Junior Research Fellow may be upgraded to Senior Research Fellow after two years of work by review of the Institution.
- The H.R.A. & M.A. will be allowed as per rules of Government of West Bengal.
- Tenure of any of these projects will not generally be more than 3 years. For projects which require long term experiments, up to 2 years extension can be allowed if such request is made with proper justification before the Expert committee and acceptance by the Department).

**Table 2**

**Essential Qualifications of Principal Investigators (PI)  
and Co-Principal Investigators (Co-PI)**

**(I) For projects with grant of Rs. 7 lakh or more:**

- 1) Doctoral degree in relevant subject areas of Science disciplines including Geography.
- 2) M.E/ M.Tech. or equivalent Post Graduate degree in Engineering/ Technology disciplines recognized by Govt. of India/ UGC/AICTE, etc. with 3 years' research/ teaching experience at PG level.
- 3) M.D/ M.S/ M.D.S or equivalent Post Graduate degree in Medical Science/ Dental Science disciplines recognized by Govt. of India/ MCI/ DCI, etc. with 3 years' research/ teaching experience at PG level

**(II) For “DSTBT Early Career Research Award” (Projects grant less than Rs. 7 lakh):**

- 1) Master's or equivalent Post Graduate degree in relevant subject areas of Science disciplines including Geography recognized by Govt. of India/ UGC, etc.
- 2) M.E/ M.Tech or equivalent Post Graduate degree in Engineering/ Technology disciplines recognized by Govt. of India/ UGC/AICTE, etc.
- 3) M.D/ M.S/ M.D.S or equivalent Post Graduate degree in Medical Science/ Dental Science disciplines recognized by Govt. of India/ MCI/ DCI, etc.
- 2) Age limit: 45 years

**GOVERNMENT OF WEST BENGAL**  
**DEPARTMENT OF SCIENCE & TECHNOLOGY AND BIOTECHNOLOGY**  
**VIGYAN CHETANA BHAVAN**  
**DD-26/B, SECTOR I, SALT LAKE, KOLKATA - 700 064**

**Proposal at a Glance**

1. Title of the project:

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2. Name of Principal Investigator (PI) and Co-PI (s) and their Online Registration ID number(s):

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3. Key words (ten maximum):

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4. Broad Subject area of the Project Proposal as per Advertisement:

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5. **Type of Project Proposal** (please tick)

- Research and technology development  
 Joint/ Collaborative programmes with other organizations

6. Present status of research in the proposed field. Two seminal papers must be cited which have formed the basis of this research (100 words):

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7. Proposed Contribution by the PI(s) through this project with respect to the present status of research in the proposed field (100 words):

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8. Objectives (200 words):

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9. Year wise deliverables: (200 words)

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10. Novelty of the Project (100 words):

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11. Proposed collaboration:

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12. Brief description (within 100 words) of how the project will help the State of West Bengal in the fulfilment of its socio-economic objectives:

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13. Budget estimates (summary) with justification of manpower and permanent equipment including whether the Project fellows will enrol for Ph.D (in 200 words):

Items	BUDGET(In Rupees)			
Year	1 <sup>st</sup> Year	2 <sup>nd</sup> Year	3 <sup>rd</sup> Year	Total
A. Recurring:				
1. Remunerations				
2. Consumables				
3. Travel				
4. Other costs				
B. Non-recurring				
Permanent equipment/software				
<b>Grand Total (A+B)</b>				

(Name and signature of the PI with official seal)

Date.....

Place.....

(Name and signature of the Co-PI with official seal)

**FORMAT FOR SUBMISSION OF DETAILED R & D PROJECT PROPOSALS (2020-21)**  
(TO BE FILLED BY THE APPLICANT)

**A. Particular about the Project Proposal**

1. Title of the project

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2. Key words (ten maximum)

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3. Type of Project Proposal (please tick)

<input type="checkbox"/>
<input type="checkbox"/>

Research and technology development

Joint/ Collaborative programmes with other organizations

4. **Subject Category of Project** (Please refer to the list of broad category of subject areas under the Scheme) :

5. **A brief description of how the project proposal will help the State of West Bengal in the fulfilment of its socio-economic objectives (in 300 words) [to be attached separately]**

6. **Duration** (number of months):

7. **Total estimated cost** (In Rupees and in Words) :

8. **Name of Govt./ Govt. Sponsored University/ Institution to be considered for Funding** (with details of affiliation) :

9. **Name and details of the Govt./ Govt. Sponsored Collaborative Institute** (if any)

10. **Bio Data of Principal investigator & Co-Investigator(s) justifying their Technical Competence to carry out the Project:**

(a) Name & Address of PI (b) Mobile No. & E-mail Address (c) Date of Birth

(d) Educational Qualifications (e) Area of expertise [**with all Details in Annexure V**].

**11. Overall technical & intellectual capacity** (to be mentioned for each PI and Co-PI separately):

(a) Expertise available

(b) List of ongoing and completed projects giving the following details:

<b>Project title</b>	<b>Start date</b>	<b>Completion date</b>	<b>Project cost</b>	<b>Sponsoring organization</b>

(c) Instruments/ facilities available in the implementing Institute

**12. Whether you have received any sanction/project from DSTBT, GoWB earlier? If yes, give detail as per proforma in Annexure VI.**

**13. Designation of the authority of your Institute who will act as D.D.O. in respect of the allotted amount, if any grant is sanctioned.**



**B. Technical details:**

**1. Format of proposal:**

**1.1 Introduction and Background (up to four pages):**

1.1.1 Description of problem

1.1.2 Review of existing literature/patents etc.

1.1.3 Reasons for taking up the project.

1.1.4 Relevance to state priorities and fulfilment of socio-economic objectives of the Government.

1.1.5 Financial resources committed by the applicant/ host Institution.

1.1.6 Whether this project or similar project(s) have been taken elsewhere in the State/ Country.

1.1.7 Please provide links of previous such work /research taken place.

1.1.8 How this present work is unique from the others such work done in this area so far

1.1.9 Novelty of the idea [Explain how your idea is innovative and how it is different from the existing idea/ products/ processes in your area of interest]

1.1.10 Please provide necessary inputs on the list of patents that appear to cover any part of the project/ technology, if any. If so, please mention patent number, patent title and patent assignee.

1.1.11 Number of research paper/article expected to be published in any journal in connection to this project? (If yes, furnish details)

1.1.12 Number of book(s)/chapter(s) expected to be published in any journal in connection to this project? (If yes, furnish details. Workshops, Seminars etc. not to be counted or listed)

1.1.13 Number of outreach programme expected be done to disseminate the probable outcome of this project?

1.1.14 Number of seminar/symposium/conference expected to be attended in connection with this project at State, National or International?

**1.2 Hypothesis and aims and objectives (up to one page):**

**1.3 Significance of the project (up to one page):**

**1.4 Research design, methodology, timelines and milestones (up to ten pages):**

**1.5 Preliminary data (up to one page):**

**1.6 Year wise “Activity Landmark” of the Project (1<sup>st</sup> year/ 2<sup>nd</sup> year/ 3<sup>rd</sup> year):**

**1.7 Year wise deliverables output (preferably point-wise and quantified):**

**2. Challenges & constraints:**

Strengths and weaknesses of the implementer vis-à-vis current project in terms of technical expertise, team building, past record etc. Also provide the perceived opportunities and threats and describe how PI/organization is approaching to capitalize on them or avert them.

**3. Work plan & time schedule:**

Phase wise plan of action up to post project activities detailing time schedule and milestones may clearly be stated as part of 1.4 above.

**4. Output and Translational Outcome of the project :**

Attempt may be made to quantify output in measurable parameters. If the output cannot be quantified in measurable parameters, the reasons therefore may be mentioned. If the outcome is likely to be a product or process prototype or both, the same may be mentioned. The likelihood of the output becoming patentable may also be mentioned. Also, the likelihood of a research paper being published in a high impact journal may also be mentioned.

**5. Likely impacts** (please quantify in case of measurable parameters).

**6. Parameters for monitoring effectiveness of the project [Please describe in detail the Key Performance Indicators (KPIs) by which the success of the project can be measure]**

**7. Suggested post project activities viz. application areas/field trials/ working with the Line Departments of the State Government etc.**

**C. BUDGET ESTIMATES: SUMMARY**

Items	BUDGET (In Rupees)			
Year	1 <sup>st</sup> Year	2 <sup>nd</sup> Year	3 <sup>rd</sup> Year	Total
A. Recurring: a. Remunerations b. Consumables c. Travel d. Other costs				
B. Non-recurring Permanent equipment/ software *				
<b>Grand Total (A+B)</b>				

\* (Total requirements may be mentioned in detail mentioning their availability with the Institute of the PI/ Co-PI and requirements from DSTBT, GoWB)

\*\*Please provide brief justification for each Head of expenditure (100 words for each). In case of purchase of equipment/ software, the PI will have to certify that the said equipment/ software is not available in the Institute. Equipment/ software proposed for purchase using project funds should be adequately justified and documented to reveal how the equipment/ software will be used to fulfil the objectives of the project.

**DETAILED BUDGET FOR REMUNERATIONS (In Rupees)**

Designation (Number of persons)	Budget			
	1 <sup>st</sup> Year	2 <sup>nd</sup> Year	3 <sup>rd</sup> Year	Total

**DETAILED BUDGET FOR TRAVEL (In Rupees)**

Item	Budget			
	1 <sup>st</sup> Year	2 <sup>nd</sup> Year	3 <sup>rd</sup> Year	Total
Travel 1. Local*				
2. Out station*				
<b>Total</b>				

\*Details with breakup and justification regarding the number of tours in respect of field work/ any tour related to project work indicating tentative cost for each item needs to be clearly mentioned.

**গবেষণায় বাংলা (2021-22)**

**DETAILED BUDGET FOR OTHER COSTS (In Rupees)**

Item	Budget			Total
	1 <sup>st</sup> Year	2 <sup>nd</sup> Year	3 <sup>rd</sup> Year	
a. Contingencies				
b. Others				
Total				

**DETAILED BUDGET FOR PERMANENT EQUIPMENT/ SOFTWARE (In Rupees)**

Budget		
Sl. No.	Estimated cost	Name of equipment*
1.		
2.		
Total		

\*Please provide justification and documents for each of the equipment(s) along with quotation from reputed vendor. Please also provide an endorsement that the equipment is not available in the Institute. No Desktop PC, Laptop, UPS, External HDD, Printer, Cartridge, Ink, Scanner, Work Station, Software, Refrigerator or any Capital items is allowed from any part of the Budget.

Other Project (s) Submitted for evaluation

Sl. No.	Title of Project	Name of Organization	Status

Attachments:

- 1) Detailed list of publication made so far in the proposed area of work (books and papers/articles in standard referred national and international journals).
- 3) List of patents and their present status.
- 3) A soft copy of the entire proposal.
- 4) Annexure - I to VII (as applicable)

1. I declare that I shall abide by all the guidelines, rules and regulations of the Department of Science and Technology and Biotechnology, Government of West Bengal regarding financial assistance to R & D project and shall acknowledge the funding authority in all publications made out of the sanctioned project. I shall also include the Department of Science and Technology and Biotechnology (DSTBT), Government of west Bengal, as a joint applicant for any intellectual Property/ Patent arising out of the sanctioned project and the Royalty will be shared as may be decided by DSTBT on commercialization/ transfer/ sale of technology or product. I also declare that I do not have any objection if my final project report/findings/papers etc. are shared by DSTBT-GoWB with any other line Department(s) for the benefit of the people of the State.

(Name and signature of the PI with  
official seal)

Date.....

Place.....

(Name and signature of the Co-PI with  
official seal)

(Signature of the Head of the Institution with official seal)

Annexure-I

**ENDORSEMENT FROM THE HEAD OF INSTITUTION  
(TO BE GIVEN ON LETTER HEAD)**

Project Title:

.....  
.....  
.....

.....Certified that the Institute welcomes participation of Dr./Mr./Mrs./Miss..... as the Principal Investigator and Dr./Mr./Mrs./Miss..... as the Co-Principal Investigator for the project and that in the unforeseen event of discontinuance by the Principal Investigator, the Co-Principal Investigator will assume the responsibility of the fruitful completion of the project (with due intimation to DSTBT, GOWB).

1. Certified that the equipments, software, other basic facilities and such other administrative facilities as per terms and conditions of the grant, will be extended to investigator(s) throughout the duration of the project.
2. Institute assumes to undertake the financial and other management responsibilities of the project.
3. **I undertake that the UC and audited SOE along with Progress Report will be submitted in time failing which DSTBT may stop release of next instalment.**
4. **I accept the term that the decision for rejection of the project submitted, at any stage, will be at the sole discretion of DSTBT, GoWB.**

Name and Signature of Head of Institution with Seal

Date.....

Place.....

**Remarks:**

In regard to research proposal emanating from scientific institutions/laboratories under various scientific Departments, the Head of the Institution is to provide a justification indicating clearly whether the research proposal falls in line with the normal research activities of the institution or not, and if no, the scientific reasons which merit its consideration by Department of Science and Technology & Biotechnology, Government of West Bengal.

**Annexure- II**

**CERTIFICATE FROM THE INVESTIGATOR(S)**

Project Title:

.....  
.....  
.....  
.....  
.....

1. I/We agree to abide by all the terms & conditions and guidelines of the DSTBT, GoWB grant.
2. I/We did not submit this or a similar project proposal elsewhere for financial support.
3. I/We declare that this R&D project proposal is a new one and unique of its kind. This type of project has not been conducted elsewhere so far as my knowledge is concerned. The project proposal is original and the outcome will usher new light in this particular field.
4. I/ We declare that the following has been submitted to DSTBT for previously funded R&D project by DSTBT: (i) the final report, (ii) achievement of completed project against deliverables stated at the time of project submission, (iii) utilization certificate and audited statement of expenditure, (iv) information on publications made in reputed journals/ high impact journals, (v) patentable items, (vi) translational values, (vii) benefits to the State Government/ common man.
5. In case any item of the project proposal is found to be plagiarized, I/We shall be liable for the consequences.
6. I/We have explored and ensured that equipment and basic facilities available within the Institution will be used as and where required for the purpose of the project. I/We shall not require financial support under this project for procurement of the items already available.
7. I/We undertake that the permanent equipments will be kept within the institution and the same will be made available to other users of the Institution also.

8. I/We undertake that **Intellectual Property Rights** arising out of the R & D Project work (if any) will be intimated to Department of Science and Technology & Biotechnology (DSTBT), Govt. of WB and will be filed jointly in the credit of the DSTBT, GOWB and the implementing organization as per above mentioned terms and conditions.
9. **I/We undertake that the UC and audited SOE along with Progress Report will be submitted in time failing which DSTBT may stop release of further instalment.**
10. **I/We accept the term that the decision for rejection of the project submitted, at any stage, will be at the sole discretion of DSTBT, GoWB.**

Name and Signature of Principal Investigator with Seal

Name and Signature of Co- Investigator(s) with Seal

Date.....

Place.....



**Annexure- III**

**DECLARATIONS**

2. I declare that I have last received funds from DSTBT, GoWB on.....  
for an amount of Rs .....  
(in figures and words).
3. I declare that I do not have any objection if my final project report/findings/papers etc. are shared by DSTBT-GoWB with any other line Department(s) for the benefit of the people of the State.
4. Utilisation Certificate (UC), Audited Statement of Expenditure (SOE) & Final Report submission date of the previous project of the PI funded by DSTBT, GoWB, if any:  
UC: .....; Audited SOE: .....  
Final Report: .....

I/We declare that I shall abide by all the guidelines, rules and regulations and Terms and Conditions as mentioned in Guidelines for R & D Project Proposals (2020-21) of the Department of Science and Technology and Biotechnology, Government of West Bengal regarding financial assistance to R & D project and shall acknowledge the funding authority in all publications made out of the sanctioned project. I shall also include the Department of Science and Technology and Biotechnology (DSTBT), Government of west Bengal, as a joint applicant for any intellectual Property/ Patent arising out of the sanctioned project and the Royalty will be shared as may be decided by DSTBT on commercialization/ transfer/ sale of technology or product. I also declare that I do not have any objection if my final project report/findings/papers etc. are shared by DSTBT-GoWB with any other line Department(s) for the benefit of the people of the State.

<b>Signature:</b>	<b>Signature:</b>
<b>Date:</b>	<b>Date:</b>
<b>Name of Principal Investigator / Co-Principal Investigator with Official Seal:</b>	<b>Name of Head of the Institution with Official Seal:</b>

**Annexure-IV**

**BANK & OTHERS DETAILS OF THE APPLICANT INSTITUTION FOR RECEIVING GRANT**

Name of the Organization	
<b>Account number &amp; name of the Account holder</b> as per Bank Passbook/Cheque Book	
Type of Account (Savings or Current A/c)	
<b>Name of the Bank</b>	
Name of the Branch with Branch address	
IFSC code of the Branch	
<b>Mobile Phone Number of the PI</b>	
PAN / TAN of the Account holder	
File Number (for Office use)	

Date:

Signature of Authorized Person with seal

**Enclosures: Cancelled Cheque / Photo Copy of first page of Bank Pass Book**

**Annexure-V**

**BIO DATA OF PRINCIPAL INVESTIGATOR & CO-PRINCIPAL INVESTIGATOR(S) [to fill separately by PI and Co-PI(s)]**

**1. Name:**

**2. Designation:**

**3. Department:**

**4. Organization/Institution name:**

**5. Address:**

**Pin:**

**6. e-mail:**

**7. Telephone (office):**

**Mobile:**

**Fax:**

**8. Date of birth:**

**9. Sex (M/F):**

**10. Category (Gen/SC/ST/OBC):**

**11. Academics: (Attach extra sheets if necessary)**

Sl. No.	Institution Place	Degree Awarded	Year	Field of Study

**12. Position and Employment (Starting with the most recent employment)**  
(Attach extra sheets if necessary)

Sl. No.	Institution Place	Position	From (Date)	To (Date)

**13. Honours and Awards, Books, patents Received: (Attach extra sheets if necessary)**

14. Others (please specify)
15. Publications (Use separate sheets if necessary)
- a. Selected Peer-reviewed publications (Ten best publications in chronological order)
- b. Five recent publications relevant to the proposed area of work:
16. Details of Completed and Ongoing Research projects supported by DSTBT and other funding agencies (if any) (to be mentioned separately for both the PI & Co-PIs)

Sl. No.	Title of Project	Name of Funding Agency	Amount (Rs)	Date of Initiation & Duration

17. Justification of Professional Competence to carry out the Project.
18. Ethical Approval (if the project involves humans or animals), whether obtained:
19. Whether this project has already been submitted for grant elsewhere:

Date:

Signature of Principal Investigator/  
Co-Principal Investigator(s) with  
official seal

**Recommended and Forwarded**  
(Head of the Department/Institution of the PI and Co-PI, as the case may be)

**DETAILS OF EARLIER SANCTION/ PROJECT FUNDING RECEIVED  
FROM DST/ DHESTBT/ DSTBT, GOWB**

1. G.O. No. & Date:
2. Title of project/ programme(s) sanctioned earlier in chronological order:
3. Amount sanctioned in each case:
4. Whether the following have been submitted:
  - a. The final report,
  - b. Achievement against deliverables stated at the time of project submission,
  - c. Utilization certificate and audited statement of expenditure,
  - d. Information on publications made in reputed journals/ high impact journals,
  - e. Patentable items,
  - f. Translational values,
  - g. Benefits to the State Government/ common man

(Please furnish forwarding letter no. & date of submission of final report along with a summary of final report):

5. Whether UC & audited Statement of expenditure submitted

(Please furnish forwarding letter no. & date along with a copy of the same):

6. Please indicate the follow up action taken on the earlier work funded by

DSTBT:

**Date:**

**Signature of Principal Investigator/  
Co-Principal Investigator(s) with  
official seal**

**Annexure – VII**  
**CHECKLIST**

**(Please write yes or no against each point)**

1. Whether following included in the project proposal:
  - a. Introduction and Background (up to four pages),
  - b. Hypothesis and aims and objectives (up to one page),
  - c. Significance of the project (up to one page)
  - d. Research design, methodology, timelines and milestones (up to ten pages) and
  - e. Preliminary data (up to one page).
2. Govt./ Govt. Aided: Yes/No
3. Soft Copy of the entire Project (in single PDF format only): Submitted/ Not Submitted.
4. Bank A/c Details of Institute of the PI where fund may be placed with IFSC & MICR CODE and cancelled cheque: Submitted/ Not Submitted.
5. Is there any other ongoing Project associated with DSTBT, GoWB or any other State or Central Govt.: Yes/ No (If yes, please furnish details with File/G.O. Number, if available)
6. Quotations for instruments asked for: Submitted/ Not Submitted.

**ENCLOSURES REQUIRED TO BE SUBMITTED WITH THE PROPOSAL (PLEASE FOLLOW DEPARTMENTAL PORTAL VIGYANSATHI):**

- a) Endorsement from the Head of the Institution on Letter head for both the PI and all Co-PIs as per prescribed format (Annexure-I). Certificate from Principal Investigator (PI) and all Co-Principal Investigators (Co-PIs) as per prescribed format (Annexure- II).
- b) Undertaking and/ or MOU (as applicable) from the PI and Co-PI(s) on Patent and IPR sharing with DSTBT, GOWB as mentioned under general terms and conditions.
- c) Declaration by the PI and Co-PI.
- d) Bank details of the PI's Institute are to be furnished as per the attached format (Annexure-IV).
- e) Bio Data of PI and all Co-PIs as per prescribed format (Annexure-V).

(Name and signature of the PI with official seal)

Date.....

Place.....

(Name and signature of the Co-PI with official seal)

**Standard Form - I**

**UTILISATION CERTIFICATE IN RESPECT OF GRANT-IN-AID**

No.

Date:

1. Name of the Grantee Institute (s) :  
[Attach separate list for more than one Grantee Institution]
2. Sanctioning Authority :
3. Sanction Order Number & Date :
4. Amount Sanctioned :
5. Drawing & Disbursing Officer :
6. Treasury/PAO :  
[From where the bill was drawn]
7. Bill No. & Date :
8. T. V. No. & Date :
9. Amount Drawn :
10. Unspent Balance of Previous year, if any :
11. Amount Utilised :
12. Unspent Balance, if any, in Current year :
13. Purpose of Utilisation :

**CERTIFICATE**

Certified that I have satisfied myself that the conditions on which the Grant-in-Aid was sanctioned have been duly fulfilled/are being fulfilled that I have exercised the following checks to see that the money was actually utilised for the purpose for which was sanctioned.

**[Applicable in case of unspent balance]** The unspent fund will be adjusted against the Grant-in-Aid to be sanctioned and paid in the Current Financial Year (applicable in case of recurring grant only).

**Kinds of checks exercised**

1. Cash Book
2. Ledger
3. ....

Date

Signature with Official Stamp

**Standard Form - II**  
**Yearly Progress Report**

1. Name of the PI with designation, mobile no. and e-mail id:  
.....  
.....  
.....
2. Title of the R&D Project:  
.....  
.....  
.....
3. Name and postal address of the Institute:  
.....  
.....  
.....
4. Total approved Budget: .....
5. First Sanctioned G. O. No.: .....
6. Date of Commencement of the Project: .....
7. Total Duration of the Project: One year/ Two years/ Three years: .....
8. Last Sanctioned G. O. No. (for which the Yearly Progress Report is given):  
.....
9. Year of the Progress Report: 1<sup>st</sup> year/ 2<sup>nd</sup> year/ 3<sup>rd</sup> year: .....
10. Objective(s)/ Academic Landmark of the Sanctioned Project: 1<sup>st</sup> year/ 2<sup>nd</sup> year/ 3<sup>rd</sup> year:.....  
.....  
.....
11. Achievement(s) of the Objective/ Academic Landmark (till date of Report):  
.....  
.....  
.....
12. If there is any shortcomings to achieve the objective(s), reason(s) thereof:  
.....  
.....
13. Physical Progress during the reporting year:  
.....
14. Quantitative indication of the actual progress vis-à-vis the original proposal submitted to DSTBT (as per Work Plan and Timeline):  
.....



15. Physical Achievement and Translational Outcome till date, particularly, how the result will help the common people of our State:

.....

16. No. of papers published/ communicated (with copy) and Book/ Book Chapter/ Book Edited etc.:

.....

17. Patents applied (if any):

.....

18. Remaining Work to be done for the next year:

.....

19. Budget utilization as per the sanctioned heads:

.....

20. Any other Special Achievement/ Translational value etc.: .....

**Name & Signature of the Principal Investigator (PI) and Co-PI with Official Seal**

**Standard Form - III**

**On Letter Head**

**Audited Statement of Expenditure (Audited SoE)**

1. Name of the PI with designation, mobile no. and e-mail id:

.....  
.....  
.....

2. Title of the R&D Project:

.....  
.....  
.....  
.....

3. Name and postal address of the Institute:

.....  
.....  
.....

4. First Sanctioned G. O. No.: .....

5. Date of Commencement of the Project: .....

6. Total Duration of the Project: One year/ Two years/ Three years: .....

7. Last Sanctioned G. O. No. and date (for which the Audited SoE is given):

.....

8. Reporting Year of this Audited SoE: 1<sup>st</sup> year/ 2<sup>nd</sup> year/ 3<sup>rd</sup> year:

.....

**গবেষণায় বাংলা (2021-22)**

<i>Sl No.</i>	<b>Sanctioned Heads as per Budget</b>	<b>Amount allotted as per Sanctioned Budget (A)</b>	<b>Expenditure made during the reporting year (B)</b>	<b>Unspent Balance (C)</b>	<b>Remarks, if any</b>
1.					
2.					
3.					
4.					
5.					
6.					
7.					
	<b>Total</b>				

**Certified that we have exercised all kinds of checks to see that the grant has been utilized for the purpose for which it was sanctioned by DSTBT.**

---

**Name & Signature of  
Principal Investigator with  
Official Seal**

**Name & Signature of Head  
of the Institution with  
Official Seal**

**Name & Signature of  
Chartered Accountant with  
Official Seal**

**Standard Form – IV**

**(On Rs 10 Non Judicial Stamp Paper)**

**MoU**

**between**

**Department of Science & Technology and Biotechnology  
(DSTBT),**

**Government of West Bengal**

**and**

**University**

**for**

**Intellectual Property Rights Protection**

This Memorandum of Understanding (MOU) is made on the xxxxx day of xxx 2020, at Kolkata, West Bengal, between the Department of Science & Technology and Biotechnology, Government of West Bengal, hereinafter referred to as DSTBT established since 1988, represented by its Additional Chief Secretary/ Principal Secretary (which expression unless repugnant to or contrary to the context shall mean and include change in the official concerned, legal representatives, assigns, nominees, executors and administrators) of the FIRST PART,

AND

University / Institute represented by its Registrar /PI of R& D project supported to University

DSTBT & PI /Registrar of University are hereinafter collectively referred to as the “Parties” and individually as a “Party”.

**WHEREAS Department of Science and Technology and Biotechnology**, Government of West Bengal, Vigyan Chetana Bhavan, DD Block, Plot- 26/B, Sector I, Salt Lake, Kolkata- 700064, hereinafter referred to as DSTBT the **Party** of the **First Part**, AND (herein referred to as University) of the Second Part, both of them hereinafter singularly referred to as “The Party” and collectively referred to as “The Parties”.

**AND WHEREAS University** (f) “*University*” means a *University* established or incorporated by or under a *Central Act*, a *Provincial Act* or a *State Act*, and includes any such institution as may, in consultation with the *University* concerned, be recognized by the Commission in accordance with the regulations made in this behalf under this *Act*. 3.

**WHEREAS** it is necessary to enhance understanding and relationship by protecting Intellectual Property and Technology Transfer in the area of Science, Engineering and Technology to build a Start up ecosystem in the State and to create a Technology based Business Environment with exchange and co-operation in the area of academics and capacity building of Science & Technology Start ups for building upon the technology based business environment for the State;

**AND WHEREAS** it is further necessary to strengthen technical co-operation between the Parties herein through sharing experiences, best practices and knowledge in the area of academics and capacity building of Science & Technology Start ups and Science/ Engineering/Technology students of the State ;

**AND WHEREAS** it is also necessary to recognize the need to share value of academic co-operation and having agreed to further continue their common interests in protecting the mutual cooperation in the area of Intellectual Property Rights.

**NOW THEREFORE** the Parties have reached the following Memorandum of Understanding:

### **Article 1: Objective**

The objective of this Memorandum of Understanding (hereinafter referred to as the “MoU”) is to establish a healthy framework for co-operative institutional relation to protect co-operation in the area of Intellectual Property Rights and Technology Transfer for a period of project/research being live and thereafter in terms of IPR rules/mandate–needs re-formulation. This MOU reflects the Participants’ sincere and genuine intentions to collaborate in the IPR protection set out herein pertaining to the research and development.

### **Article 2: Area of Co-operation**

The Parties herein will make an endeavour to carry out the following terms and conditions consisting of exchanges and co-operative activities under this MoU which consist of

1. Collaborate in the matter of Intellectual Property Rights protection for Technology Transfer for the instant Research project funded by DSTBT, GoWB.
2. Documentation of Research work and submission to DSTBT, GoWB for IPR protection
3. Identify the possible area of Intellectual Property Rights protection.
4. Carrying out patentability assessment/IPR assessment by Patent Information Centre operational under West Bengal State Council of Science and Technology, DSTBT-GoWB.
5. Each parties will find out nodal person to carry out the strategy for IP protection and Management
- 4 Setting aside the scope of financial arrangement for Intellectual Property Rights protection in the project fund.

### **Article 3: Intellectual Property Rights Protection**

1. Each Party shall retain all right, title, interest and ownership of its (i) content, materials, software, data, databases, documents, processes, programs, systems, instructions, designs, concepts, know-how, tools, frameworks, models and information and (ii) patents,

trademarks, service marks, design rights, copyright, database rights, domain names, trade secrets and any other intellectual property rights (“**Intellectual Property Rights**”), created other than in the provision of the Services rendered herein (“**Pre-Existing Intellectual Property Rights**”). All Pre-existing Intellectual Property Rights of a Party must not be used by the other Party for any purpose without owning Party’s prior written consent or as expressly permitted by this MOU. However, the intellectual property right arising on account of any activity undertaken in pursuance of this MOU shall vest with WBSCST, Government of West Bengal.

2. Each Party represents and warrants that it is not infringing any intellectual property rights or other rights or privileges of any person or entity or party while performing its obligations in terms of this MOU. The defaulting Party agrees to indemnify and hold the other Party harmless from and against any and all claims, suits, actions, damages, settlements, losses, liabilities, costs, and expenses arising hereof.
3. The Parties agree that neither will use the name of the other Party or its employees in any advertisement, press release or publicity with reference to this MOU or any product or service resulting from this MOU, without prior written approval of the other Party.
4. The terms with respect to title to and exploitation of intellectual property (including trademarks and service marks, copyrights, patents designs and confidential information on the subject matter of intellectual property, inventions and innovations for Research project funded by DSTBT, GoWB) will be filed and exploited jointly in the name of DSTBT, GoWB AND University.
5. All Intellectual Property solely conceived and/or developed by DSTBT, GoWB and University shall be owned by themselves. Intellectual Property developed from Research project funded by DSTBT will jointly owned by DSTBT and University/Institution. For purposes of this Agreement, the term "Intellectual Property" shall mean any and all works and property including, but not limited to , all intellectual properties, ideas, inventions, concepts, products, improvements, innovations, discoveries, developments, methods, formulas, techniques, software, know- how and writings made, conceived, reduced to practice, developed, written, or prepared by University out of said funded research of DSTBT, GoWB.

6. IP conceived or first reduced to practice by both parties shall be Jointly Owned in accordance with applicable patent laws. “Jointly Owned” means either Participant may exploit IP jointly.
7. IP generated out of *Human and Animal, Microorganism Subjects in Research*. Participants agree that adequate safeguards shall be taken whenever using human or animal subjects in research, consistent with applicable laws and policies regarding the use of human and animal subjects, including training of such trainees, faculty, or staff, an institutional review committee, research ethics board, or animal care and use committee composed of members with varying backgrounds who will perform complete and adequate review of projects involving the use of such subjects. Informed consent shall be obtained in accordance with national laws and regulations, international research standards, and accepted guidelines on good research practices and ethics. Each Participant shall, to the extent necessary for the legal conduct of activities under this MOU.
8. Protection of Microorganism will be guided by the Indian Patents Act, 1970 wherein added microorganisms under the purview of patentability through the Patents (Amendment) Act, 2002, in compliance with the TRIPS. According to Section 3(j) of the Patents Act, 1970, a plant, animal, seeds and biological processes, apart from microorganisms are not patentable. Therefore, section 3(j) of the Indian patents act, allows patentability of microorganisms. Microorganism need to be deposited in International Authorised Repository. The provision for cost born out for Microorganism deposition be made separately in Project fund. Thus protection of Microorganism will be guided by India and subsequent International regulations.
9. Any IPR protected in India /International will be guided by the existing India and International IPR Laws and regulations. The party will abide by the laws and regulation for filing any IP.
10. Plant Variety protection among two applicant will be governed by Plant Variety protection Act in India.
11. If the application pertains to a biological material obtained from India, the applicant is required to submit the permission from the National Biodiversity Authority any time



before the grant of the patent. Cost related to Biodiversity permission may be met out of Project fund

12. Royally generated for any IP will be shared equally. Royalty sharing among Universities and Inventor/Author of any IPR will be guided by Institutional IPR policy.

#### **Article: 4**

##### **Implementation**

1. The Parties shall hold periodical consultation amongst themselves as deemed necessary for implementing this MoU at Vigyan Chetana Bhavan , Salt Lake, West Bengal.

2. For the implementation of this MoU, the Parties shall designate one nodal person each within one month of the commencement of this MoU to draw up the procedures, plan and strategy of with a view to achieve the objective of the MoU

3. Specific details of procedures and programmes for exchange and co-operation activities will be decided in a manner to be separately agreed upon by the Parties in future.

4. The programmes for which this MoU is signed are to be known as

- i. Assessing the IPR emanating out of Research Project
- ii. Protection of IPR as per existing India /International Laws and Regulations

#### **Article: 5**

##### **Settlement of Differences**

If any provision of this Memorandum is held by any court or other competent authority to be illegal, void or unenforceable or in part this MoU shall continue to be valid as to the other provisions independent of the effectual provisions. Any differences arising out of the interpretation, application and implementation of this MoU shall be settled amicably through consultations and negotiations among the Parties themselves. However, in case if the dispute remains unresolved it shall be referred to the Chief Secretary, Government of West Bengal

who, after considering the views of the Department of Science and Technology and Biotechnology, will take a decision which will be final and binding on both the parties.

**Article: 6**

**Amendment**

This MoU can be reviewed or amended at any time by mutual written consent by the Parties. Such reviews or amendments shall come into force on such date as may be determined by the Parties and shall form an integral part of this MoU.

**Article: 7**

**Entry into Force, Duration and Termination**

1. This MoU shall come into force on the date of its execution.
2. This MoU shall remain into force for a period for which projects are funded by DSTBT and its outcomes thereof.
3. Continuing projects will come under purview of MoU-.
4. Publications in joint name/ acknowledgement of DSTBT by the PI-to be checked in as terms and conditions of project funding as it applies.

**Article 8**

**Governing Law and Dispute Resolution**

1. This MoU shall be construed and interpreted in accordance with and governed by the Indian laws and Parties agree to be subject to the jurisdiction of Courts at Kolkata, West Bengal, India.
2. Any controversy or difference and dispute arising between the parties herein touching this MoU or interpretation of any of its terms, covenants and obligation and breach of the terms and claim of loss and damage of the Parties against each other arising therefrom, unless mutually resolved by consultation by the Parties within a period of ninety (90) days of written notification of the dispute by a Party, shall be referred before a single

Arbitrator to be appointed by mutual consent of the parties for adjudication and passing of Award in accordance with the provision of the Indian Arbitration and Conciliation Act 1996, or any statutory modification / re-enactment thereof and rules made there under. The place of Arbitration shall be at Kolkata.

Signed, sealed and delivered by:  
Department of Science & Technology and  
Biotechnology, Government of West Bengal

Witness: .....

Signed, sealed and delivered by:  
University:

Witness: .....