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Rajasthan State Pollution Control Board
4, Institutional Area , Jhalana Doongari, Jaipur-302004

GUIDELINES & FORMAT FOR SUBMISSION OF RESEARCH & DEVELOPMENT PROJECT FOR FINANCIAL SUPPORT

Disclaimer: -

Wherever project is referred it means project work as per scope of these guidelines.

1. INTRODUCTION

In the recent year, depletion of natural resources is happening at a fast rate. Sustainable development is the key to address this issue. In order to achieve this, there is a need for sound scientific input/data. With this backdrop, the Rajasthan State Pollution Control Board intends to promote research in the field of environmental science with primary focus on use of waste as useful resources. Indicative thrust areas of research are given below: -

- i. Related to the objectives of the Environmental Policy of the State and in particular, the objectives of tackling the problems of environmental pollution in the State.
- ii. Attempt to solve the problems of environmental degradation through the application of new technologies available in the field.
- iii. Catalyst in creating environmental awareness in the State.
- iv. Related to the transfer of technology in the field of environmental pollution control from National level research institutions to the small scale industries of the State.
- v. Project related to environmental conservation and sustainable development.
- vi. Project related to new/clean technology.
- vii. Short term and long term monitoring programme of pollutants.

2. OBJECTIVES

To promote excellence in research by supporting research programmes of institutions.

3. ELIGIBILITY/ TARGET GROUP:

3.1 RSPCB will provide support to permanent/regular faculties in the Research Laboratories recognized by scientific institutes like CSIR, MOEF or equivalent, government Universities, government Colleges and autonomous institutes. Research Laboratories, Universities and Colleges/ Universities / Research Laboratories sponsoring the proposal should have adequate research facilities.

Research project may be undertaken by an individual researcher/faculty or a group of faculties. Retired faculty/ scientist are also eligible for project/study

however, they will have to submit relevant document regarding sponsoring of projects by the institutes eligible as per this guideline.

- (i) An Institution or Organization set up as an Autonomous Organization under a specific statute such as IIT, NIT, IIM or and academic Institutions accredited/ affiliated to a University or Deemed University, in case of private colleges/university they should have standing of more than 15 years and have NAAC A or higher certificate.
- (ii) For any Institution other than those covered under (i), the Institution
 - a. Qualify to receive annual recurring grants by specific establishments of the Government like UGC, ICSSR, DST etc.,
 - or**
 - have successfully executed projects* for certain institutions of Central Government which have been established for financing research, like CSIR, ICMR, ICAR or similar Central Government Organization set up primarily for the purpose of funding research work
 - b. have successfully executed a research project* entrusted by any Ministry/Department of the Govt. of India or State Government.

***Successful execution of the research project is determined by acceptance of the completed project report and the Utilization Certificate (UC) issued by the Central Government Institution/ Ministry/ Department or Office that has released grants-in-aid to the institution for the research project.**

3.2. Any institution, which has been black listed or debarred from receiving any grant from the Government, will not be considered for funding.

3.3 As RSPCB employee/ employees have wide experience in the field of environment/ pollution management/ research/ laboratory so RSPCB employee/ employees (including retired) will also be considered for grant under this scheme after submission of research/project proposals. They have to submit research proposals in the prescribed format. However in case the applicant under the scheme is a serving Board employee, he/she will remain on study leave or any other permissible leave during the project period.

4. NATURE OF ASSISTANCE:

The quantum of assistance for a research project will be as under:

- a) Major Research Project- Above 15 Lacs
- b) *Minor Research Project- Up to 15 Lacs

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The State Board will provide financial support for the items like Equipment, Books and Journals, Research Personnel (Post-Doctoral Fellow, Project Associate or Project Fellow), Hiring Services, Contingency, Chemicals and Consumables, Travel and Field work and any special requirements.

*However, assistance towards research personnel will not be provided in Minor Research Project.

a. Equipment

The equipment grant may be used to procure essential equipments (excluding computer, laptops, mobile, furniture etc.) needed for the proposed research work.

- The University/Institution should make every effort to put all the equipment available in the laboratories in effective use. A maximum of 5% of the allocation made for equipment could be utilized for maintenance repair/purchase of spares/service contracts etc.

b. Honorarium to Retired Investigator

- Honorarium to retired Investigator may be admissible at the rate of Rs. 35, 000/- p.m. up to the age of 70 years. If the Principal Investigator attains the age of 70 years during middle of the tenure of the project and some more work needs to be done, the Principal Investigator should complete the work without any honorarium for the rest of the period.
- If a Investigator retires during the tenure of the project, he/she will also be eligible for honorarium on receipt of an affidavit indicating his/her date of birth, date of superannuation and that he/she is not employed anywhere or is not drawing honorarium from any other Government/ Non-Government organization, duly oath commissioned and witnessed by the Heads of the department/ Dean and the Head of the Institution.

c. Research Personnel

- Following research staff may be engaged during the tenure of the project. The Research Personnel shall not accept or hold any other appointment paid or otherwise or receive any emoluments, salary, stipend etc. from any other source during the tenure. They shall do whole time work with the Principal Investigator on the research project.

A) Junior Research Fellow (JRF)

B) Senior Research Fellow (SRF)

Qualification and Honorarium as per rules which are mentioned in **Annexure B**

d. Hiring Services

- Other technical staff required for the implementation of the project may be hired on a fixed amount for a fixed period on contract basis. Modalities for the utilization of research funds under the head of hiring services are as under: -

- This is meant for having institutional services for specialized technical work, such as sample analysis, for which the University/Institution either has no infrastructure or such services are available on payment basis.
- Expenditure on payment of consultancy fees etc. shall be admissible under this head, if the payment is made to a person outside the Institution of the Principal Investigator and Co – Investigator(s).
- Hiring services will be considered under budget for salaries/wages and it will be mentioned in particular column of the same but it will not exceed 10 % of total budget of salary/wages.

e. Contingency

- The admissible contingency grant may be utilized on spares for apparatus, photo-stat copies and microfilms, typing, stationary, postage, telephone calls, internet, fax, computation and printing needed in connection with the project.
- It will not exceed 5 % of total budget for the project.
- The contingency grant is not intended for meeting expenditure on furniture etc.,
- Expenditure towards advertisement for post of research personnel and the audit fee may also be claimed under contingency head.

f. Chemicals and Consumable

- The expenditure on chemicals, glassware and other consumable items will be considered under this head.

g. Travel and Field Work

Modalities for the utilization of research funds under the head of Travel/Field work are as under: -

- The amount allocated under the head travel/field work is to be utilized for the implementation of the ongoing project only. This should not be used for attending conference, seminar & workshop. This amount should also not be used for attending any training course either. The travel/field work is to be undertaken only for data collection, sampling and collection of other information such as consultancy, documents and libraries within the general scope and sphere of the project. No foreign travel is permissible within this scheme.
- Principal Investigator is permitted to travel for field work related to project by own car/taxi outside the city within the amount allocated under travel head.

h. Institutional Overheads

- The host institute will be provided additional grant to the tune of 10% (ten percent) of the approved recurring grant (except travel & fieldwork) as overhead cost, to provide infrastructural facilities including office support, administrative and accounting services.

i. Tenure

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- Maximum tenure for major project and minor project will be for 3 years and 2 years respectively. In special conditions with the approval of competent authority on the recommendation of expert committee, tenure will be extended up to 12 months without any financial assistance. Honorarium to retired teachers and Fellowship to Research Personnel will also not be provided during extended period.

j. Date of Implementation

- The effective date of implementation of the project will be the date of signing of MOA with the State Board.

5. PROCEDURE FOR APPLYING

The application will be submitted in the prescribed format which is available at annexure A. The proposals should be prepared and submitted strictly according to the format prescribed by the RSPCB.

Three hard copies of project proposal along with relevant documents is required to be submitted by applicant at the following address.

Member Secretary,
Rajasthan State Pollution Control Board
4, Institutional Area, Jhalana Doongri, Jaipur-302004.
Phone: 0141-5159600, 5159604, 5159844
E-mail: member-secretary@rpcb.nic.in

6. PROCEDURE FOR APPROVAL

- The proposals received in prescribed format will be screened with the help of an expert committee constituted by the RSPCB for the purpose in. Principal Investigators whose proposals will be short listed by the Expert committee will be invited to make presentations before the Expert Committee constituted by the Board.
- No TA/DA would be paid to the Principal Investigator for the same. Proposals will not be considered in absentia of Principal Investigator and the absentees will be required to submit the proposal afresh for consideration.
- The final decision will be taken by the Board keeping in view the recommendations made by the Expert Committee and the availability of funds for the scheme.
- The member of expert committee/project evaluation committee are as follows:-
- **For Major Project:-**
 1. Member Secretary
 2. Chief Environmental Engineer, RSPCB
 3. Chief Scientific Officer, RSPCB
 4. In charge Project Cell, RSPCB

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5. One External expert having wide experience in the field of environmental administration/ management/ engineering/ scientific work
 6. Environment Engineer or above having post graduate degree in engineering.
 7. Senior Scientific Officer or above with minimum Post Graduate in science.

➤ **For Minor Project:-**

1. Chief Environmental Engineer, RSPCB
2. Chief Scientific Officer, RSPCB
3. In charge Project Cell, RSPCB
4. Environment Engineer or above having post graduate degree in engineering. Senior Scientific Officer or above with minimum Post Graduate in science.
5. Senior Scientific Officer or above with minimum Post Graduate in science.

The expert committee is to be constituted for three years from the date of constitution. In special cases any subject expert can be called as invite member by the committee. The external expert /experts will be paid honorarium Rs.4000/- per day for attending meeting related to projects as and when required.

7. PROCEDURE FOR RELEASE OF GRANTS

- The first installment of the grant shall comprise of 100% of the Non-Recurring including Over Head Charges, and 20% of the total Recurring grant approved by the RSPCB for the total duration of the project. Rest of 80% of the total Recurring grant will be released in four equal installments i.e. 20% each time. The project period will be divided into four parts and the amount will be released in define project period.
- Investigators are required to submit their Progress reports twice in a year. Out of 80% of the total Recurring grant 60% would be released in three equal installments of 20%. Rest 20% would be released after submission of final reports and other relevant documents. The amount released may be spent according to the approved heads/items within the approved allocation mentioned in sanction letter.
- On the recommendation of the expert committee the Minor projects (of value up to Rs. 15.00 lac) will be sanctioned by the Member Secretary,

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RSPCB. The major projects (of value above Rs. 15.00 lacs) will be sanctioned by the Chairperson, RSPCB.

8. SUBMISSION OF PROGRESS REPORT AND RELEASE OF FINAL GRANT

The Principal Investigator is required to submit the progress reports and final report in ten hard and soft copies. The final 20% grant will be reimbursed on getting the following documents.

- i. Ten copies of the final report of work done of the project in hard and soft.
- ii. Executive summary of the report will be posted on the website of the University/College/institution. This is mandatory condition.
- iii. Month – wise and year – wise detailed statement of expenditure towards honorarium of staff appointed under the project.
- iv. A consolidated item – wise detailed statement of expenditure incurred during the complete project period in the prescribed performa
- v. A consolidated Audited / Utilization Certificate for the amount actually utilized towards the project duly signed and sealed by Govt. Internal Auditor/ Chartered Accountant/ head of institution/ head of department. In case of RSPCB employee duly signed and sealed by head of group/ cell in the prescribed performa.
- vi. The unutilized grant if any may be refunded immediately through demand draft in favour of the Member Secretary, RSPCB, payable at Jaipur.
- vii. Any expenditure incurred prior to the issue of the approval letter and after the expiry of tenure of the project will not be admissible.
- viii. The Principal Investigator/Institution is expected to settle the accounts immediately on completion of the project. In case the grant is not claimed within six months from the date of completion of the project, the same will lapse and no representation will be entertained on this behalf.

9. MONITORING AND EVALUATION

- Progress Report of work done must be submitted with a summary to the Board twice in a year. RSPCB shall organize review meetings of Research Projects after one year of **the date of receipt of fund by the Institution** and Principal Investigator is required to give presentation of the work. The expenditure incurred on mid-term may be met out of the project funds.
- **The recommendations of the Expert Committee would decide whether the project should be continued or not. If Principal Investigator fails to attend mid-term review meetings, the Committee may discontinue/ cancel the project in special circumstances after**

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recording the reasons for same. The State Board may blacklist principal investigator/institute as the case may be on the recommendation of the expert committee.

10. GENERAL

- On receipt of approval letters, the Principal Investigator should inform the State Board of their acceptance to implement the project and send the Acceptance Certificate, otherwise it will be presumed that the Principal Investigator is not willing to implement the project and the approval will be withdrawn.
- Project is not transferable even if Principal Investigator desires in any case.
- If need be, a co – investigator may be inducted into the project later with prior approval of the expert committee. In the absence of Principal Investigator, Co-Investigator may act as Principal Investigator.
- If the awardee is transferred from his/her original place of work to another Institution “No Objection Certificate” should be furnished for the transfer of the project from both the Institutions stating that necessary facilities will be provided by the Institution in which the awardee is transferred for the smooth running of the project.
- The data/interpretation of the project shall not be published before presenting the same to the expert committee, of the work which has already been completed and proposed to be included in the publication. The proper acknowledgement of the State Board/employee contribution should be made in the publication.
- The data generated and the results obtained out of the Project may be incorporated by the Project Associate/Project Fellow in his/her work only after approval from the expert committee of the State Board.
- The executive summary of the evaluated final report of work done on the project should be placed on the website of the institution and it would also be uploaded on the State Board website.
- Data/results/conclusion remark/ summary/ intellectual interpretation would be property of the State Board and board is free to use/ refine/ reformat or reproduces the same without any approval of all concern.
- The presentation of the findings of the project shall be shared with the State Board officials by way of power point presentation.
- All the projects shall be placed in the Board meeting for perusal.

Annexure A

PRESCRIBED FORMAT

1. Important Note on Project Formulation:

- (a) Please confine your project to only a few specific aspects of problem, which can be studied in depth in a period of one/ two/ three years. To identify the specific aspects consider/proceed along the following lines.
 - (i) Having decided on a broad topic of research, review the National Status.
 - (ii) Identify critical gap areas where your expertise can effectively contribute.
 - (iii) From these areas, identify one or two specific aspects which can be studied in depth through one / two / three years research project.
- (b) While writing the proposals, please ensure that scientific and technical details are clearly spelt out. Avoid generalities.

Proposals with broad objectives not achievable in one/two/three years respectively, written without specific details would be viewed unfavorably and risk the rejection.

2. Instructions for Filling up the Performa:

- (i) Please use paper approximately of A4 size.
- (ii) Please type as per the layout given in the formats.
- (iii) Please do not skip any section even if the answer is "nil".

Please read additional instructions given on the following pages before filling the corresponding section of the format.

3. Documents/ to be attached with the proposal(s)

S. No.	Document	Number of copies
(a)	Endorsement from the head of Institution (on letter head) (As per Annexure 'A')	One
(b)	Certificate from investigator(s) (As per Annexure 'B')	One
(c)	Details of the proposals (See the enclosed format)	Three
(d)	Name and address of experts/institutions that may be Interested in the subject outcome of the project (Circulation list)	Two
(e)	The Principal Institution assumes financial and other administrative responsibilities	

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of the project.

- (f) In case of multi institutional project, the Principal Investigator (PI) has to obtain formal agreement from the collaborating institution / Scientists and provide copy of the same.
4. International travel is not permissible under the project.
5. The manpower recruited for the project should be paid according to the prevailing rules of the institute or investigator. However, a copy of the same be provided to the State Board.
6. It is the policy of RSPCB to maximize the use of equipment. In this light, Investigator shall be permitted the use of spare or idle capacities of Board's Equipment procured under the project by bonafied users as per pre-decided programme under supervision of Board's officers. If equipment is damaged as a result of mishandling by the representative of the investigator, the amount of repair will be chargeable from project fund.
7. The proposals will be scrutinized by a committee of experts in the field and after a peer review by the committee, decision for awarding the project will be taken.

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ENDORSEMENT FROM THE HEAD OF THE INSTITUTION

(To be given on letter head)

Project Title: _____

- (i) Certified that the Name & address of Institute welcomes participation of Shri/Ms as the Principal Investigator and Shri/Ms. as the Principal Co-Investigator for project and that in the unforeseen event of discontinuance by the Principal Investigator, the Principal Co-Investigator will assume the responsibility of the fruitful completion of the project (with due intimation to RSPCB)
- (ii) Certified that the equipment and other basic facilities and such other administrative facilities as per terms and conditions of the grant will be extended to the investigator (s) by our institution throughout the duration of the project.
- (iii) Institute assumes to undertake the financial and other management responsibilities of the project.

Name and Signature of
Head of Institution.

Date

Note - In regard to the research proposals, emanating from scientific institutions/ laboratories under various scientific department, the Head of Institution is required 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 not, the scientific reasons which merit its consideration by RSPCB.

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UNDERTAKING FROM THE INVESTIGATOR

Project Title: _____

- (i) I/ We agree to abide by the terms and conditions envisaged by RSPCB for completion of the above entitled project within stipulated period -----
- (ii) I/ We did not submit the project proposal elsewhere for financial support.
I/ We have explored and ensured that equipment and basic facilities will actually be available as and when required for the purpose of the projects.
- (iii) I/ We shall not request financial support under this project for procurement of these items.
- (iv) The project report will be the property of the Board. I will not disseminate any findings related to this project to any one without the permission of RSPCB.
- (v) The work will be done by own and it will not be further outsourced.
- (vi) I/ We have enclosed the following documents:

Item	Number of copies
- Endorsement from the Head of Institution (On letter head)	One
- (This) certificate from Investigator(s)	One
- Details of the proposal (See the enclose format)	Three
- Name and address of experts Institution interested in The subject/outcome (of Principal Investigator)	Two

Name & Signature of Investigator (s).

Date

Place

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FORMAT FOR SUBMISSION OF PROJECT

(To be filled by applicant)

- 1. Project Title :
- 2. Broad Subject :
- 3. Sub Area :
- 4. Duration in months :
- 5. Total cost :
- 6. Project Category :
 - (a) Applied Research (Process/Product Development
 - (b) Technology Development
 - (c) Any Other
- 7. Principal Inv. :
- 7.1 Designation :
- 7.2 Department :
- 7.3 Name of the Institute :
- 7.3 Full Address for Communication :
- 7.4 Date of Birth of Principal Investigator:
- 7.5 Sex (M/F) :
- 7.6 Telephone/Fax :
- 8. Co-Investigator-I :
- 8.1 Designation :
- 8.2 Department :
- 8.3 Name of the Institute :
- 8.4 Address :
- 8.5 Date of Birth of Co-Investigator :

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8.6 Sex (M/F) :

8.7 Telephone, Fax No. and e-mail :

9 Co-Investigator –II :

9.1 Designation :

9.2 Department :

9.3 Institute Name :

9.4 Address :

9.5 Date of Birth :

9.6 Sex (M/F) :

9.7 Telephone and Fax number e-mail:

10. Co-Investigator – III :

10.1 Designation :

10.2 Department :

10.3 Institute Name :

10.4 Address :

10.5 Date of Birth: Sex (M/F) :

10.6 Telephone and Fax number e-mail :

Project Title: Ref. No. (to be filled by RSPCB)

Principal Investigator Institution I)
II)

11. Project summary (maximum 150 words)

12. Key words (maximum 6)

13. Technical details

14. Introduction (under the following heads)

- (a). Origin of the proposal
- (b). Definition of the problem
- (c). Objective

15. Review of status of Research and Development in the subject

- (a). International status
- (b). National status
- (c). Importance of the proposed project in the context of current status
- (d). Review of expertise available with proposed investigating group/ institution in the subject of the project
- (e). Patent details (domestic and international)

16. Work plan

- (a). Methodology
- (b). Organization of work elements
- (c). Time schedule of activities giving milestones
- (d). Suggested plan of action for utilization of research outcome expected from the project.

17. BUDGET ESTIMATES: SUMMARY

	Item	BUDGET			(in Rupees)
		1st Year	2nd Year	3rd Year	Total
A.	Recurring				
	1. Salaries/ wages				
	2. Consumables				
	3. Travel				
	4. Other costs				
B.	Equipment				
	Grand total (A+B)				

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18. BUDGET FOR SALARIES/ WAGES

		BUDGET			(in Rupees)
		1st Year(m.m.*)	2nd Year (m.m.)	3rd Year (m.m.)	Total (m.m.)
Designation & number of persons	Monthly Emoluments				
Total					

*m.m.: man months to be given within brackets before the budget amount

19. Justification for the manpower requirement.

20. BUDGET FOR CONSUMABLE MATERIALS

		BUDGET			(in Rupees)
Item		1st Year	2nd Year	3rd Year	Total
	Q*				
	B**				
	F***				
Total	B				
	F				

*Q: Quantity or number, ** Budget, ***F: Foreign Exchange Component in US\$

21. Justification for costly consumable (if not provided for in Section 40(a) i.e. Methodology)

22. BUDGET FOR TRAVEL

		BUDGET			(in Rupees)
		1st Year	2nd Year	3rd Year	Total
	Travel (Only inland travel)				

23. Justification for intensive travel, if any.

24. BUDGET FOR OTHER COSTS/CONTINGENCIES

		BUDGET			(in Rupees)
		1st Year	2nd Year	3rd Year	Total
	Other costs/Contingency costs				

25. Justification for specific costs under other costs, if any.

26. Time Schedule of activities through BAR Diagram

27. List of facilities being extended by parent institution(s) for the project implementation.

A) Infrastructural Facilities available with the institute/ investigator/ group/ Department/ Other Institute:

Sr. No.	Infrastructural Facilities available with the institute/investigator/group/department/other associated institute	Yes/No/ Full or sharing basis	Not required
1.	Workshop Facility		
2.	Water & Electricity		
3.	Laboratory Space/ Furniture		
4.	Power Generator		
5.	AC Room or AC		
6.	Telecommunication including e-mail & fax		
7.	Transportation		
8.	Administrative/ Secretarial support		
9.	Information facilities like Internet/ Library		
10.	Computational facilities		
11.	Animal/ Glass House		
12.	Any other special facility being provided		

B. Equipment available with the Institute/ Group/ Department/ Other Institutes for the project:

Equipment available with	Generic Name of Equipment	Model, Make & year of purchase	Remarks including accessories available and current usage of equipment

PI & his group			
PI's Department			
Other Inst In the region			

28. Detailed Bio-data of the Investigator(s) / Co-Investigator(s) including Name, Address, Date of Birth, Institution's Address etc. Academic Qualifications (University/ College from where attained, year of passing, class, Thesis title etc.) Publications list (Title of paper, authors, Journal details, pages, year etc.) Patent list, if any List of Projects implemented

29. Details of Research Projects being implemented/ completed/ submitted by the Investigator (s)/ Co-Investigators including

Investigator(s) Name & Institute:

Project Title:

Project Status:

Completed-duration, period (from.... to.....), funding agency and total cost On-going-duration, date of start, funding agency and total cost proposed-duration, funding agency where submitted and total cost

Summary of the project Major Results/ Highlights of the project including achievement (publications, patents etc.), for completed projects Up-to date Technical progress report for on-going projects.

30. Any other relevant matter.

1. Title:

2. Proposed Budget for 3 years:

2.1 Total:

2.2 Equipment:
(Please give list of major/ minor equipment)

2.3 Staff (proposed research staff):

- 2.4 Other Recurring costs:
- a) Consumable:
 - b) Travel:
 - c) Contingency:
 - d) Any other expenses:

3. Date of receipt**:

4. PI Name, Designation & Address:

5. Date of Birth:

6. Co-Investigator(s) details:

7. Date of Birth(s):

8. Other projects with the PI/Co-PI(s):

S. No.	Title	Cost (in rupees)	Duration	Agency

Cover sheet to be filled in by the Investigator ** to be filled by RSPCB

Annexure B**Qualification and Honorarium of Research Personnel**

Following Research personal/s may be engaged in research projects depending upon requirement/ nature of research projects.

S. No.	Post	Qualification	Honorarium
1	Junior Research Fellow (JRF)	<p>Post Graduate in basic Science or graduate/Postgraduate in professional courses selected through a process described through any one of the following: -</p> <p>a. Scholars who are selected through National Eligibility Tests-CSIR-UGCNET including lectureship (assistant Professional) and GATE.</p> <p>b. The selection process through National Level examination conducted by Central Government Departments and their Agencies and institutions such as DST, DBT, DAE, DOS, DRDO, MHRD, ICAR, ICMR, IIT, IISC, IISER etc.</p>	Rs. 25,000/- per month
2	Senior Research Fellow (SRF)	Qualification prescribed for JRF with two years of research experience.	Rs. 28000/- per month