

The Pragjyotish College Research Council (PCRC) supports research & development programme in emerging fields of science& technology/humanities & social sciences/commerce & management

**GUIDELINES AND FORMAT
FOR
SUBMISSION OF PROJECT PROPOSALS**



PRAGJYOTISH COLLEGE, SANTIPUR 781009

PREAMBLE

This document provides guidance for preparation and submission of project Proposal to the Pragjyotish College Research Council (PCRC)

It consists of following parts:-

PART A: PRESCRIBED FORMAT I

PART B: ANNEXURES

**Convenor
PCRC
Pragjyotish College**

**Principal
Pragjyotish College**

TERMS & AND CONDITIONS:

1. The Project Investigator (PI) should write the proposal in the prescribed format specifying all the points clearly. Otherwise the proposal will not be reviewed for further consideration.

All equipment's purchased from the grant shall remain with the PI where the research is carried on thereafter it will be transferred to the concerned department with prior approval of PCRC

2. The investigator must complete the sanctioned project within time. In case the investigator wishes to extend/ discontinue his/her research work, he/she should intimate this with sufficient justification to the Principal and the convener of PCRC
3. The grant may be terminated at any time, if the fund has not been properly utilized or the progress is found unsatisfactory.
4. Any publication from the project proposal must acknowledge the financial assistance received from the College. If the applicant/ investigator proposes to make commercial use of the results design, invention etc. based on the work, he/she may do so provided
 - (i) he/she takes prior permission from the Council &
 - (ii) he/she sign a bond to deposited 15% of the revenue/royalty/income earned to the Council.
5. In case of multi- institutional project the principal Investigator should obtain a formal and clear-cut agreement from the collaborating institutions/scientists. The agreement should be submitted with the proposal. In such a case, PI should be from Pragjyotish college and Co-PI can be from any other Institution.
6. The Council may attach some other conditions in addition to the above or may keep at abeyance some of the above clauses if considered necessary.

PRESCRIBED FORMAT- I (Attached additional document wherever necessary)

1.	Project title: (Should reflect the work of the project)
2.	Name of the Individual, designation and affiliation: PI: Co-PIs:
3.	Project duration:
4.	Project summary (within 300 words)
5.	Origin of the proposal :
6.	Importance/ Significance of the project:
7.	Objectives:

8.	Materials & Methods and Study area (if any):
9.	Work plan with timeline (and experimental design if applicable):
10.	Outcome of the project:
11.	Details of expertise in the proposed field including publications:

Declaration

I/we, declare that the proposal has not been submitted to other agencies for grants and that the proposed work is not part of a larger project. I/we further declare that the information given above and in the enclosed documents is true to the best of my knowledge and belief therein. I/we are well aware of the fact that if the information given by me is proved false/ not true at any point of time, I/we will have to face punishment as per any provision of law for the time being in force as well as the benefit availed by me or the benefit accrued to me shall be summarily cancelled.

Date:

Place:

Signature of the applicant

PART B- ANNEXURE

- a) Certificate from the Principal Investigator(s).....FORMAT II
- b) Biodata of the Investigator(s).....FORMAT III
- c) Budget Estimate.....FORMAT IV

FORMAT II

CERTIFICATE FROM THE INVESTIGATOR

PROJECT TITLE :

.....

.....

1. I/We agree to abide by the terms & conditions of the PCRC research grant.
2. I/We did not submit the project proposal elsewhere for financial support.
3. I/We undertake that spare time on permanent equipment will be made available to other users.
4. I/We have enclosed the following materials:
 - (a) (This) certificate from Investigator(s)
 - (b) Details of the proposal (PART A)

Date:

Name & signature of PI/Co-PI

FORMAT IV

Budget Estimate: (Prepare a detailed budget under following heads)

A. HEADS

- 1. Consumables.....(item).....(Cost in Rs).....
- 2. Equipment.....(item).....(Cost in Rs).....
- 3. Travel.....(details).....(Cost in Rs).....
- 4. Remuneration/Wages.....(details).....(Cost in Rs).....
- 5. Other Costs.....(item).....(Cost in Rs).....

B. TOTAL COST: