

Technology Development and Utilization Programme for Women (TDUPW)

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



**Government of India
Ministry of Science and Technology
Department of Scientific and Industrial Research
Technology Bhavan, New Mehrauli Road
New Delhi - 110 016
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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 and 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 Technology upgradation (through technologies developed by scientific establishments) of micro, small and medium enterprises run by women Self Help Groups(SHG)/entrepreneurs .
- (iv) Showcasing of appropriate technologies developed by scientific establishments and organizing demonstration programmes for the benefit of women.
- (v) Design and development of products, processes (by utilizing waste) beneficial to women.
- (vi) Diffusion of technologies developed by scientific establishments for reduction of drudgery and empowerment of women.

Note : Scientific establishment referred in this document includes R&D laboratories, scientific Institutions, particularly CSIR Laboratories.

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 with special emphasis to technologies developed by scientific establishments. In particular, the projects of the following nature are eligible for assistance:

- Technology development and dissemination, which can reduce the drudgery, lead to capacity building and economically empower women. Projects will be supported in areas like food processing, health and hygiene, nutrition etc.
- Use of technology to promote capacity building and competitiveness of women.

4. Institutions Eligible for Assistance

The Organisations in the Government, non-Government sectors and professional bodies working on areas related to development/dissemination of technologies for women with adequate experience in the field, are eligible for financial assistance. 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.
- 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, Basic Equipment, travel within the country etc. 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 ashwani@nic.in priva@nic.in

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

- A Copy of registration certificate and a copy of Memorandum of Association and Rules and Regulations/Trust Deed
- Copy of Annual report of last 3 years
- 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. The total duration of the project should not exceed 2 years.

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. On submission of the acceptance letter, the first installment of assistance would be released. Date of start of the project will be from the date of release of first installment.

9. Review and Monitoring

The progress of the projects approved by the Department will be evaluated and monitored by the "Project Review Committee (PRC)" constituted by the Department.

Forwarding Letter

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To

Dated:

Shri Ashwani Gupta
Scientist G and Head (A2K+)
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 immediately suggest a suitable Project Director/ Principal Research Investigator and take permission of DSIR to appoint hime as the new Project Director/ Principal Research Investigator. 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 (TDUPW)**

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 Organisation (whether it is a registered society/Trust/Company registered under Company Law) and details of its activities(in 100 words)	
4	Name and Designation of the Executive Authority forwarding the application	
5	Details of Bank Account Number of the Organisation (Please fill the ECS Form) Is the filled ECS Form enclosed with the application?	
6	<u>Details Project Investigator</u> Name Designation Sex & Date of Birth Address City Telephone, Fax, Email, Mobile Also enclose detailed Curriculum Vitae of Project Investigator.	
7.	<u>Details Co-Project Investigator</u> Name Designation Sex & Date of Birth Address City	

	Telephone, Fax, Email, Mobile Also enclose detailed Curriculum Vitae of Co-Project Investigator.	
8	Objectives of the project	
9	Abstract of the Project Summary (Please do not exceed one page)	
10	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	
11	Duration / Time Schedule	
12	Major activities to be undertaken (<i>Please do not exceed one page</i>)	
13	Methodology	

14. Activity Schedule

Sl. No	Task	Activities	Months												Period	Output

15. Details of major projects completed during last five years

Title of the project

Name of the Project Investigator

The agency/ institution which supported the project

Duration of the Project

Cost of the Project

Major Outcomes

16. Existing Facilities (Give complete list of facilities with their cost)
 - 16.1 Available equipment and accessories to be utilized for the project
 - 16.2 Available expert/ Manpower in the institution to be utilized for the project
17. Sustainability of the Project after the DSIR support is over
18. Whether the same or similar proposal has been submitted to any other agency for full or partial support?. If yes, give details.
19. Provide name, address, telephone number, mobile number and e-mail address of ten experts in the subject field

PART II : BUDGET PARTICULARS

20. Total cost including foreign exchange (in Rupees)

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

20.1 Manpower:

Designation	No. of Persons	Quantum of Financial Support Required (in Rs)	Total

20.2 Consumables:

Details of Consumables	Quantity year wise	Total amount (in Rs)

20.3 Travel (year wise break-up)

Purpose	Year 1	Year 2	Total

20.4 Equipment (Give the details of equipment with their cost)

20.5 Monitoring & Review meetings

20.6 Institutional Overheads

21. Summary table giving year-wise break up under heads mentioned in col.20.1 to 20.6 above

Note : Please give justification for each head and sub-head separately.

Place
Date

Signature of the PI
Name
Designation