

# Application Form and Procedure for Submission of Project Proposal for Financial Assistance



**Protection of Plant Varieties and Farmers' Rights Authority**

**Ministry of Agriculture, Govt of India**

**N.A.S.C Complex, Opp. Village Todapur, DPS Marg,**

**New Delhi-110012 (India)**

**Ph :+91-11-25840777, 25843388, Fax :+91-25840478**

**Website: [www.plantauthority.gov.in](http://www.plantauthority.gov.in)**

**E mail: [ppvfra-agri@nic.in](mailto:ppvfra-agri@nic.in)**



## Contents

Sl No	Items	Page No.
1	Concept Note (brief technical details, objectives, project cost & milestones)	3
2	General Information( for all projects except those related to training)	4
3	Technical details of Project	5
4	Budget estimates	6
5	Physical Infrastructure	7
6	Format for Training programme/projects proposals	8
7	Performa for biographical sketch of Investigators/Resource Persons	9
8	Terms and Conditions of the Grant	12
9	Annexure 1: Declaration/Certification (to be submitted alongwith project proposal)	13
10	Annexure 2: Certificate from the investigators (to be submitted alongwith the project proposal)	14
11	Annexure 3: Endorsement from the Head of the Institution (to be submitted alongwith the project proposal)	15
12	Annexure 4: Statement of Expenditure (to be submitted at the end of FY for approved projects)	16
13	Annexure 5: Quarterly Physical & Financial progress (to be submitted for approved projects)	18

**Protection of Plant Varieties and Farmers' Rights Authority  
(Ministry of Agriculture, Govt of India)**

Format for submission of project proposal  
Concept Note (max 2 pages)

- 1 Title of project
- 2 Objectives
- 3 PI and Institution
- 4 Location of project
- 5 Duration
- 6 Total Cost
  - I. Manpower
  - II. Non recurring
  - III. Recurring
  - IV. Misc
- 7 Brief Technical details
- 8 Expected deliverables with milestone & impact
- 9 Executive Summary

**For further information please contact**

Registrar/Joint Registrar  
Protection of Plant Varieties and Farmers' Rights Authority  
NASC Complex, DPS Marg, Opp. Todapur Village  
New Delhi 110 012(India).  
Ph: +91-11-25840777, 25843388, Fax :+91-25840478  
E mail: [ppvfra-agri@nic.in](mailto:ppvfra-agri@nic.in)  
[www.plantauthority.gov.in](http://www.plantauthority.gov.in)

\*kindly indicate

**General Information**  
**(for all projects except those relating to training)**

1. Name of the Institute/University/Organization/Agency submitting the project proposal

---

---

2. Postal Address (Full official address, telephone, fax, e-mail etc)

---

Pin Code: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

3. Name and designation of the executive Authority of the Institute/University forwarding application

---

4. Project title \_\_\_\_\_

---

5. Reason and justification to make the proposal

---

---

6. Specific area

---

7. Duration \_\_\_\_\_ Year(s) \_\_\_\_\_ Month(s) \_\_\_\_\_

8. Total cost (Rs.) \_\_\_\_\_

9. Is the project is Single institutional or Multi-Institutional (S/M)

10. If the project is Multi-Institutional, please furnish the following:

Name of the Cooperator \_\_\_\_\_

Address \_\_\_\_\_

11. Project summary (Not to exceed one type page. Please use separate sheet)

## **Technical Details of Project**

(Under the following heads on separate sheets)

1. Introduction (reasons and justification for the proposal, historical background of the circumstances under which it was necessary to make the proposal)
  - 1.1 Description of the problem
  - 1.2 Rationale of the study
  - 1.3 Current status of the study
  - 1.4 The relevance and expected outcome of the proposed study
  - 1.5 Preliminary work done so far
2. Objectives (should be written in bulleted form)
3. Work plan (operational details for the project)
  - 3.1 Methodology/ experimental design
  - 3.2 Phase-wise plan of action including consultation with participating institutions  
(In case of multi-institutional projects)
4. Time schedule of activities giving milestones
5. Achievable targets
6. Benefit that would accrue from the project
7. Technical gain after completion of the project/ training

## Budget Estimates

Item	Year wise fund breakup in Rs.			
	1 <sup>st</sup> year	2 <sup>nd</sup> year	3 <sup>rd</sup> year	Total
A. Recurring				
1. Manpower				
2. Consumables				
3. Travel				
4. Contingencies				
5. Institution overheads				
B. Non-Recurring				
Grant Total (A + B)				

C. Basis of cost estimates of various components (please give justification for each head and sub-head)

**Note:**

Financial year: April- March

In case of multi-institutional project, the budget estimates to be given separately for each institution.

## **Physical infrastructure**

### **A. Existing facilities**

1. Laboratory
  - a. Manpower
  - b. Equipment(s)
2. Other resources such as glasshouse, greenhouse, seed storage facilities, experiment(s) etc.

### **B. Proposed/Required Facility (with justification)**

1. Laboratory
  - a. Manpower
  - b. Equipments
2. Other resources (as above)



**Format for Training programme/project proposals  
(only to be submitted for training programmes)**

1. Name of the Institute/University/Organization/Agency submitting the project proposal  
\_\_\_\_\_
  
2. Postal address (Full official address, telephone, fax, e-mail etc.)  
\_\_\_\_\_  
Pin Code: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_
  
3. Name and designation of the executive Authority of the Institute/University forwarding application
4. Title of the training
5. Specific area under which the training is proposed
6. Reason and justification to make the proposal of training (please use the separate sheet)  
\_\_\_\_\_
  
7. Programme of the training (please enclose separate sheet)
8. Number of participants to attend the training \_\_\_\_\_
9. Detail of resource person(s)
10. Location of training \_\_\_\_\_
11. Time schedule for the training \_\_\_\_\_
12. Total cost (Rs.) \_\_\_\_\_

Signature of PI

## Performa for Biographical Sketch of Investigators/Resource Persons

(Do not exceed 3 pages)

### Details of Principal Investigator

Name \_\_\_\_\_  
 Date of Birth (DD/MM/YYYY) \_\_\_\_\_  
 Sex (M/F) \_\_\_\_\_  
 Department \_\_\_\_\_  
 Institute/University \_\_\_\_\_  
 Address \_\_\_\_\_  
 Telephone \_\_\_\_\_ Fax \_\_\_\_\_ E-mail \_\_\_\_\_

### Academic and Professional Career:

#### (A) Education (Post-Graduation onwards)

S. No.	Institute/place	Degree awarded	Year	Field of study

#### (B) Position (Starting with the most recent employment)

S. No.	Institute/place	Position	Period	
			From	To (date)

(C) Honours/ Awards/Prize/Certificate etc.

(D) Professional experience and training relevant to the project

(E) Publications (Numbers only)

Books	_____
Research papers	_____
Reports	_____
Bulletins	_____
Manuals	_____
General articles	_____
Patent	_____
Varieties developed/released	_____
Other (please specify)	_____

(F) Select peer reviewed publications (most relevant publications in chronological order)

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

(G) List of completed and on going projects

S. No.	Title	During	Total cost	Funding agency
		From	To	

(H) List of projects submitted

S. No.	Title of the project	Name of organization	Status

**Details of Co-PI**

Name \_\_\_\_\_

Date of Birth (DD/MM/YYYY) \_\_\_\_\_

Sex (M/F) \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

Fax \_\_\_\_\_

E-mail \_\_\_\_\_

I) Number of research projects being handed at present \_\_\_\_\_

J) Publications (Numbers only)

Research articles \_\_\_\_\_

Books \_\_\_\_\_

Bulletins \_\_\_\_\_

Manuals \_\_\_\_\_

Popular articles \_\_\_\_\_

Patent \_\_\_\_\_

Varieties developed/ released \_\_\_\_\_

Other (please specify) \_\_\_\_\_

K) List of completed / on going projects

L) List of projects submitted (including other funding agencies)

## **Terms and Conditions of the Grant**

1. The funds will be exclusively utilized for the purpose for which it is released as per the guidelines of the scheme.
2. The PPV&FR Authority shall monitor the progress of the project from time to time.
3. The centre will submit their account duly audited by the Comptroller and Auditor General, whenever, so required by the PPV&FR Authority.
4. The sanction will be issued with the approval of the Competent Authority of PPV&FRA.
5. The demand drafts/ cheques shall be issued in favour of each of the centre.
6. Progress report on financial and physical performance should be furnished for every quarter to the PPV&FR Authority, New Delhi.
7. The centre shall arrange to furnish the utilization certificate in GFR-19A with in 12 months from the date of release of the grant in aid.
8. Necessary certificate for head wise Statement of Expenditure (Annexure: V) for the amount sanctioned may be furnished by the centre whenever desired by the PPV&FRA.
9. The centre should undertake not to encumber, dispose off/or otherwise utilize the assets created out of the funds except with the prior permission of the PPV&FRA. The centre will maintain a register on the lines of from GFR-40 with a view to maintain the record of the permanent and semi-permanent assets acquired shall be furnished once in every year.
10. While making expenditure, the centre/institution shall ensure that the fund is utilized need based and there is effective convergence with the existing facilities.
11. The centre/institutions shall observe all austerity measures while utilizing the fund released by PPV&FRA.
12. The Centre(s) shall sign an MOA with PPV&FRA on approval of the project.

### Declaration/ Certification

It is certified that

- a. The work proposed in the schemes/project does not in any way duplicate the work already done or being carried out elsewhere on the subject. The proposal falls in line with the activities of the PPV&FRA.
- b. The same project proposal has not been submitted to any other agency for financial support.
- c. The emoluments for the manpower proposed are those admissible to persons of corresponding status employed in the institute/ University.
- d. Necessary provision for the scheme /project will be made in the Institute/University as soon as scheme is sanctioned by the authority.
- e. If the project involves the utilization of genetically engineered organisms, we agree to submit an application through our Institutional Biosafety Committee. We also declare that while conducting experiments, the Biosafety Guidelines would be followed in too.
- f. We agree to accept the terms and conditions as enclosed in Annexure VIII. The same is signed and enclosed.
- g. The Institute/University agrees that the equipment(s), other basic facilities and such other administrative facilities as per terms and conditions of the grant will be extended to investigators throughout the duration of the project.
- h. The institute assumes to undertake the financial and other management responsibilities of the projects.

Signature of Principal Investigator:

Signature of Executive Authority of Institute/  
University with seal

## Certificate from the investigator

Project Title: \_\_\_\_\_  
 \_\_\_\_\_

1. We agree to abide by the terms and conditions of the PPV&FRA.
2. We did not submit this or a similar project proposal elsewhere for financial support.
3. We have explored and ensured that the equipment(s) and basic facilities of institution will actually be available as and when required for the purpose of the project. We shall not request any financial support under this project for procurement of these items.
4. We undertake that spare time on permanent equipment(s) will be made available to other users.
5. We have enclosed the following materials:

<b>Items</b>	<b>Numbers of Copies</b>
a. Endorsement from the Head of the Institution (on letter head)	One
b. Copies of the proposals	Six

Date:	Name & Signature of Principal investigator	Name & Signature of Co-investigator
-------	--	-------------------------------------

Place:

**Endorsement from the Head of Institution**

(To be given on letter head)

PROJECT TITLE: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

1. Certified that the Institute welcomes participation of Dr./Shri/Smt./Km. \_\_\_\_\_  
\_\_\_\_\_ as the Principal Investigator and Dr./Shri/Smt./Km \_\_\_\_\_  
as the Co-investigator for the project and that in the unforeseen event of discontinuance by the  
Principal Investigator, the Co-Investigator will assume the responsibility for the fruitful completion  
of the project.
2. Certified that the equipment(s), and other basic facilities and such other administrative facilities as  
per terms and conditions of the grant will be extended to investigator(s) throughout the duration  
of the project.
3. Institute assumes financial and other managerial responsibilities of the project.
4. The IPR and patents that may arise would be jointly held with the PPV & FRA.

Name and Signature of Head of Institution

Date:

Place:



**Statement of Expenditure**  
(to be submitted at the end of the financial year)

(Rs. in lakhs)

1. Title of the project/scheme:
2. Name of the Organization:
3. Principal Investigator:
4. PPV&FRA sanction order no. & date of sanctioning the project:
5. Amount brought forward from the previous financial year quoting PPV&FR Authority letter no. & date in which the authority to carry forward the said amount was given:
6. Amount received from PPV&FRA during the financial year (Please give no. and dates of sanction orders showing the amounts paid):
7. Other receipts/interest earned, if any on the PPV&FRA grants:
8. Total amount that was available for expenditure during the financial year (Sl nos. 5,6, and 7):
9. Actual expenditure (excluding commitments) incurred during the financial year
10. Unspent balance refunded, if any (Please give details of Cheque/s no.):
11. Balance amount available at the end of the financial year:
12. Amount allowed to be carried forward to the next financial year vide letter no. & date:

1. Certified that the amount of Rs. \_\_\_\_\_ mentioned against col. (has been utilized on the project / scheme for the purpose of which it was sanctioned and that the balance of Rs. .... remaining unutilized at the end of the year has been surrendered to Govt. (Vide No. .... Dated)/ will be adjusted towards the grants-in-aid payable during the next year.
  
2. Certified that I have satisfied myself that the conditions on which the grants-in-aid was sanctioned have been duly fulfilled / are being fulfilled and that I have exercised the following checks to see that the money was actually utilized for the purpose of which it was sanctioned.

Kinds of checks exercised:

- 1.
- 2.
- 3.
- 4.
- 5.

**(PROJECT INVESTIGATOR)**

**(FINANCE OFFICER)**

**(HEAD OF THE INSTITUTION with seal)**

**(To be countersigned by the PPV & FRA Finance Officer after receipt and verification)**

**Annexure V**  
**Performa for submission of Quarterly Physical and Financial progress**  
 (to be submitted max 2 pages)

**A. Physical Progress**

- i. Name of the Project
- ii. PI & Institution
- iii. Brief objectives
- iv. Approved budget
  - a) Total Budget
  - b) Allocated budget for FY -----
- v. Target milestone(for this quarter)
- vi. Achievement
- vii. Target milestone(next quarter)
- viii. Others, if any

Sl No	Approved Items (1)	Unspent balance (of the previous FY) In Rs (2)	Allocated Budget for FY ----- In Rs (3)	Expenditure incurred (in Rs) (4)	Cumulative Expenditure upto this qtr(in Rs) (5)	Remarks (6)
1						
2						
3						
4						
	Total					