

**General Information for
Submission of Proposals in
NCSTC**



सत्यमेव जयते

Government of India

**National Council for Science & Technology Communication (NCSTC)
Department of Science & Technology
Ministry of Science & Technology
Government of India
Technology Bhawan,
New Mehrauli Road, New Delhi-110016**

PREAMBLE

- The National Council for Science & Technology Communication (NCSTC) is a Division in the Department of Science and Technology, Government of India. It endeavors to communicate science & technology (S&T), stimulates scientific and technological temper and coordinates & facilitates the initiatives at various levels.
- It has a mandate to create excitement and generate awareness about advances in science and technology to enable informed decision-making at grass root level. It takes S&T to among various target groups and encourages intelligent debates on topical & developmental issues, which need S&T based information.
- It undertakes broad spectrum of activities concerning S&T communication. Central ministries, departments, universities, academic institutions, science cities, science museums, research laboratories, science and technology councils in states and union territories, radio and television channels, science based non governmental agencies/organizations (NGOs) and a whole lot mosaic of S&T setups in the country are our partners and messengers in every nook and corner in the country.
- It creates linkages and fosters cooperation and forges alliances at national as well as international level with appropriate organizations, groups, agencies, institutions, and so on.
- The NCSTC participates in various ongoing developmental/welfare, national/international activities to strengthen S&T components.
- It has to package, articulate and popularize strength of Indian S&T achievements, organizations and infrastructure within & outside country.

PART-A **(General Information)**

Our Important Partners/Associates:

- Central Ministries and Departments
- Universities and other academic institutions, Research Laboratories
- State Science & Technology Departments & Councils
- Vigyan Prasar, Prasar Bharti (All India Radio, Doordarshan)
- T.V. Channels, FM Radios, Community Radios
- Media- Folk, Print, Electronic, Digital, New Media, etc.
- Science & Technology based voluntary agencies/ Non-Government Organizations/Civil Societies
- Science Cities, Science Museums, Science Centers, Planetariums, etc.
- Any other deserving organization on recommendation of appropriate authority

Eligibility Criteria:

- Organizations/institutes eligible for receiving grant-in-aid under the science communication programmes normally have to fulfill the criteria as per General Financial Rules of the Government of India and have to follow standard procedures of the government.
- Please note that a Non-Government Organization has to be registered under Societies Registration Act or other appropriate Act for at least three years before it can apply for grants. It should have Science based goals as main or important part of its aim & objectives as clearly given in its Memorandum of Association.
- The agencies/ organizations have to submit application in the prescribed format

Processing of the proposals:

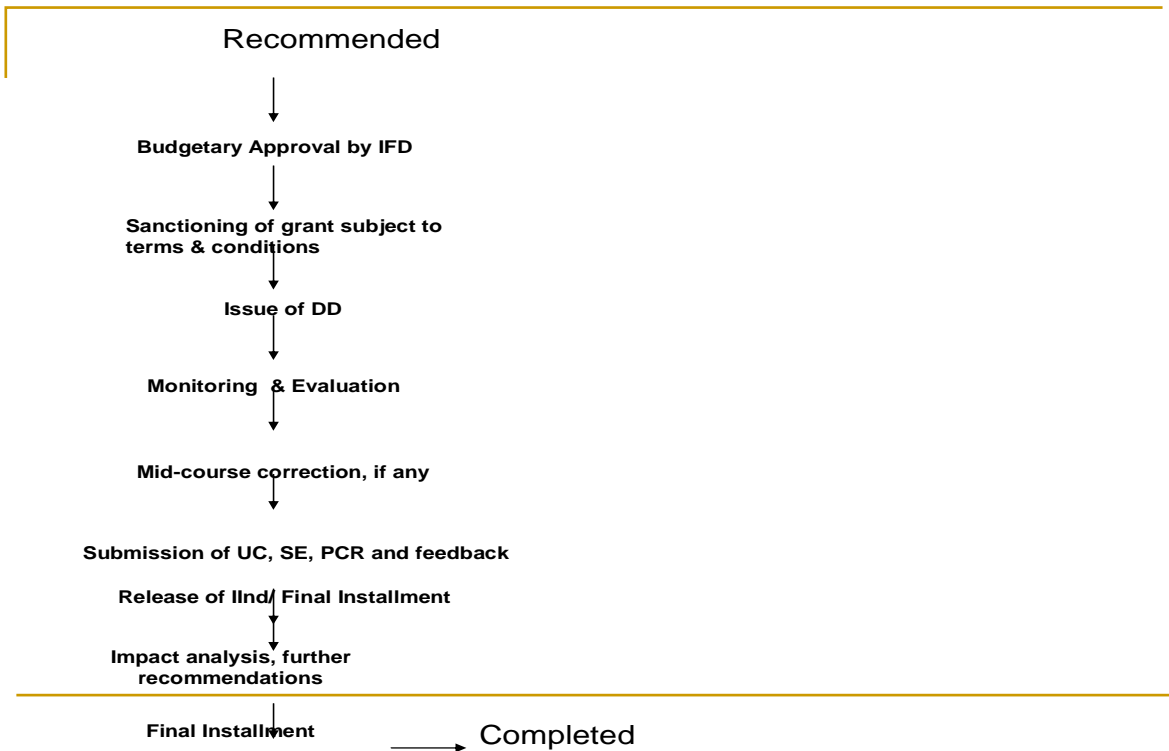
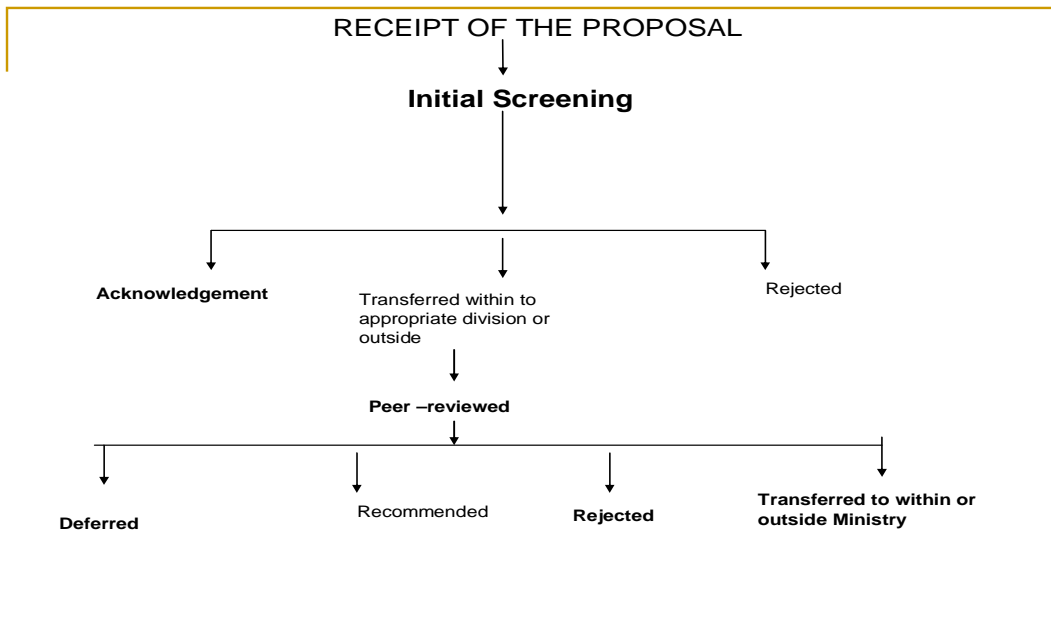
Each proposal received in the NCSTC Division is subjected to Initial Scrutiny & Screening within the secretariat; then peer reviewed by referees/experts, need based presentation of proposals before respective expert committees; & processing of recommended proposals is taken up for administrative approval and financial concurrence: sanctioning of budget and release of grant-in-aid after completion of financial and accounting formalities.

However, the proposal may not be processed further at any stage of examination, (screening, technical, administrative, financial) if there is infirmity of any kind.

Note: Normally, an organization/PI will be debarred from taking up any new project if Statement of Expenditure, Utilization Certificate and Project Completion Report for earlier projects are pending.

The proposer may identify and solicit appropriate collaboration, partnership or support from the experts institutions/organizations etc. while preparing the proposal.

Processing of the proposals



Contact Address:

Head

National Council for Science & Technology Communication, Government of India, Technology Bhawan,

Department of science and technology

New Mehrauli Road

New Delhi - 110016

Telephone : 011-26567373

Fax : 011-26521865

Website : www.dst.gov.in

Suggested list of NCSTC Programmes/Initiatives:

A few programmes of the division have been listed below as an example which have been taken up in line with the NCSTC's objectives; however the list is not exhaustive and focus areas change as per the plan of programmes.

(a.) Training Programmes:

- ❖ Occupational health hazards for women workers; Volunteer plus: capacity building programme for risk communication; Training programmes for varied target groups;
- ❖ Science writing & media practices: Short term training programmes for better understanding of S&T, Training programmes for better understanding of Mathematics; Long term courses in science communication; Post Graduate Courses in universities in mass communication and science journalism
- ❖ Modules on resource teachers' training, map learning & resource optimization; Rasoi Kasauti: detection of adulteration in foodstuff; Management of solid waste through vermi composting
- ❖ S&T communication for conservation of Biodiversity in India: Understanding the life of Social Insects; Micro Organisms: Let us observe and learn, Animal Life issues with special reference to Animal and Human Health

(b.) Field Programmes:

- ❖ Science exhibitions : Science Express, Mobile planetariums, science exhibitions & technology demonstration
- ❖ Programmes for children : Children's science congress (CSC), Motivational programmes, Agrasar lecture-cum-demonstration series; Nature science activity camps
- ❖ Programmes for science teachers: National teacher's science congress (NTSC),
- ❖ Vigyan jatha, Celebration of the National science day, Celebration of thematic events,
- ❖ Vigyan Sanchar Kendras
- ❖ 'Eco- WaSH (Water, Sanitation & Hygiene) Awareness & literacy'
- ❖ Communicating health: Women & Child - Health & Nutrition - A Community

Radio Initiative

- ❖ India Innovation Initiative (I3)
- ❖ Initiative for Research & Innovation in Science (IRIS)
- ❖ Understanding of Weather, Climate, S&T for sustainable development, disaster preparedness, Risk Communication with S&T inputs

(c.) Software Development:

- ❖ Publications: Popular science magazines & Journals; Posters, wall Planners, Manuals,
- ❖ Audio-visual programmes: CDs, films, radio programmes
- ❖ Radio and TV Serials like "Zara Si Baat", (Thirteen episode TV Serial explaining Science Concepts and Processes in Daily Life)

(d.) Research Programmes:

- ❖ Research in thrust areas of Science & Technology Communication
- ❖ Impact Assessment of various Science Communication interventions

(e.) Incentive Schemes:

- ❖ Rajat Jayanti Vigyan Sancharak Fellowships

- ❖ National awards for science communicators in the following categories:
 - ❖ Best efforts in Science Communication
 - ❖ Best efforts in Communicating Science through Books.
 - ❖ Best efforts in Communicating Science in the Mass Media
 - ❖ Best efforts in translation of popular science books in regional languages
 - ❖ Best effort in popularizing science among children.
 - ❖ Best effort in communicating science through electronic media

Please note that the Incentives Schemes of NCSTC are advertised separately in the National Dailies and on DST website that is www.dst.gov.in. The nominations are invited on separately prescribed forms.

NCSTC Programmes Components:

- NCSTC undertakes variety of programmes and activities to fit its mandate and meet its overall goals with the help of partner organisations. The programmes have the elements of training, research in thrust areas, field activities and software development.
- A number of activities have been envisaged and initiated, as part of the continuing programme with in a long term perspective. They fall under the following broad heads:

1. Training in S & T communication:

This is multifaceted programme envisaged to increase the number of effective science communicators in the country in different Indian languages. The kinds of activities being catalyzed and supported are:

- Short term/ regular courses for capacity building and to broaden resource base with universities/academic institutions/S&T based organizations;
- Workshops & trainings for sensitization, awareness generation, development of course material and to strengthen scientists as communicators and vice versa;

2. S & T Communication software development:

Support would be available for selected proposal for development, production and dissemination of S & T communication software like films, manuals, booklets, kits, audio programmes, websites, talking books and other software for people with disabilities for different media, in different Indian languages and for different type of audiences.

- In case support is sought for development of S&T Communication software, a detailed dissemination mechanism of the software, indicating geographical and target group wise spread must be given alongwith the feedback mechanism.

3. Research in S&T Communication:

Research will be part of all the projects however certain areas of S&T Communication research like:

- Study for existing impediments to the spread and promotion of scientific temper.
- Development of more effective communication means, tools techniques;
- Development of evaluation methods for measuring efficacy of the various science popularization tools presently being employed and impact of various NCSTC programmes.
- Any other research activity in S&T Communication

4. Field based projects & Research

Support will be available for field based projects directed towards achievement of objective of NCSTC e.g. through well-defined innovative activities involving large numbers of people, including jathas/yatra, science fairs, national and international conferences on the subject, exhibitions (mobile or otherwise), etc. The programmes are focused, theme based and aims to create overall awareness and impart scientific information on particular issues involving dissemination, communication media and ICT tools.

Please note:

Project proposals largely related to other Ministries and Departments like:

Ministry of Rural Development and CAPART, Ministry of Environment & Forests, Ministry of Information Technology, Ministry of Human Resource Development, Ministry of Agriculture, etc. which do not have the component of science communication, science popularization or dissemination of scientific temper should be taken up by the respective Ministry.

Hence before submitting a project proposal for consideration of NCSTC, it may kindly be ensured that:

- a) The focus of the project is on the promoting understanding of the science and technology and it emphasizes the propagation and uses the method and values of science.
- b) It should not propose structural intervention or application/field trial of research outcomes.

No support is presently available for the following:

- a) Setting up of any kind of science museum, science centers (Except for Science Communication Centres & Science Media Centres) and science clubs, science galleries and corner of any kind in museums or science centers, planetaria or the like.
- b) Setting up of general purpose infrastructural facilities

STANDARD TERMS & CONDITION OF SUPPORT:

- 1) No part of the grant will be given by the grantee to another society/institute/body, except in cases where such payments have prior approval, with in the scope of the sanctioned proposal.
- 2) Grant under a major head shall not be utilized for a purpose other than that for which it is intended without prior approval.
- 3) NCSTC reserves the right to terminate support to the project at any stage, if it is convinced that the grant is not being utilized properly or that appropriate progress in the project work is not being made.
- 4) Where support has been provided by NCSTC under specific conditions accepted by a society /institution shall, if it does not comply with these conditions, be liable to refund the grant along with the interest accrued already received in such manner as may be required by the Govt. & no further NCSTC/DST grant will be allowed to such a society/institution.
- 5) The comptroller and auditor general of the Govt. of India shall have the discretion and right of access to the books and accounts of the society/institute/body pertaining to the grant(s) received from the Govt.
- 6) Any unspent balance of NCSTC grant during a year is to be either

refunded, or specific concurrence has to be obtained for it being carried forward for utilization during the next year.

- 7) The grantee society/institute/body shall maintain separate audited accounts for the projects, to be furnished within the six months of the close of the last budgeted activity in the project or of the financial year in which the last installment of the grant is sanctioned, whichever is earlier. If it is found expedient to keep a part or **whole of the grant in the bank a/c earning interest, the interest so earned should be reported to NCSTC and the same will be treated as a credit to the grantee society/institution/body** subject to adjustment towards the further installment(s) of the grant due to it, if any, or else it will have to be returned to NCSTC along with the unspent balance of the amount sanctioned for the project.
- 8) A Utilization Certificate, in the Form GFR-19A, to the effect that the grant has been actually spent for the purpose for which it has been sanctioned should reach the sanctioning authority within three months of the close of the last project activity or of the financial year, whichever is earlier.
- 9) All the assets acquired or created out of the grant including any information collected/compiled in the course of and for the project will be the sole property of the NCSTC/DST, Govt. of India and should not be disposed off, or divulged without the prior approval of NCSTC/DST or encumbered or utilized for purposes other than those necessitated by the implementation of the project. All such tangible assets should be actually labeled as such (i.e. Property of NCSTC).
- 10) At the conclusion of the project, NCSTC /DST will be free to sell or dispose off (by any appropriate means) the assets/information acquired for the implementation of the project. The grantee society/institution body shall render to NCSTC/DST (Govt. of India) necessary facilities for arranging such disposals of the assets/information aforementioned.
- 11) The project completion report has to be submitted within two months of completion of actual work approved as per letter of sanction. Any subsequent project proposal from the agency for NCSTC support would not be considered till this report is received and is found satisfactory.
- 12) For all the software developed/produced under the project supported, unless approved specifically otherwise, the NCSTC/DST shall be the sole copyright holder and acknowledgment of the fact must be explicitly made in a manner to be specified/mutually agreed in all copies of the software. (Software here implies a manuscript, a script, or a publication, a film or a video programme, a slide-set, cassette, a disc or a floppy, or the like).

- 13) Acknowledgment of the support received from NCSTC must be projected appropriately (in a manner to be specified/mutually agreed) in all public communications, pamphlets or other publicity materials, if any, produced or issued during the course of ad for the implementation of the project. Unless, agreed to or specified otherwise, the form of acknowledgement to be used would be: ***“Catalyzed and supported by the National Council for Science & Technology Communication, Department of Science & Technology, Govt. of India”***
- 14) The following must be submitted to NCSTC as soon as they are ready as per the time-frame envisaged in the project, but not later than 30 days after the date of the completion of the project.
- ❖ 10 copies of each printed document (such as book, magazine, proceedings, report, finalized recommendations, poster, etc.) prepared under the project.
 - ❖ Two sets of each software item (such as film, video, slide-set, audio dist/cassette, computer-floppy etc.) prepared under the project.
- 15) The project proposals should clearly focus on any of the areas under respective programmes listed in this document and should be in conformity with the scope of the scheme.
- 16) The proposal should be routed through the Head of the Institute and should be submitted in the prescribed format given in this document at any time during the year.
- 17) In case an SE/UC for any programme/project is pending with an organization no fresh project will be granted till the completion and submission of the same.
- 18) Further the project can be terminated in absence of relevant information to be provided by the PI/organizing institution at any stage of processing.
- 19) An undertaking as to submission or pendency of UC & SE should be clearly given with a specific mention against all of the respective projects implemented in the past with NCSTC support.
- 20) The project will become operative with effect from the date on which the grant is received by the institute. The date will be intimated by the Institute to the DST. It will, in no case, be later than one month after the receipt of the draft by the Institute. If the PI to whom for a project has been sanctioned wishes to leave the Institute where the project is based, the Institute/investigator will inform the same to the DST and in consultation with DST, the Institute shall evolve with DST, steps to ensure successful completion of the project before relieving the PI. Association of a Co-Investigator would normally be desirable.
- 21) The PI shall furnish a six monthly progress report to DST indicating the

achievements/progress as well as the problems faced by them if any as per the format of the Project Completion Report/Project Progress Report.

PART-B

ENCLOSURES TO BE SUBMITTED WITH THE PROPOSAL:

Please submit authenticated copies of the following documents along with requisite certificates

- 1) Registration Certificates
- 2) Memorandum of Association
- 3) Bio-data of the Members of the Executive Body of the society
- 4) Rules, regulations and bye laws
- 5) Declaration to the effect that Society/Agency or any of its functionaries is not and has never been involved/ implicated in any corrupt practices.

- 6) Latest audited statement of accounts for the last three years
- 7) Description of facilities available
- 8) List of names and addresses of experts/institutions to be involved with the project
- 9) Certificate from the coordinators' / project investigator of the project
- 10) Endorsement from the Head of the proposer agency
- 11) Details of the proposal in brief for computerization
- 12) Letter (with date sent) to state council / Department
- 13) List of completed and ongoing projects at least for the last three years with details such as title, date of commencement supporting agencies (s), outcome, whether ongoing or completed etc. please enclose copy/copies of sanction letter (s) / sanction order number for the last three years.
- 14) Detailed Bio-Data of Project Investigator/ Project coordinator, Coordinator and Associated Scientist(s)/Resource persons with the project.
- 15) Details of registration with Central Plan Scheme Monitoring System (CPSMS) (a copy of CPSMS registration may be enclosed)
- 16) Certificate that there is no pending SE, UC and PCR for any of the completed NCSTC programmes
- 17) Copy of the Annual Reports for the last three years including latest annual report
- 18) **As per the latest directive from the finance department of the Department of Science & technology (DST) for electronic transfer of funds-RTGS. The proposing agencies/grantee organizations have to submit the following details along with the proposal for facilitating e-payments:**
 - a. Account Holders name/designation; b. Name of the Bank; c. Bank Account number; d. IFSC Code e. A photocopy of the cancelled cheque, which has all the requisite details may be submitted. All the bank details should be pertaining to the BCST Bank Account where the money can be directly released.

Given below are the specimen certificates to be submitted along with the proposal:

CERTIFICATE FROM THE CO-ORDINATOR(S) OF THE PROJECT

Project Title: _____

1. I/We have gone through and agree to abide by the terms and conditions of the RVPSP/DST grant.
2. I/We have not submitted, nor do I/ We intend to submit this, or a similar project proposal, to any other agency for financial or other support.
3. I/We have explored and insured that hardware and basic facilities will actually be available from our organization as and when required for the purpose of this project no financial support under this project will be requested or utilized for these items.
4. I/We undertake to submit progress report, statements(s) of accounts, utilization certificates etc., periodically and at the end of each financial year.
5. I/We have enclosed the following materials.

**Name(s) & Signature(s) of
Principal Coordinator
Co- coordinator**

Place:

Date:

ENDORSEMENT FROM THE HEAD OF THE PROPOSER AGENCY

Project Title: _____

1. Certified that our agency welcomes participation of Dr./Shri/Smt. _____ as the Principal Coordinator and Dr./Shri/Smt. _____ as the Co-Coordinator of the project mentioned above. The Co-coordinator will assume the responsibility of fruitful completion of the project if the Principal Coordinator is unable to do so (with due intimation to NCSTC, DST.)
2. Certified that the hardware, other basic facilities and such other administrative support required as per terms and condition of the grant, will be extended to the coordinator(s) throughout the duration of the project.
3. Our agency will undertake the financial and other management responsibilities of the project and will ensure compliance with the terms and conditions laid down, in case the project is sanctioned.

**Name, Signature and Seal of the
Head of Agency**

Place:

Date:

PROFORMA FOR COMMENTS FROM THE STATE S&T COUNCIL/DEPARTMENT OF S&T WHERE THE ACTIVITY IS PROPOSED/ PI'S STATE

(COORDINATOR/PI SHOULD FILL IN THIS SHEET AND MAIL IT WITH ONE COPY OF THE PROJECT PROPOSAL TO THE DIRECTOR/SECRETARY OF THE STATE COUNCIL/DEPARTMENT OF S&T REQUESTING FOR COMMENTS AND SEND THE RESPONSE TO NCSTC, DST)

From

Date

(Name of the
Principal Coordinator)

(Name of the
Agency/ Institution
With Address)

To
The Head

(Address of the
State council/
Department of S & T)

Dear Sir/Madam,

I am submitting a project proposal for support from NCSTC, DST with the following title

Title of the _____
Project Proposal

A copy of the proposal enclosed herewith as per instruction from NCSTC, DST. Please send your view/comments to NCSTC, DST within a fortnight on the proposed project incorporating the following information.

- a) General information on the status/linkage/resources of the voluntary agency/ society.
- b) Specific comments on the credibility and commitment of the voluntary agency.
- c) Any specific projects undertaking by the agency with the State Council or State Govt. during the last three years.
- d) Specific comments on objectives and methodology described in the proposal.
- e) Similar activities going on in the State/UP.
- f) Specific comments on the viability/need of the proposal.
- g) Financial commitment by the Council/Department, specifying the amount.
- h) Comments on the utility of the outcome of the project to the state/UT.

Thanking you,

Yours truly,

(Signature of the Principal Coordinator)

PLACE:

DATE:

PROFORMA FOR BIODATA OF COORDINATOR (PRINCIPAL COORDINATOR & CO-COORDINATOR)

- A.) Name:
- B.) Date of Birth:
- C.) Institution with Full Address:
- D.) Whether belongs to SC/ST:
- E.) Academic and Professional Career:
 - ❖ Academic Career:
 - ❖ Professional Career:
- F.) Award/Prize/Certificates etc. won by the Coordinator:
- G.) Publication (Number & Titles Only):
 - ❖ Books:
 - ❖ Research papers, Reports:
 - ❖ General Articles:
 - ❖ Patents:
 - ❖ Others (please Specify):
- H.) List of Completed and on going projects (during the last three years):

S. No.	Title of the Project	Duration	Total Cost	Funding Agency
		From To		

- I.) List of Projects submitted (during the last three years):

S. No.	Title of the Project	Name of Organization	Status
--------	----------------------	----------------------	--------

Details of Central Plan for Scheme Monitoring System (CPSMS) Compliance:

As per latest instruction by CGA, the proposer agency/institute/organization organization has to register in CGA website, at <http://164.100.12.147/CPSMS> as per the instructions given below:-

1. Visit the Central Plan Scheme Monitoring Portal at <http://164.100.12.147/CPSMS>
2. Click on Agency: Register
3. Fill the Form completely
4. Take a print of the filled-in form by right clicking on the form
5. Sign it, put the official stamp and send it to the Dy. Controller of Accounts, DST and the undersigned at the earliest by post as well as by e-mail.

Agencies have to select SCIENCE & TECHNOLOGY PROGRAMME FOR SOCIO ECONOMIC DEVELOPMENT [1011] in the Scheme for NCSTC programmes. [In case of any doubt or any clarifications, you may please contact Controller of Accounts, DST.]

GENERAL INSTRUCTIONS & GUIDELINES FOR COMPUTERIZATION OF DETAILS OF THE PROPOSAL WRITING A PROPOSAL

- a) Use paper of A4 size only for writing the proposal.
- b) Please read instructions carefully for completing each section of the prescribed format while preparing the proposal. The project proposal would be deemed to have been submitted on the date on which all the required information is made available by the proposer. Incomplete proposals can be rejected in the initial scrutiny itself.
- c) In all cases one copy of the complete proposal must also be separately to the council / dept. of science & technology of the respective state/ union territory along with the proforma for comments from the State S&T Council/Department of S&T where the activity is proposed/ PI's state duly filled in by the principal coordinator.
- d) Mention group/communities/agencies people likely to benefit by the implementation of the project, in the term of practice applications. Mention the size of group(s). You may also mention both direct as well as indirect beneficiaries.
- e) Do not skip reproduction of any section even if the answer is "NIL" or given elsewhere.
- f) If project is to be executed by more than one institution and/or requires regular inputs from other scientists, name of collaborating institutions/ scientists along with consent letters may be appended.
- g) Objectives should be well defined, focused and sharp. The work plan, methodology, expected outcome should be clearly spelt out.
- h) Total duration of the project from submission till completion; The total duration of the project should indicate the actual number of days/months etc. on which the activity will take place along with pre activity & post activity phase (I yr/II yr etc.) It should not mention merely the number of days on which activities are on.

**FORM FOR COMPUTERIZATION OF DETAILS OF
THE PROPOSAL**

To be filled by Proposer: (please write in CAPITALS)

- 101 Title:
- 102 Activity proposed:
- 103 Language to be employed:
104. Place of Activity:
❖ District
❖ State
- 105 Target Group (s)
- 106 Expected number of beneficiaries:
❖ Direct:
❖ Indirect:
- 107 Duration (Total):

❖ Indicate: Tentative dates or fixed dates as the case maybe
- 108 Total time required for completion of the project:

❖ Total time required including pre activity & post activity phase till submission of UC, SE and PCR should also be indicated separately.
- 109 Recurring Cost (Annual):
- 110 Non Recurring cost:
- 111 Details of the Principal Coordinator

❖ Name

❖ Date of Birth

❖ (Male/Female)

❖ Designation

❖ Complete Address with Pin Code

- ❖ Valid Email address
- ❖ Telephone with fax
- ❖ Website (if any)

112 Details of the Co-coordinator

- ❖ Name
- ❖ Date of Birth
- ❖ (Male/Female)
- ❖ Designation
- ❖ Complete Address with Pin Code
- ❖ Valid Email address
- ❖ Telephone with fax
- ❖ Website (if any)

113 Name of the Proposer Agency/ Institution:

114 Name & Designation of the Head of the Proposer Agency

115 Name and address of authorized & verifiable signatory from the Proposer Agency (In case, other than the Head)

116 Complete Address with Pin Code:

117 Has any collaboration been envisaged? Yes / No

118 If yes, then name, address, registration number, website (if any), annual turnover of the Collaborating Agency/ Institution; whether Lead/Supporting partner?

119 Name and address of authorized & verifiable signatory from the Collaborating Agency

120 Brief summary of the project in 200 words:

FORMAT FOR WRITING PROPOSAL

200 GENERAL INFORMATION

201 Title of project

202 Objectives of the project – state briefly, clearly and specifically itemized.

203 Project background – state briefly the background and origin(s) of the idea on which the project proposal is based.

204 Justification for undertaking the proposed project
(What specific problem will the project address; how was it identified; how will it be addressed; how does it fit with one or more of the objectives, mandate & goals of NCSTC? How the capacity will be built as a result of the project?)

300 WORK PLAN

301 Approach, Work Scheme & Methodology

302 Organization of work element.

303 Time schedule of activities giving milestone.

304 Description of the target area, target group (s) along with their current socioeconomic status

- How was the target group identified? Why were they selected? What consultation has been undertaken with the target group in designing the project?
- Who are the direct beneficiaries? How many people are they and how have you determined this number? *(Please provide a realistic estimate, e.g. 300 children rather than children in 3 schools, plus a break down by age and gender)*
- Who are the indirect (wider) beneficiaries? How many people are they and how have you determined this number? As above please specify absolute numbers if possible.
- Please specify how the project beneficiaries will be involved in the implementation, management and monitoring of the project?

305 Organization's track record & competence

- Category of the organization (NGO/Science Based Institution/Academic Institution/Others) based on references in support, not self categorization
- Most recent annual income of the organization
- Whether submitted a proposal to NCSTC before? *(State reference numbers, year when submitted, titles, and result of previous proposals & sanctioned projects including whether settlement of accounts done)*
- Experience, in relation to issues targeted in the proposal and in the proposed geographical region
- Funding history with NCSTC & other organizations (brief summary of proposer's experience with projects of this size and scope)
- Relevance of the project to the work already going on in the organization
- Review of the expertise available with the proposed project group/ institution.

305 A Collaborating organization's track record & competence (*Pl give similar details, as applicable, and also specify their experience in relation their role and responsibility in the project including the technical issues and relevant geographical coverage.*)

306 Utilization of the expected outcome from the project and its possible user (s). (Please also specify what are the other agencies, including Government, who are involved in the areas where this initiative will take place and how will you work with them? How will the project address gaps, complement other initiatives and avoid duplication? What are the prospects for the benefits of the projects being sustained after the funding stops? If it aims to provide services, then how will they continue at the end of the project? How the time frame of the project is sufficient to reach objectives & support sustainability? Who will be empowered & how?)

306 Highlight of the proposed project in relation to the objectives of NCSTC.(at Col 204)

307 Project Management

Outline the project implementation & management arrangements for the project with

- A clear description of the roles and responsibilities of each of the partners.
- Appendix for or ganogram of the project staff showing which staff are part of which partner organization and how the partners relate to each other.
- An explanation of the human resources (number -in full- time equivalents,, type, skills, background, gender, nationality) required, and whether these are new resources or are already in place.

308 Monitoring, Evaluation and Lesson Learning

- How will the performance of the project be monitored? What baseline Information will be collected against which to show progress? How will the progress be demonstrated in terms of interim indicators or milestones? How the impact will be assessed?
- How the beneficiaries and other stakeholders will be involved in monitoring and evaluation?
- How the learning from this project will be disseminated.

400 PROJECT MANPOWER

401 Review of expertise available with the proposed project group/ institution. (Already at Col 305 & 305A)

500 BUDGET ESTIMATES

501 State budgetary requirement, both recurring and non-recurring under separate heads. Please give justification for each, one of them of the budget and indicate how arrived at. Estimate gives unit cost as well as consolidated

502 On a single sheet give a summary of the budget outlay.

503 Account of self generated resources and mean.

- a)** Please state the self generated resources and means, BOTH IN CASH AND KIND, such as cash collected, use of equipment on the loan, manpower, free publicity etc.
- (b)** Mode of utilized and accounting these resources for implementing this project.

NOTE: PROPOSALS FOR POPULAR SCIENCE MAGAZINES SHOULD BE SUBMITTED AS PER A SEPARATE FORMAT AVAILABLE FROM NCSTC, DST.