

**Guidelines for Submission of Project  
Proposal  
Under  
Strengthening, Upscaling & Nurturing  
Innovations for Livelihood (SUNIL)  
programme**

**SCIENCE FOR EQUITY, EMPOWERMENT &  
DEVELOPMENT (SEED) DIVISION**



GOVT. OF INDIA  
MINISTRY OF SCIENCE & TECHNOLOGY  
DEPARTMENT OF SCIENCE & TECHNOLOGY  
TECHNOLOGY BHAWAN, NEW MEHRAULI ROAD  
NEW DELHI – 110 016

Website: <https://dst.gov.in/seed-home>

## A. INTRODUCTION

India has abundant resources and expertise to create, utilize and scale the Science Technology and Innovation (STI) solutions addressing grassroots issues. Along with this, need-based research & development (R&D) involving community-based organizations and dissemination of locally appropriate products/processes/technologies on the basis of feedback from end-user ensure uptake, impact and socio-economic development of Society at large. Therefore, a conducive environment with bottom-up STI approach involving various stakeholders viz. Knowledge Institutions (KI), Non-Governmental Organizations (NGOs), Voluntary Organization (VO), Community Groups (CG), Social entrepreneurs and citizens is needed for sustainable development leading to a better livelihood opportunities and quality of life.

Strengthening, Upscaling & Nurturing Local Innovations for Livelihood (SUNIL) programme, earlier named as TARA (Technological Advancement for Rural Areas) programme under Science for Equity, Empowerment and Development (SEED) division of Department of Science & Technology (DST), Govt. of India aims to support technology delivery and creation of social enterprise models for Economically Weaker Section (EWS) of society including need-based action research projects to identify local and systemic solutions to implement S&T based projects at community level; capacity building of Community based organizations (CBOs), NGOs, KIs, Start-ups & Social ventures for developing examples of Sustainable Development Goals (SDGs) at ground level.

## B. FOCUS OF PROGRAMME

Focus of the SUNIL programme is not only limited to the deployment of many field-tested models and location-specific technologies to meet the needs of citizens, it also encourages improving their S&T knowledge, skill enhancement, capacity building and socio-economic conditions in the areas of Natural Resource Management; Drinking Water & Sanitation; Education; Health & Nutrition; Social Security; Local transport & Development; Electricity & Clean Energy; Entertainment; Integrated-farming & best practices; Linking people to financial services; Phone & Internet facilities; Livelihood & skill development etc. It broadly supports following three major aspects-

### **1. Technology delivery & enterprise creation model for improving efficiency of livelihood system:**

- Providing emerging & locally appropriate STI solutions to strengthen weakest link of livelihood system through Land-Lab-Land approach involving KIs, NGOs and Community;
- Utilizing strongest link of local livelihood system for encouraging social entrepreneurship development for EWS Society.

### **2. Technology interventions for Addressing Societal Needs (TIASN)**

- Research on identifying local & systemic need and STI solutions at the community level
- Developing scientific and need-based innovative technologies for improvement of economically weaker sections such as small and marginal farmers, rural artisans, landless laborer and urban population in unorganized sectors;
- Recognizing strengths & weaknesses of livelihood system;

- Standardizing pilot tested locally appropriate technologies
- Identifying local innovation system and linking with National Innovation system;
- Mapping welfare system with S&T knowledge system;
- Other systemic gaps related to implementation of S&T based projects at community level.

### **3. Capacity Building of Community-based organizations (CBOs), NGOs, Knowledge Institutions (KI) & Social Start-ups:**

- Organizing awareness creation programmes, workshops, roundtable discussions, conferences, exhibitions, skills & training programmes to enhance the S&T capability of CBOs and NGOs;
- Imparting knowledge on societal development issues, Sustainable Development Goals (SDGs), National Priorities (NPs) and Scientific Social Responsibilities (SSR) to scientists & researchers (Postdoc, PhD & MTech students);
- Standardization of S&T enabled NGOs.

**Note:** Programme will not encourage basic research proposals from KIs. Need assessment & implementation plan at grassroot level including NGO partner is essential component in formulated project proposal for seeking grant from Department. In project support, livelihood efficiency including needs of EWS citizen viz. food, clothing, education, health, entertainment, livelihood, earning, employability etc. should be encouraged along with consideration of environment, social & economic values.

### **C. DURATION OF PROJECT SUPPORT**

Project proposals for 3-5 years in project mode support will be supported under SEED division. The initial 3 months in the project proposal should be focused on problem identification and stakeholder selection, while outputs of the project should be measurable. The outcome and impact of STI on society should be indicative during last year of project implementation.

### **D. PROJECT PARTNERS**

The programme is open to S&T capable NGOs and Knowledge Institutions for collaborative S&T research and interventions involving other Community based organizations viz. Self-Help Groups (SHGs), Farmer Producer Organizations (FPOs), Social entrepreneurs, Start-ups and community. The S&T capable NGOs should have strong social connect and working knowledge of cultural sensitivities & needs in remote areas to deliver technologies and social entrepreneurship models at grassroot level. Their ability in training, capacity building and technology dissemination at community along with formal connections with Knowledge Institutes in producing detailed engineering design and testing, will respond to the immediate requirements of changing technologies, demography, and aspirations of EWS people. This inclusive & equitable approach by cross-bridge collaboration between NGOs, KIs, CBOs, SHGs, FPOs Social entrepreneurs, Start-ups and citizens will act as a forwarding path towards Atma Nirbhar Bharat (ANB).

## E. ELIGIBILITY CRITERIA

A coordinated project proposal involving above-mentioned partners should be submitted online. Before applying to new proposal, PI must ensure to maintain maximum two number of ongoing projects supported to Host Institution (HI) by SEED division at a time. Organizations already working on two ongoing projects supported by SEED division need not to apply under this call for proposal. Teams eligible for receiving project grants under the SUNIL Programme include:

### **Principal Investigator (PI)/ Co-PI from KI-**

- Scientists, engineers, technologist working IITs, NITs, Autonomous Bodies/Aided Institutions and other educational institutions/ Universities under Central/State Governments, R&D institutions, laboratories having adequate infrastructure and project implementation experience at societal level.

### **Principal Investigator (PI)/ Co-PI from NGOs-**

- Non-Governmental Organization/Voluntary organizations/private institutions with minimum 3 years field level experience in S&T interventions and management should have delivered proven technology models for field level applications to community after registration. Experience in handling projects having focus on S & T with support from scientific departments of Govt. of India will be encouraged.
- S&T based voluntary organizations/institutions should come with legal status or as a society registered under the Societies Registration Act 1860 or a trust registered under the Indian Trusts Act 1982 or Charitable or Religious Act 1920 or under the corresponding State Act.
- Prior to applying for project proposal grant, it is mandatory for every NGO to register first at NGO- DARPAN portal of NITI Aayog <https://ngodarpan.gov.in> and to get NGO Unique ID.
- Signed audited statements are available (at least for the last three financial year): balance sheet, income and expenditure statement, receipts and payments account, schedules to these, notes on accounts and the statutory auditor's report.
- NGOs/VOs Should submit Foreign contribution regulation Act (FCRA) certificate (to access international funding if any).

**Involvement of CBOs/Community Groups/FPOs/ SHGs & Social ventures:** Direct funding to this group of project partners will not be supported. However, they will have to apply through NGOs or KIs mentioning their specific role and budgetary requirement in the project proposal.

- FPOs promoted and supported by Government Departments, Corporates and Domestic & International Aid Agencies, NABARD, SFAC) or registered on e-NAM platform and having formal working space/ office, bank account and Aadhar details etc.
- SHGs registered by Khadi & Village Industries Commission (KVIC), Common Service Centre (CSC), NABARD or having saving bank account in the name of SHG.
- Social Start-ups and Entrepreneurs including private as well as state sponsored incubators who offer accelerated technological and innovation growth etc.

**Note: Only one Principal Investigator (PI) / Project Coordinator/ Senior Programme Officer and one Co-PI from NGO and/ or KI will be allowed for a project and will be eligible to draw emoluments from only one project supported by SEED Division, DST at a particular time. Other human resources on project will be decided on the recommendations of EC members and need of project. Positions may be Programme Officer/ Programme Professional/ Project Assistant/ Project Associate/ Field assistant/ Technical Assistant/ Field Worker/ Supervisor/ Labourer etc.**

## **F. FUNDING PATTERN**

The project support to meet the recurring and non-recurring cost will be based on the requirements to carry out proposed objectives and activities to address the problem of particular size of population and geographical area to be covered in a select time period. Project grant to KI and NGO will, therefore consist of:

- a. Recurring (General) grant supports for Human resources, Field trails/experimentations, consumables, travel, contingencies, trainings, capacity building, publication and dissemination related to identified solutions & activities and maintenance of the infrastructure in terms of institutional overhead etc. Number of positions to be recruited in scientific project will be as per the decision of Expert Committee/ Programme Advisory Committee. Contingency charges (<3% of total recurring cost of project) will be sanctioned irrespective of project proposal being submitted by a Govt./ Non-Govt. organization. Expenditure under contingency head will be only on unforeseen items and will be released from DST at the time of 2nd or subsequent releases based on documentary evidence and need of the items covered under contingency. In addition to contingency, maximum 5 - 7% of total recurring expenditure to NGOs/VOs and max. 10% of total recurring expenditure to various Central/State Govt. institutions/ IITs/ UGCs/ ICAR/ ICMR/ CSIR/ AYUSH etc. or Rs. 1,00,000/- per year whichever is lower will be provided as institutional overheads/ administrative expenses during project tenure.
- b. Small amount of Non-recurring (Capital) grant for infrastructure, adaptive R&D, field testing and demonstration facilities etc. For construction activities like creation of Common Facility Centre for community use, work-sheds, minor bore/tube wells, construction of rainwater harvesting structure/ ponds/ poly houses/ testing labs/ incubation centres/ low-cost sanitary toilets, minor work for installation of procured instrument etc. and for all other related allied activities, a maximum of 40% of total project cost will be sanctioned to the implementing organization if they are integral part of project subject to the condition that the rest of the fund would be arranged by organization either from State Govt./beneficiaries etc. Amount of capital grant on proposed project will be finalized based on the budget justification submitted by implementing institutions/agencies and recommendations of Expert Committee/ Programme Advisory Committee.

**Initial release for the project will be less than 30% of approved recurring budget and total Capital budget approved by Department. Next release to the organizations will be based on the performance evaluation of the project in terms of indicators covered and replicable**

**technology packages/models developed for remote applications and employment generation of EWS.**

## **G. SHORTLISTING AND SELECTION MECHANISM**

A detailed review of the proposal submitted by NGO in collaboration with KI and other CBO/FPOs/SHGs will be undertaken in the following stages:

**1<sup>st</sup> level:** The Programme Division (PD) at the DST level will carry out a preliminary screening of the proposals received on prescribed format and shortlist those, which prima facie satisfy the eligibility criteria and have all prescribed supporting documents. Such shortlisted proposals shall be placed before the Selection/ Expert Committee.

**2<sup>nd</sup> level:** Project proposal should be presented before EC members in the EC meeting/GMW organized by PD for next level of screening. However, the S&T delivery capability and performance of KIs, CBOs and NGOs may be evaluated by Technical Expert Group (TEG) Members through on-the-spot assessment, if required. In this round, shortlisting of project proposals for support will be based on innovative idea and merit of proposal (viz. technology transfer; S&T delivery; knowledge dissemination, S&T absorption capacity of the community etc.) to strengthen the existing knowledge support to Welfare System. For Project proposal formulation, cross-bridge collaboration among Knowledge Institutions (KI), NGOs/VOs, Community Based Organizations (CBOs) and Social ventures etc. will be encouraged.

On the spot assessment of infrastructure, S&T capabilities, strength and delivery potential of the organization by the team of experts involving State Govt./Local Govt. personnel may be conducted (if recommended by the Expert Committee during 2<sup>nd</sup> level of screening) for consideration under project support.

**3<sup>rd</sup> level:** Evaluation of the proposal along with on-the-spot assessment report of the visiting expert team will be done by the Expert Committee in next EC meeting/GMW. Final decisions for providing financial support will be taken mainly on quality and merit of proposed proposal together with the credibility and past record of candidate organization(s) based on above selection criterion & the recommendations of expert committee.

## **H. OPERATION OF THE SUNIL PROGRAMME**

This scheme will be operated in the following method:

- Once the magnitude of project grant is approved with justification details from organization as required to determine the amount, the grant will not be rigidly tied to specific items of expenditure so long as the main objectives of the programme and the total estimates are not changed. However, such changes with proper justification as recommended by Expert Committee will be approved by SEED, DST and will be communicated to organizations.
- Since, all projects under programme will have the component of field-based testing, dissemination, and related activities involving community groups and end users. Requirement of Field visit/ on-the-spot assessment for any project/organization will be decided by Expert Committee members during project progress evaluation.

- Certification on the basis of on-the-spot visits and / or group assessment of projects through Group Monitoring Workshops (GMW)/ Expert Committee (EC) Meetings (signed Field visit Report/ Minutes of Meeting/ Record note of Discussion) to assess the progress and performance with set of indicators by expert team would be adequate for release of funds annually (**refer Table 1 for Monitoring & Evaluation indicators**). The continuation of project and modifications in objectives may further be decided for subsequent years based on the report of expert team/evaluation.
- If required, a community based participatory monitoring system may be conducted by Department of Science & Technology utilizing NGOs/CBOs/SHGs/FPOs/Civil society organizations for monitoring of projects through their feedback.
- Accounts of organizations at all levels shall be open to audit by the Comptroller and Auditor General (C&AG) as well as by the internal audit wing of Pay & Account Office of Ministry of Science & Technology. Auditing of expenditure by the Department's accounts team would be considered in addition to certification by Chartered Accountants.
- Grantee Institutions/organization (GI) should be required to submit performance cum achievement reports soon after the end of each financial year, and in any case, not later than six months after the close of the financial year under Rule- 242 (2) of GFR-2017. Failing to the aforesaid compliance, the GI may be debarred from getting next grant for another 05 year.
- Any asset or constructed structure created out of the Grant-in-aid project should be handed over to KI/NGO/SHG/FPO/community/beneficiaries based on an undertaking to use the assets for societal development work in future, adaptive R&D on technology development, scaling & delivery, provided the activities and performance of the groups are found satisfactory in larger public interest. After implementation of project, retention and handover details of capital assets should be intimated to DST. Implementing agencies will ensure proper utilization and management of these facilities even after the project period is over.
- The extension of project period beyond original sanctioned date will not be more than 50% of the original time period except in the case of natural calamity / disaster or due to any other force-majeure incident. GI should send the request of extension to DST at least 3 months prior to the date of completion of the project.
- Convergence with schemes/programmes of inter-Ministries/ Departments will be agenda point in each periodical monitoring and review meetings of the SUNIL programme.
- A central data base validated by Expert members & implementing agencies will be maintained by PD for convergence benefits and easier follow-ups. The data collated will be used for monitoring various pre-defined parameters of programme.
- The Ministry of Science & Technology, Government of India reserves the right to conduct random inspection/check from time to time of any of the implementing organizations/institutes. It can discontinue funding under the programme at any point of time if the performance of the organization is found to be unsatisfactory.

**TABLE 1: MONITORING & EVALUATION INDICATORS**

<b>Technology delivery &amp; enterprise creation model</b>		
<b>Output's Indicators</b>	<b>Outcome's Indicators</b>	<b>Impact's Indicators</b>
<ul style="list-style-type: none"> <li>No. of technologies/ techniques/ tools/ processes/ innovative products/ packages/ devices modulated</li> <li>No. of technologies/ techniques/ tools/ processes deployed &amp; demonstrated</li> <li>No. of technologies/ techniques/ tools field tested</li> <li>No. of Common Facility Centres/ Permanent Structures/ Technology Labs created under the project</li> <li>No. of target community groups/ researchers using the facilities / products/ technologies created under the project</li> </ul>	<ul style="list-style-type: none"> <li>No. of technologies/ products/ packages transferred/commercialized</li> <li>No. of technologies/ products/ packages/ social enterprise models ready to transfer</li> <li>No. of local innovations converted into social enterprises/ start-ups created (technology-wise)</li> <li>No. of market linkages developed</li> <li>No. of people (Male/ Female) employed through project interventions</li> <li>No. of Social Entrepreneurs/ Start-ups/ FPOs/ SHGs formed/ nurtured under project</li> <li>No. of sustainable livelihood opportunities created &amp; utilized by community</li> </ul>	<ul style="list-style-type: none"> <li>Increased access to S&amp;T services &amp; facilitative units/ infrastructure.</li> <li>Reduction in drudgery, cost and hesitation over use of technology/ tool/ process/ products</li> <li>Increase in household income</li> <li>Average productivity gain per user</li> <li>Increase in access to markets and financial institutions</li> <li>Improved access to location specific technologies/ techniques/ tools/ processes/ innovative products/ packages/ devices</li> <li>Increased interest of academic and R&amp;D institutions in societal research and testing at field level.</li> <li>Improvement in access to indigenously developed/ modified technologies, socially relevant S&amp;T innovations</li> </ul>
<b>Capacity Building of CBOs, NGOs, KIs and community</b>		
<ul style="list-style-type: none"> <li>No. of reports generated to identify available resources and need of target population</li> <li>No. of manuals/ reports created in vernacular language on S&amp;T solutions.</li> <li>No. of portals, Apps &amp; database created on locally available resources and knowledge management</li> <li>No. of workshops/ roundtable discussions/ conferences/ exhibitions/ surveys conducted</li> <li>No. of Awareness/ Skill Development/ training Programmes conducted</li> <li>No. of Panchayat/ meetings conducted with local Govt.</li> <li>No. of internships supported under programme</li> </ul>	<ul style="list-style-type: none"> <li>No. of manpower trained by supported institutions/ organizations in current year</li> <li>No. of portals and mobile Apps users both from implementing KIs/ NGOs and external sources</li> <li>No. of STI solutions adopted by community for productivity gain in traditional practices</li> <li>No. of formal understanding/ collaborations established between KIs, NGOs, State &amp; local Govt., private partners &amp; UN agencies</li> <li>No. of human resources deployed in Academic/ Industry/ NGOs</li> <li>No. of Scientists &amp; researchers (Postdoc, PhD &amp; MTech students) from KIs inclined towards societal research</li> <li>No. of organizations/ agencies/ social ventures motivated and mobilized for replication of project outcomes (scientific capacity building)</li> </ul>	<ul style="list-style-type: none"> <li>Improved access to human resource pool and knowledge base</li> <li>Improved access to data and productivity gain due to efficient and cost-effective management of locally available resources</li> <li>Improved access to financial services</li> <li>Improved traditional practices by STI inputs</li> <li>Improved employment rate due to capacity building</li> <li>Reduced migration rate</li> <li>Inclined KIs towards societal research issues and solutions involving community groups.</li> <li>Improved participation and decision making of EWS society in social gathering &amp; meetings.</li> <li>Increase in S&amp;T knowledge of SHGs, FPOs, NGOs and social ventures</li> <li>No. of forward/ backward linkages developed for sustenance of societal projects</li> </ul>
<b>Research to identify local and systemic solutions</b>		
<ul style="list-style-type: none"> <li>No. of S&amp;T delivery solutions developed for innovative technologies/ tools/</li> </ul>	<ul style="list-style-type: none"> <li>No. of field-based technical studies conducted</li> <li>No. of research Papers/ articles</li> </ul>	<ul style="list-style-type: none"> <li>Increased export of indigenous products/ goods</li> <li>Increase in S&amp;T outreach and</li> </ul>



<ul style="list-style-type: none"> <li>products/ services</li> <li>No. of innovative ideas taken up from community for further technology/ tool/ product/ process development by NGOs/ KIs/ industry</li> <li>No. of locally appropriate technologies/ tools/ processes pilot tested &amp; standardized</li> </ul>	<ul style="list-style-type: none"> <li>published</li> <li>No. of reports/ Manuals generated</li> <li>No. of people engaged in societal &amp; action research projects</li> <li>No. of telecasting/ tele-films created</li> <li>No. of success stories published</li> <li>No. of Patents (applied/granted)</li> <li>No. of MoU/ formal contracts signed for local/ Global collaboration</li> </ul>	<ul style="list-style-type: none"> <li>geographical coverage area</li> <li>Improved Index of living standard in society</li> <li>Increase in evidence-based R&amp;D on socially relevant issues</li> <li>Decreased social isolation</li> <li>Promoted Inclusiveness and Equity.</li> <li>No. of local organizations like gram panchayat/ cooperation/ voluntary groups engaged</li> </ul>
<ul style="list-style-type: none"> <li>Contribution towards Sustainable Development Goals (SDGs) and National Missions (NMs)</li> <li>Convergence towards national schemes/ programmes for development of remote areas</li> <li>Total number of beneficiaries covered under project (Category-wise, gender-wise percentages)</li> <li>Geographical area covered under project (village/block, district, State-wise)</li> </ul>		

## I. INSTRUCTIONS TO BE FOLLOWED & DOCUMENTS/ENCLOSURES REQUIRED TO BE SUBMITTED ALONGWITH THE PROJECT PROPOSAL

- The applicants, after assessing their eligibility and suitability as per the eligibility conditions of the programme, shall be required to apply through e-Project Management System (e-PMS Portal) (<https://onlinedst.gov.in/>) (Open in Google Chrome or Mozilla Firefox for better results), attaching required documents with the signatures and rubber stamps of the concerned persons/ officials, failing which will reject the proposal. It is mandatory to submit the proposals through online mode only.
- DST will not be responsible for the non-submission of proposal by PI due to any personal reasons, regional festivals, poor network speed, natural calamities, etc. All the incomplete applications will be summarily rejected. However, the rejected candidates will have the option to apply in the subsequent phases of selection.
- Submission of new project proposal for support will be based on fresh call for proposal initiated on e-PMS Portal (<https://onlinedst.gov.in/>).**
- Proforma for project proposal submission (**Annexure- I for reference**).
- Please furnish one copy of the following documents\*:
  - Authenticated copy of valid registration certificate of NGO/VO/private institution.
  - Memorandum of Association, Rules and Bylaws of the society/trust/section 8 company.
  - Balance sheets, statement of Accounts and Annual report of the organization for the last 3 financial years.
  - Memorandum of Understanding/ Consent between project partners.
  - Copy of signed General terms & conditions from Heads of partner institutions (**Annexure- II**)
  - Certificate from the Principal investigators (PI) (**Annexure- III**)

- Bio-data of PI & Co-PIs (Annexure- IV)
- **Count minimum 9-12 months from submission of the proposal to arrive at expected time point for final decision on the proposal for support. Please site file number/TPN number received from e-PMS portal in all future correspondence.**

Any query/ correspondence regarding the above Call for Proposal may be initiated on 011-26590618 or mail to the following address: -

**Dr Debapriya Dutta (HEAD & Advisor), Email: [ddutta@nic.in](mailto:ddutta@nic.in)**

**or**

**Dr Anuradha Pughat (Scientist), Email: [anuradha.pughat@gov.in](mailto:anuradha.pughat@gov.in)**

**Science for Equity, Empowerment and Development Division**

**Department of Science and Technology**

**Technology Bhawan, New Mehrauli Road**

**New Delhi – 110 016**

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# PROFORMA FOR PROJECT PROPOSAL SUBMISSION

(TO BE FILLED BY APPLICANT)

## PART A

(Please limit to 3-4 pages only)

### DESCRIPTION ABOUT THE ORGANIZATION (KI/ NGO)

1. **Title of Project:**
2. **Project Duration:**
3. **Proposed Objectives:**
4. **Name, Address & Contact Details of PI (from NGO/ Knowledge Institution):**
5. **Name, Address & Contact Details of Co-PI (from Knowledge Institution/ NGO):**
6. **Identification of NGO:**
  - 6.1. Name of Organization
  - 6.2. Address with PIN CODE
  - 6.3. Contact person
  - 6.4. Telephone & Fax No.
  - 6.5. E-mail: \_\_\_\_\_ Website: \_\_\_\_\_
  - 6.6. Registered as: Society/ Trust
  - 6.7. Date of registration
  - 6.8. NGO Darpan ID
7. **Identification of KI:**
  - 7.1. Name of Organization
  - 7.2. Address with PIN CODE
  - 7.3. Contact person
  - 7.4. Telephone & Fax No.
  - 7.5. E-mail: \_\_\_\_\_ Website: \_\_\_\_\_
  - 7.6. Registered as: Society/ Trust/ Others
8. **Area of proposed work** (viz. Natural Resource Management; Drinking Water & Sanitation; Education; Health & Nutrition; Social Security; Local transport & Development; Electricity & Clean Energy; Entertainment; Integrated-farming & best practices; Linking people to financial services; Phone & Internet facilities; Livelihood & skill development etc.)
9. **Give an organization chart, job description and expertise of your organization (for NGO & KI both).**
10. **Scientific Manpower in position in the organization as on date (for NGO only)**

S.N.	NAME & DESIGNATION	HIGHEST QUALIFICATION	SPECIALIZATION	LINK WITH THE ORGANIZATION	DATE OF JOINING	Full time/ part time employee

**11. Pattern of expenditure for last five years (for NGO only)**

S.N.	FUNDING AGENCY	AMOUNT	YEAR	PURPOSE

**12. Best Practices (for NGO only)**

- i. Indicate how often governing body meets in a year, how often general body meets?  
(Give the dates of most recent three formal meetings of the Governing Body and general body, place and number of members attending out of total number)
- ii. Attach most recent three annual audit reports as presented to the governing body and approved, list the years here (reports should be placed during visit of the expert team/ presentation before Expert Committee members).
- iii. Indicate how many persons joined/ left the organization in the most recent three-year period.
- iv. Do you formally assess performance of your staff, how frequently is assessment made, who does the assessment, is the result shared with concerned member.
- v. What measures and incentives are in place to attract new bright people to your organization and retain them.
- vi. Do you price and sell your products and services or give that free to beneficiaries?
- vii. Do you have your own marketing group or have access to consultancy services?
- viii. What measures are in place to make your initiative financially self-reliant and sustainable in future - we are referring to funds you are seeking as project mode support.
- ix. Name two R&D/ S&T institution, organization with whom you partnered in some successful technology led initiative; was there a MoU formally signed, what did the partners contribute to the initiative, what product was developed?

**13. List three successful and proven technology models and related packages/products developed and commercialized, if any (viz. New / Improved Machine or equipment / bio-product etc.) – for NGO and KI both**

<b>List four successful technology models as complete package/ products developed and commercialized</b>				
<b>Specific Details</b>	<b>Package/ Product 1</b>	<b>Package/ Product 2</b>	<b>Package/ Product 3</b>	<b>Package/ Product 4</b>
1. Developed during (time)				

2. Investment in R&D (Rs.)				
3. Funded by				
4. Purpose of product				
5. Intended users				
6. Launched in market on				
7. Sold on subsidized price/ not				
8. Product distributed/ Franchised out				
9. Growth in number of users since launch				
10. Patented/ branded (details)				
11. Manufactures created				
12. Revenues from IPR				
13. Plans for modification/ scaling				

## PART B

(Please limit to two pages only)

### SOURCE OF FUNDS AND PERMANENT FACILITIES

- Please give details of agencies (national as well as international) which gave funds, amount received, and purpose for which they were utilized in the format given below for the last ten years (**for NGO & KI both**). Copy of sanction letters to be shown at the time of presentation/ field visit.

S.N.	AGENCY	AMOUNT	YEAR	PURPOSE – Project details
1.				
2.				

- Description about permanent facilities (land, equipment, building etc.) created in the project area & proposal for utilizing facilities in the project mode support. (**for NGO & KI both**)

S.N.	ITEM	YEAR OF CREATION / PROCUREMENT	PURPOSE FOR WHICH USED	SOURCE OF FUNDING
1.				

## PART C

(Please limit to four-five pages only)

### DESCRIPTION OF ACHIEVEMENTS & PROPOSED ACTIVITIES

- Please describe briefly your activities for the last five years highlighting the S&T interventions in proposed project area with details for the following:

S.N.	ACTIVITIES (for NGO & KI both)	BRIEF DETAILS (with quantitative figures if possible)
1.	Expertise developed (training, projects undertaken etc.)	
2.	Technologies developed and disseminated/ innovations	
3.	S&T based revenue generation model(s) developed	
4.	Participatory approaches (involvement of community)	
5.	Areas of influence (village/block/district) etc.	
6.	Involvement of beneficiaries and local organizations	
7.	Involvement in district and state level planning	
8.	Training programmes/ workshops organized	
9.	Publications – training manual, contributions to magazines and journals	
10.	Visit of villagers to organization/ meetings conducted, if any	
11.	Technology benefits to society	
12.	Patent granted, if any	
13.	Award/Recognition for technology development & dissemination	
14.	Linkages with S&T institutions/ resource persons/ R&D agencies for technical back up	

- Geographical coverage (villages/blocks & districts covered) with details about location of field units/offices, and locations of projects handled in last five years. Show linkages in a chart form.
- Focus on technology delivery and enterprise creation for improving livelihood efficiency in next 5 years from now. Expected societal changes from proposed project, if any.
- List the need-based project objectives to be focused during project implementation, if approved under SUNIL programme: year-wise work plan of action with time line and deliverables in tabular form

S.NO.	PROPOSED OBJECTIVE (4-5 only)	YEAR	LIKELY DELIVERABLES	MEANS OF VERIFICATION (INDICATORS)
1.				
2.				
3.				

5. **WORK PLAN (MAX. 250 WORDS):** State the methodology in a sequence of clearly defined steps leading to achievement of the stated objectives.
  
6. **Proposed collaboration with Knowledge Institutions/ Social ventures/ other voluntary groups to benefit and empower citizen through S&T interventions.**
  
7. **PUBLICITY, PROMOTION & DISSEMINATION PLAN:** (provide a publicity, promotion & dissemination plan which shows how the project achievements will be properly disseminated)
  
8. **Suggest output, outcome and impact indicators for effective monitoring of project performance (refer table 1 in guidelines of SUNIL programme).**

Project performance indicators (objective-wise)		
<i>Output's Indicators</i>	<i>Outcome's Indicators</i>	<i>Impact's Indicators</i>
•	•	

## PART D

(Please limit to 3 pages only)

### BUDGET DETAILS

Proposed budget from partner agencies should be realistic based on the requirements to carry out proposed objectives and activities to address the problem of particular-size of EWS population and areas to be covered in a select time period. **Please give brief justification for each item proposed under different budget heads.**

#### A. RECURRING (GENERAL) BUDGET HEAD:

1. **MANPOWER** (team of scientists/engineers/technical support staff including social scientist total not more than four)

Designation (Number of persons)	Monthly Emoluments (Rs.)	BUDGET (Rs. in lakhs)					Justification
		Year					
		1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	5 <sup>th</sup>	
i.							
ii.							
Total							

(Only NET qualified candidates will be considered as JRF/SRF)

2. **CONSUMABLES** (Supplies/Materials for adaptive R&D/technology refinement and field testing etc.)

Description	Budget (Rs. in Lakhs)					Justification
	Year					
	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	5 <sup>th</sup>	
Items						
i.						
ii.						
Total						

3. **TRAVEL**

Item	Budget (Rs. in lakhs)				
	Year				



	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	5 <sup>th</sup>	Justification
1. Local						
2. Out Station						
Total						

(International travel is not permitted)

**4. ADAPTIVE R&D, FIELD TESTING/ DEMONSTRATION, TECHNOLOGY DISSEMINATION, DOCUMENTATION & TRAINING**

Item	Budget (Rs. in Lakhs)					Justification
	Year					
	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	5 <sup>th</sup>	
1. Adaptive R & D						
2. Field Testing/demonstration						
3. Technology dissemination						
4. Documentation & Training (Topic, purpose, no. of trainings/yr., duration of training days, level of Participation, cost/training)						
Total						

**5. CONTINGENCY**

Item	Budget (Rs. in Lakhs)					Justification
	Year					
	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	5 <sup>th</sup>	
Total						

**6. INSTITUTIONAL OVERHEADS**

Item	Budget (Rs. in Lakhs)					Justification
	Year					
	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	5 <sup>th</sup>	
Total						

**B. NON-RECURRING (CAPITAL) BUDGET HEAD:** *(Small grant only for essential permanent equipment and structure etc.)*\*:

Equipment / Item details	Estimated Cost (Rs.)	Justification
1.		
2.		
Total		

\*. Budgetary quotations (min. 3 no.) will be required in support of estimates for equipment, if project is approved for financial support. (PI. give estimates, if the equipment is to be fabricated locally for prototype testing etc). Include installation charges, transport, taxes/duties/levies, etc. Please try to avail tax/duty exemptions as applicable to your institution/ organization. Proper record should be maintained for the items procured under this Head. As per rule 149 of GFR, the procurement of Goods & Services is Mandatory for Goods and/or Services available on GeM Portal only and PI will also follow DoE's guidelines for incurring expenditure under the different sub-head.

## PART E

### SUMMARY OF PROPOSAL

**(Please limit to 2-3 pages only)**

1. Title of Project:
2. Project Duration:
3. Proposed Objectives (4-5 only):
4. Name, Address & Contact Details of PI (from NGO/ KI):
5. Name, Address & Contact Details of Co-PI (from KI/ NGO):
6. Registration number & date of Registration as NGO/ VO / private institution:
7. NGO Darpan ID of NGO/ VO/ private institution
8. Detailed mailing address and contact number of Authorized office bearer of both organizations for issuing sanction, if project proposal is approved:
9. Area of proposed work (viz. Natural Resource Management; Drinking Water & Sanitation; Education; Health & Nutrition; Social Security; Local transport & Development; Electricity & Clean Energy; Entertainment; Integrated-farming & best practices; Linking people to financial services; Phone & Internet facilities; Livelihood & skill development etc.):
10. Problem identification and baseline study for proposed project:
11. Details of collaborative partners (NGOs/ KIs/ Social Ventures/ CBOs/ SHGs/ FPOs etc.): MoU/ partnership certificate to be shown at the time of presentation on proposal.
12. Role of partner organization/ agency/ group in implementation of project:
13. Geographical coverage area of proposed project (villages/blocks/districts)
10. Estimated year-wise budget required for project support:

### BUDGET ESTIMATES: SUMMARY

(Rs. in lakhs)

Item	Budget					Total
	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	5 <sup>th</sup>	
A. Recurring						
1. Manpower						
2. Consumables						
3. Travel						
4. Adaptive R & D, Field Testing/Demonstration, Technology Dissemination, Documentation & Training etc.						
5. Contingencies/Other cost						
6. Institutional Overheads						
B. Non-Recurring						
Permanent equipment / item						
<b>Grand Total (A+B)</b>						

**Department of Science & Technology**  
**Science for Equity, Empowerment & Development Division (SEED) Division**

**Terms and Conditions for Organizations selected for project support under SUNIL Programme**

1. Focus of Strengthening, Upscaling & Nurturing Innovations for Livelihood (SUNIL) programme will adhere to following three aspects:
  - **Technology delivery & enterprise creation model:** Land-Lab-Land approach to provide emerging & locally appropriate STI solutions to strengthen weakest link of livelihood system and utilizing strongest link of local livelihood system for social entrepreneurship development to EWS Society.
  - **Research to identify local and systemic solutions:** It includes research to identify solutions to local problems, strengths & weaknesses of livelihood system, defining S&T based NGOs, standardization of pilot tested locally appropriate technologies, identification of local innovation system, aligning Welfare system with knowledge system and other systemic gaps related to implementation of S&T based projects at community level.
  - **Capacity Building of CBOs, NGOs and KIs:** Awareness creation, workshops, roundtable discussions, conferences, exhibitions, skill & training programmes to enhance the S&T capability of CBOs, NGOs and social issues related knowledge of Scientists & researchers (Postdoc, PhD & MTech students) and standardization of S&T enabled NGOs.
2. Manpower sanctioned under project should have relevant qualifications and experience/expertise against each sanctioned post which should be relevant to activities proposed for three/ five years. **Principal Investigator (PI) /Senior Program Officer (SPO)** should have PhD Engineering/ Sciences/ Medicine/ Pharma or PG in Engineering/ Sciences/ Medicine/ Pharma with minimum 5 years of field experience in technology development and delivery / implementing S&T based projects/programs for societal application. **Program Officer (PO)** should have Ph. D Engineering/ Sciences/ Medicine/ Pharma or PG in Engineering/Medicine/ Pharma or Graduate in Engineering/ Medicine/ Pharma, and Post Graduates in Science with minimum 3 years of experience in handling S&T based societal projects. **Program Professionals (PP)** should have PG in Science or Graduate in Engineering/ Medicine, or Graduate in Science/Social Science/ Rural Management/ ICT with minimum 5 years of experience in implementing S & T based societal projects. While, **Technical Assistant/ Supervisor/ Construction Specialist/ Field Assistant/ Supervisor** should be Graduate in Science/ Social Science or Diploma holder in any discipline with minimum 3 years of experience in implementing S&T based societal projects.
3. Project Manpower should have at least 50% new young personnel willing to work in remote areas. Organization should evolve an appropriate mechanism with incentives etc. to retain and nurture manpower at least for 3-4 years to ensure timely delivery of expected outcome. Recruitment of women candidates should be encouraged.
4. Project manpower will work for full time in project mode as per organizations rules and regulation, and not as employee(s) of Department of Science and Technology (GOI) and may also be utilized in coordinating data collection & analysis of SUNIL programme in terms of output, outcome and impact. Such staff member will not draw salary from other projects but may receive honorarium for specific activities. The support should also be utilized to dream and visualize innovative ideas and activities.
5. Minimum Infrastructure and support services to project manpower should be the responsibility of the organization. Each organization should also strengthen networking with KVKs, smaller VOs in respective area of influence for large scale technology dissemination and other outreach activities. Also, project personals would catalyze and promote capacity building of these partner VOs.
6. Continuation and financial support for project will depend on evaluation of progress and assessment by expert team from time to time. Non-performance may lead to stoppage of grant/disqualification for further project support.
7. International travel is not permissible under the programme.
8. After receipt of project grant, signed bio-data and joining details about the manpower recruited should be intimated to SEED Division, DST within three months.

9. Progress report along with audited statement of expenditure (SE) and utilization certificate (UC) as per timeline for each financial year should be submitted each year.
10. Unspent balance and interest accrued at the end of each financial year should also be reported in SE & UC and permission may be sought to carry forward the unspent balance to the next financial year. Interest accrued in each financial year should be deposited to Consolidated Fund of India- Bharat Kosh and details should be mentioned in UC & SE.
11. Capital assets/facilities created from project support will be used by the intended beneficiaries during implementation period, and even after completion of the project support. GFR-2017 rules should be followed.
12. DST (SEED Division) will be immediately informed in case any member of the project team leaves the organization and replacement along should be reported within 3 months of vacancy.
13. All equipment and other field assets, banners, boards, manuals, reports etc. will carry the credit as 'Catalyzed & Supported under SUNIL Programme of Science for Equity, Empowerment & Development Division, Dept. of Science & Technology, New Delhi'.
14. DST will be authorized to conduct audit and inspection of the project Support at any time and the project team will facilitate such audit or inspection.
15. An official of DST will be invited to attend the meetings of the executive body of the organization, wherein progress and expenditure details related to project activities are discussed. DST will nominate a suitable officer for this purpose.
16. DST will be kept informed about projects funded by other agencies. Accounts of such projects should be separately maintained.
17. Each training activity should be properly documented along with the subject matter, content of training, names of trainers and names of participants along with their address, place and date(s) of training.
18. Each member of the project team should maintain a log book recording the tasks performed by him/her on a day to day basis.
19. Proper documentation should be maintained in respect of activities taken up by the project support group as each new idea being pursued, expenses incurred in processing the idea, person involved, equipment proposed etc.
20. Benefits accrued to society / beneficiaries, directly or indirectly should be documented in story and video form.
21. Project implementing agency/organization will be responsible in case of any financial & legal administrative responsibility and dispute between the agency/organization and project staff. DST will not be liable for such legal cases of disputes.

We agree to the above terms and conditions.

**Date:** ( )  
**Place:** **Signature with seal**  
**Head of the Organization 1**

**Date:** ( )  
**Place:** **Signature with seal**  
**Head of the Organization 2**

**Date:** ( )  
**Place:** **Signature with seal**  
**Head of the Organization 3**

\*Signature of all partner organizations/ agencies

**CERTIFICATE FROM PI & Co-PI**

1. This is to certify that the information given above is true to the best of my knowledge and belief
2. We agree to abide by the terms and conditions of the grant set forth by the Department of Science & Technology.
3. Certified that the equipment, other basic facilities and such other administrative facilities as per terms and conditions of the grant, will be extended to project team throughout the duration of the support.
4. PI & Co-PI assures financial and other managerial responsibilities of the project implementation.
5. Support under SUNIL programme of SEED division, DST will be acknowledged in all future internal or external publications/ reports/ presentations etc. and IPR guidelines will be followed.
6. Project team of Grantee organization will facilitate to conduct audit or inspection of project at any time by expert team of DST.
7. Partner agencies will abide by the "Terms and Conditions for project support under SUNIL Programme".
8. Certified that the organization has never been blacklisted by any department of the State Government or Central Government.
9. We have not applied for similar support to any other agency/ department.

**Date:** ( )  
**Place:** **Signature**  
**Principal Investigator**

**Date:** ( )  
**Place:** **Signature**  
**Co-Principal Investigator**

**Date:** ( )  
**Place:** **Signature**  
**Co-Principal Investigator**

**\*Signature of PI & Co-PIs**

**Bio-data of PI & Co-PI****(a) Principal Investigator**

Name, Designation, Department:

Institute/University Name and Address:

Date of Birth:

Likely Date of retirement:

Gender (M/F):

Category (Gen/SC/ST/OBC):

Telephone(O), Telephone (R) and Fax:

Mobile:

Email:

**Education and Training (Graduation onwards):**

Degree	Year	University/Institute	Field of Specialization

**Field of Experience (Keywords)**

Number of Papers published

Significant publications (Maximum 10)

Title	Authors	Journal	Volume	Page	Year	SCI Index

List of proposed area related publications from last five years

**(b) Co- Principal Investigator**

Name, Designation, Department:  
  
Institute/University Name and Address:  
  
Date of Birth:  
Likely Date of retirement:  
Gender (M/F):  
Category (Gen/SC/ST/OBC):  
Telephone(O), Telephone (R) and Fax:  
Mobile:  
Email:

Education and Training (Graduation onwards):

Degree	Year	University/Institute	Field of Specialization

Field of Experience (Keywords)

Number of Papers published

Significant publications (Maximum 10)

Title	Authors	Journal	Volume	Page	Year	SCI Index

List of proposed area related publications from last five years

**(c) Other Co-Investigator \***

\*You can add additional Co-Investigator as per your requirements as (a),(b),(c),(d),(e),(f).....