

PROFORMA FOR SUBMISSION OF PROPOSAL on i-STED *
(Call for application during F.Y: 2016-17)

**Kindly note the following :-*

1. Proposals of i-STED are accepted only against announcement on call for applications usually during Jan/Feb every year.
2. **Last date of receipt of i-STED applications complete in all respect against the latest call in the current year is 16.1.2017.**
3. Please read the Program details and refer FAQs before filling up the application.
4. i-STED proposals to be submitted should be designed and implemented in a manner which delivers and shows visible and quantifiable impact in the new entrepreneurship development activity through deployment of innovative technological solutions and interventions in the chosen geographical area(s).
Projects aligned with national initiatives of Make in India, Digital India, Clean India, Healthy India , Start up India
5. The i-STED proposal submitted by an Indian Organization/ Institutions having not for profit legal status or institutions promoted by national financial institutions, banks and Govt. Organizations, State level Technical Consultancy Organisations(TCOs) with high credibility evident from quality of work done and in successful execution of various technology oriented entrepreneurship development and enterprise nurturing programmes would be the aspired applicant category to be considered by the Department. The applicant organization should have adequate capabilities, capacity and expertise to undertake the i-STED project. The applicant may possess the following.
 - Fully developed and operational infrastructure for training in entrepreneurship/select technology domain, technology validation, demonstration in the proposed region, Infrastructure includes training halls, demonstration space, computing facilities, Audio-visual classroom facility etc.
 - Fulltime competent team with trained manpower in the selected area of technology
 - Sufficient experience of working in the domain of scaling innovations and promotion of innovation based enterprises

Eligibility Conditions(All four conditions are mandatory) :

- **Operational Experience** : Organisation should be in operation for atleast 3 years as per the date of registration/establishment
- **Financial Position** : Minimum Annual Turnover of Rs. 50.00 lakhs reflected consistently as per the balance sheet of last three financial years
- **Domain Experience** : Min. 3 years in Execution of projects on scaling innovations (process, product, services) and popularization through entrepreneurship and enterprise promotion
- **In house Expertise** : Full time Team with qualified professionals having essential work experience in the innovation and entrepreneurship promotion . Experience in scaling up innovation and entrepreneurship as per local needs and market related activities would be desirable.

Proposal summary (limited to maximum 500 words)

Project Summary should include Statement of the Proposal with the help of following details in a single paragraph .

Title of the project , purpose/ objective , **The need**, Gaps /challenges identified , **Types of innovations identified as solutions**, the value addition to be provided vis a vis available solutions approach who would provide validated innovations i.e list the name of public institution from which the technology is being sourced, Implementation area(s)/ region, , Business Model of the Innovation and Entrepreneurship Development Framework, Time Frame, targeted Outcome and likely impact, Budget and support from DST.

Detailed Application Format (Items A-J)

Note: Please provide documentary proof of the details as separate annexures; also refer Annexure 1 for mandatory documents to be submitted along with proposal.

A. Applicant Organization Details(Item no. 1-7)

1. Name of the Organisation/ lead organization (in case of consortium or group , annex details of each organization similar to lead organization) :
Registered address:
Phone :
Fax :
E-mail:
2. Type of organization (Govt. R&D, educational, technical institution, Technical consultancy Organisations/ sec 25 or Section 8 companies/ not for profit organizations etc.)
3. Date of Registration /establishment (In case of Society/ trust etc.):
4. Whether registered on NGO Darpan Portal of NITI Aayog?
If yes, the give its Unique ID No.:
5. Name & designation of the Head of the Organisation
6. Details of Core team/staff employed full time :

S.No	Name	Age	Educational Qualification	Designation with Roles and responsibilities	Date of joining the organization	Experience in area of entrepreneurship, technology management Remarks , if any

7. Infrastructure and Facilities

S .no.	Space / class room/ training halls etc.(give area in sq. ft)	Computing facilities/ AV facilities , area and indicate equipments	Workshop facility /technology thrust area facility (area in sq. ft and major equipments)	Remarks , if any

B. Work Track Record of the applicant (Item no. 8-9)

8. Nature of experience in scaling technology/ R& D outputs in market, innovation promotion and commercialisation and entrepreneurship development only through details of top 3 completed and ongoing Projects over Rs. 10.00 lakhs during last three years.(**list top 3 projects only**)

S.No.	Title of the Project /	Outcome	Sanctioning org and Amount sanctioned in Rs. lakhs	(Attach a brief note as a separate annexure stating the amount received, Start date, Completion date, Current status, Project leader, the role played by the organization and the outcome of each of the ongoing/ completed project)
1.				
2.				
3.				

9. Formal Linkages with relevant institutions /bodies (wherever applicable):

Linkages with R&D Labs, Technical Institutions, Training, Certifications and Accreditation Organizations (Only with formal agreement/ MOU)	Give details of MOU indicating nature of alliance/partnership and achievements
Technology Commercialisation and Linkages with industry/ industry associations/ bodies etc. (Only with formal agreement/ MOU)	Give details of MOU indicating nature of alliance/partnership and achievements
Linkages with financial institutions/ banks etc. (Only with formal agreement/ MOU)	Give details of MOU indicating nature of alliance/partnership and achievements
Linkage with other Govt. Organizations	Give details of MOU indicating nature of alliance/partnership and achievements

C. Statement of the project (Item no. 10-15)

10. Project Objective/ Purpose

11. Highlight the need, Gaps /challenges identified (give source: survey, analysis, published reports)

12. Innovative solutions proposed (process, product, services)- Is it linked to any national initiative i.e **Make in India, Digital India, Clean India, Healthy India , Start up India**

13. Scaling Innovations through Entrepreneurship Development and new Enterprise creation (Give Business Model to establish commercial viability- how the business built around innovation would make money)

14. Target Geographical area/ region for project implementation and basis of selection of the locations

15. How the proposed i-STED would clearly impact the region in 5 years time frame. Specify in 50 words.

D. Sourcing of innovative solutions/new technologies (Item no. 16-17)

16. Source of technology solutions/products/provider (In house/acquired, if acquired/ licensed, pl. provide complete details with terms and conditions of agreements from public institutions/public R&D Lab)
17. Working collaboration envisaged with other R&D, technical bodies, markets if any with documentary proof. Indicate their role and responsibilities in overall implementation

E. Operational Plan to attain program objectives (Item no. 18.1-18.6)

18. Operational plan / operating model

Please indicate the details of the overall operational plan for 5 years. The plan should include project broken in sub parts with each sub part having a defined road map with a clear strategy, set of activities with roles and responsibilities of designated staff/team, large scale ,sensitization , capacity building , internal monitoring arrangements etc with time lines and target.(Note: Some suggestive guidelines are indicated below). This will be helpful to indicate how DST funding will be used in fulfilling the requirements and in achieving sustainability of the proposed plan.

18.1 Popularisation of Technology based innovative Solution to target group – Innovation outreach road map (with strategy and key activities) , indicate use of ICT tools and Demonstration facilities for skilling and training

18.2 Scaling innovative tech solutions through Entrepreneurship - road map with proposed business model(s) for each innovative solution(Indicate Business Plan for 5 yrs for each Technology area built around the business model selected from the perspective of attracting new entrepreneurs)

- Cost structure of setting up a minimum viable enterprise
- Arrangement of funds
- Revenue stream, break even and profits

18.3 . GANTT Chart of key activities of entire project

18.4 .Year wise activity plan with targets

18.5 . Internal Monitoring Mechanism involving local communities, bodies and authorities

F. Resource requirement and Financial Plan(Item no. 19-21)

19. Budget (Restricted to Rs. 300 lakhs for 5 years)

Please indicate the critical resources and financial parameters proposed to execute the project proposal . Indicate details of the Operating/recurring Expenses for the project for the entire project duration .(kindly specify in detail the list of discrete annual fixed and recurring expenses for smooth running of the project).

All the supporting documents should be attached as Annexures. (Give Justification of each budget head)

Sl. No	Item	Year I	Year 2	Year 3	Year 4	Year 5	Total
I. Operating Expenses /Recurring Head for executing the entire project							
1.	Dedicated manpower						
2.	Travel						
3.	Marketing and linkages						
4.	Scaling and Popularisation, sensitization capacity building, promotion of innovation, business model and entrepreneurship						
5.	Documentation and Reporting						
6.	Contingency with added communication tools						
7.	Overheads						
8.	Any other component with proper justification						
	Total (IA)						
Technology : Cost of Acquisition, demonstration, deployment and training							
II A. Capital Head (In Rs. Lakhs) #Limit restricted to < 20% of the total project cost							

9.	<ul style="list-style-type: none"> Acquiring Technology Deployment and demonstration of Technology: Common Facility Center (Only essential equipments with justification) 						
	TOTAL (IIA)						
	GRAND TOTAL(IA +IIA)						

19.1. Details of total manpower requirement with justifications as a separate Annexure,

19.2. Assumptions, if any

20. Means of Finance (Indicate details of any funding arrangement from host organization or from other sources other than existing infrastructure and also funds proposed from DST).

***Note: In case of capital expenses, (20 %) of the total budget is to be met through their own resources /arranged by organizations in case of applicant organization being other than public funded organization**

S.No.	Item	Budget proposed (In Rs. Lakhs)	Funding proposed/arranged (In Rs. Lakhs) by Implementing Organization	Funding proposed/arranged (In Rs. Lakhs) by DST
1.	Capital –Acquiring Technology solutions		# of capital head and *Refer Note Above 20% of the cost	80% of the cost
2	Capital -Common Facility Centre -Demonstration and Deployment		# of capital head and *Refer Note Above 20% of the cost	80% of the cost
3	Operating/recurring for 5 years			
Total				

21. Year wise Funding requirement from DST

S.NO.	Year 1	Year 2	Year 3	Year 4	Year 5	TOTAL
Capital						
Recurring						
Total						

G. Outcome and Impact (Item no. 22)

Proposed Outcome and Impact to be created in terms of following:

- *Application of S&T based innovative solutions*
 - No. of scalable innovations taken up under the project
- *Skilling and Human resource development*
 - No. of persons trained through Outreach/popularization of innovations /Skill Enhancement /Capacity building
- *Scaling up innovations and Entrepreneurship Development*
 - No. of new entrepreneurs to be nurtured
- *Socio-economic and Environment development*
 - Jobs to be generated (Direct and In-direct)
 - Wealth to be created
 - Impact on quality of life of people in the location/ region
 - Impact on environment (specify by quantification on effect on air, water, soil etc)

23. Year wise Targets to be achieved (Note- Indicate targets based on likely attainable projections and listing of assumptions* to justify the projections of targets as per the table given below)

*** 23.1 LIST OF ASSUMPTIONS**

1.

2.....

23.2 Year-wise targets to be attained

S.No.	Targets	Year 1*	Year 2*	Year 3*	Year 4*	Year 5*	Total
1.	Identified Innovative solutions for enterprise development						

2.	Popularisation of innovation /technology (capacity building of no. of persons)						
3	Projected New registered Enterprise creation (Also indicate Existing registered Enterprise Assisted for improved performance)						
4	Average turnover /enterprise*						
5.	Projected Direct jobs Generation *						
6.	Average revenue generation /job*						
7.	Specify Overall Impact on environment and quality of life of people in the implemented locations, if any *						
OVERALL IMPACT (To give a broad picture of overall impact in 5 years in the region as compared to existing situation)							

H. Assessment of in house Project Execution capabilities(Item no. 24-29)

24) Name, Designation & Address of the Nodal officer for the project with Qualification and relevant experience (Attach a brief bio-data)

25) Credibility and visibility of the applicant organization in the state and in the country, give website and affiliation details if any

26) If any activity has been done in the proposed region/ in proposed trade/ industry sector prior to submission of this proposal by the Organisation, the details may be given in brief.

27) Highlight two major strengths and challenges of the applicant organization capabilities in executing project.

28) Any other significant achievements if any, may be reported in brief in not more than 50 words.

29) Bank Account details of the Applicant Organisation:

Name of the Account Holder	
Name of the Bank	
Branch Address	
Bank Account Number	
IFSC Code	
MICR Code	

I. Set of documents to be attached with proposal(i-xi)

- i. Documents evidencing legal existence of your entity (s) e.g. Certificate of Incorporation / Registration / License under Section 25 of the (Indian) Companies Act, 1956 etc.
- ii. Full details of the governing council members / board of directors/ management team looking after day to day affairs of your entity(s) along with documentary evidence supporting the same like register of directors / return submitted with the authorities etc.
- iii. Details of registration with tax/other authorities for the purpose of exemptions, if any
- iv. Address of the registered office/ corporate / branch offices along with documentary evidence like copy of the registration certificate of the company, lease deeds, property papers etc.
- v. Provide tax and/ or other applicable statutory returns / reportings filed/ made with the government authorities for the last three years or since existence whichever is later along with relevant corporate progress and financial reporting documents like Balance Sheet/ Profit and Loss Account/ Statement of Expense etc
- vi. Confirmation certificate in original signed by the head of the applicant entity such as Managing Director/ Chief Executive Officer/ Chairman confirming compliance with all applicable laws including but not limited to labor laws, environmental laws, tax laws, industrial laws, along with applicable supporting documents.
- vii. Copies of minutes books of the meetings of the governing council / board of directors/ trustees/ shareholders/ members for the last three years or since inception whichever is later
- viii. A consortium agreement, if applicable
- ix. CV's of project execution team
- x. Soft copies of technical and financial proposal (including excel sheets) in CD Please note that a Non-Government Organization has to be registered under Societies Registration Act or other appropriate Act. It should have Science based goals as main or important part of its aim & objectives as clearly given in its Memorandum of Association.
- xi. Certificate from the Head of applying organization(format attached)

J. CERTIFICATE

ENDORSEMENT FROM THE HEAD OF THE INSTITUTION

1. We have gone through and agree to abide by the terms and conditions of the NSTEDB/DST grant.
2. We have not submitted, nor do we intend to submit this, or a similar project proposal, to any other agency for financial or other support. In case we get the support, we will keep the DST informed.
3. We undertake to submit progress reports, statement(s) of accounts, utilisation certificates, etc. as required.
4. Certified that Dr/Shri/Smt is the Project Director of the proposed _____Project. The Project Director will assume the responsibility of fruitful completion of the project.
5. Certified that the hardware, other basic facilities and such other administrative support required as per terms and conditions of the grant, will be extended to the Project Director throughout the duration of the project.
6. Our agency assumes to undertake the complete financial and other management responsibilities of the project, and will ensure compliance with the terms and conditions laid down.
7. Certified that the Society/Organisation or any of its functionaries is not and has never been involved/implicated in any corrupt practices.
8. If any of the above statements found to be incorrect by the NSTEDB/DST at any point of time, the organization takes the responsibility to refund the entire amount released by the NSTEDB/DST.

Date

Place

Name & Signature of the

Head of Agency

K. Additional Information : General Terms and Conditions of DST to be followed after sanction of the project

1. The grantee organization will maintain separate audited accounts for the sanction and the amount of **grant will be kept in a bank account earning interest**. The interest earned should be reported to DST while submitting the Statement of Expenditure/Utilization Certificate. The interest thus earned will be treated as a credit to the institute to be adjusted towards further installment of the grant.
2. **Instructions for registration under Central Plan Scheme Monitoring System for grantee institutions only (CPSMS):**

As per latest instruction by CGA, the proposer agency/institute/organization organization has to register in CGA website, at <http://164.100.12.147/CPSMS>. as per the instructions given below:-

1. Visit the Central Plan Scheme Monitoring Portal at <http://164.100.12.147/CPSMS>
2. Click on Agency: Register
3. Fill the Form completely
4. Take a print of the filled-in form by right clicking on the form
5. Sign it, put the official stamp and send it to the Dy. Controller of Accounts, DST and the undersigned at the earliest by post as well as by email.

Agencies have to select SCIENCE & TECHNOLOGY PROGRAMME FOR SOCIO ECONOMIC DEVELOPMENT [1011] in the Scheme for NSTEDB programmes. [In case of any doubt or any clarifications, you may please contact Controller of Accounts, DST.]

Part II

Besides this as per the latest directive form the finance department of the Department of Science & technology (DST) for electronic transfer of funds-RTGS. The proposing agencies/grantee organizations have to submit the following details along with the proposal for facilitating e-payments:

Account Holders name/designation
Name of the Bank
Bank Account number
IFSC Code

3. **Requirement of Bond: A Surety bond to be submitted on a non-judicial stamp paper (at least for Rs. 50/- or higher), in case the project is sanctioned.**
4. **Submission of Utilization certificate (UC) and Statement of Audited Expenditure (SAE) .**

At the end of each financial year, the organization has to submit the Utilization certificate for the grants-in-aid received for the previous financial year along with audited statement of expenditure. (The format of UC & SAE are given along with sanction order.).

5. Annual Progress Report

Each organization has to submit annual performance report which includes financial progress as well as comprehensive project progress vis-à-vis the proposed target for reporting period.

The subsequent release of grants-in-aid will depend on the performance of the project and subject to achievement of the project targets/ milestones.

S.No.	Targets	Year
1.	Identified Innovation Pool for enterprise development	
2.	Popularisation of innovation /technology (capacity building of no. of persons)	
3	Projected New Enterprise creation (Also indicate Existing Enterprise Assisted for improved performance)	
4	Projected Direct jobs Generation	
5.	Projected In-Direct jobs Generation	
6.	Average turnover/enterprise and average revenue generation /job	
Total Impact		

6. Project completion Report:

At the end of project duration, a final consolidated report has to be submitted by the implementing agency