

## **INSTRUCTIONS / TIPS FOR PROPOSAL PREPARATION**

**(Please read these instruction carefully before formulating the proposals. Proposals not confining to these instructions are liable for rejection in the initial screening)**

The Project description should contain clear statement of work to be done and should include sub-sections on introduction, objective, plan of work, experimental methods, specific activities to be undertaken by the Indian and German collaborator(s), significance of expected outcome and its relation to present sate of knowledge in the field. The project description should clearly bring out the need for collaboration and expected tangible gains for the two sides. The total project document (except CVs) should not exceed 10 pages.

- (i) The **CV of all Indian and German participants (each not more than 2 pages)** of the project must be attached with the project proposal. The following information may be provided in the CV's:
- Title, Name, Date of birth, Marital Status, Whether belong to SC/ST, M.Sc onward academic and professional career including NET qualification and year/details of Ph.D. registration/completion (with years and names of universities/institutes)
  - List of up to 5 publications most closely related to the project proposal
  - Publications, including those accepted for publications
  - Patents, copyrights or software systems developed may be substituted for publications.
- (ii) One copy each of the following documents is also required along with the project proposal:
- In case of proposal involving Recombinant DNA work, a certificate from the Institutional Bio-safety committee.
  - In case of proposal involving research with human subjects, a certificate from the Institutional Ethical Committee.
  - In case of any biological material transfer envisaged clearances from appropriate agencies of government.
  - In case of proposal involving IPR related issues, a copy of the agreement signed between the two PI's for sharing the IPR.
  - In case of proposals from CSIR/ICMR/ICAR labs or proposals relating to Atomic/Nuclear research or other related sensitive areas, security sensitivity clearance from respective Secretary/DG of the concerned Administrative Department.

**APPLICATION**  
**(DST- DAAD PROJECT BASED PERSONNEL EXCHANGE PROGRAMME)**

**PART –I**

1. Title of the project:
2. Subject Area (as specified in the announcement)
3. Contact details / Address of the project leaders:

	<b>Indian project leader</b>	<b>German Project leader</b>
Name & Designation		
Address		
Telephone (Work)		
Telephone (Residence)		
Fax No.		
Email ID		

**PART-II**

1. Scientific objectives and individual components of the joint project: (max. ½ page)
2. Current state of the research/ technology (max. 2 pages)
3. Preliminary activities by the Indian side (max. 1 page)
4. Preliminary activities by the German side (max. 1 page)
5. Detailed description of the Indo-German co-operation (max ½ page)  
(Justification/ Rationale for collaboration)
6. Compatibility of intensions of both sides with regard to individual components of the project, working method of equipment (max. 1 page)
7. Promotion of the new Generation of academicians  
(Participation of young research students) (max. ½ page)
8. Where appropriate, the way in which the project results could be used by Industry and others  
(½ page)
9. List of the five most important publications of the project participants, which have a bearing on the project (please do not send copies of the publications themselves or lists detailing all publications of the group)

### PART-III (For Indian partners only)

1. List of on-going research projects with the Indian project participants:

Title of the project	Brief description	Duration with dates of commencement and completion of the project	Funding available and source of funds

2. Infrastructure available/required to implement the project:

Facilities	List of items required for the project	If not available presently, how it is proposed to be procured/ recruited. Please indicate the source of funding
Equipment		
Manpower		
Consumables and Contingencies		

3. Certified that the following Indian scientists including Ph.D. students, SRF/JRF, Post-Docs are presently affiliated with the University/Institute and will be the official project participants for the entire duration of the project:

S. No.	Name of the project participant	Position held	From	To
1.				
2.				
3.				

4. Does the project involve (i) Biological Material Transfer / Use of GMOs / Radioactive materials; (ii) Human / animal trials? Please submit necessary clearance of nodal agency / department of Govt in this regard

3. Certified that the Institute/University/Lab is registered at Central Plan Scheme Monitoring System (CPSMS) website of Comptroller & Audit General (CGA). The grants/funds may be released as per the Bank detail given below-

S. No.	Item	details
1.	Account No.	
2.	Name of the account	
3.	Account type	Saving /current
4.	Name of the Bank	
5.	Address of the Bank	
6.	IFSC code	
7.	Details of the present authorised signatory to the account	

## **INSTITUTIONS ENDORSEMENT**

Certified that –

- i) The project participants involved in the project are affiliated to the Institute/ University.
- ii) All information provided in the project proposal is correct; and
- iii) the infrastructural facilities related to the project activity is available in this Institution including equipment, manpower and other facilities and all necessary administrative support will be extended for the project

**Signatures Indian PI**

**Signatures German PI**

**Signatures Head of Indian Institution:  
With Seal**

**Signatures Head of German Institution:  
with seal**

**DETAILS OF PROPOSED SCHOLARSHIP  
INDIAN PARTICIPANTS**

(Please use a separate form for each year of the project)

**FIRST YEAR**

Name of Indian Scientists/student visiting Germany	Qualifications (Academic degree) and present Appointment/ Position	Purpose of visit	Dates of proposed visit and duration of stay in Germany	Travel cost from Indian Home Institution to German Partner Institution including surface/rail travel in India and Germany 1n Rs. And in following order: Air Fare including taxes (IATA excursion) Surface travel in India Surface travel in Germany	Cost of Overseas Insurance Cover for Indian visitor In Rs.
<b>Example:</b> Kumar., Amit	PhD: Assistant Prof	Completion of a joint publication	01.05.2001 30.05.2001/ 30 Days		
1					
2.					
<b>TOTAL</b>				Rs.....	Rs.....

\* Applicants who do not hold a doctor's degree are requested to specify their academic status (Graduate doctoral candidate) and attach bio-data of each of the above Indian participants

**DETAILS OF PROPOSED SCHOLARSHIP  
INDIAN PARTICIPANTS**

(Please use a separate form for each year of the project)

**SECOND YEAR**

Name of Indian Scientists/student visiting Germany	Qualifications (Academic degree) and present Appointment/ Position	Purpose of visit	Dates of proposed visit and duration of stay in Germany	Travel cost from Indian Home Institution to German Partner Institution including surface/rail travel in India and Germany 1n Rs. And in following order: Air Fare including taxes (IATA excursion) Surface travel in India Surface travel in Germany	Cost of Overseas Insurance Cover for Indian visitor In Rs.
<b>Example:</b> Kumar. Amit	PhD: Assistant Prof	Completion of a joint publication	01.05.2001 30.05.2001/ 30 Days		
1					
2.					
<b>TOTAL</b>				Rs.....	Rs.....

\* Applicants who do not hold a doctor's degree are requested to specify their academic status (Graduate, doctoral candidate) and attach bio-data of each of the above Indian participants

**DETAILS OF PROPOSED SCHOLARSHIP  
GERMAN PARTICIPANTS**

(Please use a separate form for each year of the project)

**FIRST YEAR**

Name, First Name* of German Participant visiting India	Qualifications (Academic degree) and present Appointment/ Position	Purpose of visit	Dates of proposed visit and duration of stay in Indian Institute	Proposed rate/ Charges for Institutional / Guest House accommodation in India	Expenses on account of per-diem @ Rs 1000/- per
<b>Example:</b> Muller, Peter	Doctoral candidate	Completion of a joint publication	01.05.2001 10.05.2001/ 10 Days	1n Rs.	In Rs.
1.					
2.					
3.					
<b>TOTAL</b> (For Per diem and lodging for German participants)				Rs.....	Rs.....

\* Applicants who do not hold a doctor's degree are requested to specify their academic status (Graduate, doctoral candidate) and attach bio-data of each of the above German participants

**DETAILS OF PROPOSED SCHOLARSHIP  
GERMAN PARTICIPANTS**

(Please use a separate form for each year of the project)

**SECOND YEAR**

Name, First Name* of German Participant visiting India	Qualifications (Academic degree and present appointment / Position)	Purpose of visit	Dates of proposed visit and duration of stay in Indian Institute	Proposed Charges for Institutional/ Guest House accommodation in India	Expenses on account of per-diem @ Rs 1000/- per
<b>Example:</b> Muller, Peter	Doctoral candidate	Completion of a joint publication	01.05.2001 10.05.2001/ 10 Days	1n Rs.	In Rs.
1					
2.					
3.					
<b>TOTAL</b> (For Per diem and lodging for German participants)				Rs.....	Rs.....

\* Applicants who do not hold a doctor's degree are requested to specify their academic status (Graduate, doctoral candidate) and attach bio-data of each of the above German participants.