**GUIDELINES FOR PREPARATION OF DETAIL PROJECT PROPOSAL**

(Submit 4 hard copies along with a soft copy)

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

**2.** **Applicant’s Details:** (a, b & c at Sr. No. 2) Principal Investigator with the help of Co-Principal Investigator will be responsible for implementation and will participate in it. 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. Attach a list of research publications carried out by the **PI** during the last 5 years. The consent of the Co-PI to carryout project activities may also be attached with the proposal.

**The Co-Principal Investigator** may be from the discipline of the Principal Investigator and must be from the University of Agriculture, Peshawar. The projects without Co-PI will not be considered.

**3. Total Cost:**  Mention total budget requirement according to the Budget details

**4.** **Location:**Give details of Institute/Department and field locations where the work will be done.

**5. Duration:** Give time (months) required for completion of the proposal. The period should not exceed 36 months under any circumstances.

**6. GENERAL**

**a) *Existing Situation:*** Provide a statement of the problem and significance of the project for demonstration and transfer of latest technology in the field of agriculture. Give a comprehensive statement of prior work done by PI, which supports the need to do this work and on which the proposed work is based. Please also review the similar work being done elsewhere or already done, particularly in Pakistan and ensure that there is **no duplication**.

***b) Justification:*** Give justification of the proposed project explaining how the proposal is important and beneficial to the society. The proposal should be well oriented and well focused for finding a solution to a problem.

***c) Scope & Issues and your approach to address them:*** State the targeted issues and subjects in relevance to the proposed project and the approaches that will be used.

**7. THE TECHNOLOGY**

***a) Give brief overview of the technology to be transferred.*** Describe about the said technology and its potential to the enhancement of agriculture production in the country.

***b) If tested earlier,*** give a statement of practical application and results/achievements obtained regarding the use of this technology?

**8. Objectives:**Objectives represent the desired future situation giving solution to the identified problems. The objectives should be specific and in quantitative terms. Please do not give statement like, **“it will increase agricultural production in the country.”**

**9. PROCEDURES**

**a) Methodology:** Detailed description of the methods to be used. It is valuable to breakup the activities up into specific tasks, which can each be assessed and linked to proposal objectives. Give details of the type of data to be collected and analyzed/statistical methods.

**b) Time frame and modes of documenting:** Describe the modes of documenting different steps of implementation and achievements of the project i.e., audios, videos, pictorial, demos, questionnaires, interviews, etc. and at what time?

**10. Plan of Work**: State the major activities year-wise and their location and the researcher/scientists responsible. For schedule of activities, use a Chart (example at Flag-A).

**11. State if the project has been submitted to any other funding 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.

**12.** **Give detail of other projects separately being run by the PI and Co-PI. along with the status of the project i.e. its duration (from-to) and responsibility as PI or Co-PI.**

*This information is required to assess the pre-engagement of the scientists and to ensure their maximum availability to run this project smoothly.*

**13.** **Budget Summary:** This contains only the three lines summary items of funds required from the EFS. Full budget details are required according to the given format.

* **Operating Expenses:** These includes Honoraria, TA/DA to officers/staff, travel cost, transportation of goods, supplies/material, rents, repair & maintenance, contractual services, DPLs, research fellow/contractual staff, cost of technology dissemination etc. The proportion of this component should be not less than 80% of total cost
* **Capital Expenses:** Theseinclude permanent equipments etc. EFS discourages the purchase of capital items. However, if unavoidable, the cost should not exceed 20% of total cost. Give detail of capital items on the given format. Include a brief justification for the purchase of any capital equipment/item.

**14. Certification:** Self explanatory.

**15. Endorsement:** *In case of faculty members from UAP, endorsement is required from the Dean/Director concerned and Director, ORIC. In case of applicants from outside the UAP, endorsement from the Head of Institution/organization and Director ORIC (where applicable) is required).*

**Literature Cited:** All the references cited in the text should be enlisted in alphabetical order following “Author-Year-Title-Source” System.

**Annexure TT-B**

|  |  |
| --- | --- |
|  | THE UNIVERSITY OF AGRICULTURE, PESHAWAR, PAKISTAN **ENDOWMENT FOR TRANSFER OF TECHNOLOGY**  Phone: 091-9218500, Ext:3161 |

*Proposal Identification No*

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |

*(To be allotted by UAP*)

**COMPLETE PROJECT PROPOSAL**

**1. Project Title: \_\_\_**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**2. Applicant's Details:**

***NOTE: (Only regular faculty members/researchers/scientists of all public entities which demonstrate needed research and development (R&D) capabilities in the relevant field and financial responsibilities may apply).***

1. **Principal Investigator**:

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Qualification:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Present Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Status (*Regular/Adhoc/Contract*): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Postal Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Mobile: \_\_\_\_\_\_\_\_\_ Fax: \_\_\_\_\_\_\_\_\_\_\_E-mail: \_\_\_\_\_\_\_\_\_\_\_\_

1. **Co-Principal Investigator:\_**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(Information as above)*

1. **Other local team members** *(if any, information as above)***:**

**3. Overseas cooperating Scientist/Organization:**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Qualification: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Postal Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fax: \_\_\_\_\_\_\_\_\_\_\_\_E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

**5. Project Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**6. Project Duration** *(months)***: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**7. GENERAL**

**a) What is Existing Situation?**

**b) What are the scope and issues to be addressed and your approach to address them?**

**c) Give Justification of the project.**

**8. THE TECHNOLOGY**

***a) Give brief overview of the Technology to be transferred***

***b) Have you practically tested these methods earlier? If, yes, where?***

**9. OBJECTIVES:**

**10. PROCEDURES**

***a) Methodology, Quantitative and Qualitative parameters along with time frame to gauge the effects of your intervention?***

***b) Time frame and modes of documenting different steps of implementation and achievements of the project?***

**11. PLAN OF WORK:**

**a) Activities:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Year** | | **Activities** | **Location** | **Researcher responsible** |
| 1 | 1st half |  |  |  |
|  | 2nd half |  |  |  |
| 2 | 1st half |  |  |  |
|  | 2nd half |  |  |  |
| 3 | 1st half |  |  |  |
|  | 2nd half |  |  |  |

**b) Schedule of activities in form of a chart (sample attached at Flag-A).**

**12. State if the project has been submitted to any other Funding agency for financial support. If so, with what results?**

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

**13. No of projects being run by:**

**a) PI**

|  |  |  |  |
| --- | --- | --- | --- |
| **Project title and**  **duration (from-to)** | **Status as**  **PI or Co-PI** | **Funding Agency** | **Budget** |
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |

**b) Co-PI**

|  |  |  |  |
| --- | --- | --- | --- |
| **Project title and**  **duration (from-to)** | **Status as**  **PI or Co-PI** | **Funding Agency** | **Budget** |
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |

**14. Budget Summary:**

(Rs. millions)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Sr. #** | OBJECT | **YEAR-1** | **YEAR-11** | **YEAR-111** | **TOTAL** |
| 1 | Operating Expenses |  |  |  |  |
| 2 | Capital Expenses |  |  |  |  |
| 3 | Admin and Audit/Accounts Fee\* |  |  |  |  |
|  | Total |  |  |  |  |

**\*Admin and *Audit/Accounts Fee:*** *will be worked out as 1% of the operational expenses excluding honoraria to PI and Co-PI*

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

## BUDGET DETAILS OF THE PROJECT

| **S.No.** | **Object** | **Year-I** | **Year-II** | **Year-III** | **TOTAL** |
| --- | --- | --- | --- | --- | --- |
| A | Honorarium to PI |  |  |  |  |
| **1** | Honoraria |  |  |  |  |
| **2** | TA/DA to Officers/Staff |  |  |  |  |
| A | Postage & Telegram |  |  |  |  |
| B | Telephone & Trunk Calls |  |  |  |  |
| C | Running/Hiring Cost of Vehicles |  |  |  |  |
| D | Transportation of Goods |  |  |  |  |
| **3** | Communication |  |  |  |  |
| A | Utilities |  |  |  |  |
| B | Stationary |  |  |  |  |
| C | Printing & Publication |  |  |  |  |
| D | Rent of Land/Machinery/Office Building |  |  |  |  |
| E | Consumable Stores |  |  |  |  |
| **4** | Utilities/Office Support/Rent |  |  |  |  |
| A | Office Building |  |  |  |  |
| B | Equipment and Machinery |  |  |  |  |
| C | Computer & Office Equipment |  |  |  |  |
| D | Furniture & Fixture |  |  |  |  |
| E | Vehicles |  |  |  |  |
| **5** | Repair & Maintenance |  |  |  |  |
| A | Consultancy Services |  |  |  |  |
| B | Payment to Other Agencies |  |  |  |  |
| C | Contractual Services (skilled & unskilled) |  |  |  |  |
| 6 | Other Services |  |  |  |  |
| A | Seminar/workshop | ------- | ------- |  |  |
| B | Foreign Delegation/Collaborating Scientist's visit |  |  |  |  |
| C | Delegation Abroad Preferably to the Institute of Collaborating Scientist |  |  |  |  |
| D | Fellowship/Stipend |  |  |  |  |
| E | Technology Transfer |  |  |  |  |
| F | Miscellaneous (not more than 2% of operational cost) |  |  |  |  |
| **7** | **Other Expenses** |  |  |  |  |
|  | SUB TOTAL (Operational Cost except Honorarium) (Sum of 1 to 7) |  |  |  |  |
| 8 | Support to Host Institutes (Overhead charges) (5% of Sub Total above) |  |  |  |  |
| 9 | OPERATIONAL EXPENSES(Sum of 1 to 8) |  |  |  |  |
| A | Equipment & Machinery |  |  |  |  |
| B | Computer & Office Equipment |  |  |  |  |
| C | Furniture & Fixture |  |  |  |  |
| D | Other assets |  |  |  |  |
| E | Escalation coverage (not more than 5% of capital expenses) |  |  |  |  |
| **10** | **CAPITAL EXPENSES** |  |  |  |  |
|  | **TOTAL COST**  (9+10 ) |  |  |  |  |
| **11** | Admin and Audit/Accounts Fee (1% of Operational Expenses excluding honoraria) |  |  |  |  |
|  | GRAND TOTAL(Total cost + Audit/Accounts fee) |  |  |  |  |

###### NB. Attach justification for all the capital expenses with estimated costs along with supporting invoice/catalogue pages)

* ***Honoraria (A030).*** *The PI shall be entitled to draw remuneration only one month basic running pay in BPS after successful completion of the project.**While Co-PI shall be awarded a certificate on completion of project and shall not be entitled for any remuneration/honoraria.*
* ***Seminar/Workshop (A036a):*** *Expenditure incurred on seminar/workshop for scientists to be held at the Host Institution in the last/third year of the project will be met out of this head. This seminar/workshop should focus on results, accomplishments of the technology transfer project and future strategies.*
* ***Research Fellow (A036d):*** *Fellowship/Stipend for M.Sc.(Hons.) Rs. 25,000/- p.m. .*
* ***Technology Transfer (A036e):*** *Expenditure incurred on dissemination events (i.e Training of farmers/Extension workers, Farmer focus group meetings, Farmers Field days, Demos, Exhibitions, Media events etc.) will be met out of this head.*
* ***Admin and Audit/Accounts Fee (11):*** *Will be worked out as 1% of the operational expenses excluding honoraria to PI and Co-PIs.*

**LIST OF CAPITAL ITEMS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Head** | **Item with Specifications** | **Rate** | **Quantity** | **Amount (Rs)** |
| **A039a** | **Equipment and Machinery** | | | |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **Sub-total** | | | |  |
| **A039b** | **Computer & Office Equipment** | | | |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **Sub-total** | | | |  |
| **A039c** | **Furniture & Fixtures** | | | |
|  |  |  |  |  |
|  |  |  |  |  |
|  | **Sub-total** | | |  |
| **GRAND TOTAL** | | | |  |

****

**Please attach quotation for each item costing Rs. 0.100 million or more**

**15. Certification:**

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

|  |  |
| --- | --- |
| **Principal Investigator**    Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Seal and Signature)  Date: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Co-Principal Investigator**  Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_    \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (Seal and Signature)  Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**16. Endorsement**

|  |
| --- |
| *It is certified that this proposal has the concurrence and support of*  ***Head of Institution/Organization or Head of Department and Dean (in case of UAP faculty)*** |

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

(Seal and Signature) imperative appraisal intellectual breadth colloquia auspices modesty dossier biographical supplements

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |
| --- |
| ***Director, ORIC*** |

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

(Seal and Signature)

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Flag-A**

**SCHEDULE OF ACTIVITIES (SAMPLE)**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Sr. #** | **Activities** | Year 1 | | | | | | | | | | | | Year 2 | | | | | | | | | | | | Year 3 | | | | | | | | | | | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| **1** | **Site Selection** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **2** | **Survey and farmers registration** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **3** | **Application of treatment** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **4** | **Data collection** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **5** | **Farmers day** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **6** | **Demonstration** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **7** | **Seminar** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **8** | **Report writing** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **9** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **10** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

***Note: The activities listed above are just example. PI may define his own activities***