

Government of West Bengal
Department of Science and Technology and Biotechnology
Vigyan Chetana Bhavan, Block DD 26/B, Bidhannagar
Kolkata-700091

GUIDELINES FOR RESEARCH GRANT AWARD (2021-22)

About the Scheme: The Department of Science and Technology and Biotechnology (DSTBT), Government of West Bengal (GOWB) is pleased to announce the **Guidelines and General Terms and Conditions** in connection with Research Grant Award (RGA) implemented by West Bengal State Council of Science & Technology, an autonomous body under the Department. RGA scheme is being implemented throughout the State of West Bengal for furtherance of extension based Scientific Research and Development work towards fulfillment of socio-economic objectives of the Government and improvement of the quality of life of people.

Project proposal under this scheme will be considered to take forward which has a reference to a predefined seminal work done under Government/Private sponsorship, leading to defined application. Major programme of extension based on proven technologies only to be considered for support, where a value-addition of a product or process re-engineering is proposed. The project proposal will help the State of West Bengal in the fulfilment of its socio-economic objectives with expected outcome. No proposal for fresh research will be considered.

I. Type of Award:

There are two types of Research Grant Awards in the name of

- 1) Rabindranath Tagore Award (for Science Education)
- 2) Swami Vivekananda Award (for Generating Scientific Temperament & Social Welfare)

II. 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

III Total Award Value:

Research Grant Award is tenable for a maximum period of **three years**, subject to completion of the project whichever is earlier. Each grant award provides financial support of Rs. 5.00 lakh per annum summing up of Rs.15.00 lakh for three years. No financial assistance will be provided other than the amount mentioned above or beyond the stipulated period.

IV. Eligibility:

Research Grant Award will be honored to a regular employee/ faculty of a Govt./ Govt. Sponsored University/ Institute/ College in West Bengal. No temporary/ contractual/ adhoc faculty will be considered. Candidate with Doctorate degree in relevant subject/ Master in Professional degree and minimum 5 years research/ teaching experience at PG level will only be considered for the award. Person who is awarded once will not be considered further. The Candidate, at the point of submission of a project proposal, should have at least five (5) clear years prior to retirement.

V. Mode of Application: Online through Departmental Portal VIGYANSATHI (www.vigyansathi.in). Last date of submission: Date of advertisement in newspapers.

VI. Engagement of Manpower: No JRF/SRF will be employed in the project. Only one Project Assistant with monthly remuneration of Rs. 12000/- will be allowed to engage in the project for assisting the Recipient of such Grant Award.

VII. ADDRESS FOR COMMUNICATION:

**The Member Secretary
West Bengal State Council of Science & Technology
Department of Science & Technology and Biotechnology
Vigyan Chetana Bhavan (4th Floor)
DD-26/B, Sector- I
Salt Lake, Kolkata-700064**

VIII. GENERAL TERMS AND CONDITIONS OF RESEARCH GRANT AWARD

1. The project proposal under this scheme will only be considered if it is application based research and be implemented in the State of West Bengal. The Applicant must be attached to the organization/ institution (which can receive the fund) situated in the State of West Bengal only.
2. The Recipient is essentially required to declare during submission time that the project proposal in Annexure I is **original and not a plagiarized one**. Whether the project has already been submitted elsewhere for grant, must also be mentioned. All kinds of technology sources, references to quotations, annotations, etc. are to be clearly mentioned in the project proposal.
3. The project proposals are initially considered for short-listing by “the Expert Committee/Convener/Nodal Officer” of WBSCST. The short-listed Applicants to make detailed presentation of project proposal, in front of the Expert Committee. The WBSCST/ Expert Committee may seek any external expert’s opinion also on the merit of project, if required.
4. Project Commencement Date for 1st year may be considered the date of joining of Project Assistant (maximum within 3 months after receiving the grant/fund from WBSCST in normal situation). In case there is no provision of Project Assistant in the project, date of receipt of first instalment of fund/ sanction letter whichever is later will be treated as project commencement date. Accordingly,

2nd year and 3rd year commencement date will also be fixed following the 1st year's commencement date.

5. WBCSST encourages use of available equipments and infrastructure of all set up laboratory in the institution for implementation of the project. Investigator may purchase parts of equipment/ small instrument useful for the project. No major equipment purchase is allowed in this scheme. Purchasing of Equipments and Consumables including tender procedure, if any, must be followed as laid down in the Recipient's Institute Rules and Guidelines.
6. International travel is NOT permissible under the project. Domestic Air fare in economy class is allowed for testing /field work/ training purposes. Travel grant should be utilized for the implementation of the project sanctioned under RGA scheme and adequately justified.
7. 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 WBCSST. However, host institution of Recipient, 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 host Institution.
8. No engagement (Project Assistant) in RGA 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 RGA, WBCSST. 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 Project Assistant as per rule of the Institute. Details of the selected Project Assistant (qualification, experience etc.) are to be kept in the Institute. Remuneration of Project Assistant 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 WBCSST from time to time with a covering letter mentioning the Project Sanction letter.
9. In case of Rabindra Nath Tagore Award at least two out-reach programmes/field trial/ awareness campaign/ training programme/ others etc. have to be organized per year, with active support from the Authority of Host Institution, preferably in collaboration with schools, in addition with regular activities from the project fund.
10. In case of Swami Vivekananda Award at least two out-reach programmes/ field trial/ awareness campaign/ training programme/ others etc. have to be organized per year, with active support from the Authority of Host Institution, preferably in collaboration with NGOs, in addition with regular activities from the project fund.
11. The yearly evaluation will be made by the Expert Committee for Award of Research Fellowship and Research Grant of WBCSST where the Recipient need to make a presentation and interact with the members of the committee regarding further implementation/revision of his/her work. The 2nd & 3rd installment will be released subject to the evaluation and submission of the yearly progress report on the progress of the project. No financial assistance will be provided other than the sum mentioned above or beyond the stipulated period.

12. The Recipient is expected to make at least one publication in peer reviewed journal within two years of release of the grant and WBSCST should be acknowledged for financial assistance in all possible publications made from such work.
13. The Annual Progress Report in prescribed format in Annexure IV should be always accompanied by copies of published papers, re-prints and pre-prints of papers accepted for publication, manuscripts of papers communicated for publication duly acknowledging financial assistance of WBSCST. Noncompliance of WBSCST norms for submission of annual progress report along with other requisite documents within three months after completion of yearly tenure may result in termination of grant.
14. Deadline for submission of Annual Progress Report, S.O.E, and audited UC is within 14 months from the date of Commencement of the Project. Softcopies are to be uploaded in Vigyansathi portal. (www.vigyansathi.in). Hardcopy of U.C. and audited S.O.E to be submitted to WBSCST addressing the concerned Officer for the release of next year's grant.
15. The unspent amount of earlier payments and Interest earned by Institution/ Universities/Colleges on Research Grant Award released by WBSCST has to be adjusted while submitting/making the fresh claims for payment. The accounts should be maintained on ledger type system by the grantee Institution. The university/college shall be responsible for proper utilization of grant and for rendering the account to WBSCST.
16. Monitoring of supported projects online/ physically at Implementing Institutions by RGA Convener may be organised if required and felt necessary.
17. Any significant outcome of any project under this scheme may be disseminated by WBSCST/ DSTBT, GoWB with any other line Department(s) for the benefits to the State Government/ common people of the State.
18. The physical assets, created or acquired out of the project fund shall vest in the State Government & such assets should not be reflected as the assets of the host institute as their own in their Books of Accounts but disclose the origin & holding in the notes to accounts.
19. Project Completion Certificate will be issued by WBSCST after submission of audited Utilization Certificate & Statement of Expenditure (in duplicate) at the end of third year along with the final report.
20. On completion of the project duration and after the receipt of the final report and U.C. & S.O.E, the WBSCST will decide whether the assets should be retained, returned or sold by the grantee institute. If the assets are to be sold, the proceeds there from should be credited to the WBSCST's account. In case the assets are allowed to be retained by the Institution, they should include the assets at book value in their own accounts.
21. The Competent Authority reserves the right to reject any proposal submitted in this scheme which is not according to the Terms & Conditions and relevant Guidelines and also without assigning any reason. No correspondences will be entertained in this regard.

22. All disputes pertaining to the Research Grant Award shall fall within the jurisdiction of West Bengal.

West Bengal State Council of Science & Technology
Vigyan Chetana Bhavan
DD 26/B, Sector 1, Salt Lake, Kolkata 700064

Application form for Research Grant Award

Recent Photograph

A. PROPOSAL AT A GLANCE

1. Title of project:
2. Applied for Research Grant Award:
3. Broad subject area:
4. Summary of the project proposal (in 300 words):
5. Name, designation and full contact details of Applicant:
6. Details of collaborating agencies, if any:
7. Designation of the authority who will act as D.D.O. in respect of the allotted amount, if any grant is sanctioned:
8. Total cost for three years:

B. TECHNICAL DETAILS

1. Description of the proposal (one page)
 - a. Background/ previous work
 - b. Where does it occur (Area of implementation/Geographical location in W.B.)?
 - c. Importance/ significance of the work
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 investigator /organization is approaching to capitalize on them or avert them.
3. Reference of successfully completed project, in connection with the submitted project proposal, sponsored earlier by DSTBT or any other State/ Central funding agencies with details:
 - a. Sanction order no., duration and amount
 - b. Project title
 - c. Achievement in terms of publication, patent, technology transfer, reports for awareness generation or any other way

4. Detail of the proposed work:
 - a. Aim & Objective (250 words)
 - b. Brief description of how the project will help the State of West Bengal in the fulfilment of its socio-economic objectives (within 100 words)
 - c. Preliminary investigation/ research output obtained by Applicant or Organization with reference to point no. 3
 - d. Methodology
 - e. Expected outcome (If the outcome is likely to be a product or process prototype or both, the same may be mentioned. 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.)

5. Infrastructure facilities including equipments available in the host institution related to the submitted project proposal:

6. Work plan and time schedule: Quantitative deliverable items to be placed

Phases (only indicat ive)	Activity/ Deliverables	Time frame (months)					
		1-6	7-12	13-18	19-24	25-30	31-36
Phase I							
Phase II							
Phase III							

7. Institutions/places where detailed lab/field testing or experiments will be carried out:

8. Whether project activities require any clearance from relevant authorities in respect of any environmental/legal/ethical issues? Yes/No

9. Suggested activities viz. field trial / awareness campaign/ training programme/ others etc. for estimated number of people to get direct benefit on practical application of this technology/ research outcome:

10. Likely impacts* (please attempt to quantify):

Please also comments on the possible benefit sharing mechanism of project outcome by different stakeholders/ beneficiaries.

*Outcome will be assessed to explore the possibility of inclusion in academic syllabus of educational institutions for science education/ societal benefit.

11. Parameters for monitoring effectiveness of the project proposal interventions in respect to the stated objectives and deliverables. The indices you choose must permit objective measurement and determination *vis-à-vis* time line during project cycle comparing with base line data control. List in the table is only indicative:

S. No.	Indicators (as applicable)
1	Increase in crop production
2	Increase in land productivity
3	Change in land use pattern
4	Increase in irrigated area and/or drinking water coverage
5	Increase in family income
6	Increased availability of resources (natural and/or physical) and assets
7	No. of beneficiaries using facilities created under the project
8	Increase in livelihood/ employment opportunities
9	Diversification of livelihood activities with description
10	Improved linkages with banking/ financing institutions
11	Improved linkages with Distt. authorities/State Govt/ PRIs
12	Improved health of beneficiaries/ sanitation/ Less drudgery in work
13	Improved access to energy sources
14	No. of skilled/non skilled workers trained
15	No. of new technologies/products/processes/ services developed/ adapted
16	Adoption of newly developed product indicated by number of adopters
17	No. of people / organizations motivated from awareness creation in outreach programmes
18	No. of people / organizations benefited from project achievements/ outcomes
19	No. of publications produced (Title, Journal, issue, yr.)
20	Any Intellectual Property Rights arise out of the Project work

12. Budget* estimate in Rupees:

	Head	Budget			Total
		Financial Year (Rs. in lakh)			
		1 st year	2 nd year	3 rd year	(Rs. in lakh)
A.	Recurring				
	Remuneration (Project Assistant @Rs. 12000/-)				
	Equipment /Parts of equipment **				
	Outreach / field trial programmes (mandatory)				
	Consumable				
	Travel				
	Contingency				
B.	Institutional Contribution for conducting Outreach / field trial programme				

A+ B	Total				
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*Details of budget head with justification should be enclosed.

** Existing lab facilities in host institutions would be strengthened by supporting small budget equipment /parts of equipment. Budgetary quotations/ estimate will be required for equipment /parts of equipment, once project is approved for financial support.

13. BIODATA OF PRINCIPAL INVESTIGATOR

- i. Name of the Applicant:
- ii. Address of the host University/ College:
- iii. Present position:
- iv. Date of birth:
- v. Sex:
- vi. Category (Please tick appropriately): SC/ST/PH/OBC/General:
- vii. Mobile No.:
- viii. Email Address:
- ix. Qualification:

Sl. No	Degree	Institute/University	Year of Graduating	Subject	Percentage
1.	Graduation				
2.	Post Graduation				
3.	Ph.D.				
4.	Any Other				

x. Position and Employment (Starting with the most recent employment)

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

- xi. Major research grants received:
- xii. Expertise research area:
- xiii. Professional achievements briefly:
- xiv. List of complete and ongoing projects:
- xv. Publications (relevant to the proposed area of work):

Attachments:

DECLARATION:

I/We declare that I/ We shall abide by all the rules of the West Bengal State Council of Science & Technology (WBSCST), regarding financial assistance to Research Grant Award project proposal and shall acknowledge the funding authority in all publications made out of the sanctioned project. I/We shall also make the West Bengal State Council of Science and Technology, a legal partner in all the patents generated out of the sanctioned project. Royalty will be shared as may be decided by WBSCST 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 WBSCST/ DSTBT-GoWB with any other line Department(s) for the benefit of the people of the State.

I/We declare that this or similar project proposal has not been submitted to any State or Central funding agency for financial support. In case any item of the project proposal is found to be plagiarized, I/We shall be liable for the consequences.

Further, it is certified that all information given by me/ us are true to the best of my/ our knowledge, if any information is to be found incorrect or false, I/We am/are aware that my application and grant are liable for cancellation.

Date:

Place:

Name & signature of the Applicant with official seal

Forwarded by

Date:

Place:

Name & signature of the Head of the Dept./Institution with official seal

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

Project Title:

Name of the College/University/Institution:

1. Certified that the Institute welcomes participation of Dr./Shri./Smt./Km.....
.....as the Applicant for the Research Grant Award project.
2. 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.
3. Institute assumes to undertake the financial and other management responsibilities of the project.
4. I/We undertake that the UC and audited SOE along with Progress Report will be submitted in time failing which West Bengal State Council of Science & Technology may stop release of further installment.

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.

BANK & OTHERS DETAILS OF THE APPLICANT INSTITUTION FOR RECEIVING GRANT

Name of the Organization	
Account number & name of the Account holder as per Bank Passbook/Cheque Book	
Type of Account (Savings or Current A/c)	
Name of the Bank	
Name of the Branch with Branch address	
IFSC code of the Branch	
Mobile Phone Number of the Applicant	
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

**FORMAT OF ANNUAL PROGRESS REPORT
RESEARCH GRANT AWARD**

1. Name of the Awardee with designation, mobile no. and e-mail id:
2. Title of the 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. Last Sanctioned G. O. No. (for which the Yearly Progress Report is given):
8. Year of the Progress Report: 1st year/ 2nd year/ 3rd year:
9. Objective(s) of the sanctioned project:
10. Achievement(s) of the objective (till date of report):
11. If there is any shortcomings to achieve the objective(s), reason(s) thereof:
12. Quantitative indication of the actual progress vis-à-vis the original proposal submitted to WBSCST (as per Work Plan and Timeline):
13. Details of outreach programmes viz. field trial/ awareness campaign/ training programme/others etc. for estimated number of people for social involvement to get direct benefit on practical application of this technology/ research outcome as proposed in original application:
14. No. of papers published/ communicated (with copy):
15. Patents applied (if any):
16. Remaining work to be done for the next year:
17. Budget utilization as per the sanctioned heads:
18. Any other special achievement/ translational value etc. you want to mention:

Name & signature of the Awardee with official seal