**Government of the Punjab**

**Planning and Development Board**

**R&D PROJECT PROPOSAL**

# Preliminary Information

|  |  |
| --- | --- |
| **Name of Institute** |  |
| **Focal Person:**  **Name:**  **Designation:**  **Address:**  **Tel. No:**  **Email:**  **Fax No:** | |

# Project Description

## Project Title

Name/Title of the proposed R&D project.

## Executing Department/Agency

Name of executing institute in the project.

## Target Industry / Group

Mention the specific target industry / group and beneficiaries.

## Project Duration (Gestation Period)

Mention the complete implementation schedule of project activities. Expected start and completion date.

* 1. **Project Cost**

Mention total cost of the project with breakup along with well-defined cost estimates. Detailed cost estimates to be enclosed with project document.

# Background of the Project

## Statement of Problem/Justification of the Project

1. Provide the explanation of the problem that has necessitated in the concerned industry / sector. Also state the current condition of the sector in Punjab through factual information and relevant data. The possible solutions that will address the industry / sector issues.
2. **Proposed solutions and options:**

a)

b)

c)

1. **Describe how the proposed solution has been derived :**

|  |  |  |
| --- | --- | --- |
|  | **Survey** | Provide details of the survey conducted (findings of the survey) |
|  | **Study** | Provide details of the study conducted |
|  | **Expert Opinion** | Provide findings of the expert along with details of the expert (Name, Designation, Organization etc) |
|  | **Consultation with Stakeholders and Concerned Departments** | Provide details of the stakeholders and concerned departments (e.g. Chamber bodies, local industries, business associations) |
|  | **Others (Please Specify)** |  |

## Project Objective

Project objectives must be ranked in order of importance, with the most important first. This will provide us a consistent basis for evaluating performance on project completion. Provide:

1. Short/medium term objective of the project:
2. Long term objective of the project:

# Financial Phasing Plan

|  |  |
| --- | --- |
| **Activities** | **Amount** |
| Quarterly activities planned for the project |  |

# Implementation Plan & Strategy

State the estimated period of implementation. The following plans will be provided in project documentation.

1. Time Management Plan
2. Human Resource Plan

# Impact in Quantifiable Terms (Impact of proposed research on teaching/training of manpower, institutional capacity building and on local industry; on economic development of national, regional and community development).

## Financial Analysis

Confirm the financial soundness of the project on the basis of the results of the financial analysis. The approach to financial analysis may vary depending on the type of project proposed. At the project level, the analysis must show the incremental financial benefits and costs to the entity, the financial rate of return, assumptions underlying the forecasts of financial benefits and costs.

At the entity level, the analysis must review the financial structure, efficiency and viability of the project entity, using **financial ratio analyses** and measurements against **industry comparators or averages**.

## Technical Analysis

Discuss the technical viability of the project and discuss the reliability of investment cost estimates, the realism (within acceptable margins of error) of engineering or other data used to estimate inputs and outputs, and the adequacy of allowances for physical contingencies and price increases during implementation. Also, discuss the relevance of technology to enable local maintenance and operation.

# Monitoring and Evaluation Framework

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Input | Activities | Output | Outcome | Impact |
| (Cost estimates for each component)  * List component inputs in terms of the **total cost** of each component. * For large complex projects, the costs of the subcomponents must also be mentioned. | Mention all the activities involved in the completion of the project. Describe the main contents of the project, its phasing and how to move from one phase to the next. | Mention the end product resulting from the completion of project activity. Also, mention:  * Output indicators **(quantity**, quality and time attributes) * Measures of **cost-efficiency** | Mention all the outcome indicators related to the results to be achieved by the end of the project implementation. | Also, mention the impact of the project on the particular sector in terms of quantity i.e. agricultural value added per worker, crop land as % of potential arable land, annual % growth in agricultural GDP per capita. |

# Risk Assessment and Risk Management Strategy

Risk identification and assessment is vital for any project. Therefore, project risk will be identified and assessed. A proper risk mitigation strategy will be provided in project documents as under:

|  |  |  |
| --- | --- | --- |
| **Risks** | **Risk Ratings** | **Risk Mitigation Strategy** |
| Assess the likely impact on project outcomes if risks materialize. Please describe only those risks that are likely to have a substantial impact. The department must list and assess the risk of failure associated with the non-achievement of a project’s stated: development objectives and/or project outputs. | Guidelines for Risk Rating are as follows:-  High Risk (H)—**greater than 75-percent.**  Substantial Risk (S)—**probability of 50 - 75 percent**  Modest Risk (M)—**probability of 25 - 50 percent**  Low or Negligible Risk (N)—**probability of less than 25 percent** | The department is also required to describe how risk mitigation will be addressed during project preparation. e.g.   1. Risk Transfer (Risk Transferring agency and mechanism) 2. Risk Sharing (Risk Sharing agency and mechanism) 3. Risk Reduction (Method and mechanism) 4. Risk Avoidance |

|  |  |
| --- | --- |
| Declaration/Certificate: It is hereby certified that:   1. Applicant is a full time regular faculty member (BPS or TTS) /Employee or is hired on contract not less than the project life. 2. Equipment(s) demanded for the subject project is / are not available in the University / Institute. 3. Subject project is genuinely novel and that there is no plagiarized material including self-plagiarism. 4. Applicant has never been blacklisted by HEC or any other funding agency. 5. Host University/Research Institute will provide complete support for the establishment & operation of this project, if funded by R&D Fund, P&D Board, and also provide other facilities including land, building, space, laboratories, machinery, equipment, transport, amenities including utilities and other services throughout the life cycle of this project. | |
| **Signature of Applicant** | **Signature of Co-Applicant** |
| **Signature with Stamp of Director (ORIC)/Research Office/Registrar Office**  **Signature with Stamp of the Head of Institution** | |

# Check list/ Have you filled/attached copies of all required documents?

|  |  |  |  |
| --- | --- | --- | --- |
| **Sr. #** | **Check list/ required documents** | **Tick (✔) Yes or No** | **Reference page No.** |
|  | Is applicant a full time regular faculty member (BPS or TTS)/Employee or on contact not less than project life? |  |  |
|  | Has the applicant never been black listed by HEC or any other funding agency? |  |  |
|  | Have relevant university authorities affixed signatures with date & stamps on the **Declaration Certificates?** (Section **9**) |  |  |
|  | Is industry support letter attached? |  |  |
|  | Is equipment demanded for the execution of the subject project not available with the University /Research Institute? |  |  |
|  | Have original Invoices / Quotations for permanent equipment been attached? |  |  |
|  | Have year-wise cost and quantities of each expendable item been given? |  |  |
|  | Have you provided a breakdown of project activities? |  |  |
|  | Have all fields of research proposal been carefully filled and counter checked by the applicant? |  |  |
|  | Have you prepared 02 sets of research proposal (Hard copies) along with soft/scanned copies **on Prescribed Application Form**? |  |  |

|  |  |
| --- | --- |
| Image result for government of punjab | **PlanniNG & DeveloPMENT BOARD**  **Government of the punjab** |

Research & Development (R&D) / Technical Support Fund for acadeMia

Instructions for applicants FROM ACADEMIA

The Research & Development / Technical Support Fund for Academia was approved at the cost of Rs. 1,497 Million in the meeting of the Provincial Development Working Party (PDWP) held on the 7th of May 2019 under the Planning & Development Board, Government of the Punjab. The relationship of the Government with Academia and Industry needs to be strengthened to fulfill the demand and supply gap related to new market - oriented solutions. There is growing gap in technological oriented innovative initiatives, catering the market needs. Moreover, the present system does not support Academia to work on evaluation, third party validation and other assessments and survey required to be undertaken. So, there is a need that Government must act as a bridge between Academia and Industry in Punjab for a knowledge-based economy where the Academic/Research Institutes in the programme will concentrate on certain R&D Activities to meet ends with the Industry.

|  |  |
| --- | --- |
| **Purpose and Nature** | Research grants are awarded on competitive merit for high-level and promising socioeconomic research projects to be carried out in Punjab by Academicians and Researchers from HEC Recognized Public & Private Sector Universities and Think Tanks in consultation with Government Departments , Private Sector including Business Associations and Chambers of Commerce & Industry. The objective of these grants are as follows:   1. To develop linkages between **private sector** & **academia** for **short term technical support.** 2. To **outsource** current and critical research topics to academia as a means of supporting **development of public policy**. 3. To **convert** research into practical, and where possible, **marketable applications** which will benefit the public and private sectors. 4. To **fill the gap** between **policy makers, academia and industrial leaders**. 5. To **enable** the fostering of new & innovative ideas through Universities & Research Institutes. 6. To **create** a **knowledge-based economy** and adopt **evidence based policy making.** |
| **Research Domain** | The Research Grants from R&D Fund will provide support for research projects in areas that focus on the natural resources of the province, local industry, import export potential and its contribution to the economy. Research grants are awarded, however, not restricted to the following broad categories:   1. Engineering/ Applied /Physical Sciences 2. Medical/Biological Sciences 3. Social Sciences/Management/I.T/ Humanities |
| **Duration** | A Research Grant will preferably be given to short termed projects of 1 Year Duration. Under special circumstances, the duration may be extended by an additional 1 Year. |
| **Eligibility Criteria** | The Applicant and Co - Applicant shall be a regular employee/faculty member of a public/private sector university or a research institute with sufficient research background. |
| **Approval Procedure** | 1. Submission of Program Proposals by Head of University Review Committee to R&D Unit, P&D Board 2. Review of Project Proposals by Project Technical & Review Committee (PTRC) and approval from Project Steering Committee 3. Award of Research Grants to Academicians & Researchers through relevant University |
| **Agreement** | * After the Research Grant is approved for funding, a written agreement will be signed between the P&D Board, the grantee (Applicant) and his/her University. The host University must administer the grant according to the agreement and provide laboratory space, and other facilities necessary for the project. Machinery and equipment purchased for the projects shall be property of the Universities after successful completion of the project. * The research output shall be a joint property of the Applicant / Co - Applicant and the university / research organization as per intellectual Property Rights (IPR) rules. * The Applicant / Co - Applicant in collaboration with the university / institution shall take practical steps for the practical implementation of the research output. * The Project(s) will be cancelled, if Applicant is not following the terms & conditions of the execution of the project as recommended by the Project Committees. |
| **Progress Report** | * Applicant is required to submit a short quarterly progress report along with funds utilization report of the project within fifteen days of the completion of each period. Progress report should highlight major achievements during the reporting period and completion of targets/goals as envisaged in the Proposal for the subject year. * The final report stating the objectives/goals major achievements, commercialization etc with financial statements shall be submitted to P&D Board, Government of the Punjab. |

|  |  |
| --- | --- |
|  |  |
| **Procedure to submit the proposal / How to apply:** | * Applications should be submitted on ‘**Prescribed Form/Application Form’** which may be downloaded from P&D Board website (www.pndpunjab.gov.pk) * Two (02) sets of hard copies along with soft copy of duly filled application forms must be submitted to R&D Unit, P&D Board. * Ethical recommendations, if required, may be provided in the form of letter of clearance obtained from relevant Institutional Ethical Review Committee. |
|  |  |
| **Guidelines** | **Application will not be entertained if**   * + Incomplete   + Not Received on ***prescribed form***   + Applicant is executing any HEC project whose completion is delayed by three (03) years.   + Applicant is currently executing or has submitted two or more projects simultaneously under R&D Fund.   + Applicant has been black listed by any funding agency.   + Application forms are not signed/countersigned/endorsed by head of institution, vice chancellor/Rector/Director.   + CV of Applicant or Co - Applicant are not attached.   + Quotations of required equipment are not attached. |