Joint Call for proposal

for

India-EU Intent of Cooperation on High Performance Computing

Application Form

Application forms (Part A)

1- General Information

Proposal Title	Max. 200 characters (with spaces) Must be understandable for non-specialists in your field. **This should be same as titled by the EU Coordinator/ Chief Investigator. The complete proposal should be submitted in a single pdf.**
Duration in months	Estimated duration of the project in full months.

Abstract

The abstract should provide the reader with a clear understanding of the objectives of the proposal, how they will be achieved, and their relevance to the Work Programme. This summary will be used as the short description of the proposal in the evaluation process and in communications to the programme management committees and other interested parties. It must therefore be short and precise and should not contain confidential information. Use plain typed text, avoiding formulas, figures and other special characters.

This should be same as mentioned by the EU Coordinator/ Chief Investigator.

Declarations

These declarations are to be filled by Chief Investigator. All declarations are mandatory.

1) We declare to have the explicit consent of all applicants on their participation and on the content of this proposal.	☐
2) We confirm that the information contained in this proposal is correct and complete and that none of the project activities have started before the proposal was submitted (unless explicitly authorised in the call conditions).	☐
3) We declare: – to be fully compliant with the eligibility criteria set out in the call – Not to be subject to any exclusion grounds under GFR rules 2017 of Govt. of India – to have the financial and operational capacity to carry out the proposed project. – to be fully compliant with the domestic rules and regulation for intellectual property rights and confidentiality – not intended for sharing of any personal data	 ☐ ☐ ☐ ☐ ☐
4) We have read, understood and accepted the Terms and Conditions that set out the conditions for the purpose of the application, evaluation, award and subsequent management of our grant, prizes and contracts (including financial transactions and audits).	☐
5) We declare that this proposal (or a very similar one) has not been submitted under any MeitY or Government programme, including the current call?	☐
6) We declare that the proposal has an exclusive focus on civil applications (activities intended to be used in military application or aiming to serve military purposes cannot be funded). If the project involves dual-use items, or other items for which authorisation is required, we confirm that we will comply with the applicable regulatory framework (e.g. obtain export/import licences before these items are used).	☐
7) We declare that the proposals submitted under this call is within the scope/ potential areas of research of the call for proposals and contains projects in all 3 areas i.e. Climate Change, Natural Hazards and Bioinformatics.	☐
8) We declare that consent has been obtained on projects from all investigators from both sides and consent letter attached.	☐

2- Participants

List of participating Organizations

Participant No.	Participant, Designation and Organisation Name from India	Participant, Designation and Organisation Name from EU	Email and Phone
(Chief Investigator)			
(Work Package 1 Climate Change – Co- Investigator)			
(Work Package 2 Natural Hazard– Co- Investigator)			
(Work Package 3 Bioinformatics– Co- Investigator)			

Person in charge of the proposal (main contact person): Each organisation needs to have one main contact person identified; the main contact person will have to fill in full contact details in the administrative form. The **'Main Contact Person' – Chief Investigator** for the coordinating organisation (Participant no. 1) will become the primary contact person for the Services. A brief profile (1-pager) of all the participants mentioned above in point 2 should be included with the application form.

Organization details from India (Chief Investigator and Co-Investigator for each Work Package)

S.No.	Name	Address of the Organization	Legal Status (as per the description/ provision of Chapter 9 of General Financial Rules (GFR)- 2017, India)	Name of the departments carrying out the proposed work

Other Researchers involved in the proposal

S. No.	Name	Email	Career Stages (as listed category below#)	Role of Researcher

#Career stages

Category A – Top grade researcher: the single highest grade/post at which research is normally conducted. Example: 'professor' or 'Director of research'.

Category B – Senior researcher: Researchers working in positions not as senior as top position but more senior than newly qualified doctoral graduates. Examples: 'associate professor' or 'senior researcher' or 'principal investigator'.

Category C – Recognised researcher: the first grade/post into which a newly qualified doctoral graduate would normally be recruited. Examples: 'assistant professor', 'investigator' or 'post-doctoral fellow'.

Category D – First stage researcher: Either doctoral students who are engaged as researchers, or researchers working in posts that do not normally require a doctorate degree. Examples: 'PhD students'

List of up to 5 publications, or any other achievements relevant to the call content

Type of Achievement	Short Description

Description of any significant infrastructure and/ or any major items of technical equipment, relevant to the proposed work

Name of Project or Activity	Short Description

3- Competence of Chief Investigator/ Co-Investigator in each Work-Package (Including Industry interaction/Technology transfer)

4- 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.

5- List of up to 5 most relevant previous project or activities, connected to the subject of this proposal

Name of Project or Activity	Short Description

6- Details on each of the ongoing projects with the Chief Investigator/Co-Investigator

i) Project Title

ii) Funding Agency (or Internal funding)

iii) Brief Project Summary

iv) Technical Status vis-a-vis objectives

v) Financial Status (Total Project outlay, expenditure to date)

vi) Duration and year of initiation

vii)Expected date of completion

7- 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 etc.

Other Information

8- Infrastructure and other facilities available at the institute for undertaking this project.

a) List of major equipment alongwith model numbers, specifications etc.

b) Existing manpower and other personnel with names available for the project on full-time basis.

9- Expensive Equipment /facilities available elsewhere which could be made use of for the project.

10-Details of collaborating agencies/ industry, including foreign collaboration, extent of their involvement, specific division of responsibility and accountability etc.

11-Details of possible alternative arrangements if the Chief Investigator leaves institution or is unable for any other reason to continue on this project?

12-Additional information, if any.

Proposal template Part B: technical description

The structure of this template must be followed when preparing your proposal. It has been designed to ensure that the important aspects of your planned work are presented in a way that will enable the experts to make an effective assessment against the evaluation criteria. Sections 1, 2 and 3 each correspond to an evaluation criterion.
Please be aware that proposals will be evaluated as they were submitted, rather than on their potential if certain changes were to be made. This means that only proposals that successfully address all the required aspects will have a chance of being funded. There will be no possibility for significant changes to content, budget and consortium composition during grant preparation.

Page limit: The title, list of participants and sections 1, 2 and 3, together, should not be longer than 50 pages. All tables, figures, references and any other element pertaining to these sections must be included as an integral part of these sections and are thus counted against this page limit. The number of pages included in each section of this template is only **indicative**.

The proposal is a self-contained document.

Please, do not consider the page limit as a target! It is in your interest to keep your text as concise as possible, since experts rarely view unnecessarily long proposals in a positive light.

The following formatting conditions apply.

1. The reference font for the body text of proposals is Times New Roman (Windows platforms), Times/Times New Roman (Apple platforms) or Nimbus Roman No. 9 L (Linux distributions).
2. The use of a different font for the body text is not advised and is subject to the cumulative conditions that the font is legible and that its use does not significantly shorten the representation of the proposal in number of pages compared to using the reference font (for example with a view to bypass the page limit).
3. The minimum font size allowed is 11 points. Standard character spacing and a minimum of single line spacing is to be used. This applies to the body text, including text in tables.
4. Text elements other than the body text, such as headers, foot/end notes, captions, formula's, may deviate, but must be legible.
5. The page size is A4, and all margins (top, bottom, left, right) should be at least 15 mm (not including any footers or headers).

DEFINITIONS	
Critical risk	A critical risk is a plausible event or issue that could have a high adverse impact on the ability of the project to achieve its objectives. Level of likelihood to occur (Low/medium/high): The likelihood is the estimated probability that the risk will materialise even after taking account of the mitigating measures put in place. Level of severity (Low/medium/high): The relative seriousness of the risk and the significance of its effect.
Deliverable	A report that is sent to the MeitY providing information to ensure effective monitoring of the project. There are different types of deliverables (e.g. a report on specific activities or results, data management plans etc.).
Impacts	Wider long-term effects on society (including the environment), the economy and science, enabled by the outcomes of R& investments (long term). It refers to the specific contribution of the project to the work programme expected impacts described in the destination. Impacts generally occur sometime after the end of the project. Example: The deployment of the advanced forecasting system enables each industry e.g. airport to increase maximum passenger capacity by 15% and passenger average throughput by 10%, leading to a 28% reduction in infrastructure expansion costs.
Milestone	Control points in the project that help to chart progress. Milestones may correspond to the achievement of a key result, allowing the next phase of the work to begin. They may also be needed at intermediary points so that, if problems have arisen, corrective measures can be taken. A milestone may be a critical decision point in the project where, for example, the consortium must decide which of several technologies to adopt for further development. The achievement of a milestone should be verifiable.
Timelines	Each of the tasks/milestones to be precisely defined with pert chart. Separate pert chart for each organisation with dependency matrices.
Objectives	The goals of the work performed within the project, in terms of its research and innovation content. This will be translated into the project's results. These may range from tackling specific research questions, demonstrating the feasibility of an innovation, sharing knowledge among stakeholders on specific issues. The nature of the objectives will depend on the type of action and the scope of the topic.
Outcomes	The expected effects, over the medium term, of projects supported under a given topic. The results of a project should contribute to these outcomes, fostered in particular by the dissemination and exploitation measures. This may include the uptake, diffusion, deployment, and/or use of the project's results by direct target groups. Outcomes generally occur during or shortly after the end of the project. Example: Industry e.g. airports will adopt the advanced forecasting system demonstrated during the project.
Pathway to impact	Logical steps towards the achievement of the expected impacts of the project over time, in particular beyond the duration of a project. A pathway begins with the projects results, to their dissemination, exploitation and communication, contributing to the expected outcomes in the work programme topic, and ultimately to the wider scientific, economic and societal impacts of the work programme destination.

Research output	Results generated by the action to which access can be given in the form of scientific publications, data or other engineered outcomes and processes such as software, algorithms, protocols and electronic notebooks.
Results	What is generated during the project implementation. This may include, for example, know-how, innovative solutions, algorithms, proof of feasibility, new business models, policy recommendations, guidelines, prototypes, demonstrators, databases and datasets, trained researchers, new infrastructures, networks, etc. Most project results (inventions, scientific works, etc.) are 'Intellectual Property', which may, if appropriate, be protected by formal 'Intellectual Property Rights'. Example: Successful large-scale demonstrator
Deployment	How the project outcomes would be deployed
Technology Readiness Level	Where the specific call conditions require a Technology Readiness Level (TRL), the following definitions apply, unless otherwise specified: – TRL 1 — Basic principles observed – TRL 2 — Technology concept formulated – TRL 3 — Experimental proof of concept – TRL 4 — Technology validated in a lab – TRL 5 — Technology validated in a relevant environment (industrially Relevant environment in the case of key enabling technologies) – TRL 6 — Technology demonstrated in a relevant environment (industrially Relevant environment in the case of key enabling technologies) – TRL 7 — System prototype demonstration in an operational environment – TRL 8 — System complete and qualified – TRL 9 — Actual system proven in an operational environment (competitive manufacturing in the case of key enabling technologies, or in space)

Guidance on the use of generative AI tools for the preparation of the proposal

When considering the use of generative artificial intelligence (AI) tools for the preparation of the proposal, it imperative to exercise caution and careful consideration. The AI-generated content should be thoroughly reviewed and validated by the applicants to ensure its appropriateness and accuracy, as well as its compliance with intellectual property regulations. Applicants are fully responsible for the content of the proposal (even those parts produced by the AI tool) and must be transparent in disclosing which AI tools were used and how they were utilized.

Specifically, applicants are required to:

Verify the accuracy, validity, and appropriateness of the content and any citations generated by the AI tool and correct any errors or inconsistencies

Provide a list of sources used to generate content and citations, including those generated by the AI tool. Double-check citations to ensure they are accurate and properly referenced.

Be conscious of the potential for plagiarism where the AI tool may have reproduced substantial text from other sources. Check the original sources to be sure you are not plagiarizing someone else's work.

Acknowledge the limitations of the AI tool in the proposal preparation, including the potential for bias, errors, and gaps in knowledge.

Proposal Template Part B: Technical description

TITLE OF THE PROPOSAL

List of participants

Participant No *	Participant organisation name	Designation
(Chief Investigator)		
(Work Package 1 Climate Change – Co-Investigator)		
(Work Package 2 Natural Hazard– Co- Investigator)		
(Work Package 3 – Co-Investigator)		
Other researchers/ team members		
…..		

1. Excellence

Excellence – aspects to be taken into account.
− Clarity and pertinence of the project's objectives, and the extent to which the proposed work is ambitious, and goes beyond the state of the art.
− Soundness of the proposed methodology, including the underlying concepts, models, assumptions, interdisciplinary approaches, appropriate consideration of the research and innovation content, and sharing and management of research outputs and engagement of end users where appropriate.

The following aspects will be taken into account only to the extent that the proposed work is within the scope of the work programme topic.

1.1 Objectives and ambition

Insert here text for your proposal

• Briefly describe the objectives of your proposed work. Why are they pertinent to the work programme topic? Are they measurable and verifiable? Are they realistically achievable?

• Describe how your project goes beyond the state-of-the-art, and the extent the proposed work is ambitious. Indicate any exceptional ground-breaking R&I, novel concepts and approaches, new products, services or business and organisational

models. Where relevant, illustrate the advance by referring to products and services already available on the market. Refer to any patent or publication search carried out.

• Describe where the proposed work is positioned in terms of R&I maturity (i.e. where it is situated in the spectrum from 'idea to application', or from 'lab to market'). Where applicable, provide an indication of the Technology Readiness Level, if possible, distinguishing the start and by the end of the project.

1.2 Methodology

Insert here text for your proposal

• Describe and explain the overall methodology, including the concepts, models and assumptions that underpin your work. Explain how this will enable you to deliver your project's objectives. Refer to any important challenges you may have identified in the chosen methodology and how you intend to overcome them.

This section should be presented as a narrative. The detailed tasks and work packages are described below under 'Implementation.

• Describe any national or international research and innovation activities whose results will feed into the project, and how that link will be established.

• Explain how expertise and methods from different disciplines will be brought together and integrated in pursuit of your objectives. If you consider that an inter-disciplinary approach is unnecessary in the context of the proposed work, please provide a justification.

- Research data management and management of other research outputs: Applicants generating/collecting non-personal data and or other research outputs (except for publications) during the project must provide maximum 1 page on how the data/ research outputs will be managed in line with the FAIR principles (Findable, Accessible, Interoperable, Reusable), addressing the following (the description should be specific to your project): (1 page]

  Types of data/research outputs (e.g. experimental, observational, images, text, numerical) and their estimated size; it applicable, combination with, and provenance of, existing data.

  Findability of data/research outputs: Types of persistent and unique identifiers (e.g. digital object identifiers and trusted repositories that will be used

  Accessibility of data/research outputs: IP considerations and timeline for open access (if open access not provided, explain why); provisions for access to restricted data for verification purposes.

Interoperability of data/research outputs: Standards, formats and vocabularies for data and metadata

Reusability of data/research outputs: Licenses for data sharing and re-use (e.g. Creative Commons, Open Data Commons; availability of tools/software/models for data generation and validation/interpretation /re-use.

Curation and storage/preservation costs; person/team responsible for data management and quality assurance.

2. Impact Assessment

Impact - aspects to be taken into account.
Credibility of the pathways to achieve the expected outcomes and impacts specified in the work programme, and the likely scale and significance of the contributions due to the project.
Suitability and quality of the measures to maximise expected outcomes and impacts, as set out in the dissemination and exploitation plan, including communication activities.

The results of your project should make a contribution to the expected outcomes set out for the work programme topic over the medium term, and to the wider expected impacts set out in the 'destination' over the longer term.

In this section you should show how your project could contribute to the outcomes and impacts described in the works programme, the likely scale and significance of this you contribution, and the measures to maximise these impacts

2.1 Project's pathways towards impact

Insert here text for your proposal

Provide a narrative explaining how the project's results are expected to make a difference in terms of impact, beyond the immediate scope and duration of the project. The narrative should include the components below, tailored to your project.

(a) Describe the unique contribution your project results would make towards (1) the outcomes specified in this topic, and (2) the wider impacts, in the longer term, specified in the respective destinations in the work programme

(b) Give an indication of the scale and significance of the project's contribution to the expected outcomes and impacts, should the project be successful. Provide quantified estimates where possible and meaningful.

(c)Describe any requirements and potential barriers - arising from factors beyond the scope and duration of the project - that may determine whether the desired outcomes and impacts are achieved. Describe any mitigating measures you propose, within or beyond your project, that could be needed should your assumptions prove to be wrong, or to address identified barriers.

2.2 Measures to maximise impact - Dissemination, exploitation and communication

Insert here text for your proposal

Describe the planned measures to maximise the impact of your project by providing a first version of your 'plan for the dissemination and exploitation including communication activities'. Describe the dissemination, exploitation and communication measures that are planned, and the target group(s) addressed (e.g. scientific community, end users, financial actors, public at large).

Outline your strategy for the management of intellectual property, foreseen protection measures, such as patents, design rights, copyright, trade secrets, etc., and how these would be used to support exploitation.

2.3 Summary

KEY ELEMENT OF THE IMPACT SECTION (in Bullet format)

SPECIFIC NEEDS	EXPECTED RESULT	D&E&C MEASURES
What are the specific needs that triggered this project? Insert here text for your proposal	What do you expect to generate by the end of the project? Insert here text for your proposal	What dissemination, exploitation and communication measures will you apply to the results? Insert here text for your proposal

TARGET GROUPS	OUTCOMES	IMPACTS
Who will use or further up-take the results of the project? Who will benefit from the results of the project? Insert here text for your proposal	What change do you expect to see after successful dissemination and exploitation of project results to the target group(s)? Insert here text for your proposal	What are the expected wider scientific, economic and societal effects of the project contribution to the expected impacts outlined in the respective destination in the work programme? Insert here text for your proposal

3. Quality and efficiency of the implementation

Quality and efficiency of the implementation

– Quality and effectiveness of the work plan, assessment of risks, and appropriateness of the effort assigned to work packages, and the resources overall
– Capacity and role of each participant, and extent to which the consortium as a whole brings together the necessary expertise

3.1 Work plan and resources

Please provide the following:

• brief presentation of the overall structure of the work plan;

• timing of the different work packages and their components (Gantt chart or similar);

• graphical presentation of the components showing how they inter-relate (Pert chart or similar).

• detailed work description, i.e.:

o a list of work packages (table 3.1a);

o a description of each work package (table 3.1b);

o a list of deliverables (table 3.1c);

o a list of milestones (table 3.1d)

o a list of critical risks, relating to project implementation, that the stated project's objectives may not be achieved. Detail any risk mitigation measures. You will be able to update the list of critical risks and mitigation measures as the project progresses (table 3.1e);

o Budget details (table 3.1f)

o Contributions provided by 3rd parties including industry (table 3.1g)

3.2 Capacity of participants and consortium as a whole

• Describe the consortium. How does it match the project's objectives, and bring together the necessary disciplinary and inter-disciplinary knowledge? Include in the description affiliated entities and associated partners, if any.

• In what way does each of them contribute to the project? Show that each has a valid role, and adequate resources in the project to fulfil that role.

• If applicable, describe the industrial/commercial involvement in the project to ensure exploitation of the results and explain why this is consistent with and will help to achieve the specific measures which are proposed for exploitation of the results of the project.

Tables for section 3.1

Table 3.1 a List of work packages

Work package No.	Work Package Title	Lead Participant No.	Lead Participant Short Name	Person-Months	Start Months	End Months

Table 3.1 b: Work package description

For each work package:

Work package number	
Work package title	

Objectives

Description of work

Role of Indian Investigator	**Role of EU Investigator**

Table 3.1 c: List of Deliverables (Month/ Quarter -wise)

Number	Deliverable name	Short description	Work package number	Short name of lead participant	Type	Dissemination on level	Delivery (in months)

Table 3.1 d: List of milestones (Month/ Quarter -wise)

Milestone Number	Milestone name	Related Work package(s)	Due date (in months)	Means of verification

Table 3.1 e: Critical risks for implementation

Description of risk (indicate level of (i) likelihood, and (ii) severity: Low/Medium/High)	Work package(s) involved	Proposed risk-mitigation measures

Table 3.1 f: Budget Details (in INR)

Total Budget outlay:

MeitY Contribution:

Industry Contribution:

EU side Contribution:

Table - 1 Yearly Break-up Budget requirements for the Year …….. (Please provide separate breakup for each year of the project duration)

S. No.	**Head**	**MeitY Contribution**	**Industry Contribution**	**EU side contribution**
1.	Capital Equipment			
2.	Consumable Stores			
3.	Manpower			
4.	Travel/Training			
5.	Contingencies including TA/DA for Project review meetings			
6.	Overhead, if any			
	Total			

Table II: Subsystem wise Break-up

S. No.	**Item description (including test equipment, components, materials etc.)**	**Total cost**

Table-III Manpower Details

S.No.	Designation/ Scientific/ Technical Posts	Monthly Salary	1st Year		2nd year		3rd year		Total
			No. of posts	Total Expenditure	No. of posts	Total Expenditure	No. of posts	Total Expenditure	

Any other Heads Breakups

Table 3.1 g: Contributions provided by 3rd parties including industry

Participant Number			
Third Party Name	**Type of Support/ Involvement in the proposal: (test bed provider, equipment, funding, deployment of solution, pre-order, Mentorship etc.)**	**Financial support (cost)**	**Details**

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PART C

TERMS AND CONDITIONS GOVERNING THE GRANT-IN-AID

I. Applicability

These terms & conditions apply to the institutions who receive grant-in-aid from MeitY for undertaking R&D projects.

II. Definition

In these instructions:

i. The “institution” means any technical, scientific or academic establishment where research work is carried out through funding by MeitY. (including R&D Laboratories, Autonomous Scientific Societies etc.)

ii. "Inventor" means researcher/ employee of the Institution whose duties involve carrying out scientific or technical research work in an R&D project funded by MeitY.

iii. “Intellectual Property Rights" include patents, Trademarks, registered designs, copyrights and layout design of integrated circuits.

III. General Conditions

1. The grant is for undertaking the specific project as approved by MeitY and shall be subject to the following conditions:

i. The grant shall be spent for the project within the specified time

ii. Any portion of the grant which is not ultimately required for expenditure for the approved purposes shall be duly surrendered to MeitY.

2. For a project being executed by MeitY grant, Application by grantee institution for any other financial assistance or receipt of grant/loan from any other Agency/Ministry/Department for the same project should have the prior permission/approval of MeitY.

3. The grantee institution is not allowed to entrust the implementation of this project for which grant-in-aid is received, to another institution and to divert the grant-in-aid received from MeitY as assistance to the later institution. However available IP core etc. could be procured with due payment of license fee as per the recommendations of PRSG.

4. The grantee institution(s) shall make all efforts to protect the Intellectual Property Rights (IPR) being generated through the research project and follow the section “Guidelines for IPR” as laid by MeitY.

5. The grantee institution, while undertaking the technology transfer/commercialization activities, shall follow the procedure laid down by their own institution. In case there is no such procedure/framework within the grantee institution, a transparent mechanism based on the guidelines indicated at section “Guidelines for Technology Transfer/ commercialization” shall be followed.

6. In case the grantee institution does not license the patent/ commercialise the technology within a period of 5 years from the time of obtaining the patent/

development of technology, the grantee institution will make available the patent/technology in public domain for usage by Indian companies/ MSMEs/ startups/ entrepreneurs/ citizens.

7. The Grantee institution should indemnify MeitY from any legal and/or financial incumbrance arising out of any infringement of IPR/ licensing of IPR/ technology transfer/ commercialization.

8. Any dispute on any matter related to the implementation of the project, the decision of Secretary, MeitY, shall be final and binding on the grantee institution.

9. MeitY reserves the right to modify these terms and conditions governing the grant-in-aid from time to time reflecting the directions of the Government of India.

IV. Monitoring & Review of the project

The submitted proposals will be reviewed individually each by Indian and EU side through an expert group/ establishment of a committee, as part of a standalone review panel process. Out of the received proposals both EuroHPC and MeitY will evaluate the proposals independently with the participation of 1-2 members in each other's evaluation committee.

After reviewing the proposals individually, each side will share the list of the recommended proposal to the other side. The proposal which is recommended from both the sides, will be recommended for financial award as per each side's rules, regulations and guidelines.

MeitY shall appoint a Project Review and Steering Group (PRSG) comprising of representatives from MeitY and other experts to periodically review and monitor the technical and financial status of the project. PRSG will periodically monitor the project in all respects including technical and financial progress of the project.

V. Acquisition & Management of Assets

1. The grantee institution shall maintain an audited record in the form of a register in the prescribed proforma for permanent, semi-permanent assets acquired solely or mainly out of the MeitY grant. The applicable procedures for procurement shall be followed for acquisition of assets.

2. The assets referred to above will be the property of MeitY and should not, without prior sanction of MeitY, be disposed off or encumbered or utilised for the purposes other than those for which the grant has been sanctioned;

3. The grantee institution shall send a list of assets referred above to MeitY at the end of each financial year as well as at the time of seeking further instalments of the grant;

4. Should at any time grantee institution cease to exist, such assets etc., shall revert to MeitY;

5. At the conclusion/ termination of the project, the Government of India will be free to sell or otherwise dispose off the assets which are the property of the Government. The Institution shall render to the Government necessary facilities for arranging the sale of these assets. The Government of India has the discretion to

transfer the assets to the concerned institution or any other institution if it is considered appropriate.

VI. Utilization of grants and Audit

1. The grantee institution should maintain separate audited account for the project. If it is found expedient to keep a part or whole of the grant in a bank account earning interest, the interest, thus earned should be reported to MeitY. The interest so earned will be treated as a credit to the grantee institution to be adjusted towards future instalment of the grant; MeitY or its nominee/s will have the right of access to the books and accounts of the grantee institution for which a reasonable prior notice would be given;

2. The grantee institution shall render an audited statement of accounts and utilization certificate to MeitY, every year. The audited statement of accounts relating to grants given during financial year together with the comments of the auditor regarding the observance of the conditions governing the grant should be forwarded to the MeitY within six months following the end of the relevant financial year;

3. The utilisation of grant for the intended purposes will be looked into by the Auditor of grantee institution according to the directives issued by the Government of India at the instance of the Comptroller and Auditor General and the specific mention about it will be made in the audit report;

4. The grantee institution shall render progress-cum-achievement reports at interval of not exceeding six months on the progress made on all aspects of the project including expenditure incurred on various approved items during the period.

5. The grantee institution will refund unspent balance in addition to the interest, if any accrued on the unspent balance in the total outlay of the project.

6. Ministry or Department will be at liberty to take appropriate action under the Rule 212(1) of GFR 2005 relating to utilization of funds in the specified time and where such certificate is not received from the grantee within the prescribed time (reference General Financial Rules 2005).

VII. Guidelines for managing IPRs:

1. The IPR arising out of sponsored project(s) will be with grantee institution(s). While the patent may be taken in the name(s) of inventor(s), the institution(s) shall ensure that the IPR is assigned to institution(s). In cases where the funding/resourcing of researchers have been done jointly with other organizations, the IP rights would be appropriately shared among them.

2. The Government of India/Govt. bodies (including its PSUs, Govt. autonomous societies & section 25 companies) shall have right to obtain a royalty- free license for the Intellectual Property for deployment/use of the same for non-commercial purposes. However, in case, IP is proposed for commercial usage, the terms of licensing may be mutually agreed with the grantee institution(s) possessing IPR.

3. The grantee institution shall submit the financial requirements for filing of IPR as part of the R&D proposal. The contingency head could be used for provisioning of the expenditure for filing of IPR with a ceiling of Rs. 15 Lakhs for the cost of initial filing, but excluding for the annuity fee. International Patent filing will be permitted. The

amount will be released based on the recommendations of PRSG constituted by MeitY for the concerned project. If, for any reason, it is not possible to meet the expenses from the project grant, like in the case of the need for filing of IPR arising after the closure of the project, an application may be made separately by the institution to MeitY for sanction/ reimbursement of the expenses incurred in filing of the IPR.

4. The grantee institution shall inform MeitY about the patents filed/obtained and IPR arising out of the R&D project on annual basis over the project duration and subsequent 5 years period after the project closure.

5. The grantee institution shall provide information to MeitY about trading/ selling/ transferring /licensing the IP rights, within a period of 6 weeks from conclusion of the agreement relating to such a commercial event.

6. The grantee institution shall take appropriate licence in case of export of 'Special Chemicals, Organisms, Materials, Equipment and Technologies' (SCOMET) items as per the prevailing provisions of Foreign Trade Policy from Directorate General of Foreign Trade, under Department of Commerce, Govt. of India.

7. As the R&D is supported by public fund, the grantee institution should ensure that the interests of India and its citizens are fully protected, while licensing of patents/transfer or commercialization of technology.

8. The institution is permitted to retain the benefits and earnings arising out of the IPR for plough back to pursue research/research related activities.

9. Notwithstanding the above, MeitY reserves the right to take over ownership of the rights of the Intellectual property arising out of this project, in the interest of the Indian sovereignty, without any compensation to the grantee institution.

VIII. Guidelines for Technology Transfer/commercialization:

The Grantee institution may use the following guidelines in case there is no laid down procedure within their own institution:

1. The transfer of technology may normally be undertaken by the central office of the grantee institution equipped to handle legal issues with regard to technology/ IP licensing.

2. The grantee institution shall constitute a Transfer of Technology (ToT) Committee for evaluation of the applications for ToT and for working the appropriate revenues expected out of the ToT

3. Prior to seeking the expression of interest for technology transfer/ commercialization, there should be sufficient disclosure of the technical details, features and capabilities of the project through advertisement, publication on the websites of the Institution and of MeitY, and exhibitions, if any held on the related themes during the relevant period. The ToT proposal may be given wide publicity in one national daily besides in journals relating to the theme and by writing to the industry associations related to the theme.

4. Normally, a period of 6 weeks shall be given for interested parties to file their applications relating to Expression of Interest and a format for the application is

attached in Annexure-I which may require customization based on the technology/ product/ service/ prototype proposed to be transferred by the grantee institution.

5. The ToT Evaluation Committee shall undertake a techno-commercial evaluation of the proposals received, adopting a 2-stage process.

6. The ToT committee formed by the grantee institution will work out the cost of ToT on case-to-case basis considering the ground realities like i) development cost of the project ii) market demand of the technology/product iii) ability of the industry to pay for the technology iv) work involved from prototyping to packaging. The cost of capital equipment will be excluded from the total cost of development. Such an estimated cost shall be used as the Internal Bench Mark (IBM) for evaluating the ToT fee and royalty, in Stage 2.

7. After due diligence by the ToT committee a technology transfer/ licensing agreement shall be signed which shall include license of IPRs through existing legal procedures.

8. It is desirable that technology be transferred on a non-exclusive basis. Exclusive licensing should be in the rarest of rare cases based on sufficient justification by the ToT Evaluation Committee and approval by the Head of the institution/ Competent Authority and with the approval of MeitY.

9. The institution is permitted to retain the benefits and earnings arising out of the technology transfer/ licensing of IPRs for ploughing back to pursue research/ in related areas.

IX. Guidelines for publication of results

1. Investigators wishing to publish technical/ scientific papers based on the research work done under the project, should acknowledge the assistance received from this Department and a copy of the communicated/published paper be sent to MeitY.

2. If the results of research are to be legally protected for the intellectual property, then its publication can be undertaken only after due care is taken for legal protection of the intellectual property rights.

Note:

1. While submitting the project proposal, a certificate of acceptance of terms and conditions and undertaking to follow the guidelines as above needs to be given by the chief investigator and endorsed by the competent authority of the institution. For any deviation from the terms & conditions and guidelines, the grantee institution will take the permission/approval of the competent authority of MeitY.

2. The guidelines for managing IPR and Technology Transfer/ commercialization will not be applicable for the following exceptions and specific approvals have to be taken in respect of IPR and ToT:

i) The R&D projects of strategic applications

ii) The projects jointly funded by/for strategic departments like defense, space and atomic research etc.

Invitation for Expression of Interest by grantee institution

(**Ref. VIII –Guidelines for Technology Transfer/commercialization para-3 of Terms & conditions governing grant-in-aid for funding R&D Projects**)

Instructions to the Bidders to be provided by the grantee institution

The applications are invited for the purpose of Technology Transfer/ commercialization from the organizations with relevant experience.

1. The information to be furnished for Expression of Interest is given in Annexure-I (which may require customization based on the technology/product/service/prototype) being transferred. Interested parties can submit the EOI along with Annexure-I duly filled in with all relevant supporting documents as mentioned in Para 3.0 of EOI document.

2. A Pre-bid meeting of all the Bidders will be convened on …… The purpose of this meeting will be to clarify the requirements as envisaged by the grantee institution and also to address the queries if any.

3. The EOI's submitted should be sealed properly and marked "EOI for TOT of product/ technology/prototype" so as to reach the following address on or before_____ till _____(Time)

Details of the contact person

_____

_____

The EOI bids shall be opened on __(date)_____ at _____(time)

Institution may at its discretion – extend this deadline for the submission of EOI by amending the EOI documents, in which case all rights and obligations of Institution and bidders previously subject to the deadline will thereafter be subjected to the deadline as extended.

4. To assist in the examination, evaluation and comparison of EOI, Institution at its discretion can ask the bidder for the clarification of its EOI. The request for clarification and the response shall be in writing. However no post submission of EOI, clarification at the initiative of the bidder shall be entertained. Authority reserves the right to visit the facilities of the bidders if required.

5. Bidders if they chose, may prior to submitting their Expression of Interest, visit Institution with prior appointment.

6. Bidders may be called for making a presentation before the committee.

7. The grantee institution may visit bidder's facilities for the assessment

8. The grantee institution will issue tender documents to short-listed bidders for the submission of financial bids.

9. At any time before the submission of EOI, the grantee institution may carry out amendment(s) to this EOI document and/ or the schedule. The amendment will be made available on the website (Website details) and will be binding on them. The Authority may at its discretion extend the deadline for the submission of proposals.

10. The Authority reserves the right to accept or reject any application without assigning any reason thereof.

11. Bids that are incomplete in any respect or those that are not consistent with the requirements as specified in this document or those that do not adhere to formats, wherever specified may be considered non-responsive and may be liable for rejection and no further correspondences will be entertained with such bidders.

12. Canvassing in any form would disqualify the applicant.

13. For any clarifications on the Expression of interest document, the following may be contacted through e-mail/FAX/Letter:

Details of the contact persons

_____

_____

Competent authority

Grantee Institution

Details to be provided by the grantee institution for the bidders

1.0 INTRODUCTION

(i) Brief about the institution

(ii) Brief description about the product/technology/prototype to be transferred.

(iii) Current status of product/ technology/protype

2.0 Scope of work & Facilities:

2.1 Extent of work

The Expression of interest (EOI) is for participation of _____(purpose to be defined)) with the scope of work as listed:

2.2 Documentation:

(i) Institution will provide its documentation for all sub-system as per scope of work.

(ii) The identified industry is expected to prepare detailed documents of fabrication, development & testing of various sub-systems in consultation with the institution, however the final documentation is entirely the responsibility of bidder.

2.3 Facilities available at institution for fabrication/programming/ packaging

3.0 EXPRESSION OF INTEREST

3.1 Institution invites “Expression of Interest in the format given in Annexure-I (which may require customization based on the technology /product/ service /prototype being transferred) . The industries will be shortlisted based on the information furnished in Annexure – I and assessment by the TOT committee.

3.2 The submission of the EOI shall include all such documents that are specified herein to prove the authenticity of their offer and any claim made therein. The burden of proving such claims shall lie with the bidder.

3.3 All cost and expenses associated with submission of EOI shall be borne by the bidder while submitting the EOI and Institution shall have no liability, in any manner in this regard, or if it decides to terminate the process of short listing for any reason whatsoever.

ANNEXURE-I (Ref. VIII –Guidelines for Technology Transfer/commercialization para-4 of Terms & conditions governing grant-in-aid for funding R&D Projects)

The following details should be submitted along with EOI.

Part-A

A. Company Profile

1. Name of the Organization:

Website

2. Name of the Contact Person:

Name:

Address

Telephone:

Fax:

E-Mail:

3. Year of Incorporation

4. Type of Organization

a. Public Sector/ Limited/Private Limited/ Partnership/ Propritery/ Society/ Any other

b. Whether ‘Foreign Equity Participation (Please give name of foreign equity participant and percentage thereof)

c. Names of Directors of the Board/ Proprietors

d. Name and address of NRI(s), if any

5. Category of the firm: Large/Medium/Small scale unit

6. Address of the Registered Office:

7. Number of Offices with addresses (Excluding Registered Office:

India

Abroad

8. Certificate of registration as a manufacturing unit

9. Permanent Account Number

10. Sales Tax Number/ VAT

11. Status of ISO9001/ISO13485 Certification

Technical Collaborations:

B. ESSENTIAL REQUIREMENTS

1. The organization must be a reputed firm/ company/SME/startup/R&D company incorporated in India with standing of at least 2 years.

2. The turnover is to be a supported by financial statements of accounts/ Annual reports duly certified by a Chartered accountant/ Balance sheets of last 3 years/ Income tax returns for the last 3 years period.

3. Company profile, giving details of current activities and management/ personnel structure including evidence of incorporation. The company should be registered and ISO 9001/ ISO13485 or equivalent certified.

4. Details of absorption of technology for a product/ knowhow that has been taken up on production scale in the past may also be given

5. The manpower strength (Technical: Mechanical, Electrical, Electronics, Software & Non-Technical etc.) at various levels to be furnished

Technical:

a. B.E./ B.TECH/PhD

b. DIPLOMA

c. SKILLED TECHNICIANS

d. UNSKILLED

Non-technical:

6. The list of machine tools /equipments/softwares/facilities available related with work to be furnished.

7. The in-house technological expertise available to be furnished

8. The list of equipments available for inspection and quality control to be furnished.

9. The industry should have adequate space for undertaking this work.

Available space- Covered & Open to be furnished.

10. List of products/technologies worked with as regular activity in last three years. Give the list of products/technologies with general specifications and the customers.

11. List of PSUs/ Govt. customers – with contact details (Address, Telephone .no., Contact Person)

12. The details of sales, marketing and maintenance network to be furnished

13. The list of technical collaborators for various ongoing products may be furnished

14. The bidder shall provide details of the sub-vendors in case they propose to employ for Part-work.

C. Expression of Interest: Spell out the extent of interest

D. The ToT will be done stage-wise: The preferred stages may be furnished.

E. The ToT fee and royalty, payment schedule

I hereby declare that the above information is true to the best of my knowledge.

Signature with Name & Seal:

Place:

Date:

PART D

Endorsement by the Head of the Institution

1. I have read the terms & conditions given at PART C of this document 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 Electronics and Information Technology.

3. 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 through to completion:

Sl.No.	Name	Designation
1.		
2.		

4. I certify that the facilities mentioned in the body of this report are available at my institution.

5. 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 Electronics and Information Technology.

6. 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: