

State Planning Commission Chhattisgarh  
Government of Chhattisgarh

Guidelines for Sponsoring Research Projects/Study Proposals

State Planning Commission Chhattisgarh  
Yojana Bhawan, Capitol Complex, North Block, Sector-19,  
Atal Nagar Nawa Raipur, Chhattisgarh  
E mail – [ms.cgspc@gov.in](mailto:ms.cgspc@gov.in), Tel – 0771 2511223

GUIDELINES FOR PROVIDING GRANTS TO UNIVERSITY/ COLLEGE  
TEACHERS/RESEARCH SCHOLARS, INDEPENDENT RESEARCHERS, GOVERNMENT  
DEPARTMENTS FOR MINOR RESEARCH PROJECT/ STUDY PROPOSALS

## 1. INTRODUCTION & OBJECTIVES

1. State Planning Commission, Chhattisgarh, wishes to invite minor research projects/study proposals from willing educational institutions / government departments/ research scholars to undertake research/studies which have translational significance for the growth and development of the state and its residents.
2. The major objectives of the scheme are to promote research, which may also culminate in addressing the issue of concern, beside developmental issues of Chhattisgarh state. The finding of the research would also be taken up for the beneficial use by departments under the government.
3. The Commission may consider promoting such research projects, which may be more focused on the lines of applied research, action based research and study etc.

## 2. ELIGIBILITY/TARGET GROUP

1. The State Planning Commission will provide financial assistance to following who wish to undertake research along with their regular work.
  - a) Teaching faculty and Research Scholars of Universities and Colleges located in the state
  - b) Officials of central and state Government departments /Corporations/Boards etc. located within state,
  - c) Officials of research and training institution set up by the central government/state government/Public Sector Undertaking, located within state,
  - d) An institutions/ organization registered under the Societies Registration Act 1860.; and located within state,
  - e) A registered public trust; located within state,
  - f) A independent researcher having experience more than 5 years in areas which are significant from the state's perspective and stationed in the state.
2. The one proposal, which is offered and accepted first must be completed before the other offer is considered. It would be the responsibility of the Principal Investigator and the host Institution for total accountability of the project.

## 3. NATURE OF ASSISTANCE

The quantum of assistance for a research project/study proposals will be as under:  
Research Project - up to a maximum of Rs. 5.00 lacs.

### A. Non-recurring Grants

#### a. Equipments (minor equipments only)

#### b. Books and Journals

The equipments and books & journals grants may be utilized to procure the essential equipments and books & Journals needed for the proposed research work.

The equipments and books & Journals acquired by the Principal Investigator under the Research Project must be deposited to the State Planning Commission after the completion

of the project as it is the property of the State Planning Commission. In case of government institutions/department equipments and books & Journal will be deposited with the institution and shall be entered in the stock register of the department/ institution as procured from the grant of State Planning Commission.

## **B. Recurring Grants**

### **a. Hiring Services**

This is meant for specialized technical work, such as sample analysis etc., for which the Principal Investigator/University/Institution either has no trained manpower expertise/ infrastructure and such services are important for the project/study and are available on payment basis.

### **b. Contingency**

The admissible contingency grant may be utilized on typing, stationary, photo-stat copies, postage, telephone calls, internet, fax, computation, other consumable items and printing needed for the project and it's documentation. Expenditure towards the audit fee may also be claimed under this head.

### **c. Special Needs**

Assistance may be provided for any other special requirement in connection with the project which is not covered under any other 'head' of assistance under the scheme.

### **d. Travel and Field Work**

The amount allocated under the head travel/field work is to be utilized for data collection and collection of other information within the general scope and sphere of the ongoing project. This should not be used for attending conferences, seminars, workshops and training courses etc.

## **C. Re-appropriation**

The Principal Investigator may re-appropriate maximum 20 per cent of the recurring grant allocated under each head with the express permission of the State Planning Commission Chhattisgarh.

## **D. Tenure and Implementation**

1. The mini research project/ study shall be for a period of 4 Months which may be extended by 1 month with the express consent of the State Planning Commission.
2. The effective date of implementation of project would be the date of the release of 1<sup>st</sup> instalment of the grant or the date mentioned in approval-cum-sanction letter; whichever is earlier.

## **4. PROCEDURE FOR APPLYING**

All eligible researchers/investigators may submit their research/study proposal in the prescribed proforma online (e-mail- [ms.cgspc@gov.in](mailto:ms.cgspc@gov.in)) or offline to the Member Secretary State Planning Commission located at Yojana Bhawan, Sector-19, Capitol Complex, Nawa Raipur.

The Principal Investigator shall ensure the Research Proposal has a brief outline of the project stating objectives, methodology, stages of the project, item wise budget, number of personnel required, tenure of project etc in the prescribed format given in Annexure-I.

## **5. PROCEDURE FOR APPROVAL**

The received proposals duly forwarded to Member Secretary, State Planning Commission shall be scrutinized and if need be, assessed with the help of subject expert/experts. After the scrutiny of

the project, the Commission will call Principal Investigator to make a presentation before Research Evaluation Committee. The Research Evaluation Committee may call for any clarification or suggest modification therein from the Principal Investigator. The final decision will be taken by the Research Evaluation Committee, State Planning Commission. On the basis of recommendations made by the Research Evaluation Committee and subject to the availability of funds under the scheme, approval-cum-sanction order will be released by Member Secretary, State Planning Commission after receiving the acceptance certificate by Principal Investigator in prescribed format (**Annexure- II**)

## 6. PROCEDURE FOR RELEASE OF GRANTS

1. The first instalment of the grant shall comprise of full grant for the non-recurring and 50% of the total recurring grant approved by the Commission for the total duration of the project. The grant will be released to the Head of the institution for onward payment to the Principal Investigator.
2. On receipt of first interim report, statement of expenditure and utilization certificate of 1st instalment of grant in the prescribed proforma (**Annexure-III**) from the head of the institution, the remaining grant will be released as second and final instalment.
3. The Draft Report of the project will be presented before the Research Evaluation Committee and their suggestions are to be incorporated, as far as possible, without influencing the outcome of the study. The final report shall be comprehensive enough to serve as a record. It is mandatory to send final report with executive summary and recommendations to State Planning Commission with following documents in prescribed proforma (**Annexure-IV**)
  - a. 5 Copies of the final report of project along with soft copy.
  - b. A consolidated item wise detailed statement of expenditure incurred during the complete project period in the prescribed proforma duly signed and sealed by the Principal Investigator.
  - c. A consolidated Audited Utilization Certificate for the amount actually utilized towards the project duly signed and sealed by Govt. Internal Auditor/ Chartered Accountant, as well as the Principal Investigator in the prescribed proforma.
  - d. The unutilized grant if any, may be refunded immediately through NEFT/RTGS/demand draft (drawn in favour of the Member Secretary, State Planning Commission).
  - e. The outcome of the research shall be used by the Commission and the report shall be the joint property of the Commission, institution and of Principal Investigator.

The Principal Investigators/Institutions are expected to settle the accounts immediately on completion of the project.

The Executive summary of the report, Research documents, monograph, academic papers shall be published on the website of the State Planning Commission.

## 7. GENERAL

1. Project is not transferable in any case.
2. If Principle Investigator fails to complete the project, he/she has to refund the entire amount released with interest.

3. If the Principle Investigator is transferred from his/her original place of work to another place/institutions, No Objection Certificate should be furnished for the transfer of the project from both the Institutions stating that necessary facilities will be provided by the Institution in which the grantee is transferred for the smooth functioning of the project.

**STATE PLANNING COMMISSION CHHATTISGARH**  
Yojana BhawaRMn, Sector-19, North Block, Nawa Raipur Atal Nagar  
**PROFORMA FOR SUBMISSION OF MINI RESEARCH PROJECT/STUDY PROPOSAL**

**(To be submitted in six copies)**

Maximum Amount : Rs 5.00 Lacs

**SECTION 'A'**

1. Name (s) of the Applicant(s)/Investigator(s) :

Designation

Department (Full Address)

2. Title of Research/Study :

A. Proposal

B. Broad Area/Field Classification

3. Period required for completion of Research Scheme :

4. Total grant required :

Please give breakup under the following heads

(Detailed break up under staff, equipment, contingencies, etc. with appropriate justification)

- A. Non- Recurring (Equipment if required) Maximum Rs 1.00 lakhs (Rupees One Lakh Only)

SI	Name of Equipment/Facilities to procured	Specification of equipment	No. of Units	Estimated cost (Rs.) as on date

- B. Recurring

SN	Item	Budget	Total
1	Salary of Project staff Project Fellow Field Assistant		

2	Contingencies		
	a. Stationery , Books, Reprints		

- i) **Utilization of contingency:**  
(Please specify what for this amount is to be used).
- ii) **Utilization of grant for equipment:**  
(Generic name of equipment along with make & model and its use in the context of this project may be given.)

### DECLARATION & ATTESTATION

I/We have read the terms and conditions of Chhattisgarh Commission of Science and Technology research grant. Necessary Institutional facilities will be provided if the research proposal is approved for financial assistance. Full audited account of expenditure and utilization certificate will be also rendered by the Institution.

Date:

<b>Signature of Principal Investigator/s</b>	<b>Signature: Head of Institution: (seal)</b>
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**SECTION 'B'**  
**DETAILED RESEARCH PROPOSAL**

**(Please start on fresh page and append this section to the proposal)**

This information must be adequate and sufficiently self-contained to enable the Commission and the Referees to assess the project, and it must cover the following aspects:

- a. Title of the Project:
- b. Objectives of Research project:  
Statement of problems and practical relevance to be specifically indicated (about 150 words)
- c. Detailed research plan (in about 1,500 words):  
The plan should include specific information covering the following aspects:-
  - i. Present Knowledge with relevant bibliography, highlighting the gap in the existing knowledge in the field.
  - ii. Preliminary work already done, if any.
  - iii. Plan of Research work / Study giving design of research experiments /survey and data processing etc.
  - iv. The Scientific/Technological significance of undertaking this investigation (Specific in 250 words).
  - v. Phasing of programme for specific objectives to be attained such as (a) Pilot Study (b) Data Collection (c) Data processing.
  - vi. Methods proposed to be followed for undertaking the study.
  - vii. Justification with the likely impact of the proposed investigation (Scientific / Technological/ Industrial / on regional economic growth / overall welfare/ generation of competence.) (Specific in respect to the project and its relevance to the state in 300 words)
  - viii. Please justify sanction of the project on the following grounds:



- a. Innovation:
- b. Capacity building / development of research:
- c. Practicability of its applications:
- d. Area of Application:
- e. Any other point(s):

**Undertaking by the proposer/s**

I have read the terms and conditions of research grant and agree to abide by the same.

	<i>Signature of the Principal Investigator:</i>	<b>Signature: Head of Institution: (seal)</b>
	<i>Name:</i>	
	<i>Designation:</i>	
	<i>Date</i>	

**SECTION 'C'**  
**Certificate from the Principal Investigator of the Project**

8. Mini Research Project Title:

I/We do hereby certify regarding this project:-

1. This Project proposal submitted to CGSPC is not submitted elsewhere for financial support.
2. The equipments procured under this project shall be made available to other users both academic and industrial including Commission, research institutions for research purpose and the institution shall not seek fund for the purchase of the same instrument in any other project proposal from any other agency including CGSPC.
3. The research work proposed in this project is original in objective and content and is not done elsewhere in any institution. I/We have taken due diligence in searching literature for this purpose. For this purpose the facilities of Intellectual Property Rights Centre may be sought for patent search, if necessary.
4. I/We agree to abide by the terms and conditions of the CGSPC for this grant.

**Name and Signature of Principal Investigator /s**

Date:

Place:

**Head of the Institution**  
(Signature & Seal)

## **TERMS AND CONDITIONS**

(To be signed and enclosed with Project Proposal)

1. Approval of the Project Proposal and the grant released would be for the specific project mentioned in this proposal and grant should be exclusively spent on the project for which it has been sanctioned within the stipulated time. The Institute is not permitted to seek or utilize funds from any other Organization (Government, Semi Government, Autonomous or Private) for this research project. Any unspent part of amount would be surrendered to the Commission through an account payee demand draft or cheque drawn in favor of ***Chhattisgarh State Planning Commission Nava Raipur*** and carry forward of funds of the next financial year for utilization for the same project may be considered only with the specific approval of the Commission.
2. The Implementing Institute/Principal Investigator will furnish progress report of work on the project every month. The progress of the project will also be reviewed/evaluated by the concerned Experts/Project Monitoring Committee, etc. In addition, the Commission shall designate Scientists/Specialists to visit the Institute periodically for reviewing the progress of work and for suggesting such measures as to ensure early realization of the objectives of the project. On completion of the project, five copies of a consolidated report of the work done on the subject would be submitted to the Commission.
3. The Institute would furnish to the Commission a Utilization Certificate and an audited statement of accounts/expenditure duly signed by the Principal Investigator, the Head of the Institute and the Head of the Finance Authority, pertaining to the grant at the end of the project as well as a consolidated statement of expenditure. As required they will submit the Bills and Vouchers etc.
4. The Project will become operative with effect from the date of release of the first installment for the Project.
5. A receipt has to be sent to the Commission on receipt of the Cheque/Demand Draft towards each release by Competent Authority of implementing institute.
6. The Institute would maintain separate audited accounts for the project. If it is found expedient to keep a part or whole of the grant in a bank account earning interest, the interest thus earned should be reported to the Commission.
7. Procedure laid down for appointment of Staff, Purchase of equipment, materials by the Institution concerned must be strictly followed.
8. Proper record of purchase, stock entries, breakages, & losses should be maintained for verification, and submitting the verification report to the Commission. On completion of the project the equipment and other articles purchased from Commission fund should be transferred to the stock books of the Institution.
9. Investigators/Institutes wishes to publish books/research papers/popular articles/patent/copy write etc. based on the project work done under the Commission projects should acknowledge the financial support received from the Commission.

10. If the Mini Research Project leads to any patent filing, then such filings are to be communicated to the Commission and after due diligence of the Intellectual Property Rights Centre of the Commission, patent of any other IP may be filed.
11. The conclusion and result of the project must have remarks on future further research.
12. Conclusion may include technology developed or any entrepreneurship model which may be developed based on this Mini Research Project.
13. The Institute may not entrust the implementation of the work for which the grant is being sanctioned to another institution and divert the grant receipts as assistance to the latter institution.
14. In case the Investigators/Institutes are not in a position to execute or complete the project, it may be required to refund the entire amount of grant with interest received by it, to the Commission.
15. The Commission reserves the right to terminate the grant at any stage and also to recover the amounts already paid with interest, if it is convinced that the grant has not been properly utilized or the work on the Project has been suspended for any long period or appropriate progress is not being made by Investigators/Institutes.
16. If the Investigator to whom a grant for a Project has been sanctioned leaves the Institution where the Project is being implemented, he/she shall submit five copies of complete and detailed report of the work done by him/her on the Project and the money spent till date of his/her release and shall also arrange to refund the unspent balance, if any.
17. The amount of all grantee institution shall be open for inspection by the Sanctioning Authority/Audit whenever the institution is called upon to do so.
18. The Sanctioning Authority has rights to physical verification of work progress at the cost of Grantee Institution.
19. All information from the stage of proposal in prescribed formats (neatly typed), financial statement, physical progress and technical data reports, Final Technical Report shall be also sent to the Commission.
20. The Institution shall be responsible for submitting the annual and final audited statement of accounts and utilization certificate for the grant released by the Commission.
21. Other terms and conditions will be there as applicable in State Government Institutes as the case may be.

<i>Signature of Principal Investigator</i>	<i>Signature of Head of Institute with Seal</i>
<i>Co- Investigators</i>	

## SECTION 'D'

<b>BIO DATA OF INVESTIGATOR(S)</b>			
	Tele No.		<b>Mob. No.</b>
	Fax No.		
	E-mail		
1.	Name:		
	Designation:		
	Department:		
	Institution:		
	Address:		
2.	Date of Birth:		
3.	Broad Subject Area		
4.	Field of Specialization		
4.	Educational Qualification (starting from Bachelors Degree onwards):		

Degree	Year	University	Field(s)
B.Sc. / BE/....			
M.Sc./ME/....			
Ph. D./..			
Others			

### Research / Training Experience:

Duration		Institution	Designation	Nature of work
From	To			

4. Research Specialization:  
(Major Scientific Fields of interest)
5. Brief Resume of
  - a. Research work done by the proposer(s) in this or related fields:
  - b. List of publications relevant to the Present Project:  
(With title & complete reference)
    - i Thesis and related area:
    - ii In other areas (List may be appended separately)
6. Available Institutional facilities:
7. Facilities in equipment etc. available at the University/Institution for the proposed investigation.

8. Project(s) Completed

Title	Agency	Year of Completion

9. On Going Projects

Title	Agency	Duration	Year of beginning	Amount Sanctioned

**Signature :**

**Name &**

**Designation:**

**Date:**

**ACCEPTANCE CERTIFICATE FOR RESEARCH PROJECT/ STUDY  
PROPOSAL**

Name .....

No.....dated ..... Title  
of the Project.....

1. The research project is not being supported by any other funding agency.
2. The terms and conditions related to the grant are acceptable to the Principal Investigator and University/College/Institution.
3. At present, I have no research project approved by any other institutions and the accounts for the previous project, if any have been settled.
4. Principal Investigator Name.....
  - (i) His/her date of birth is.....
  - (ii) Age .....
5. The date of implementation of the project is .....

Principal Investigator

Head of Department/Institutions

**Utilization certificate**

Certified that the grant of Rs ..... (Rupees .....only) received from the State Planning Commission, Chhattisgarh under the scheme for support of Research/ Study Project entitled ..... vide State Planning Commission letter No. .... dated ..... has been fully/partially\* utilized for the purpose for which it was sanctioned and in accordance with the terms and conditions laid down by the State Planning Commission.

2. \*The balance amount of Rs ..... is paid back to the State Planning Commission vide instrument (cheque/ draft/money order/ NEFT ) no. .... dated ..... .

\*(strike out which is not related)

SIGNATURE OF THE  
PRINCIPAL INVESTIGATOR  
(Seal)

STATUTORY AUDITOR  
(Seal)



**PROFORMA FOR SUBMISSION OF INFORMATION AT THE TIME OF  
SENDING THE FINAL REPORT OF THE WORK DONE ON THE PROJECT**

1. TITLE OF THE PROJECT .....
2. NAME AND ADDRESS OF THE PRINCIPAL INVESTIGATOR .....
3. NAME AND ADDRESS OF THE INSTITUTION .....
4. STATE PLANNING COMMISSION SANCTION CUM APPROVAL LETTER NO. ....  
AND DATE .....
5. DATE OF IMPLEMENTATION .....
6. TENURE OF THE PROJECT .....
7. TOTAL FINANCIAL SUPPORT ALLOCATED .....
8. TOTAL FINANCIAL SUPPORT RECEIVED .....
9. FINAL EXPENDITURE .....
10. TITLE OF THE PROJECT .....
11. OBJECTIVES OF THE PROJECT .....
12. WHETHER OBJECTIVES WERE ACHIEVED .....
- (GIVE DETAILS)
13. ACHIEVEMENTS FROM THE PROJECT .....
14. SUMMARY OF THE FINDINGS .....
- ( IN 500 WORDS ) (kindly attach separate sheet)
15. CONTRIBUTION TO THE SOCIETY .....
- ( GIVE DETAILS )
16. POLICY IMPLICATION
- (GIVE DETAILS)

PRINCIPAL INVESTIGATOR