

## PROFORMA FOR SUBMITTING PROJECT PROPOSALS UNDER W3C INDIA OFFICE

1. Title of Project
2. Organisation
  - i. Name
  - ii. Address
  - iii. Legal status (indicate if Government Department, Statutory, Corporate Body, Registered Society, Private Company with recognised R&D unit etc.)
3. Chief Investigator
  - i. Name
  - ii. Designation
  - iii. Department
  - iv. Address
4. Co-Investigator
  - i. Name
  - ii. Designation
  - iii. Department
  - iv. Address
5. Brief Bio-data of Chief Investigator and other Investigators (including publications/patents)  
(Please attach separate sheets)
6. Nature of Project (Check one)
  - i. Research, Development & Engineering (R,D & E) leading to production capability
  - ii. Application oriented Research, Design and Development (R,D&D) having production potential
  - iii. Basic R&D
7. Objective of the Project
8. Brief outline of the project with specific technology fall-outs
9. Agency with which link up is (Details may be given as applicable) established/proposed

10. Expected outcome in physical terms (as applicable)
  - i. Specifications of subsystem/system (as applicable)
  - ii. Nature of documents for technology transfer
  - iii. Manpower trained
    - a. Level of training
    - b. Nos. (industry/outside R&D/Internal)
11. Infrastructure and other facilities available at the institute for undertaking this project.
  - I. List of major equipment along with model numbers, specifications etc.
  - II. Existing manpower and other personnel with names available for the project on full-time basis.
12. Duration of Project
13. Details of work already done by present investigators/ R&D team in this or other areas
14. Year-wise break-up of physical achievements with specific intermediate milestones (in terms of aims and objectives)
15. Likely End User(s)
16. Name of other organizations jointly participating in the project (including organization abroad)

17. Total Budget outlay

(Rs.in lakhs)

Head	Years			Total
	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	
Capital Equipment FE Comp.	Rs.			
Consumable stores FE Comp.	Rs.			
Duty on import (if any)	Rs.			
Manpower	Rs.			
Travel & Training FE Comp.	Rs.			
Contingencies	Rs.			
Overheads, if any	Rs.			
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Grand Total (FE Comp.)				

Grand Total : Rs.  
FE Component: Rs.

Contribution of Project Implementing/  
& other Organisation in Total Budget Outlay

Rs.

Signature of Chief Investigator  
Designation  
Date

Signature of  
Head of the Institution/Organisation  
Designation  
Date

## **Terms and Conditions Governing Grant-in-aid**

1. The grant is for the specific project as approved by W3C INDIA operating at Department of Information Technology and shall be subject to the following conditions:
  - 1.1 The grant amount shall be spent for the project within the specified time,
  - 1.2 Any portion of the grant which is not ultimately required for expenditure for the approved purposes shall be duly surrendered to W3C INDIA.
2. The grantee institution shall maintain an audited record in the form of a register in the prescribed proforma for permanent, semi-permanent assets acquired solely or mainly out of W3C INDIA grant;
3. The assets referred to in (ii) above will be property of W3C INDIA and should not, without prior sanction of W3C INDIA, be disposed off or encumbered or utilized for the purposes other than those for which the grant has been sanctioned. An undertaking shall be given by the grantee institution that they agree to be governed by these conditions;
4. At the conclusion of the project, W3C INDIA will be free to sell or otherwise dispose of the assets which are the property of W3C INDIA and grantee institution shall render to W3C INDIA the necessary support for facilitating the sale of these assets;
5. The grantee institution shall send to the W3C India Office at the end of each financial year as well as at the time of seeking further installments of the grant a list of assets referred to in (ii) above;
6. Should at any time grantee institution cease to exist, such assets etc., shall revert to W3C INDIA ;
7. The grantee institution shall render progress-cum-achievement reports at interval of not exceeding six months on the progress made on all aspects of the project including expenditure incurred on various approved items during the period.
8. The grantee institution shall render an audited statement of accounts to W3C INDIA.
9. The audited statement of accounts relating to grants given during financial year together with the comments of the auditor regarding the observance of the conditions governing the grant should be forwarded to the W3C India within six months following the end of the relevant financial year;
10. The utilization of grant for the intended purposes will be looked into by the Auditor of grantee institution according to the directives issued by the Government of India at the instance of the Comptroller and Auditor General and the specific mention about it will be made in the audit report;
11. W3C INDIA or its nominee/s will have the right of access to the books and accounts of the grantee institution for which a reasonable prior notice would be given;

12. Before issuing the grant-in-aid support to industry/ Industry association W3C India would ensure the financial health/Accounts of the institution and would take undertaking in this respect;
13. In case of failure of service/product development by industry W3C India would recover fully the amount sanctioned along with interest.
14. The grantee institution should maintain separate audited account for the project. If it is found expedient to keep a part or whole of the grant in a bank account earning interest, the interest, thus earned should be reported to this Department. The interest so earned will be treated as a credit to the grantee to be adjusted towards future installment of the grant;
15. Sale proceeds of components, prototype, pilot project etc. fabricated as a result of the development of the project arising directly from funds granted by Department of Information Technology. Shall be regretted to W3C INDIA;
16. The know-how generated by the project, shall be property of W3C INDIA. Any receipt by way of sale of know-how transfer, royalties training etc., shall accrue to W3C INDIA. W3C INDIA may, in its discretion, allow or direct a portion of such receipts to be retained by the grantee organization.
17. W3C INDIA will have the right to call for drawings, specifications and other data necessary to enable the transfer of know-how to other parties and the grantee shall supply all the needed data at the request of W3C INDIA;
18. Application by grantee institution for any other financial assistance or receipt of grant/loan from any other Agency/Ministry/Department for this project should have the prior approval of W3C INDIA..
19. The Grantee institution is not allowed to entrust the implementation of this project for which grant-in-aid is received to another institution and to divert the grant-in-aid received from W3C INDIA as assistance to the later institution.
20. The Project Steering committee (PSC) of W3C India comprising of representatives from W3C INDIA Office and other industry/ academia experts will periodically monitor the project in all respects including technical and financial.
21. The Intellectual property and the rights associated with it shall be assigned to W3C INDIA. In cases where the findings have been done jointly with other organizations, the IP rights would be appropriately shared before making it public by publishing in the technical journals and books, presenting findings in Conferences etc.
22. In case of any dispute on any matter, related to the project during the course of its implementation, the decision of Country Manager, W3C INDIA, shall be final and binding on the institute.
23. In case of project being implemented in consultancy mode, the individual/Expert CI has to furnish the audited statement of expenditure.

24. In case the project is implemented through consultancy mode and the consultant/expert decides to change host institution, the project would get transferred to new host institution upon approval from W3C India.

**A certificate of acceptance of terms and conditions as above needs to be given by the chief investigator/ endorsed by the head of the institute while submitting the project proposal.**