

MINISTRY OF SCIENCE AND TECHNOLOGY
DEPARTMENT OF SCIENCE AND TECHNOLOGY
R&D Infrastructure Division

FORMAT FOR SUBMISSION OF PROPOSAL OF
 “SUPREME”
 (Support for Up-gradation Preventive Repair & Maintenance of Equipment)

(PART- I)

1. a) Name of the organization/University/Institute & Year of Establishment
 b) Address for correspondence including Telephone, email, etc.
 c) Name of the Vice-Chancellor / Director with Address and Mobile no
2. a) Financial Status [Government (State Govt.)/ Govt. Aided/ Private] of organization/University/Institute (attach supporting documents).
 b) Upload the copy of 2f and 128 Certificate issued by UGC along with online submitted proposal
3. a) Overall Ranking of organization/University/Institute in NIRF (2022) as per MHRD (attach supporting documents)
 b) h index of the organization/University/Institute (as per Web of Science) and I₁₀ Index (as per Web of Science / Google Scholar for whole organization/University/Institute with bifurcation of top 25 faculty members only for STEM Areas (attach supporting documents & its link for reference).
 c) NAAC accreditation/Grading:
4. Brief details of each Departments (only STEM Departments)

Name of the Department /Centre	Name of HoD	Name of major instrument / AIFs available (operational)	Funding agency of these instruments (AIFs)	Total cost of instruments (AIFs)

5. Distinction earned by faculty members like National and International Awards, Recognitions, Fellowship of Science Academies (FNA, FASc, FNAE, FNASc, FNASS, FNAMS, FIEEE, FTWAS), J C Bose Fellowship and SS Bhatnagar Award.
6. Department-wise Research Output during last 5 years

Name of Department / Centre	Research Output in terms of		Name of Important Journals & their Impact Factor
	No of Publications in SCI Journals only	No of Patents/ IPR	

7. Details of facilities created with DST support viz: FIST/PURSE support, if any.
8. List of year wise Top Thirty (30) important publications with their latest Impact Factor as per

Web of Science in the last 5 years. List of a few publications may be provided in a table (separately), where the acknowledgement of the facility is accessible, as a result of utilization of the analytical instrumentation facilities (AIFs), those created with the support of FIST/PURSE grant or any other DST support.

9. Relevant strengths and proven track record of the facility which is projected for repair / upgradation / retrofitting etc.

10. Details of funds requested under SUPREME Scheme

A. Non-Recurring items (Capital)

i) Name of the Research Facility projected for repair / upgradation / retrofitting etc

ii) Approx. Cost (Rs in Lakhs)

B Recurring Items (General)

i) Maintenance of Facilities

Declaration: -

Information submitted at Part-I & II of format of SUPREME are true and correct. ***The above proposal to receive support under SUPREME is fully aware of and understood the "Terms and Conditions" of SUPREME -DST and these "terms and conditions" are being endorsed by the Governing council or Senate of the Institute / University/ R&D Organization.*** Host institute (HI)/ organization is fully aware of the funding and its implementation i.e., the funding pattern & its mode will be maintained at 75:25 ratio. DST share would be 75% and the management of the Government / Non-Government Grantee Institute / R&D center / organization share would be 25% of the total sanctioned cost of SUPREME project for three years. The share of 25% (of total sanctioned amount) will be contributed by the HIs from its own income sources and not from diverting the funds available with HI under the Grant-in-aids received from other Department of Government of India or from the CFI, GoI. (Except for state funded institutions for which 100% funding would be considered). In case, these are found otherwise, the proposal and the claim thereof would be withdrawn by the sponsoring agency.

Signature of the Coordinator of AIFs.
(Faculty Member with minimum 5 years of service at HIs)

Signature of the Head of the organization
(Director / Vice-Chancellor)

Date & Seal:

Registrar or Head of Finance of the *organization*

*Chairman of Trust/ Board/ Management

PROPOSAL FORMAT

(PART- II)

(Details may be provided for each proposed analytical instrumentation facilities (AIFs) in the following format)

1. **AIFs for which accessory/maintenance/upgradation/retrofitting proposed:**
 - A.
 - B.
 - C.

2. **Main features and specifications of the proposed instrument / AIFs:** Provide detailing of each instrument (facility) separately. Provide the real time photographs of the **instrument / AIFs and its place of installation/ operation.**

3. **Please give the following details about the existing instrument / AIFs and its usage pattern** (Give separate detail of each instrument / AIFs)
 - (i). **Make/ Model** :
 - (ii). **Year of Installation** :
 - (iii). **Cost** :
 - (iv). **Funding Source of existing instrument (AIFs):**
(please specify in detail about funding agency, name of scheme, project number, etc. and relevant sanction order through which such facilities were established)
 - (v). **Usage pattern since the Installation of instrument / AIFs:**
(please specify in detail about no of users, no of samples, no of publications, IPR generated etc)
 - (vi). **Present status of functioning and problems with the existing instrument (AIFs):**
(please specify in detail)
 - (vii). Give separate detail of each instrument/ facility available at organization / institute level to support the AIFs and to promote inter-disciplinary research activities.

4. **(a) Major users of the present Instrument / (AIFs)** (Any plan for a skill development and capacity building including involvement of research scholar, post-doctoral fellows, start-ups, MSMEs and if so provide the track record of such facilities those are available for internal/ external users through I-STEM portal).

(b) Research work/ strengthening of thrust area/problem statement currently handled by the users of the instrument / (AIFs):
(Provide the details of major users (researcher/research group /other users) of the existing instrument. Provide the details of research work/problem statement/consultancy projects currently being handled / managed along with measurement technique developed/ analysis for which the instrument has been established):

Sl. No	Major users (researcher/research group/ department /other users with name & organization)	Provide details of research work/ problem statement/consultancy projects currently being handled / managed along with measurement technique developed/ analysis for which the instrument has been established.

(c) Provide a brief account of the R& D projects those have been performed with the help of the instrument (AIFs) along with its societal benefits:

5. Research work/problem statement those needs to be undertaken by the users in near future which may require the existing instrument/proposed upgraded AIFs (please give separate details of each Instrument / (AIFs) on the basis of feedback received from the users as per the following format. (The feedback received from the users may be annexed to the proposal).

Sl. No	Name and address of the User	Feedback obtained (annexure)

6. Estimated cost for proposed facilities: Rs. XXX (in words)

Provide detailing of each auxiliary items/ instrument (attachment needs to be updated for the facility) separately for each instrument /AIFs.

7. Are the spares/accessory (if required) for the AIFs included in the estimated cost? :
Yes/No. A detailed feasibility report including the financial implications may be provided separately.

8. Similar instruments available in the region (including the host institute). Provide the list that derived from I-STEM portal w.r.t. each Instrument / (AIFs).

Give separate table for each instrument/ AIFs.

Sl. No	Instrument / AIFs	Make/model	Major specification	Institute where available	Is the instrument available to the external users

9. Justification of each Instrument / (AIFs) pertaining to their accessory/maintenance/upgradation/retrofitting along with observations / bottle necking on the present usage pattern (detailed justification may please be given for each instrument / AIFs).

SUPREME PROJECT IMPLEMENTATION GROUP

The Project Implementation Group (PIG) is constituted with the following faculty/ Scientist members who will be responsible and accountable for the smooth implementation of the DST SUPREME Project at the host institute / organization.

S. No.	Name of Faculty / Scientist Member	Designation, Affiliation, Phone, Mobile no & Email IDs
1		
2		
3		
4		
5		

Seal of University/Institute

.....
Signature Vice-Chancellor / Head of Institute / R&D Centre/ Organization

Registrar or Head of Finance

**Endorsement Letter from the Registrar of the University/Head of the Institute/
Vice-Chancellor of University / Director of Organization**
(Statement on the Letter Head, strictly for SUPREME scheme)

This is to certify that:

- I. Prof. / Dr., the Head of the institute / Vice-Chancellor of the University / R&D centre, nominating the Dean/ Head/ Coordinator, of the Department/ School/ Centre , who will assume full responsibility for implementing this project proposed under SUPREME Program of the Department of Science and Technology, New Delhi during.....
- II. The date of starts of the Project from the date on which the University/Institute receives the bank draft/cheque/RTGS from the Department of Science & Technology. It will happen only after signing and submitting the “Terms and Conditions” document pertaining to SUPREME program of DST.
- III. The Head or Coordinator will be governed by the rules and regulations of the University/Institute and will be under administrative control of the University/ Institute for the duration of the SUPREME project and also as per the “Terms and Conditions” document pertaining to SUPREME program.
- IV. The grant-in-aid by the Department of Science & Technology will be used to meet the expenditure on the SUPREME project and for the period for which the project has been sanctioned as indicated in the sanction letter/ order.
- V. No administrative or other liability will be attached to the Department of Science & Technology at the end of the SUPREME project.
- VI. The University/ Institute will provide basic infrastructure and other required facilities to the investigator for implementing the SUPREME project.
- VII. The University/ Institute will take into its books all assets received under this sanction and its disposal would be at the discretion of Department of Science & Technology.
- VIII. Institute assumes to undertake the financial and other management responsibilities of the SUPREME project. Host institute / University / R&D Centre is fully aware of the funding mode (75:25), i.e., DST share would be 75% and the management of the Government / Non-Government Grantee Institute / R&D centre / organization (HI) share would be 25% of the

total sanctioned cost of the project. (Except for state funded institutions for which 100% funding would be considered).

- IX. Aiming at 25% fund share, the host institute will not derive / include / divert / utilize any grant-in-aid from consolidated fund of India (CFI), Government of India, available to them from any means. The 25% fund share will be contributed by the HI from its own income sources and not from diverting the funds available with HI, under the Grant-in-aids received from other Department of Government of India or from the CFI, GoI.
- X. The audited statement of accounts, utilization certificates and other reports and documents as required under the scheme will be submitted to the department.
- XI. Organizing/ grantee organization / institute will participate in the monitoring/ reviewing of the SUPREME Project whenever they were asked to do so.

Seal of University/Institute
Signature Vice-Chancellor / Head of Institute / R&D Centre

Registrar or Head of Finance

*Chairman of Trust/ Board/ Management

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

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

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

3.2 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)

INSTRUCTIONS FOR FILLING ONLINE APPLICATION (SUPREME)

1. Log on onlinedst.gov.in to access the home page of the “DST e-PMS Portal”.
2. Before filling up the form organizations are advised to carefully go through the Relevant Advertisement published at the DST Website (www.dst.gov.in) and also available under Proposal Formats in the e-PMS Portal (www.onlinedst.gov.in) after logging in the portal site.
3. To save your time and avoid data loss please download the appropriate proposal format as suitable for you to the Host Institute / University / R&D institute / Centre / Organization, fill all the information required as per the format (Word and PDF) file (**max. size 5Mb**) and then keep it ready for upload during submission of mandatory documents.
4. Click on “Submit proposals” link which would take you to a page seeking multiple information starting with – General information, as Head / Director of the Lead Organization will act as Principal investigator etc. **Please note for SUPREME scheme/ Program you do not need to fill – Suggested referees and Current Ongoing Project.** Fill all the mandatory information sought against each menu except (**Suggested referees and Current Ongoing Project**).
5. After filling all above particulars there is provision for preview your detail before final submission of application form on clicking on “Preview” button. Preview page will display all facts/particulars that you have mentioned on entry time if you are sure with filled details then click on “Submit” button to finally push data into server.
6. Candidates are advised to carefully fill and verify the details filled in the online application themselves as no change will be possible/ entertained after clicking the FINAL SUBMIT BUTTON.

LAST DATE FOR RECEIPT OF APPLICATIONS:

Online Application must be submitted by 25th January 2023 (up to 17.00 hours), after which the web-link will be AUTOMATICALLY disabled FOR ANY USAGE. For any enquiry, contact: Dr. Pravakar Mohanty; Email id: pravakar.mohanty@gov.in

PLEASE NOTE

- 1 IT IS MANDATORY TO SUBMIT THE PROPOSALS ONLY THROUGH **ONLINE MODE** (www.onlinedst.gov.in) BY THE ORGANISATION AFTER COLLECTING THE SIGNED COPIES OF T&C AND OTHER DOCUMENTS, AS SPECIFIED IN THIS CALL FOR SUPREME PROPOSAL.

- 2 THE ORGANISATION / INSTITUTE / R&D CENTRES ARE REQUIRED TO SEE THE COMPLETENESS OF THE APPLICATION BEFORE IT IS SUBMITTED FINALLY. SINCE THREE (3) CHANCES ARE AVAILABLE FOR SUBMISSION OF A PROPOSAL FROM THE SAME ORGANISATION / INSTITUTE / R&D CENTRES, **THE LAST PROPOSAL SUBMITTED WOULD BE CONSIDERED FOR EVALUATION.** THE ORGANISATION / INSTITUTE / R&D CENTRES SHALL KEEP A COPY OF THE SUBMITTED PROPOSAL FOR THEIR REFERENCE. THERE WILL BE **NO NEED TO SUBMIT HARD COPY OF THE PROPOSAL AT DST.**
- 3 INCOMPLETE OR WRONGLY FILLED UP APPLICATION FORMAT OR APPLICATION WITH LACK OF ESSENTIAL INFORMATION/ DOCUMENTS WILL BE SUMMARILY REJECTED. ANY LEGAL PROCEEDINGS IN RESPECT TO ANY MATTER OF CLAIM OR DISPUTE ARISING OUT OF THIS ADVERTISEMENT AND / OR APPLICATION CAN BE LODGED ONLY IN DELHI COURTS/ TRIBUNALS/ FORUMS AND DELHI COURTS / TRIBUNAL/ FORUMS ONLY SHALL HAVE THE SOLE AND EXCLUSIVE JURISDICTION TO TRY ANY CASE / DISPUTE.
- 4 PROPOSAL SUBMITTED THROUGH E-MAIL WILL NOT BE ENTERTAINED. SUBMISSION OF PROPOSAL OTHER THAN THE PRESCRIBED FORMAT SHALL SUMMARILY BE REJECTED WITHOUT ANY FURTHER PROCESSING AS PER PROGRAM NORMS.

Mandatory Documents to be uploaded with the Online Proposal:

- *Endorsement from Registrar of the University/Head of the Institute/ Vice-Chancellor of University / Director of Organization.*
- *Signed copy of Terms and Conditions of “SUPREME” program by the Organization.*
- *Project Implementation Group (PIG) of “SUPREME”.*
- *Brief Summary of the “SUPREME” Support, if any.*
- *Department of Science and Technology - Policy on Conflict of Interest*

Please note that incomplete Proposal/ Proposal not in the prescribed Format would summarily be rejected and no correspondence in such cases would be made in this respect. The name of the successful departments shall be displayed in the Website after completion of the evaluation process.