

GOVERNMENT OF MANIPUR
DEPARTMENT OF SCIENCE & TECHNOLOGY: DIRECTORATE
OLD LAMBULANE, IMPHAL-795001

Phone: (0385) 2451816, 2454930, FAX : (0385) 2451816, e-mail : dstmanipur@nic.in

GUIDELINES
FOR
DST, MANIPUR SHORT- TERM
R&D PROJECT,
2021-22

INTRODUCTION:

Science and Technology play a vital role in the development strategy of various sections of the society. The Department of Science & Technology, Govt. of Manipur, provides financial support to motivate Scientific and Technical experts to take up Short-term R&D Projects, preferably of applied nature, with inputs of Science and Technology to contribute to the socio-economic development of the people of Manipur.

OBJECTIVES OF THE SCHEME:

1. To promote Research & Development in the field of Science and Technology for applications towards improving quality of life for the people of Manipur.
2. To motivate Scientists and Technical experts in applying their knowledge and expertise to provide locally relevant solutions for socio-economic development of the people of Manipur.

WHO CAN SUBMIT A PROPOSAL:

1. Scientists, Engineers, Doctors etc. working in recognized Universities, Medical, Engineering, Agricultural and Technical Institutions and Government recognized R&D Institutions located in Manipur State.
2. Scientific manpower who are not transferable working in Government Departments and Govt. Undertakings having essential basic facilities for carrying out the project.

AREAS OF SUPPORT:

Applied short-term, result-oriented Research & Development projects for filling critical gaps or resolution of problems in Agriculture, Industry, Energy, Natural Resources and Health etc. related to local problems of Manipur.

Projects should preferably be of Lab-to-Land nature on applied aspects of the problems and should have significant Science and Technology component. Projects which are essentially of academic nature will not be supported.

WHEN AND HOW TO SUBMIT A PROPOSAL:

The proposal can be submitted as per DST notification, which is normally issued around in the last week of May to December every year. The proposal shall be in prescribed format.

Project proposal should duly submit with recommendation by a [Institutional Review Board](#) / Ethic Committee formed in the host R&D Institutions to overseeing well-being of research subjects participating in scientific studies and to indorse the project proposal .

COMPONENTS OF GRANT:

Cost of materials, consumables, project manpower, travel and contingencies are provided.

RESTRICTIONS / ITEMS NOT ALLOWED OUT OF THE GRANT:

- Purchase of permanent items like laboratory equipments, furnitures, vehicles etc. are not permitted.
- Projects on pure Sciences and those which are primarily of academic interest shall not be supported.
- Projects should not be drawn up on a topic similar to the thesis of any Research Scholar associated with the Investigators.
- Projects with duration of more than one year shall normally not be considered.
- Scientist who have done/taken research project under the scheme from DST, Manipur in the last 2 (two) years, shall not be allowed.
- The Scientists who are desirous to be taken up of DST, Manipur Short Term Research Project should have minimum of 3(three) years of service periods in the Institution from the date of the submission of application / proposal.

OPERATION OF THE SCHEME:

Project proposals shall be evaluated by a Committee of Experts. The Principle Investigator (PI) may be required to make a short presentation to the Committee of Experts for interactive discussion and appreciation of the proposal, it is mandatory to present the PI(s) in the expert committee meeting. Only the Co-PI(s) representing in the absence of the PI(s). in the expert committee meeting shall not be encouraged, both PI and Co-PI are essentially required to present in the meeting. The Investigators may also be asked to present their findings at the Seminar/Workshop arranged by this Department after completion of the project.

ADDRESS FOR COMMUNICATION:

The Director,
Department of Science & Technology: Directorate
Government of Manipur
Old Lambulane, Imphal – 795 001.
e-mail: dstmanipur@nic[dot]in
Telephone: 2451816, 2454929, 2454930.

Contact Scheme Officers: 2021-22:

1. Shri K. Baleswor Singh, Scientific Officer
Mobile No.6009255453, email: k [dot] baleswor@gmail [dot] com
- 2 .Shri W.Nelson Singh. Technical Assistant
Mobile No.8787778745, email: ricksionwairokpam@gmail [dot] com

THRUST AREAS FOR RESEARCH PROJECT PROPOSALS

Priority areas for Short-term R&D project proposals with the objective of socio-economic development in the State of Manipur are indicated below:

1. Projects with the aim of addressing requirements of exclusive concern to Manipur using S&T inputs.
2. Conservation of land, water and energy resources and their integrated management for sustainable development, leading to higher efficiencies in utilization.
3. Energy related technologies including those for Renewable/Non-Conventional Sources, and Energy Conservation aspects with due weightage to domestic/local availability base.
4. Extensive and intensive mapping and exploration of natural resources as well as estimation of reserves for optimal utilization of such resources.
5. The necessity of protecting vast sections of people against natural hazards like earthquakes, cyclones, droughts and floods.
6. Agriculture, allied services and agro-based industries.
7. Technologies and practices for provision for maintenance of health services, as well as leading to development of new drugs, medical devices and instrumentation, improved practices etc.
8. Technologies and practices related to betterment of infrastructural facilities like; Transport, communication, drinking water, irrigation and housing.
9. Areas which are relevant to modern systems like materials development, bio-technology, electronics and communication, with emphasis on new product and system designed.
10. Speedily enlarging areas of recognized strength like software and Smartphone applications.
11. R&D in Medical Sciences, including development of relevant devices for benefit of the people.

**SHORT-TERM RESEARCH & DEVELOPMENT PROJECT PROPOSAL
APPLICATION FORMAT**

To,

The Director (Science & Technology),
Government of Manipur.

Subject: Application for funding of Research Project for the year, 2021-22 .
Ref: DST Notice No. _____ dtd. _____

Sir,

I/we would like to take up a short term, result-oriented Research Project with the following title:

Project title :

I/We Certify that :

1. I/We agree to abide the terms and conditions of the DST Grant.
2. I/We did not submit this or a similar project proposal to elsewhere for financial support.
3. I/We have explored and ensured that the equipment and basic facilities will actually be available as and when required for the purpose of the project.
4. I/We agree to the refund of the full sanctioned project cost if the project is not completed at stipulated time and the final project report is not submitted to DST within 3(three)) months from the project completion date. I hereby authorize the said amount to be deducted from my salary by my Institution for refund to DST, Manipur.
- 5.

Signature

Name of the Investigators.

Date :

Place :
1)
2)

Enclosures:

1. Endorsement Letter from the Head of Institution (on letter head) in prescribed Format
2. Recommendation of the Institution Review Board/Ethic Committee formed in the host Institutions – to indorse the project proposal.
3. R&D Project proposal in prescribed format (Part 1 – 5)
2. 8(eight) extra copies of Part 2 for circulation among Selection Committee members,

FORMAT OF ENDORSEMENT LETTER FROM THE HEAD OF INSTITUTION
(To be given on Official letter head)

To,
The Director,
Department of Science & Technology
Government of Manipur.
Old Lambulane, Imphal.

Subject: - Endorsement from Head of Institution for taking up Short-term R&D Project with funding of DST, Manipur.

Sir,

This Institute welcomes the participation of Dr./Shri/Smt.
and Dr./Shri/Smt.....
in the Short-term R&D project titled:

It is certified that in the unforeseen event of discontinuance of the Principal Investigator, the Co-Investigator will assume full responsibility for fruitful completion of the project within the stipulated date.

Certified that the equipment, basic facilities and such other administrative facilities needed for undertaking the project are available at this Institute, and these will be extended to the Investigator(s) throughout the duration of the project.

This institute assumes to undertake the financial and other management responsibilities of the project. The funds for the sanctioned project cost shall be released directly to the Institution only by Electronic banking system..

This Institute agrees to refund in full the project cost by deduction from the salaries of the Investigator on demand from DST, if the final project report is not submitted within the 3 (three) months of the project completion date.

Date:

Place:

Signature & Name of the
Head of Institution with Seal.

R&D Project proposal : PART1: IDENTIFICATION

1.	Project Title :	
2.	Scheme applied for :	DST-Manipur Short-term R&D project
3.	DST Thrust Area for Short-term R&D projects (as listed in guidelines) :	
4.	Project duration : (not more than one year)	
5.	Total project cost :	
6.	Principal investigator : Name : Designation: Date of birth: Organization: Address for correspondence: Mobile No. Email:	
7.	Co-Investigator : Name : Designation: Date of birth: Organization: Address for correspondence: Mobile No. Email:	
8.	Self attested Passport size Photograph of Principal Investigator:	Self attested Passport size Photograph of Co-Investigator:
	Signature:	Signature:

R&D Project proposal : PART 2 : SUMMARY OF PROJECT

(Please fit into one Page only.)

Submit 8(eight) extra copies for circulation among Selection Committee Members.

1.	Name of Institution:	
2.	Principal investigator & Co-Investigator	
3.	Project Title:	
4.	Project Objective :	
5.	Outcome of the Project :	
6.	Relevance of the outcome to socio-environment / economic development of the people of Manipur.	
7.	Work plan / Methodology ::	
8.	Proposed budget and project duration	
9	Any special point of significance.	

Signature of Principal Investigator:

R&D Project proposal : PART – 3 : TECHNICAL DETAILS

Project Title:

1. Introduction :

- 1.1. Origin of the Proposal
- 1.2 Definition of the project
- 1.3 Objectives of the project
- 1.4 Science Technology content of the proposal
- 1.5 Importance of the proposal with reference to Manipur.

2. Review status of the subject:

- 2.1 International status
- 2.2 National status
- 2.3 Importance of the project in the context of current status

3. Capability of the Organization

- 3.1 Specialists consulted/ to be consulted
- 3.2 Expertise available with the Investigating group
- 3.3 List of on-going and completed projects of this group with the following details:

Title of the Project	Month & Year of start	Month & Year of completion (Targeted)	Project cost	Name of sponsoring Organization

4. Work-plan:

- 4.1 Methodology and experimental set-up to be adopted:
- 4.2 Materials and data to be collected and examined:
- 4.3 Method of analysis and conclusion:
- 4.4 Time schedule of activities giving milestones:

5. Outcome and Assessment:

- 5.1 Nature of outcome of the project
- 5.2 Anticipated contribution from the project towards increasing the state and knowledge on the subject.
- 5.3 Proposed academic benefits from the project in terms of number of research publications and manpower trained.
- 5.4 Anticipated practical benefits resulting from the outcome/financings of the project.
- 5.5 Anticipated practical benefits which are relevant particularly to the socio- economic development of the people of Manipur.
- 5.6 Names and addresses of experts/ institutions interested in the project outcome of the project.
- 5.7 Whether Patent is proposed.

R&D Project proposal : PART – 4 : BUDGET ESTIMATES

1. TOTAL BUDGET:

Item	Budget Estimate(in Rs)
A. 1. Materials : 2. Consumables : 3. Project manpower: 4. Other Costs / contingencies	
B. Equipments, if any (normally not supported)	
Grand Total (A+B) :	

2. DETAILS OF MANPOWER:

Designation of manpower	Qualification	Monthly honoraria	No. of Months to be engaged
Total :			

3. JUSTIFICATION : Please give justification for budget items.

- a)
- b)
- c)

Note: Manpower will normally be treated as part-time engagement and the honoraria are to be proposed accordingly.

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R&D Project proposal: Part 5 : BIODATA OF INVESTIGATORS

(Separately for Principal Investigator/ Co-Investigator)

A. Name & Designation	
B. Institution	
C.: Date of Birth :	
D. Whether belongs to SC/ST/OBC :	
E. Academic & Professional career : Academic career : Professional career :	
F. Title of Doctoral thesis :	
G. Award/Prize/Certificate etc. won by the Investigator :	
H. Publications : Books : Research Papers, Reports : General Articles : Nos. Nos. Nos.

a) List of completed and on-going projects during the last five years (if any):

Sl.No.	Title of the Project	Duration From To	Total Cost	Funding Agency

b) Project submitted for funding (if any):

Sl.No.	Title of the Project	Name of Organization applied to	Funding Agency

Signature:

R&D Project proposal : FORMAT OF COMPLETED PROJECT REPORT

5 (Five) copies of the report are to be submitted on completion of the project along in Hard copy with spiral and soft copy in CDROM (or by email to dstmanipur@nic.in) in MS Word / PDF format.

A. FIRST PAGE :

1. Project Title:
2. Name & Designation of Principal Investigator & Co-Investigator:
3. DST Sanction Order No. and date:
4. Project Serial Number (as per DST Sanction Order) :
5. Sanctioned Project cost and duration:
6. Actual Project cost and duration:
7. Date of Project start and completion:
8. Signature of the Investigators:

B. PROJECT REPORT CONTENTS :

1. Project proposal details as per formats PART 1 to PART 5
2. Deviations made from original objectives, if any, while implementing the project, and reasons thereof.
3. Details of the project work. This should include full details of the Experimental set-up, Methodology adopted; Materials and Data collected and examined Data collection format/questionnaire etc. It should be supported by tables, charts, drawing, maps, photographs etc.
4. Outcome of the Project :
5. Analysis of Results: This should indicate contributions made towards increasing the state and knowledge on the subject.
6. Conclusion, summarizing the achievements and indicating scope of future work.
7. Benefits accorded from the Project :

a) Academic benefits:

- 1) List of Research Publication- indicating Authors, Title of paper, Name of Journal, Volume, Page, Year.
- 2) Scientists interacted with, scientific manpower trained, indicating Names with qualifications and dates.
- 3) Non-Scientific manpower trained, indicating Names and dates.

b) Contributions towards socio-economic development:

- 1) Practical benefits resulting from the project outcome.
- 2) Specific benefits, if any, to the people of Manipur.
- 3) Patents taken/proposed, if any.

C. UTILISATION CERTIFICATE & STATEMENT OF EXPENDITURE:

To be furnished in duplicate in GFR-19A along with SOE (Statement of Expenditure in prescribed format.

FORM GFR 19-A

(See Government of India's Decision (1) below Rule 150)

FORM OF UTILISATION CERTIFICATE

(to be submitted in duplicate to DST-Manipur)

Sl. No.	Letter No. & date	Amount (Rs.)	
			Certified that out of Rs of Grants-in-aid sanctioned during the year under the Ministry/Department letter given in the margin, and Rs. on account of unspent balance of the previous year, a sum of Rs only has been utilised for the purpose for which it was sanctioned and that the balance of Rs remaining unutilized at the end of the year has been surrendered to Government (vide No.....dtd.....) / will be adjusted towards Grants-in-aid payable during the next year
	Total :		

02. Certified that I have satisfied myself that the conditions on which the grants-in-aid was sanctioned have been duly / are being fulfilled and that I have exercised the following check to see that the money was actually utilised for the purpose for which it was sanctioned.

Kinds of Checks exercised.

- 01.
- 02.
- 03.
- 04.
- 05.

Signature
of Principal Investigator:
Name
& Designation:
Date:

Signature
of Accounts Officer
Name
& Designation:
Date:

Counter signature
of Head of Institution
Name & Designation
Date

STATEMENT OF EXPENDITURE

(As on.....)

(To be submitted in duplicate to DST, Manipur)

Name of the Project :	
Name of the Principal Investigator :	
Name of the Institute :	
DST letter No. & date sanctioning the project	

Sl. No.	Items	Amount Sanctioned	Actual Expenditure	Variation (if any)	Remarks
1.	Materials :				
2.	Consumables :				
3.	Project manpower:				
4.	Other Costs / contingencies				
	Total :				

Signature
of Principal Investigator:
Name
& Designation:
Date:

Signature
of Accounts Officer
Name
& Designation:
Date:

Counter signature
of Head of Institution
Name & Designation
Date

FORMAT FOR SUBMISSION OF COMPLETED PROJECT REPORT

To,
The Director,
Department of Science & Technology
Government of Manipur, Imphal -795001.

Subject: Submission of Completed Project Report titled " ".

Ref: DST letter No..... dtd.....

Sir,

With reference to the abovementioned DST letter No. sanctioning the Short-term R&D Project titled :

I am to say that the project has been completed and the following are being submitted:

1	Completed Project Report in Hard copy	3(three) copies
2	Completed Project Report in Soft copy :	One CDROM or sent my email to dstmanipur@nic.in on date.....
3	Utilization Certificate and State of Expenditure	2(two) copies in original

Date :

Place :

Signature of Principal Investigator

Name :

Designation

Copy to:

1. The Head of Institution,

**GOVERNMENT OF MANIPUR
DEPT. OF SCIENCE AND TECHNOLOGY: DIRECTORATE**

RESEARCH PROJECTS UNDER R&D SCHEME OF DST, MANIPUR

TERMS AND CONDITIONS

1. Funds released for the Projects are for the specific project sanctioned and should be exclusively spent on the project. Any unspent part of the sanctioned amount should be returned /surrendered to the Dept. of Science & Technology, Govt. of Manipur.
2. Funds are not released directly to the Investigators, but only through the Head of the Institutions / Organizations and for which the Bank details and Account no. etc. of institution should indicate clearly and submit form the forwarded Institution.
3. DST reserves the right to terminate the grant at any stage if it is convinced that the grant has not been properly utilized or appropriate progress is not being made.
4. The Investigators shall furnish brief quarterly progress reports. The Final Project Report to DST, Manipur on completion of the project shall be submitted along with Utilization Certificate in GFR -19A format and Statement of Expenditure.
5. The Final Project Report shall be submitted to DST, Manipur within 2(two) months from the Project Completion date. Projects shall be deemed to start after one month from the date of release of funds to the Institute, for the purpose of calculating the Project Completion date.
6. In case of delay by DST in release of Project funds after conveying sanction, the Investigators are allowed to start the Project from the date of sanction of the project, and adjust the expenditure after receipt of the project funds.
7. The Investigators shall refund the full sanctioned project cost if the Final Project report is not submitted to DST within 6(six) months of the Project Completion date.
8. The Final Project Report shall be submitted to DST in 5 (five) copies in the prescribed format in bound form and also a soft copy in CD-ROM in MS Word / PDF format, which may be used for uploading to the Internet/ Website.