

Checklist

Sr. No	Project Details/Supportive Documents	Tick mark (✓)
1.	Part I: Details of Project Proposal	
2.	PART II A: Background Information (to be filled by Academia/ R&D Organizations)	
3.	PART II B: Background Information (to be filled by Startup/MSME)	
4.	Part III: Endorsement from Head of the Institution	
5.	Part IV: Letter of Interest from collaborating Industry/User Organization	
6.	Part V: Undertaking from the Chief Investigator of Nodal Institute	
7.	Copy of MoU amongst the collaborating institutions	
8.	Annual Report for the preceding 3 financial year of MSME/Startup	
9.	Registration Certificate from MSME issued by Ministry of Micro, Small and Medium Enterprises	
10.	AICTE recognized Certificate (Applicable to New Institutions)	
11.	National Board of Accreditation Certificate (Applicable to New Institutions)	
12.	National Assessment and Accreditation Council of UGC (Applicable to New Institutions)	

Note: All Relevant Document to be attached with the Project Proposal

**PROFORMA FOR SUBMITTING ACADEMIA-INDUSTRY COLLABRATIVE
PROJECT PROPOSAL UNDER CATEGORY I FOR SEEKING FINANCIAL SUPPORT**

PART I: DETAILS OF PROJECT PROPOSAL

A. General Information:

1. Title of Project
2. Organization (Nodal Institute)
 - a) Name
 - b) Address
 - c) Legal status (indicate if Government Department, Statutory, Corporate Body, Registered Society, Private Company with recognized R&D unit etc.)
3. Chief Investigator (Nodal Institute)
 - a) Name
 - b) Designation
 - c) Department
 - d) Address
 - e) Email ID
 - f) Contact No.
4. Co-Chief Investigator (Nodal Institute)
 - a) Name
 - b) Designation
 - c) Department
 - d) Address
 - e) Email ID
 - f) Contact No.
5. Details of other organizations (Academia/R&D organization) jointly participating in the project
 - a) Name
 - b) Address
 - c) Legal status (indicate if Government Department, Statutory, Corporate Body, Registered Society, Private Company with recognized R&D unit etc.)
 - d) Chief Investigator (Name, Designation, Department, Address, Email ID, Contact No.)
 - e) Co-Chief Investigator (Name, Designation, Department, Address, Email ID, Contact No.)
6. Details of collaborating Start-up/MSME participating under the project

- a) Name
- b) Address
- c) Legal status (indicate if Corporate Body, Industry, MSME, Startup, Private Company with recognized R&D unit etc.)
- d) Chief Investigator (Name, Designation, Email ID, Contact No.)
- e) Co-Chief Investigator (Name, Designation, Email ID, Contact No.)

B. Technical Details

1. Aims & Objective of the Project
2. Novelty/USP of the technology proposed under project proposal
3. Detailed description of the Project including block diagram of sub-modules along with their intended functionality.
4. IPR filed / IP Core available with the institution in the area of application.
5. Initial & targeted Technology readiness level (TRL) levels
6. Specifications of System/Subsystem/IP core/Product (as applicable) (datasheet template to be attached with the proposal)
7. Similar activity(ies) / project implemented earlier.
8. Similar activity(ies) being done elsewhere in the country
9. Duration of Project (*Max 3 Years*)
10. Collaboration/link up to be established/proposed for implementing the project.
11. Role & Responsibilities of all participating institutions under the project
12. Roadmap and plan for commercialization
13. Expected outcome in physical terms
14. Year-wise deliverables/Outcomes with specific intermediate milestones (in terms of aims and objectives)

Year	Quarterly Milestones	Timelines	Outcomes	Responsible Institutions
1 st				
2 nd				

Equipment (FE Comp)									
Consumable stores. (FE Comp)									
Duty on import (if any)									
Manpower									
Travel & Training (FE Comp)									
Contingencies									
Overheads, if any									
Grand Total (FE Comp.)									

**Total cost of the project and contribution to be made by the all participating institutions should be attached as separate sheet*

2. Capital Equipment Requirement (*to be provided by all participating Institutions*)

S. No	Name of Capital Equipment	Number	Cost (Rs. in Lakhs)	Justification
1.				
2.				
3.				
4.				

3. Manpower Requirement (Year-wise) with justification (*to be provided by all participating Institutions*)

S. No	Designation	Monthly Salary	1 st Year		2 nd Year...		Total
			No. of Posts	Total Expenditure	No. of posts	Total Expenditure	
1							
2							

H. Other information, if any

(To be signed by each participating Institution)

Signature of Chief Investigator
Designation
Date

Signature of Head of the Institution
Designation
Date

PART II A : BACKGROUND INFORMATION
(To be filled by each Academia/R&D Organization)

1. Title of Project
2. (i) Chief Investigator
(ii) Co-Chief Investigator
3. Other Investigators of the Project with their designations
4. Brief Bio-data of Chief -Investigator and other Investigators (including publications/patents)
(Please attach separate sheets)
5. Competence of Investigator in Project Area (Including Industry interaction/Technology transfer)
6. Other Commitments of the Chief Investigator and Co-Investigators (including lectures, research projects responsibilities etc.) Indicate the percentage of time the Chief Investigator and Co-Investigator would devote to the project.
7. Details on each of the ongoing/completed projects with the Chief Investigator/Co-Chief Investigator/R&D Team
 - a) Project Title
 - b) Funding Agency (or Internal funding)
 - c) Brief Project Summary
 - d) Technical Status vis-a-vis objectives
 - e) Financial Status (Total Project outlay, expenditure to date)
 - f) Duration and year of initiation
 - g) Expected date of completion
8. Details of work already done by present investigators/R&D team in this or other areas
 - a) Successfully completed on schedule
 - b) Currently in progress
 - c) Abandoned
 - d) Industry interaction/know-how transferred

9. Brief summary of other project proposals (submitted by any of the Investigators) awaiting consideration of MeitY and other funding agencies like DST, DRDO, DSIR, MHRD, ICICI, IDBI etc.
10. List the personnel already working in the organization who would be transferred to work full time on this project.
11. Name of experts whom the Chief Investigator would invite to join the project team as full time/part time member.

PART II B : BACKGROUND INFORMATION

(To be filled by MSME/Startup)

1. The MSME should adhere to the definition of MSME by Ministry of Micro, Small & Enterprises and submit the MSME Registration Certificated provided by Ministry of MSME.
2. The Startup should adhere to the extant norms as notified by DIPP
3. Name of the Organization (Startup/MSME):
4. Details of the person under the Organization is registered:
 - a) Name:
 - b) Designation:
 - c) Address:
 - d) Contact Number:
 - e) Email:
5. Annual Turnover of the Organization:
6. Brief description of the idea highlighting innovative element of work:
7. Activity details/Work Plan for this project and involvement:
8. MSMEs registered under UAM scheme: Yes/No (Please furnish the certificate)
9. Details of the Projects/Works handed in the past to support this project:
10. Duration of the Projects/works
11. Biodata of the technical Person who is proposed to be part of the Project
12. (Qualification, Experience, Publication, Patents etc., of the technical Person)
13. Annual Report for the preceding 3 financial year of MSME/Startup (to be attached)
14. Declaration:

I declare that all the statements made in this application are true, complete and correct to the best of my knowledge and belief. In the event of any information, found false or incorrect, my candidature will stand cancelled and all my claims will be forfeited. I have not received any financial assistance for the present proposal from any other agency.

Place
Date

Signature

PART III : ENDORSEMENT BY THE HEAD OF THE INSTITUTION

*(To be endorsed by Head of the Institution of each Participating Institution (Academia/R&D organization/Start-up/MSME)
(On the Official letter-head)*

Project Title:

Project Cost:

Duration:

Endorsement by the Head of the Institution

1. I have read the terms & conditions (Annexure -1) (including special terms & conditions for co-financing) governing the grant-in-aid and I agree to abide by them.
2. I certify that I have no objection to the submission of this research proposal for consideration by the Ministry of Information Technology
3. In case the project is approved, I undertake to make available facilities to carry it out, to arrange for the submission of periodic progress reports and other information that may be required by the Ministry of Information Technology and in general to ensure that the conditions attached to the award of such grant are fulfilled by my institution/organization.
4. I certify that in case present chief investigator is not available for any reason to continue work on this project, the following persons will be available to carry it throughout to completion:

Sr. No.	Name	Designation
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1.

2.

5. I certify that the facilities mentioned in the body of this report are available at my institution.
6. I certify that I shall ensure that accounts will be kept of the funds received and spent and made available on demand, as specified and required by the Ministry of Information Technology.
7. I certify that I am the competent authority, the virtue of the administrative and financial powers vested in me by to undertake the above stated commitments on behalf of my institution.

Signature of the
Head of the Institution
Designation
Date:

PART IV
**LETTER OF INTEREST FROM COLLABORATING INDUSTRY/
USER ORGANIZATION**
(On the Official letter-head)

1. Project Title:
2. Project Cost:
3. Duration:
4. Name of Collaborating Industry/User Organization
5. Brief Business/Organization Profile
6. Financial contribution by the collaborating Industry/User Organization (in Rs.):
7. Roles & Responsibility defined under the Project
8. I have gone through the Project Proposal submitted by (Name of CI of Nodal Institute) of(Name of Nodal Institute) for MeitY funding and noted the obligations and terms and conditions. I understand the responsibilities indicated in our name as stated below:
9. I hereby affirm that my Organization/Industry is committed to participate in the Project to the full extent as indicated in the Project Proposal including the financial liabilities accruing there from as detailed above. A summary profile of my organization is given below:

(Head of the Industry/User Organization)
Seal/Stamp

Date:

Place:

PART V
UNDER TAKING FROM THE CHIEF INVESTIGATOR OF THE NODAL INSTITUTE

1. I have carefully read the Guidelines, Eligibility Criteria of C2S project available at C2S website and Terms and Conditions of MeitY (Annexure-1) and I agree to abide by them.
2. I have not submitted this or a similar Project Proposal elsewhere for financial support.
3. I shall ensure that accounts will be kept of the funds received and spent and made available on demand, as specified and required by the Ministry of Electronics and Information Technology.
4. I undertake that idle capacity of the permanent equipment procured under the Project will be made available to other users.
5. I have enclosed the following:
 - a. Endorsement from the Head of the Institution of all Participating Institution
 - b. Letter of Interest from the collaborating Industry/User Organization

Chief Investigator (CI):

Name

Signature:

Date:

Place

Co-Chief Investigator (Co-CI):

Name

Signature:

Date:

Place