

**UTILISATION CERTIFICATE
(DST FORMAT)**

(To be sent in duplicate to DST, Manipur)

(For the period From : _____ to _____)

1. Title of the Project/Scheme :
2. Name of the Organisation :
3. Principal Investigator :
4. DST Letter No. & Date : _____
sanctioning the project : _____

5. Amount brought forward from the previous financial year quoting DST Letter No. & date in which the Authority to carry forward the said Amount was given : Rs. _____

6. Amount received from DST during the financial year (Please give No. & dates of sanctions showing the amounts paid) Letter No. _____
dated . _____
Rs. _____

7. Total amount that was available for expenditure during the financial year (Sl.No. 5 & 6) Rs. _____

8. Actual expenditure (excluding commitments) incurred during the financial year : Rs. _____

9. Unspent balance refunded if any, (please give details of Cheque No. etc.) Rs. _____

10. Balance amount available at the end of financial year (7-(8+9) Rs. _____

11. Amount allowed to be carried forward to the next financial year vide Letter No. & date : Rs. _____

Certified that the expenditure of Rs. _____ mentioned against Col.8 was actually incurred on the project scheme for the purpose for which it was sanctioned.

Signature of P.I.

Signature of DDO/
Accounts Officer

Signature of the
Head of
Organisation.

Date : (Accepted and Countersigned)

**RESEARCH PROJECT FORMAT
APPLICATION FOR FUNDING OF RESEARCH PROJECT**

To,

The Director (S&T),
Government of Manipur.

Ref:- DST Notice No. _____ Dtd. _____

Sir,

I/we would like to take up a short term, result-oriented Research Project with the following title:

Project title : _____

I/We Certify that :

1. I/We agree to abide the terms and conditions of the DST Grant.
2. I/We did not submit this or a similar project proposal to elsewhere for financial support.
3. I/We have explored and ensured that the equipment and basic facilities will actually be available as and when required for the purpose of the project.
4. I/We agree to the refund of the full sanctioned project cost if the project is not completed at stipulated time and the final project report is not submitted to DST within 2(two) months from the project completion date.

The following documents are enclosed :

Two copies of the project proposal synopsis consisting of :

This application letter.

Endorsement from the Head of Institution (on letter head)

Details of the proposal in formats part 1 to 5.

- b) Nine additional copies of part 2(summary of project)

Signature of the Investigators.

Date : 1)

Place : 2)

**RESEARCH PROJECT FORMAT
ENDORSEMENT FROM THE HEAD OF INSTITUTION**

(To be given on office letter head)

Project title : _____

1. Certified that this institute welcome participation Dr/Shri/Smt. _____
Principal Investigator
and Dr./Shri /Smt. _____

_____ as the co-investigator for the
Project and that in the unforeseen event of discontinuance, the Principal Investigator and
Co-Investigator will assume responsibility of fruitful completion of the project.

2. Certified that the equipment, other basic facilities and such other administrative
facilities needed for undertaking the project are available at this Institute, and these will be
extended to the Investigator(s) throughout the duration of the project.

3. This institute assumes to undertake the financial and other management
responsibilities of the project. The Demand Draft/Banker's Cheque for the sanctioned
project cost shall be released to the Institution in favour of

4. This institute agrees to refund in full the project cost by deduction from the salaries of
the Investigator on demand from DST, if the final project report is not submitted within the
two months of the project completion date.

Date :

Place :

Signature & name of the Head of
Institution with Seal.

RESEARCH PROJECT FORMAT

TO

PART 1 : identification

(Please note that incomplete proposals will not be considered)

1. Project Title _____

2. Scheme applied for

a) Research & Development

3. Project applied under the DST Area of
(From notified list only)

4. Project duration _____ (months)

5. Total project cost Rs. _____

6. Principal Investigator (shall be a Ph.D. Degree holder)

- Name
- Designation
- Department
- Organisation
- Address the correspondence
- Telephone No. (Office & Res.)
- Date of birth

7. Co-Investigator.

- Name
- Designation
- Department
- Organisation
- Address for correspondence
- Telephone No. (Office & Res.).
- Date of Birth

R & D PROJECT FORMAT
Part 2 : SUMMARY OF PROJECT
(Please fit into one Page only. Submit 9 – extra copies)

1. Project Title :
2. Principal Investigator :
3. Institution :
4. Project objectives :
5. Work plan/ Methodology :
6. Nature of outcome of the Project :
7. Relevance of the project outcome to socio-environment/economic development of the people of Manipur.
8. Budget details :

RESEARCH PROJECT FORMAT

Part – 3 : TECHNICAL DETAILS

(Details may be attached as Annexures)

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1. Introduction : at Annexure
- 1.1. Origin of the Proposal
1.2. Definition of the project
1.3. Objectives of the project
1.4. Science Technology content of the proposal
1.5. Importance of the proposal with reference to Manipur.

2. Review status of the subject : at Anneuxre -----
- 2.1 International status
2.2 National status
2.3 Importance of the project in the context of current status

3. Capability of the Organisation at Annexure -----
- 3.1 Specialists consulted/ to be consulted
3.2 Expertise available with the Investigating group
3.3 List of on going and completed projects of this group with the following details :

Article of the project	Year of start & completion	Project cost	Name of sponsoring Organisation
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4. Workplan : at Annexure -----
- 4.1 Methodology and experimental set-up to be adopted
4.2 Materials and date to be collected and examined
4.3 Method of analysis and conclusion
4.4 Time schedule of activities giving milestones

5. Outcome and Assessment : at Annexure -----
- 5.1 Nature of outcome of the project
- 5.2 Anticipated contribution from the project towards increasing the state and knowledge on the subject.
- 5.3 Proposed academic benefits from the project in terms of number of research publications and manpower trained.
- 5.4 Anticipated practical benefits resulting from the outcome/financings of the project.
- 5.5 Anticipated practical benefits which are relevant particularly to the socio-economic development of the people of Manipur.
- 5.6 Names and addresses of experts/ institutions interested in the project outcome of the project.

**RESEARCH PROJECT FORMAT
PART – 4 – BUDGET ESTIMATES**

1. TOTAL BUDGET : (In Rupees)

Item	Budget 1st Year	2 nd Year	Total
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A. Recurring

1. Honoraria/Wages
 2. Consumables
 3. Travel
 4. Other Costs./contingencies
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B. Equipment (normally not supported)

Grand total (A+B)

2. DETAILS OF THE HONORARIA/WAGES

Designation	Qualifications	monthly Wages	No. of Month to be engaged
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Full time

Part time

Total

3. JUSTIFICATION : Please give justification for budget items

RESEARCH PROJECT FORMAT

Part 5 : BIODATA OF INVESTIGATORS

A. Name :

B. Date of Birth :

C. Institution :

D. Whether belongs to SC/ST :

E. Academic and professional career :

Academic Career :

Professional career :

F. Title of Doctoral thesis :

G. Award/Prize/Certificate etc. won by the investigator :

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H. Publications

Books : Nos.

Research papers report : Nos.

General articles : Nos.

I. List of completed and on-going Projects during the last five years :

Sl.No.	Title of project/study	Duration From To	Total cost	Funding Agency
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J. Project submitted for funding :

Sl.No.	Title of the Project	Name of Organisation applied to	Status
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PROJECT FORMAT
FINAL PROJECT REPORT

(Five copies of the report are to be submitted on completion of the project)

A. FIRST PAGE :

1. Project Title
2. Name & Designation of Principal Investigator
3. Project Serial Number (as per DST Sanction Order)
4. DST Sanction Order No. and date.
5. Sanctioned Project cost and duration.
6. Actual Project cost and duration.
7. Date of Project start and completion
8. Project Funding Agency.
9. Signature of the Investigators.

B. PROJECT REPORT CONTENTS :

1. Project proposal details as per formats PART 1 to PART 5
2. Deviations made from original objectives, if any, while implementing the project, and reasons thereof.
3. Details of the project work. This should include full details of the Experimental set-up, Methodology adopted, Materials and Data collected and examined, Data collection format/questionnaire etc. It should be supported by tables, charts, drawing, maps, photographs etc.
4. Outcome of the Project :
5. Analysis of Results. This should indicate contributions made towards increasing the state and knowledge on the subject.
6. Conclusion, summarizing the achievements and indicating scope of future work.
7. Benefits accorded from the Project :

a) Academic benefits :

- 1) List of Research Publications, indicating Authors, Title of paper, Name of Journal, Volume, Page, Year.
- 2) Scientific manpower trained, indicating Names with qualifications and dates.
- 3) Non-Scientific manpower trained, indicating Names and dates.

b) Contributions towards socio-economic development :

- 1) Practical benefits resulting from the project outcome.
- 2) Specific benefits, if any, to the people of Manipur.
- 3) Patents taken/proposed, if any.

8. UTILISATION CERTIFICATE :

To be furnished in standard DST format.