



Proposal Identification No
(To be allotted by PSF)

Submission of Research Proposal for PSF Financial Assistance under Competitive Research Programme

Type of Grant: _____

1. Title of the Project:

2. Field of Study: _____

3. Specialized Area of Research: _____

4. Relevant Industry onboard: _____

(Once the project is approved by the Technical Committee; an MoU/Letter of Intent/agreement will be signed between the Foundation, industry and the Principal Investigator with mutual consent and agreed level of contribution in cash or kind from the private sector industry/partner)

5. Principal Investigator:

Full Name		Name of Department	
Present Position		Name of Organization	
Present Job Status (Regular/TTS/Contract/Adhoc)		Date of Birth	
Highest Qualification		Nationality	
Field of Specialization		e-mail address	
Postal Address			
Fax		Telephone	
		Cell	

6. Co-Principal Investigator, if any:

Full Name		Name of Department	
Present Position		Name of Organization	
Present Job Status (Regular/TTS/Contract/Adhoc)		Date of Birth	
Highest Qualification		Nationality	
Field of Specialization		e-mail address	
Postal Address			
Fax		Telephone	
		Fax	

7. Industrial Collaborator: (attach his/her consent please)

Full Name		Name of Department	
Present Position		Name of Organization	
Present Job Status		Date of Birth	
Highest Qualification		Country	
Field of Specialization		e-mail address	

Postal Address					
Fax		Telephone		Fax	

8. Proposed Location of the project:

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9. Project Domain:

Product Development/Improvement	Pilot Scale Demonstration/ Production	Knowledge Generation
Process Development/ Improvement	Transfer of Technology	Environmental Protection
Methodology Development/ Improvement	Commercialization of Existing Technology	Any other (please specify)
Technique Development/ Improvement	Commercialization of New Technology	
Prototype Development/ Improvement	Entrepreneurship	

10. **Estimated Cost of the Project:** _____

11. **Project Duration:** _____

12. **Key Words of the Project:**

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13. Declaration:

It is declared that the information provided is correct. The project will be completed in stipulated time frame and budget provided. The outcome mentioned in the project will be delivered to PSF/parent organization.

Signature of Principal Investigator _____ Date: _____ Official Stamp: _____	Signature of Co-Principal Investigator _____ Date: _____ Official Stamp: _____
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14. Endorsements:

I have read this application thoroughly and endorse that:

- The facilities of the institution including personnel, infrastructure, equipment, utilities etc. will be available to the applicant as per requirement laid down in the proposal.
- The above named Principal Investigator is working in this institution as mentioned at serial No 5.

Signature of Head of Institution: _____

Date: _____

Official Stamp: _____

Project Details:

1. Project summary (not exceeding 300 words):

2. Socio-economic significance:

3. Specific objectives (bullet-wise):

4. Expected outcome (bullet-wise):

5. A brief account of work done internationally:

6. A brief account of work done in Pakistan:

7. Preliminary work done by the Principal Investigator within the proposed project:

i.
ii.
iii.

8. Related work already in progress/completed at your institution/collaborating organization:

9. Literature Cited:

10. Description of research methodology/techniques to be used including critical or difficult phases or factors and how these will be counteracted

11. Year wise plan of work

12. Gantt Chart (Chronological plan of activities):

Years	Months											
	1	2	3	4	5	6	7	8	9	10	11	12
Project Year-I												
Activity 1												
Activity 2												
Activity 3												

13. Activities to be performed by the Principal Investigator:

Sr. No	Activities
i.	
ii.	
iii.	

14. Activities to be performed by Co-Principal Investigator (if any):

Sr. No	Activities
i.	
ii.	
iii.	

15. Activities to be performed by industrial partner:

Sr. No	Activities
i.	
ii.	
iii.	

16. Planning matrix

Objectives	Inputs	Output	Outcome	Objectively verifiable indicator (OVIs)	Risks
Objective-I					
Objective-II					
Objective-III					

17. Method of transferring results

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18. Commercialization and benefits to the end-user:

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19. End-user/Industry/Institution/Agency/company involved/interested in adoption

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20. How long the project technology, information, model etc will take to be adopted by the end-user?

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21. What are the requirements of the project technologies for adoption and how easily these requirements can be met?

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22. Chances of patentability*: (Mandatory for Triple Helix and Consortium Research Grants)

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23. Existing institutional facilities

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24. Other sources of funds for this project, specially from the industry involved:

Donor Name	Time Frame	Cash/Kind	Amount in Rupees

25. Indicate, as per details required below, other research projects being conducted or previously undertaken by the Principal Investigator, if any.

Project Title	Duration with dates	Total Amount of Grant	Funding Agency	Present Status	Project outcome

26. Indicate, as per details required below, other research projects being conducted or previously undertaken by the Co- Principal Investigator, if any.

Project Title	Duration with dates	Total Amount of Grant	Funding Agency	Present Status	Project outcome

27. Research proposal budget:

TABLE-I

Estimated Cost of the Project in Rupees (Table-II to V)

Year:	Recurring (Salary/honoraria and allowances)	Non-Recurring (Equipment, Supplies and Materials)	Total
1st Year:			
2nd Year:			
3rd Year:			
Sub Total:			
Audit fee @ 2% or Maximum Rs. 20,000/-			
Grand Total			

Note: Audit fee will be admissible on total approved/authorized expenditure of entire project duration and will be paid with the Final Installment of the Project.

TABLE-II
Expenditure on Salaries and Allowances

Post & Scale of Pay	No. of Posts	1 st Year	2 nd Year	3 rd Year	Total
Honoraria -Principal Investigator (@ Rs.50,000/- per year) -Co-Principal Investigator (@ Rs.30,000/- per year)					
(II) Allowances: -Professional/Technical Personnel *(Research Associate) @ Rs.15,000/- to Rs.25000/- per month -Other Personnel					
(III) Travel within country: (a) For projects involving field work (b) Participation in conferences within country to present the project results					
Total:					

Note: * Rs.15,000/- if graduated or enrolled in M.Sc/B.S/B.Sc (Hons), Rs. 20,000/- if graduated or enrolled in M.S/M.Sc(Hons)/M.Phil and Rs. 25,000/- and Rs. 25,000/- if enrolled in PhD.

Please give full justification for the staff as well as for travel and for participation in conferences within the country

TABLE-III
Expenditure on Equipment, Supplies & Materials

Sr. No.	Item	1 st Year	2 nd Year	3 rd Year	Total
1.	Permanent Equipment				
2.	*Repair & Maintenance of equipment required for this project				
3.	Chemicals				
4.	Glass-ware				
5.	Stationery	10,000	10,000	10,000	30,000
6.	Literature	5,000	5,000	5,000	15,000
7.	Contingencies, Postage etc.	10,000	10,000	10,000	30,000
8.	Report Writing and Publications	5,000	10,000	10,000	25,000
4.	Advertisement Charges for the post of Research Associate	10,000	-	-	10,000
5.	Any other (Please specify item wise along-with description if not falls in above categories)				
Total:					

*If equipment is available and requires minor repair. Details of repairs along-with invoices may be provided

Note: * Committed participation from the industry should be mentioned either in cash or in kind. The value must be mentioned in the project budget in Rupees.

TABLE-IV

Receipts, If Any from Other Sources for this Proposal

Sources			
Year	(a)	(b)	(c)
1 st Year			
2 nd Year			
3 rd Year			
Total:			

TABLE-V

List of Permanent Equipment required for the Proposed Work

Sr.No.	Item:	Quantity	Approx. Cost
	Total:		

Note: Please give:

- i) Justification for each item of permanent equipment
- ii) Specifications of equipment.
- iii) Cost of Equipment to be procured be supported by proforma invoices

GUIDELINES FOR COMPLETION OF PROFORMA

Project Title: The project title should be short, crisp, clearly worded, self-explanatory and should reflect the nature of work being proposed.

Field of Study: It should indicate main field of proposed research work (e.g. Horticulture, Plant Pathology, Food Technology etc.)

Specialized Area of Research: It should clearly mention the specialized field of proposed research work (e.g. Postharvest, Nematology etc.)

Principal, Co- Investigator and International Collaborator: All the sections must be filled in especially contact details and present job status.

Proposed Location of the project: it should have name(s) of organization, labs or location of fields where project work will be conducted.

Project Domain: Please select one or more options whichever is applicable.

Project Summary:- The summary of the research proposal should include the need for proposed investigations, key issues to be addressed, objectives to be achieved, methodology to be employed and its socio-economic or other benefits (not more than 300 words)

Socio-Economic Significance: This section is very important and should elucidate the importance of the project for social and economic development of the country.

Specific Objectives: This section should contain bullet wise objectives of the projects to be achieved.

Expected Outcome: It should elaborate that what promising results this project will produce

A brief account of work done internationally: Detailed review of literature should be provided in support of proposal covering significant work done internationally

A brief account of work done in Pakistan: Detailed review of literature should be provided in support of proposal covering significant work done in Pakistan (if any)

Preliminary work done by the Principal Investigator within the proposed project: This section should contain information about the results obtained from preliminary research experiments relating to proposed work by the P.I.

Related work already in progress/completed at your institution/collaborating organization: This section should provide information of research work already conducted or being conducted of similar nature in grantee or collaborating institution.

Description of research methodology: In this section provide details of methodology and techniques to be used for proposed research work, elaborating the methods and techniques for each experiment and each parameter.

Gantt Chart: It should be prepared showing month wise project activities

Commercialization and benefits to the end user: This section should have information about the benefits of project results to end-user and how the project results/technology/ technique or process developed will be transferred to the end user.

Scientific Personnel: In addition to the Principal Investigator, who is a full time employee of grantee organization, a list of professional, technical and other personnel to be engaged in the project along with their qualifications, experience and duties should be given.

A post of full time Research Associate @ either Rs.15,000/-, Rs.20,000/- or Rs.25,000/- (fixed). per month is generally provided in all PSF projects if the candidate is simple M.Sc/B.S/B.Sc (Hons), or enrolled in M.S/ M.Sc (Hons)/ M.Phil and PhD respectively. Appointments of Lab. Attendant/Naib Quasid are not admissible. An allowance of Rs.1,200/- (fixed) per month is allowed for typing cum-accounts work. Part time Technician/Lab Assistant/Field Assistant, wherever needed, can be provided @ Rs.2,000/- p.m. (fixed).

Existing Institutional Facilities: The Pakistan Science Foundation assumes that institutions/organizations, where proposed research project is to be carried out, has the basic laboratory and library facilities. However, a list of general and specialized equipment related to the proposed research should be given.

Project Budget: It should be in the form of Table-I-V, which may be filled up according to the instructions given as under:

Honoraria and Salaries: The Principal Investigator and Co-Investigator, (if any), are entitled to Rs.50,000/- and Rs. 30,000/- per project year respectively. However, the honoraria are released and paid/drawn at the completion of each project year and subsequent submission and satisfactory evaluation of annual/final reports by subject experts. Annual salary estimates for technical and other staff should be based on admissible rates. Salary figures should be shown for only that period when an employee is actually expected to work on the project.

Travel within the country: Travel is admissible mainly for projects involving field work and for participation in conferences within-country for presenting project results once a year. Field work travel should be described by giving number of trips, purpose, tentative dates and places to be visited. The P.O.L/TA and DA should be worked out as per Government Rules. The travel is only allowed to staff directly involved in the project.

Permanent Equipment: The equipment costing a sum of Rs.500/- or more for each items and expected service life of one year or more, such as machinery, instruments and apparatus should be listed in Table-

V. The need for each item of permanent equipment should be specified and its cost be supported with proforma invoice from the Principal Suppliers.

The cost of Fixture/Fitting and construction/contractual services is not allowed.

Expendable Equipment: Expendable items include consumable special materials/ kits. etc. which are not covered under chemical or glassware or equipment.

Chemicals and Glassware: Budget allocation under these heads is made according to the nature of project.

Literature Reprints: An amount of Rs.5,000/- per annum is provided for the purchase of relevant literature reprints.

Stationery: An amount of Rs.10,000/- per annum is provided for stationery.

Contingencies: An amount of Rs. 10,000/- is provided for postage and unforeseen expenses.

Report Writing/Publication: An amount of Rs. 5,000/- in 1st project year and Rs.10,000/- in each 2nd and 3rd project years will be paid for reports writing/publications.

~~**Advertisement Charges:** An amount of **Rs.10,000/-** will be paid on account of advertisement charges for the post of Research Associate (in classified column of two National Dailies), once in project duration.~~

Other Allowable Cost: The Foundation would provide cost of publications of results achieved in the PSF supported projects, provided these are worth publishing. However, the funds for the purpose are not to be included in the project budget. Separate proposal in this respect is required to be sent to the Foundation for consideration.

Audit Fee: The Foundation will pay 2% of the total “authorized expenditure” as audit charges (**upto Rs. 20,000 per year**) to the institution concerned who may pay suitable remuneration to their auditors depending upon the volume of audit work involved in each project. **The audit charges @ 2% are not to be paid to the auditors as a matter of routine but at the end of the project.**

Note: Information required under each head/item may be provided in detail. Sketchy proposals with missing information will not be processed.