

**Technology Development & Utilization
Programme for Women**

**Guidelines for Submission of Project Proposals
for
Financial Assistance**



Government of India
Ministry of Science and Technology
Department of Scientific and Industrial Research
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GENERAL INFORMATION

1. Introduction

The contribution of women to the society and the economy is well known. If given proper opportunity and encouragement, women have the potential to excel in every field. However, a lot remains to be done to understand women's needs and development of appropriate products for the benefit of women. In order to meet the specific needs of women and to enhance the contribution of women towards technology capability building, the **“Technology Development & Utilization Programme for Women (TDUPW)”** has been formulated by the Department of Scientific and Industrial Research (DSIR). DSIR has a mandate to carry out the activities relating to indigenous technology promotion, development, utilization and transfer.

2. Objectives of the Programme

The objectives of the programme are :

- (i) Promoting the adoption of new technologies by women.
- (ii) Awareness creation and training of women on technology related issues with regard to women.
- (iii) Promoting Technological upgradation of tiny, small and medium enterprises run by women entrepreneurs.
- (iv) Showcasing of appropriate technologies and organizing demonstration programmes for the benefit of women
- (v) Design and development of products, processes beneficial to women

3. Projects Eligible for Funding

DSIR under its “Technology Development and Utilization Programme for Women (TDUPW)” provides assistance for those projects which are relevant to technology development and utilization by women. In particular, the projects of the following nature are eligible for assistance:

- Studies/ surveys for the assessment of technology related information needs of women in different walks of life.
- Documentation and content development on the following aspects:
 - Technologies useful for production activities, personal care and community management including food processing, water conservation, waste disposal, maintenance of health and hygiene, etc.
 - Best practices in the use of technology to strengthen competitiveness of gainful activities by women.

- Contribution of women innovators/entrepreneurs.
 - Contribution of women scientists/ technologists working in various Scientific laboratories.
 - Technologies and products beneficial to women.
- Establishing Consultancy Cells for imparting technical knowledge on adoption of latest technologies.
 - Awareness creation and training of women in technologies useful for production activities, personal care, community management, including food processing, water conservation, waste disposal, etc..
 - Case studies of successful R&D, Technology Development and business women.

4. Institutions Eligible for Assistance

The Organisations in the Government, non-Government sectors and professional bodies working on areas related to development of technologies for women with adequate experience in the field are eligible for financial assistance. Also the agency should be involved in promotional activities related to S&T/ R&D entrepreneurship development, SME, promotion, etc. Organizations seeking assistance under the programme should belong to one of the following categories:

- Institutions receiving annual recurring grants from the Central or State Government Agencies including the Council of Scientific and Industrial Research, Indian Universities, academic institutions, R&D institutions, Public Sector Undertakings, etc.
- Institutions registered under the Societies Registration Act.
- Institutions incorporated under the Companies Act,
- Professional & industry Associations
- Trusts registered under Indian Trusts Act.

5. Quantum of Financial Assistance and Method of Release

Assistance can be by way of financial support (partial or full) and technical guidance. The type of assistance required by the institution should be clearly indicated in the proposal. However, financial assistance will be provided only for meeting expenditure on Manpower, Consumables, travel within the country and other miscellaneous expenditure. No support will be provided for basic infrastructure and buildings. The assistance will be released in installments and will be linked to specific milestones achieved as per time schedule indicated in the proposal. The release would also be dependent on the completion of formalities like submission of progress reports and Utilization Certificates.

6. Submission of the Proposals

The proposal should be prepared and submitted according to the format prescribed in this document, to facilitate quick processing. The

following documents/ papers are required to be submitted along with the proposal.

	Format No	No of copies
A letter of forwarding the project proposal and an undertaking from the head of the institution	A	1
Certificate of responsibility and commitment from Investigators	B	1
Technical and financial details of the proposal	C	05 Hard Copies and also email to <u>srv@nic.in</u>

Institutions, other than Government, are required to attach the following:

- A Copy of registration certificate
- A Copy of Annual report of last 3 years
- A Copy of the Auditor's report of last 3 years

The proposal may be submitted any time during the Financial year.

7. Duration of the Project

The project should be time-bound, depending upon the nature of the project. Normally duration less than 2 years is preferred.

8. Sanction of the Project and Release of Funds

The project proposals received for assistance would be considered by the 'Technical Advisory Committee (TAC)' of the Ministry. The Committee may also take the advice of an internal Screening Committee duly constituted for the purpose and/or the advice of external experts and/or the Ministry concerned with the subject matter. The proposals, which are accepted by the TAC, will be further processed for administrative/financial approval and sanction letter would be issued indicating the amount of assistance under different budget heads, schedule of payment and other conditions of assistance. The institutions receiving the assistance are then required to accept the conditions formally and sign an agreement in a judicial stamp paper of Rupees Ten only or an MOU as the case may be and as per GOI rules. On signing the agreement and its submission, the first installment of assistance would be released.

Forwarding Letter

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Dated:

To

Adviser & Scientist G
M&C Division
Department of Scientific and Industrial Research
Technology Bhavan
New Mehrauli Road
New Delhi – 110 016

Subject: Proposal for undertaking

Sir,

I am glad to forward herewith a proposal for undertaking
at a total cost of Rs..... (Rupeesonly) The project is
proposed to be completed over a period of..... months/.
Mr./Ms./Dr..... who is working as in this
institution will be the Project Director/ Principal Investigator.

2. I certify that this institution will provide all the facilities and
infrastructure for the completion of the project as follows:

- a) This proposal or other similar proposal has not been submitted to any
other agency/ Department for funding/ the proposal has also been
submitted to..... for partial funding up to Rs.....lakhs.
 - b) The Project Director/ Principal Research Investigator will continue to
work in the institution till the completion of the project. In case the
Project Director leaves without completing the project, the institution
will take full responsibility to complete the project as per the existing
terms and conditions.
 - c) The institution will take full responsibility for monitoring the progress
of the project, sending progress reports and utilisation certificates, etc.
and ensuring proper and timely implementation.
3. It is requested that the project proposal may be considered favourably
for providing financial assistance of Rs.....
4. Details of documents enclosed are given in the attached Checklist.

Signature of the Head of the Institution
Name of the Head of the Institution & Stamp

Certificate from the Investigators

Project Title:-----

1. I/We did not submit the project proposal elsewhere for financial support.
2. I/We have explored and ensured that equipment and facilities (as enumerated in section) will actually be available as and when required for the purpose of the Project. I/We shall not request financial support under this project, for procurement of these items.

Date :-----

Place :-----

Name and Signature of the
Investigators

**Department of Scientific and Industrial Research
Format for Submission of Projects under
Technology Development and Utilization Programme for Women**

For official use only		
Project code:	Date of receipt	Received by
TAC No. and Date	Decision :	

Part I : General Information and Technical Details

1	Title of the Project	
2	Name and address of the Institute/ University/ Organization submitting the Project Proposal	
3	Status of the Institute and its major promotional activities relating to women	
4	Name and Designation of the Executive Authority forwarding the application	
5	The Draft/ Cheque to be made in favour of At	
7	<u>Details Project Investigator</u> Name Designation Sex & Date of Birth Address City Telephone, Fax, Email, Mobile	
8.	<u>Details Co-Project Investigator</u> Name Designation Sex & Date of Birth Address City Telephone, Fax, Email, Mobile	

9	Objectives of the project	
10	Abstract of the Project Summary (Please not exceed one page)	
11	Review of Status (<i>not exceeding 600 words covering each of the following</i>): International status of development in the subject; National Status, Importance of the proposed project in context of the current status	
12	Duration / Time Schedule	
13	Major activities to be undertaken (<i>Please do not exceed one page</i>)	
14	Methodology	
15	Work Programme	
	Task	Activities
		Output

13. Activity Schedule

Sl.No	Activity	Months												Period

14. Details of major projects completed during last five years

Title of the project

Name of the Project Investigator

Major Outcome

The agency/ institution which supported the project

15. Existing Facilities

15.1 Available equipment and accessories to be utilized for the project

15.2 Available expert/ Manpower in the instistion to be utilized for the project

16. Sustainability of the Project after the DSIR support is over

17. Whether the same or similar proposal has been submitted to any other agency for full or partial support?. If yes, give details.

18. Provide name and address of ten experts in the subject field

PART II : BUDGET PARTICULARS

18. Total cost including foreign exchange Rs.

(Please provide following break-up and also provide justification for each head and sub-head separately).

18.1 Manpower:

Designation	No. of Persons	Salary per month	Total

18.2 Consumables:

Details of Consumables	Quantity year wise	Total amount

18.3 Travel (year wise break-up)

Purpose	Year 2	Year 2	Year 3	Total

18.4 Contingency (to include secretarial assistance also)

18.6 Computer hire charges (if any)

18.7 Monitoring & Review meetings

18.8 Institutional Overheads, if any

18.8 Others (Pl. specify)

19. Summary table giving year-wise break up under heads mentioned in col.18.1 to 18.8 above

Note : Please give justification for each head and sub-head separately mentioned in Part IV.

Place
Date

Signature of the PI
Name
Designation