

## Guidelines for submitting the proposals

- ❖ Proposals can be submitted at anytime of the year. Proposals should be routed through respective Head/Director of the Institute/University.
- ❖ Funds for approved proposals will be released only twice a year: April and October
- ❖ Number of MoES projects with the PI should normally not exceed 2. However, the respective Project Appraisal and Monitoring Committee/Technology research Board (PAMC/TRB) may recommend otherwise depending upon the merit of the proposal. Fresh research proposals can be considered only when the ongoing research proposals are about to conclude.
- ❖ Proposals should be submitted in the prescribed format
- ❖ A Co-PI from the institute is necessarily required to be mentioned in the project. In case the proposal does not have a Co-PI, then Endorsement from Head of Institute should include a clause stating “in the event of PI leaving the institute, it is the responsibility of the institute to depute a competent expert from the institute as PI for the successful completion of the project”
- ❖ The manpower to be recruited should be as per MoES rules
- ❖ The overhead expenses will be given @10% of the yearly budget excluding the cost of permanent equipment.
- ❖ The PI should give Names of 5-6 Area Experts (complete postal address, telephone numbers and e-mail addresses)
- ❖ 1-2 page summary of the proposal to be submitted alongwith the proposal and summary should include 5 keywords, objectives (in bullet form), state-of-art, Deliverables (in bullet form), relevance to MoES activities, budget including component-wise budget and equipment-wise and duration of the project.
- ❖ International travel is normally not allowed under the programme. However, the respective PAMC/TRB may recommend on case to case basis subject to the approval of competent authority.
- ❖ The PI/Co-PI will not be given any funds in the form of top-up salary, honorarium etc.
- ❖ MoES will not fund any faculty positions but may fund only project staff.
- ❖ All proposals with large funding for equipment should explicitly indicate long term goal and long term plans for the effective maintenance and use of the equipment.
- ❖ An undertaking to be given by the Head of the Institute, that idle capacity of the permanent equipment procured under the Project will be made available to other users of the host Institute or nearby Institutes
- ❖ Publication of results/presentation of papers should clearly acknowledge the funding from the Ministry of Earth Sciences
- ❖ Permission letter from relevant agencies to be submitted, wherever applicable.

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