



## GUIDELINE-1

### Guidelines for Preparation of Research Proposals under SRDB Evaluation System

#### A. General Guidelines

1. Only those projects will be funded which fall under any one of the SRDB identified Research Themes (SRDB web site <http://www.srdb.gov.pk>)
2. The project must solve a problem faced by agriculture sector of Punjab identified by SRDB (SRDB web site <http://www.srdb.gov.pk>)
3. Any individual belonging to an institute/organization in public or private sector from any part of the world can apply for funding under SRDB Project Evaluation System. Private Research organizations must be registered/recognized entity.
4. The Project Manager (PM) must be stationed in any research organization/universities in the Punjab.
5. There is no limit on project cost but projects with costs less than rupees 10 million will be preferred.
6. No vehicle or civil work is permissible for funding under SRDB system.
7. Maximum period of funding will be 60 months which includes maximum 24 months for research and maximum 24 months for testing, adaptation, demonstration and commercialization with the stake holders. For the purpose of commercialization, collaboration may be sought from the relevant organizations.
8. Collaboration with foreign labs/institutions will be encouraged and project can fund overseas travel costs including per diem, lodging and boarding as per rules of the project submitting agency. In case of private sector organization, Govt. rules for Category II Officers shall apply. These travels must be specified in the project document with full justification.
9. Costs on durable goods must not be more than 20% of the project costs.
10. Project can fund to import some technologies (gene(s), inbred lines of commercial hybrids, germplasm, chemicals, and machines etc.), if justified and required to achieve the project goals.
11. Hiring of some Research Associates on contract basis will be allowed on the following rates, if justified.

Master degree in related field without any research experience	Rs.40,000 PM
Master degree in related field with 5 years research experience	Rs.60,000 PM
PhD in related field without any research experience	Rs.75,000 PM
PhD in related field with 5 years research experience	Rs.100,000 PM

These rates are inclusive of all allowances. Annual increment will be @ 7.0 % (equivalent to Govt. employees) of the starting pay. The hiring of Research Associates will be purely on contract basis and stands terminated automatically after expiry of the project. On the successful completion of the project, the project contract staff serving the project at the completion time will be paid one additional salary for each completed year of project service. The appointment of the Research Associates will go through normal competitive selection procedure by the selection committee constituted by the PM but the final selection will be approved by the Chief Executive Officer SRDB.

**NOTE:-The Research Associate shall be appointed as full time contract employee.**

**No student or any person employed anywhere else can be appointed as Research Associate.**

12. DPL shall be paid at the rate notified by the concerned DCOs of the respective districts. No DPL can be hired on monthly pay package. No skilled labour will be allowed in the project.
13. Project submitting organizations/universities/institutions will get 25% of the project costs as incentive for institutional development like improving labs, fields, stores etc.
14. The institutional scientists (non-project staff) involved in project activities will get 5% of the activity cost as personal incentive provided project activity(ies) are defined in the project document indicating the name of the scientist with activity cost.
15. The Project Manager will get 1% of the project cost as personal incentive in addition to his/her share in 5% of the activity cost in which he/she is involved.

## **B. Instruction for Completing Project Proposal Proforma**

### **1. Project Title**

(It must be concise and clear in explaining the objective of the project)

### **2. SRDB Theme Under Which This Project Falls**

(Give full name and number of the theme as given in the list of research projects identified under different themes).

### **3. SRDB Sub-Theme Under Which This Project Falls**

(Give full name and number of the sub-theme as given in the list of research projects identified under different themes.)

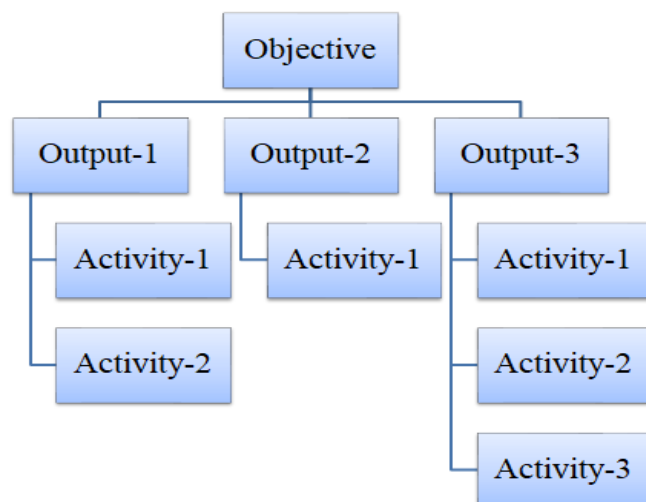
### **4. SRDB Project Group For Which This Project Match**

(Give full name and number of the project group as given in the list of research projects identified under different themes).

### **5. Objective of The Project**

(A mission statement: It is different from output(s). Examples of objectives are:

- a. Development of red rot resistant sugarcane variety.
- b. Control of whitefly in sugarcane.
- c. Increasing efficiency of phosphorous fertilizer in Sugar crops.
- d. Reducing post-harvest losses in Sugar crops.



## 6. Organization Submitting the Project

(An agreement will be signed with the organization after the approval of the project for its consent of using available resources for the project.)

## 7. Collaborating Organization (S)

(Sections/divisions/departments within one formation will not be considered as collaborating organization).

**Note: If your project has collaborator then following things should be component wise:-**

- i. Plan of work
- ii. Year wise activity
- iii. Gantt Chart

## 8. Project Manager

(Mainly responsible for executing the project and delivering the project outputs. For details of PM responsibilities, visit SRDB web site (<http://www.srdb.gov.pk>))

## 9. Collaborating Scientist(S)

(Scientists from the same institute/section/division/department etc. will not be considered as collaborating scientists)

## 10. Project Duration

- a. Maximum 36 months for research
- b. Maximum 24 months for testing and demonstration of technology for adaptation & Dissemination.

## 11. Date of Commencement

(May not match with the financial year but it must match with the project activity)

## 12. Total project Cost (million rupees)

## 13. Location of the Project: (Give place of project activities)

## 14. Background Information

### i. Problem to be addressed

(Explain the problem along with its extent/magnitude. If possible, the geographical location of area(s) facing the problem in Punjab be indicated. The period from which this problem is being faced may also be mentioned. Also explain the beneficiaries of the project outputs).

**ii. Relevance of the Project to the problem to be addressed**

(Clearly state how this project will help in solving the problem)

**iii. Literature review preferably for the last 5 years.**

(Synthesize the work already done on the problem, published or un-published preferably during the last 5 years. State how much or what aspect of the problem has been resolved and what remained unsolved).

**iv. Achievement(s) and related research in hand if any**

(It will be a plus point for the project if some work has already been done by the PM/ scientists/ institute. Clearly state the work done or material in hand for further use in the project).

**15. Project Plan**

**a. Scientific/technical methodology**

(This is the most important part of the project, hence due care should be taken to define methodology. Clearly explain the strategy/protocol/methodology to be used to solve the problem including statistical parameters to draw the proposed conclusions.)

**b. Milestone(s):**

(Clearly define the milestones during the project period separately for the objective, for each output and for each activity under each output. Also explain what indicators will indicate the achievement of a milestone(s), achievement date and scientists involved in each activity)

i. Project output could be more than one under one objective.

ii. Outcome of an activity is output. Examples of output are:-

- Sugarcane genotypes resistant to red rot.
- Data on effect of different cold storage temperatures on the shelf life of sugarcane juice.
- Activity is a study or experiment or a set of studies or experiments to be conducted to achieve a specific output.

**In the milestone matrix, all the activities shall be bifurcated on 6 monthly bases.**

**16. Project Staff Description:**

(Give CV of each scientist of main as well as collaborating institution involved in project activities on the prescribed format (SRDB web site <http://www.srdb.gov.pk>)

**17. Summary of the Budget (Million Rs.)**

(All incentives should be calculated on the basis of project cost including costs on import of technologies, cost on consultancies and management cost.)

**18. Budget Installments**

(Cost on equipment required for the project may be included in the installment proposed to be released before the equipment requirement date or in the 1<sup>st</sup> installment)

**19. International Consultancies**

(Will be funded, if justified on competitive rates only.)

## **20. International Travels**

(Will be funded, if justified at the rates applicable in the project submitting agency. In case of private sector organization, Govt. rules for Category II Officers shall apply. These travels must be specified in the project document with full justification.)

## **21. Import of Technologies**

(It will be funded if the imported technologies are well tested elsewhere and are not available or cannot be developed indigenously in reasonably short time and resources).

## **22. Commercialization and Benefit to End Users**

(The PM has to identify partners from public or private sector for commercialization and dissemination of technologies. He/she should elaborate the methodology/arrangements, costs and consent of the collaborating agency for adaptation or commercialization of the technology.)

## **23. Final Report Submission (Date)**

(SRDB web site <http://www.srdb.gov.pk>).

### **Award Process of SRDB Research Projects:**

