**SUGARCANE RESEARCH AND DEVELOPMENT BOARD (PUNJAB)**

**FULL LENGTH PROJECT PROPOSAL**

1. **Project Title**:
2. **Applicant’s Details:**
3. **Principal Investigator:**

Name:

Qualification:

Institution/Organization:

Present Position

Postal Address:

Telephone: E-mail:

1. **Co-Principal Investigator:**

Name:

Qualification:

Institution/Organization:

Present Position

Postal Address:

Telephone: E-mail:

1. **Other local team members:**

Name:

Qualification:

Institution/Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Postal Address:

Telephone: E-mail:

**3. Overseas Cooperating Scientist:** *(Attach Consent of Co-operating scientist)*

Name:

Qualification:

Institution/Organization:

Postal Address:

Telephone E-mail:

**4. Total Cost:** (Rs. Million):

Note: *(Annex detailed expenditure statement on Annexure-3)*

**5. Location:**

**6. Duration:** (Months):

**7. Background:**

**8. Issues to be researched:**

**9. Scope:**

**10. Justification:**

**11. Review of Literature:**

**12. Overall Objectives/ Goals:**

**13. Specific Project Objectives:**

**14. Plan of Work:**

1. **Objectives Wise Activities & Methodology:**

**Objectives 1: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Activities: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**1.1**

**1.2**

**Methodology Proposed:**

**1.1**

**1.2**

**Objectives 2:**

**Activities:**

**2.1**

**2.2**

**Methodology Proposed:**

**2.1**

**2.2**

**(And so on)**

**b). Year Wise Schedule:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Years** |  | **Months** | | | | |
| **1** | **2** | **3** | **4** | **5** | **6** |
| **Year-I (0-6 Months)**  Activities  I  II |  |  |  |  |  |  |
| **Year-I (7-12 Months)**  Activities  I  II |  |  |  |  |  |  |
|  |  |  |  |  |  |
| **Year-II (0-6 Months)**  Activities  I  II |  |  |  |  |  |  |
| **Year-II (7-12 Months)**  Activities  I  II |  |  |  |  |  |  |
| **Year-III (0-6 Months)**  Activities  I  II |  |  |  |  |  |  |
| **Year-III (7-12 Months)**  Activities  I  II |  |  |  |  |  |  |

**15. Logical Framework Analysis (LFA):**

|  |  |  |  |
| --- | --- | --- | --- |
| **Narrative**  **Summary** | **Objectively**  **Verifiable**  **Indicators (OVIs)** | **Means/Source of Verification (MOV)** | **Risks/**  **Assumptions** |
| **Narrative**  **Summary** | The quantitative and qualitative ways of measuring progress and whether project outputs; purpose and goal have been achieved. | The MOV is the information or data required to assess progress against indicators and their sources. | The assumptions identify which external factors are crucial for the success of the project. |
| **Goal/ Overall**  **Objective** | Measures (direct or indirect) to verify to what extent the Goal is fulfilled | Sources of data need to verify status of the GOAL level indicators. | Important events, condition or decisions outside the control of the project which must prevail the Goal. |
| The higher order objective to which the project contributes to overall economic development |
| **Project Purpose** |  |  |  |
| The change that occurs if the project outputs are achieved. The effect or impact of the project. | Measures (direct or indirect) to verify to what extent the Purpose is fulfilled. | Sources of data need to verify status of the PURPOSE level indicators. | Important events, condition or decisions outside the control of the project management necessary for the achievement of the Purpose. |
| **Outputs / Results** | Measures (direct or indirect) to verify to what extent the Outputs are produce | Sources of data need to verify status of the OUTPUTS level indicators. | Important events, condition or decisions outside the control of the project management necessary for the production of the Outputs. |
| Outputs refer to the tangible, specific and direct products (goods & services) products by undertaking a series of tasks 1 |
| **Activities** | **Inputs** | | Important events, condition or decisions outside the control of the project management necessary for the Start of the project. |
| The actual tasks required producing the desired outputs.  1.1  1.2 |

**16. Area of Linkages & Coordination with Overseas Cooperating Organization:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**17. State whether the proposal has been submitted to some other aid giving agency for financial support. If so, with what results?**

**18. Budget Summary:**

(Rs. Millions)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Sr. No.** | **Object** | **YEAR-I** | **YEAR-II** | **YEAR-III** | **TOTAL** |
| 1 | **Establishment Expenses (only honorarium)** |  |  |  |  |
| 2 | **Operating Expenses** |  |  |  |  |
| 3 | **Capital Expenses\*** |  |  |  |  |
|  | **Total:** |  |  |  |  |

\*Note: **After the completion of the project, the fixed assets will be the property of SRDB. However, the equipment etc. might be allotted to participating / cooperating institutions with fair justification.**

**19. Certification:**

It is certified that the above information is accurate and the proposal will be executed in accordance with the agreement with the Board. That I will complete the proposed work plan and the results / outcomes of the project will be shared with the Board.

**Principal Investigator:** **Co-Principal Investigator:**

Seal and Signature: Seal and Signature:

Name: Name:

Date: Date:

It is certified that this proposal has the concurrence and support of:

**Head of Department / Organization / Authorized Authority:**

(Seal and Signature)

Date:

**BUDGET INSTALMENTS:**

|  |  |  |
| --- | --- | --- |
| **Installments (Half Yearly)** | **(Million Rs.)** | |
| 1st |  |
| 2nd |  |
| 3rd |  |
| 4th |  |
| 5th |  |
| 6th |  |
| **Total** |  |

**BUDGET DETAILS**

(Rs. Million)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **SR.NO.** | **OBJECT** | **YEAR-1** | **YEAR-II** | **YEAR-III** | **TOTAL** |
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**Summary of Budget:**

1. **COMBINED FOR FULL PROJECT (RS. MILLION)**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Item of Expenditure** | **Research Phase** | | | | **Demonstration Phase** | | **Total** |
| **Year 1** | | **Year 2** | | **Year 3** | |
| **1st half** | **2nd half** | **1st half** | **2nd half** | **1st half** | **2nd half** |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **Sub-Total A** |  |  |  |  |  |  |  |
| Management cost |  |  |  |  |  |  |  |
| Incentives for Scientists (5% of the project cost) |  |  |  |  |  |  |  |
| Incentive for PM/TL (1% of the project cost) |  |  |  |  |  |  |  |
| **Sub-Total B** |  |  |  |  |  |  |  |
| **Total Project (A+B)** |  |  |  |  |  |  |  |

**Sign and Stamp by the Principal Investigator**

**Detailed Project Budget Plan:**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **No.** | **Item of Expenditure** | | **Budget for 1st year** | | | | | **Budget for 2nd Year** | | | | | **Budget for 3rd Year** | | | | | **Grand Total (Rs. Million)** |
| **Qty** | **U.C** | **T.C** | | | **Qty** | **U.C** | **T.C** | | | **Qty** | **U.C** | **T.C** | | |
| **1st Half** | **2nd Half** | **Total** | **1st Half** | **2nd Half** | **Total** | **1st Half** | **2nd Half** | **T.C** |
| **1** | **Remuneration of Temporary manpower requirement (Skilled / Unskilled/Research Associates)** | | | | | | | | | | | | | | | | | |
| **A** |  |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **B** |  |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **C** |  |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Subtotal (1)** | |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **2** | **Operating Expenses** | | | | | | | | | | | | | | | | | |
| **A** |  |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **B** |  |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **C** |  |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **D** |  |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **E** |  |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **F** |  |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **G** |  |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **H** |  |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **I** |  |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **J** |  |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **K** |  |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Subtotal (2)** | | **-** | | **-** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

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| **3** | **Overseas Travel** | | | | | | | | | | | | | | | | | | |
| **A** | Overseas Travel | | - |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Sub Total: (3)** | | | **-** |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| **4** | | **Machinery and Equipments:** | | | | | | | | | | | | | | | | | |
| **A** | |  |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **B** | |  |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **C** | |  |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **D** | |  |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Sub Total (4)** | | |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Total (1+2+3+4)** | | |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **5** | | **Operative Cost Not Covered Above** | | | | | | | | | | | | | | | | | |
| **A** | | Management Cost |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **B** | | Honoraria/Incentives for Scientists (5% of the project cost) |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **C** | | Honoraria for PM (1% of the project cost) |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Subtotal 5 (A+B+C+D)** | | |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Total Project (1+2+3+4+5)** | | |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

**Sign and Stamp by the Principal Investigator**

**INSTRUCTIONS FOR THE COMPLETION OF FULL LENGTH PROJECT PROPOSAL**

**1. Title:** Title should be brief, accurate and be self-explanatory.

**2.** **Applicant's Details:** (a, b & c) Principal Investigator will be responsible for   
implementation and will participate in it and Co-Principal Investigator will be provided only in the project involving inter-disciplinary research. In addition to the Principal Investigator, a list of professional, technical and other personnel to be engaged in the project along with their qualifications, experience and duties should be given. The Bio-data of Principal Investigator and Co-Investigator should also be annexed with the proposal to judge the competence of Investigators to undertake the proposed research. The consent of the Co-PI to carry out project activities may also be attached with the proposal.

1. **Overseas Cooperative Scientists**: Identify any Overseas Scientist willing to cooperate in the proposal i.e. those which will be directly involved in research in Overseas or those which will provide technical services for which no funds are required from GOP budget (a written consent may be attached). Also, elaborate how the linkages & coordination with cooperating organization will be strengthened. A written consent of the co-operative scientist may also be attached with proposal.
2. **Total Cost**: Mention total budget requirement according to the Annexure-2 and 3.
3. **Location**: Give details of Research Institute *I* Department and field locations where the work will be done.
4. **Duration:** Give time (Months) required for completion of the proposal. A maximum period of 36 months would normally be appropriate.
5. **Back ground**: Give a brief summary regarding the background of the issues to be addressed under the proposed project. Also, give a brief statement of prior work that supports the need to do this work and on which the work proposed in this application is based (if any).
6. **Issues to be researched**: A brief statement of the problems/issues to be researched and its significance for sustainable agriculture and explain how the proposal is important to the society.
7. **Scope:** Indicate the scope of the project.
8. **Justification**: The proposal should be well oriented and well-focused for finding a solution to a problem. Please also review the similar work being done elsewhere or already done; particularly in Pakistan and that there is no duplication. Attach detailed/updated **Review of Literature &Research Publications** carried out by the Pl over the past **5 years**.
9. **Goal/Overall Objective**: Goal refers to the sectoral or national objectives which the activity is designed to contribute to, e.g. increased incomes, improved nutritional status, and reduced crime. The goal helps set the macro-level context within which the activity fits, and describes the long-term impact that the activity is expected to contribute towards (but not by itself achieve).
10. **Specific Project Objectives**: Objective represents the desired future situation giving solution to the identified problems. An objective can be ***S-M-A-R-T Specific, Measurable, Accurate, Realistic, and Time bound*** e.g. wheat production increased *to 10% by the end of 2017.* Please do not give statements like, "it will increase agricultural production in the country."
11. **Plan of Work**:

a) ***Objectives wise Activities* &*Methodology****:*

Briefly state the Objectives wise major activities & methodology to carry out those activities. Brief description, of the research methods to be used and details and type of data to be collected and analyzed may also be provided.

b) ***Year Wise Schedule****:*

For schedule of activities use a Gantt chart format (Bar Chart). It is valuable to break the activities up into specific tasks, which can each be assessed for outcome and linked to proposal's objectives and benefits.

**14.** **Logical Framework Analysis**: It is an instrument for making plans, analyses, assessments, follow-ups and monitoring & evaluations of projects or programs.

* **Goal**: *State the long-term social and/or economic (impact) benefits to which the project will contribute, and describe why the project is important for the beneficiaries and for the society.*
* **Purpose**: *What the Project is committed to achieve within the agreed   
  timeframe. It states the expected outcomes, or direct effects, of the project. These are the benefits which the beneficiaries derive from the project.*
* **Outputs/ Results**: *States the service(s) the beneficiaries will receive from the project. What the project will be responsible for delivering. Outputs refer to the tangible specific and direct products (goods and services) produced by undertaking a series of tasks as part of the planned work of the activity. Examples might include: irrigation systems or water supplies constructed, areas planted/developed, buildings or other infrastructure built, policy guidelines produced, and staff effectively trained.*
* **Activities**: *The specific actions or set of tasks to reach one or more results (or objectives). Activities do not need indicators.*
* **Inputs***: Inputs refer to the resources required to undertake the work program and produce the outputs, e.g. as personnel, equipment, and materials. However, inputs should not be included in the matrix format.*
* **Verifiable Indicators:** *Indicators are measures of progress used to assess progress towards meeting stated objectives. An indicator should provide, where possible, a clearly defined unit of measurement and a target detailing the* ***quality, quantity and timing (QQT) of expected results.***

**Quality:** *The kind (or nature) of the change.*

**Quantity:** *The scope (extent) of change i.e. by how much, how many.*

**Time:** *By when the change should have taken place.*

* **Means/Source of verification**: *Means of verification should clearly specify the expected source of the information.*
* **Risks/ Assumptions**: *An assumption is a positive statement of a condition that must be met in order for objectives to be achieved but over which activity managers may have no direct control, e.g. price changes, rainfall, land reform policies, non-enforcement of supporting legislation.*

**15. Overseas Linkages & Coordination with Cooperating organization**: Project having provision of overseas cooperating scientist may elaborate how the linkages& coordination with cooperating organization will be strengthened.

**16. State if the scheme has been submitted to some other aid giving agency for   
financial support**, **if so with what results**? The investigators often submit their proposals to more than one funding agency. It is therefore appropriate to provide the information to avoid any complication.

**17.** **Budget Summary:** This contains only the two lines summary items of funds required from the Board. Full budget details are required according to the Annexure-3.

1. Include a brief justification for the purchase of any capital equipment item over Rs. 10,000/-and for any overseas travels requested. Operational cost includes Research Fellow / Contractual Staff, Supplies / Materials, Transportation of Goods, Travel Cost (Both domestic and international); Rents, Contractual Services, Indirect Cost, DPLs, Honoraria etc. Capital cost includes permanent research equipment etc. and should not exceed 40% of the total cost. Building construction is not an item covered by the grant program.

18. **Certification:**

It is certified that none of the project activity as mentioned in the milestones is being funded by any other funding agency. In case any of the project activity is funded during the period of project implementation, same will be communicated to SRDB and the budget released by the SRDB on that account will be refunded.

Project Manager and Team leader(s)

It is also certified that none of the project input(s) has any IPR related issue and the PM has the rights to use for commercialization. It is further certified that SRDB, host institution and collaborating Institute(s) will have equal and independent IPR rights of any output/ outcome of the project.

Project Manager and Team leader(s)