

## **Key Points to be kept in mind while writing the project proposal under SYST programme**

- Proposal submission under call for proposal should fall under the **mandate** and **objectives** of the programme.
- There should be clear demand or need of proposed interventions
- Proposed solutions for the socio-economic problems should be significant to the target groups
- Title of the proposal should be short and focused not exceeding 15 words and should include the technology/  
proposed solution.
- Thrust area of the proposal should be mentioned from the call document only.
- **Novelty, feasibility and scientific merit** of proposed STI solutions should be clearly mentioned in the proposal.
- Basic project proposal, studies, surveys and incomplete project proposals will be summarily rejected.

- The proposals should clearly define the need/problem statement related to socio-economic problems and should submit proposals for solving those problems.
- Objectives, expected deliverables, field trials, suggested plan of action for utilization of the outcome expected from the project should be clearly specified.
- Technical, Social and Economic viability of proposed solutions should be clearly given in the proposal.
- Project proposals may have clear roadmaps for field testing, large scale deployment technology transfer and commercialization.
- The importance of the proposed project in the context of current status, details of existing technologies (literature surveys/patent search etc.) should be mandatorily given covering National and Global status.
- Proposals should have specific, tangible and quantifiable deliverables with quarterly layout.
- The investigators must have adequate experience and expertise in the relevant area of proposal.

- Addition of Co-Investigator, regular faculty from host institute is desirable (**under part A** call for proposal) and Mentor (**under part B** call for proposal) is mandatory.
- **Under part B** call for proposal, Young scientists **will not be permitted** to work with their Ph.D. guide or co-guide (as mentor). Additionally, it is **not allowed** to pursue this opportunity within **the same department or institution** where the young scientist completed their Ph.D. degree.
- The projects should be time-bound normally for duration of **2-3 years** depending upon the technology/process to be developed.
- Financial support is provided only for temporary staff fellowships, equipment (if necessary, and not available with PI's Institute, and specific to project requirement), consumables, domestic travel and other miscellaneous items. No support is provided towards **basic infrastructure, buildings and International travel**.
- 10-12 tangible as well as non-tangible indicators should be clearly marked from the list of indicators given in the application format for monitoring and evaluation of the awarded projects subsequently.

## Other Important points

- The project should lead to successful development of technologies/processes/tools/techniques.
- Implementation of the projects will be monitored regularly through Progress Reports, Audited Financial Statements.
- The extant GFR rules are to be followed while incurring expenditure under the project and submission of audited accounts (Utilization Certificate, Statement of Expenditure etc).
- The release of subsequent installments will be generally restricted to 50-80% of the recurring grant and 100% of non-recurring grant sanctioned for that particular year, depending on expenditure made in the previous year.
- The final instalment will be released only after Completion of the Project, Review of Output/Outcomes of the Project and Endorsement of Project Completion Report by the EC and submission of requisite documents by the institute.
- The Principal Investigator (PI)/Host Institution (HI) shall submit performance cum achievement reports after the end of the financial year preferably within three months.

- Other provisions of GFR would also apply to the project/PI including any other changes/modifications/new rules/guidelines issued by Government of India from time to time.
- Adequate resources should be available (either at the proposer's host organization or through collaborations) to carry out the proposed activities,
- PI should assess proposed budget to ensure the costs are reasonable, allowable and allocable.
- DST reserves the right to withdraw the call at any given point of time due to administrative reasons.

## **Selection And Recommendation of Project Proposals**

- Each project proposal received under the SYST Programme is critically examined by the Sub Expert Committee (SEC) comprising of experts/members from Expert Committee (EC) constituted by the competent authority.
- The SEC can either (i) shortlist the project proposal for presentation, (ii) suggest peer review or (iii) Screen out the project proposal.
- The investigators of the shortlisted (screened in) proposals are called for presentation before EC.
- The recommendation of EC will be final in all respects. The EC can also suggest revision, modification, handholding under the guidance of members of EC/Secretariat etc. as deemed fit based on the presentation by the PI's.

## **Submission of Project Proposals (General Instructions)**

The Principal Investigator should submit the project proposal online only through DST's **Electronic Project Management System (e-PMS) online portal [www.onlinedst.gov.in](http://www.onlinedst.gov.in)** in the given format along with necessary documents. Proposal submitted by any other means will be summarily rejected. The investigators may please note the following for submission of proposal online.

- (a) Browse [onlinedst.gov.in](http://onlinedst.gov.in) to access the homepage of the “DST e-PMS Portal”.
- (b) Applicants should register as a Principal Investigator (PI) in DST's Online Portal ([onlinedst.gov.in](http://onlinedst.gov.in)) for submission of online project proposals. Registered PIs may get an option of “submit proposal”, under calls that are open.
- (c) “Submit Proposals” link would take you to a page seeking information starting with General Information, Details of Principal Investigator etc.
- (d) The project proposal should be submitted in prescribed format under Scheme for Young Scientist and Technologist (SYST) programme.

(e) **Ensure to fill all the mandatory information sought against each menu/item.**

(f) After filling all the particulars there is provision for previewing the details filled before final submission of application form by clicking on “Preview” button. Preview page will display all the particulars that you have mentioned. Click on “Submit” button for final submission of the proposal.

(g) Applicants are advised to carefully fill and verify the details filled in the online application as no change will be possible after clicking the Final Submit Button.

(h) Generation of TPN number ensures successful submission of project proposal. **The TPN number generated after submission of project proposal may be noted for future reference.**

(i) **Before filling up the form candidates are advised to carefully go through the call for proposals published at the DST Website ([www.dst.gov.in](http://www.dst.gov.in)) for eligibility, thrust areas and other relevant information.**

(j) To save your time and avoid data loss please download the appropriate proposal format and fill all the information required as per the format and then keep it ready for uploading during submission of mandatory documents.

(k) Do not send any hard copy of the project proposal to the DST – **NO HARD COPIES.**