

**Format for Submission of Research Proposal Under
Cognitive Science Research Initiative (CSRI)**



**GOVERNMENT OF INDIA
MINISTRY OF SCIENCE & TECHNOLOGY
DEPARTMENT OF SCIENCE & TECHNOLOGY
TECHNOLOGY BHAVAN
NEW DELHI-110016**

SECTION – A
(GENERAL INFORMATION)

1. Project Title :
2. Sub Area:
3. Duration in months :
4. Total cost :
5. Project Category:

Basic Research
Applied Research
Technology Development
Any other

6. Principal Investigator:

Designation :
Department :
Institute Name :
Address :
Telephone :
E-mail :

7. Date of Birth:

8. Sex (M/F) :

9. Co-Investigator :

Designation :
Department :
Institute Name :
Address :
Telephone :
E-mail :

10. Date of Birth :

11. Sex (M/F) :

SECTION – B
(TECHNICAL DETAILS)

- 1. Project Title :**
- 2. Project summary (maximum 500 words):**
- 3. Key words :**
- 4. Introduction (under the following heads):**
 - a. Origin of the proposal
 - b. Definition of the problem
 - c. Objective
- 5. Review and status of Research and Development in the subject:**
 - a. International status
 - b. National status
 - c. Relevant references
 - d. Importance of the proposed project in the context of current status
 - e. Review of expertise available with proposed investigating group/institution in the subject of the project
 - f. References
- 6. Work plan:**
 - a. Methodology
 - b. Organization of work elements
 - c. Time schedule of activities giving milestones (also append to bar diagram)
 - d. Suggested plan of action for utilization of research outcome expected from the project
- 7. 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)				

a. Budget for Salaries/Wages

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

Justification for the manpower requirement:

b. Budget for Consumable Materials

Item	BUDGET			(in Rupees)
	1st Year	2nd Year	3rd Year	Total
Total				

Justification for costly consumable:

c. Budget for Travel

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

Justification for intensive travel, if any:

d. Budget for Other Costs/Contingencies

Sl. No.	Other costs/Contingency costs	BUDGET			(in Rupees)
		1st Year	2nd Year	3rd Year	Total

Justification for specific costs under other costs, if any:

e. Budget for Equipment

Sl. No.	Generic name of the Equipment along with make & model	Imported/Indigenous	Estimated Costs	Spare time for other users (in %)

Justification for the proposed equipment:

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

a. Infrastructural Facilities:

Sr. No.	Infrastructural Facility	Yes/No/ Not required Full or sharing basis
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			

9. 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

10. 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

11. Any other relevant matter.

Endorsement from the Head of Institution

(To be given on letter head)

Project Title :

1. Certified that the Institute welcomes participation of Dr _____ as the Principal Investigator and Dr _____ as the Principal Co-Investigator for the 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 information to DST).

2. Certified that the equipment and other basic facilities as enumerated at Point 8 in Section B and such other administrative facilities as per terms and conditions of the grant, will be extended to the investigator(s) throughout the duration of the project.

3. Institute assumes to undertake the financial and other management responsibilities of the project.

Date:

Name and Signature of Head of Institution

Place:

Certificate from the Investigator

Project Title:

1. I/ We agree to abide by the terms and conditions of the DST research grant.
2. I/ We did not submit the project proposal elsewhere for financial support.
3. I/ We have explored and ensured that equipment and basic facilities (enumerated at Point 8 in Section B) will actually be available as and when required for the purpose of the projects. II We shall not request financial support under this project, for procurement of these items.
4. I/ We undertake that spare time on permanent equipment (listed at Point 7 (e) in Section B) will be made available to other users.
5. I/We have enclosed the following materials:

<u>Items</u>	<u>Number of copies</u>
a) Endorsement from the Head of Institution (on letter head)	One
b) Certificate from Investigator(s)	One
c) Details of the proposal (Section A+B)	Two

Date:
Place:

Name and Signature of Principal
Investigator

FINAL (Approved by Secretary DST)
DEPARTMENT OF SCIENCE AND TECHNOLOGY
POLICY ON CONFLICT OF INTEREST
FOR REVIEWER & COMMITTEE MEMBER or APPLICANT or DST OFFICER
ASSOCIATED/ DEALING WITH THE SCHEME/ PROGRAM OF DST

Issues of Conflicts of Interest and ethics in scientific research and research management have assumed greater prominence, given the larger share of Government funding in the country's R & D scenario. The following policy pertaining to general aspects of Conflicts of Interest and code of ethics, are objective measures that is intended to protect the integrity of the decision making processes and minimize biasness. The policy aims to sustain transparency, increase accountability in funding mechanisms and provide assurance to the general public that processes followed in award of grants are fair and non-discriminatory. The Policy aims to avoid all forms of bias by following a system that is fair, transparent and free from all influence/ unprejudiced dealings, prior to, during and subsequent to the currency of the programme to be entered into with a view to enable public to abstain from bribing or any corrupt practice in order to secure the award by providing assurance to them that their competitors will also refrain from bribing and other corrupt practice and the decision makers will commit to prevent corruption, in any form, by their officials by following transparent procedures. This will also ensure a global acceptance of the decision making process adopted by DST.

Definition of Conflict of Interest:

Conflict of Interest means "any interest which could significantly prejudice an individual's objectivity in the decision making process, thereby creating an unfair competitive advantage for the individual or to the organization which he/she represents". The Conflict of Interest also encompasses situations where an individual, in contravention to the accepted norms and ethics, could exploit his/her obligatory duties for personal benefits.

1. **Coverage of the Policy:**

- a) The provisions of the policy shall be followed by persons applying for and receiving funding from DST, Reviewers of the proposal and Members of Expert Committees and Programme Advisory Committees. The provisions of the policy will also be applicable on all individuals including Officers of DST connected directly or indirectly or through intermediaries and Committees involved in evaluation of proposals and subsequent decision making process.
- b) This policy aims to minimize aspects that may constitute actual Conflict of Interests, apparent Conflict of Interests and potential Conflict of Interests in the funding mechanisms that are presently being operated by DST. The policy also aims to cover, although not limited to, Conflict of interests that are Financial (gains from the outcomes of the proposal or award), Personal (association of relative / Family members) and Institutional (Colleagues, Collaborators, Employer, persons associated in a professional career of an individual such as Ph.D. supervisor etc.)

2. **Specifications as to what constitutes Conflict of Interest.**

Any of the following specifications (non-exhaustive list) imply Conflict of Interest if,

- (i) Due to any reason by which the Reviewer/Committee Member cannot deliver fair and objective assessment of the proposal.
- (ii) The applicant is a directly relative# or family member (including but not limited to spouse, child, sibling, parent) or personal friend of the individual involved in the decision making process or alternatively, if any relative of an Officer directly

involved in any decision making process / has influenced interest/ stake in the applicant's form etc.

- (iii) The applicant for the grant/award is an employee or employer of an individual involved in the process as a Reviewer or Committee Member; or if the applicant to the grant/award has had an employer-employee relationship in the past three years with that individual.
- (iv) The applicant to the grant/award belongs to the same Department as that of the Reviewer/Committee Member.
- (v) The Reviewer/Committee Member is a Head of an Organization from where the applicant is employed.
- (vi) The Reviewer /Committee Member is or was, associated in the professional career of the applicant (such as Ph.D. supervisor, Mentor, present Collaborator etc.)
- (vii) The Reviewer/Committee Member is involved in the preparation of the research proposal submitted by the applicant.
- (viii) The applicant has joint research publications with the Reviewer/Committee Member in the last three years.
- (ix) The applicant/Reviewer/Committee Member, in contravention to the accepted norms and ethics followed in scientific research has a direct/indirect financial interest in the outcomes of the proposal.
- (x) The Reviewer/Committee Member stands to gain personally should the submitted proposal be accepted or rejected.

The Term "Relative" for this purpose would be referred in section 6 of Companies Act , 1956.

3. **Regulation:**

The DST shall strive to avoid conflict of interest in its funding mechanisms to the maximum extent possible. Self-regulatory mode is however recommended for stake holders involved in scientific research and research management, on issues pertaining to Conflict of Interest and scientific ethics. Any disclosure pertaining to the same must be made voluntarily by the applicant/Reviewer/Committee Member.

4. **Confidentiality:**

The Reviewers and the Members of the Committee shall safeguard the confidentiality of all discussions and decisions taken during the process and shall refrain from discussing the same with any applicant or a third party, unless the Committee recommends otherwise and records for doing so.

5. **Code of Conduct**

5.1 To be followed by Reviewers/Committee Members:

- (a) All reviewers shall submit a conflict of interest statement, declaring the presence or absence of any form of conflict of interest.
- (b) The reviewers shall refrain from evaluating the proposals if the conflict of interest is established or if it is apparent.
- (c) All discussions and decisions pertaining to conflict of interest shall be recorded in the minutes of the meeting.
- (d) The Chairman of the Committee shall decide on all aspects pertaining to conflict of interests.
- (e) The Chairman of the Committee shall request that all members disclose if they have any conflict of interest in the items of the agenda scheduled for discussion.

- (f) The Committee Members shall refrain from participating in the decision making process and leave the room with respect to the specific item where the conflict of interest is established or is apparent.
- (g) If the Chairman himself/herself has conflict of interest, the Committee may choose a Chairman from among the remaining members, and the decision shall be made in consultation with Member Secretary of the Committee.
- (h) It is expected that a Committee member including the Chair-person will not seek funding from a Committee in which he/she is a member. If any member applies for grant, such proposals will be evaluated separately outside the Committee in which he/she is a member.

5.2 To be followed by the Applicant to the Grant/Award:

- (a) The applicant must refrain from suggesting referees with potential Conflict of Interest that may arise due to the factors mentioned in the specifications described above in Point No. 2.
- (b) The applicant may mention the names of individuals to whom the submitted proposal should not be sent for refereeing, clearly indicating the reasons for the same.

5.3 To be followed by the Officers dealing with Programs in DST:

While it is mandatory for the program officers to maintain confidentiality as detailed in point no. 6 above, they should declare, in advance, if they are dealing with grant applications of a relative or family member (including but not limited to spouse, child, sibling, parent) or thesis/ post-doctoral mentor or stands to benefit financially if the applicant proposal is funded. In such cases, DST will allot the grant applications to the other program officer.

6. Sanction for violation

6.1 For a) Reviewers / Committee Members and b) Applicant

Any breach of the code of conduct will invite action as decided by the Committee.

6.2 For Officers dealing with Program in DST

Any breach of the code of conduct will invite action under present provision of CCS (conduct Rules), 1964.

7. Final Appellate authority:

Secretary, DST shall be the appellate authority in issues pertaining to conflict of interest and issues concerning the decision making process. The decision of Secretary, DST in these issues shall be final and binding.

8. Declaration

I have read the above “Policy on Conflict of Interest” of the DST applicable to the Reviewer/ Committee Member/ Applicant/ DST Scheme or Program Officer # and agree to abide by provisions thereof.

I hereby declare that I have no conflict of interest of any form pertaining to the proposed grant *
I hereby declare that I have conflict of interest of any form pertaining to the proposed grant *

* & # (Tick whichever is applicable)

Name of the Reviewer/ Committee Member or Applicant or DST Officer
(Strike out whichever is not applicable)

(Signature with date)