

**INDIAN COUNCIL OF AGRICULTURAL RESEARCH**

**PROFORMA FOR PREPARATION OF STATUS REPORT  
FOR PROPOSAL OF A NEW RESEARCH PROJECT**

(Refer for Guidelines ANNEXURE-XI(A))

1. Institute Name
2. Title of the project
3. Type of research project: Basic/Applied/Extension/Farmer Participatory/Other (specify)
4. Genesis and rationale of the project
5. Knowledge/Technology gaps and justification for taking up the present project including the questions to be answered
6. Critical review of present status of the technology at national and international levels along with complete references
7. Expertise available with the investigating group/Institute
8. Brief note on Proprietary/Patent Perspective (for projects related to technology development)/Ethics/Animal Welfare/Bio Safety Issues
9. (a) Expected output
  - i.
  - ii.
  - .(b) Clientele/Stake holders (including economic and socio aspects)
  - i.
  - ii.
  - .
10. Signatures

[Project Leader]                      [Co-PIs] .....
11. Comments and signature

[Head of Division]

## INDIAN COUNCIL OF AGRICULTURAL RESEARCH

RESEARCH PROJECT PROFORMA FOR INITIATION OF A RESEARCH PROJECT  
(RPP - I)

(Refer for Guidelines ANNEXURE-XI (B))

1. Institute Project Code (to be provided by PME Cell)
2. Project Title
3. Key Words
4. (a) Name of the Lead Institute  
(b) Name of Division/ Regional Center/ Section
5. (a) Name of the Collaborating Institute(s), if any  
(b) Name of Division/ Regional Center/ Section of Collaborating Institute(s)
6. Project Team(Name(s) and designation of PI, CC-PI and all project Co-PIs, with time proposed to be spent)

S. No.	Name, designation and institute	Status in the project (PI/CC-PI/ Co-PI)	Time to be spent (%)	Work components to be assigned to individual scientist

7. Priority Area to which the project belongs  
(If not already in the priority area, give justification)

8. Project Duration: Date of Start:

Likely Date of Completion:

9. (a) Objectives  
(b) Practical utility

10. Activities and outputs details

Objective wise	Activity	Month & Year of		Output monitorable target(s)	% to be carried out in different years			Scientist(s) responsible
		Start	Completion		1	2	..	
1.	1							
	2							
	.							
2.	.	.						



11. Technical Programme (brief)
  - (a) Material
  - (b) Techniques/Methodology
  - (c) Instrumentation
  - (d) Special material
  - (e) Analytical tools

12. Financial Implications (₹ in Lakhs)

(A) Financed by the institute

12.1 Manpower (Salaries / Wages)

S. No.	Staff Category	Man months	Cost
1.	Scientific		
2.	Technical		
3.	Supporting		
4.	SRFs/RAs		
5.	Contractual		
	Total		

12.2 Research/Recurring Contingency

S. No.	Item	Year(1)	Year (2)	Year (3)...	Total
1.	Consumables				
2.	Travel				
3.	Field Preparation/ Planting/ Harvesting (Man-days/costs)				
4.	Inter-cultivation & Dressing (Man-days/costs)				
5.	Animal/Green house/Computer Systems/Machinery Maintenance				
6.	Miscellaneous(Other costs)				
	Total(Recurring)				

Justification : -----

12.3 Non-recurring (Equipment)

S. No.	Item	Year (1)	Year (2)	Year (3)...	Total
1.					
2.					
.					
	Total (Non-recurring)				

Justification : -----

12.4 Any Other Special Facility required (including cost)

12.5 Grand Total (12.1 to 12.4)

Item	Year (1)	Year (2)	Year (3)...	Total
Grand Total				

(B) Financed by an organization other than the Institute (if applicable)

(i) Name of Financing Organization

(ii) Total Budget of the Project

(iii) Budget details

S. No.	Item	Year(1)	Year(2)	Year (3)...	Total
1	Recurring Contingency				
	Travelling Allowance				
	Workshops				
	Contractual Services/ Salaries				
	Operational Cost				
	Consumables				
2	Non - Recurring Contingency				
	Equipment				
	Furniture				
	Vehicle				
	Others (Miscellaneous)				
3	HRD Component				
	Training				
	Consultancy				
4	Works (i) New (ii) Renovation				
5	Institutional Charges				

13. Expected Output

14. Expected Benefits and Economic Impact

15. Risk Analysis

16. Signature

	Project Leader	Co-PI-I	Co-PI-II	Co-PI-
n				
17. Signature of HoD				
18. Signature of JD (R)/ Director				

## INDIAN COUNCIL OF AGRICULTURAL RESEARCH

## CHECKLIST FOR SUBMISSION OF RPP-I

(Refer for Guidelines ANNEXURE-XI(C))

1. Project Title
2. Date of Start & Duration
3. Institute Project ☐ or Externally Funded ☐
4. Estimated Cost of the Project : \_\_\_\_\_
5. Project Presented in the Divisional/Institutional Seminar? Yes / No
6. Have suggested modifications incorporated? Yes / No
7. Status Report enclosed Yes / No
8. Details of work load of investigators in approved ongoing projects:

Project Leader				Co-PI – I				Co-PI – II...
Proj. Code.	% Time spent	Date of start	Date of completion	Proj. Code.	% Time spent	Date of start	Date of completion	.....

9. Work Plan/Activity Chart enclosed Yes / No
10. Included in Institute Plan Activity Yes / No
11. Any previous Institute/Adhoc/Foreign aided projects on similar lines? Yes / No
12. New equipment required for the project Yes / No
13. Funds available for new equipment Yes / No
14. Signatures

Project Leader

Co-PI-I

Co-PI-II

Co-PI-n

HOD/PD/I/c