

PROFORMA FOR APPLICATION FOR NEW PROJECT PROPOSAL
(To be forwarded by Head of the Institution)

(A) Title of the Project:

(B) Name, Affiliation, Postal Address, Telephone/Fax & Cellphone Numbers and E-mail Addresses (a must) of Principal Investigator and All Co-Investigators:

(C) Research Proposal: (*In Times New Roman/ Calibri /Arial / Verdana Font of 11/12 pt*)

Section	Not to exceed	Remarks
Introduction and Background	4 pages	
Hypotheses & Specific Aims	1 page	
Significance	1 page	<i>Proposals that are of relevance to the State of West Bengal will be accorded higher priority for funding</i>
Research Design	3 pages	
Methodology	6 pages	
Preliminary Studies	4 pages	
Monitorable Timelines with Activity Landmarks	1 page	
TOTAL	20 pages	

(D) Budget

A. Non-Recurring (e.g. Equipment, accessories etc.) [Rs. Lakh]					
Name of Equipment	Year 1	Year 2	Year 3	Total	
Total (A)					
B.1 Manpower (Rs. Lakh)					
Designation (No.)	Consolidated pay/person/month*	Year 1	Year 2	Year 3	Total
Total (B.1)					
B.2 Consumables (Rs. Thousand/ Lakh)					
Item	Quantity*	Year 1	Year 2	Year 3	Total
Total (B.2)		-	-	-	-
B.3 Travel & Contingency					

Item (Rs. In Lakh)	Year 1	Year 2	Year 3	Total
Total (B.3)				

	Year 1	Year 2	Year 3	Total
Grand Total(A+B.1+B.2+B.3)				

(E) Detail Curriculum Vitae of Principal Investigator & Co-Investigator(s)

Name:

Designation:

Department/Institute/University:

Date of Birth:

Sex (M/F):

SC/ST/OBC:

Education

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

Position and Employment (*Starting with the most recent employment*)

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

(F) Honors and Awards Received:

(G) Publications

1. Selected peer-reviewed publications (Ten best publications in chronological order):
2. Five recent publications relevant to the proposed area of work:

(H) Research Support: Ongoing Research Projects (As Principal Investigator)

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

(I) Ethical Approval (if the project involves humans or animals), whether obtained:-

(J) Whether this project has already been submitted for grant elsewhere:

Date:

Signature of Principal Investigator
with seal

Recommended and Forwarded

(Head of the Department/Institution)

IMPORTANT NOTE

*** Please note that a soft copy should be submitted **at first** (it is very important) *as an email attachment only* to wbbiotech@gmail.com addressed to the Joint Secretary, Department of Biotechnology, Govt. of West Bengal. The hard copy (2 copies) may be sent by post or hand-delivered thereafter. If the soft copy is not supplied at first, the evaluation may be delayed for which the Department would not be held liable.

***The Departmental Technical Committee, consisting of subject experts will evaluate the project. The meeting of the Committee is held when at least 4/5 proposals are submitted. So, one should have the patience to bear it.

***The final sanction of fund for the project depends on the Finance Department's concurrence.

***The Principal Investigator will have to sign an agreement with the Department regarding the patent and IPR arising out of the project *inter alia* other terms & conditions.

***If the said Committee advises to revise the proposal, the Principal Investigator has to abide by it.

***The Research Assistant/Senior Research Assistant (the number must be restricted to one only in all cases), if engaged, would get the following remuneration:

Category	Basic Remuneration	HRA (15% of Basic)	Medical Allowance	Total
	A	B	C	A+B+C
Research Assistant	Rs.14000	Rs.2100	Rs.300	16400/-
Senior Research Assistant	Rs.16000	Rs.2400	Rs.300	18700/-

The Research Assistant/Senior Research Assistant should be selected by inserting open advertisement in the newspapers. Candidates must possess a good academic record eligible for pursuing Ph.D. NET qualification is not mandatory. The Senior Research Assistant should have 2(two) years' satisfactory research experience. The appointments of such persons will be co-terminus with the duration of the project.