

PROCEDURE FOR SCREENING, SELECTING AND MONITORING R&D PROJECTS

1. PROCEDURE FOR APPLYING

1.1 Applications from BIS technical committee members for financial assistance for R&D projects which would lead to formulation or revision of Indian Standards can be submitted at any time during the year. The application should be forwarded by the applicant-organization, duly nominating the Project Leader, to the concerned technical department of BIS and certifying that (i) the core facilities are available and will be provided to the Project Leader to work on the proposed project, and (ii) the organization will discharge all its obligations, particularly in respect of management of the financial assistance given.

1.2 The R&D proposals shall be put up to the concerned Sectional Committee for consideration. The Sectional Committee would be responsible for identification and recommendation of the organization for the specific project, its scope and terms of reference including the financial assistance required and time frame. Projects approved by the Sectional Committee shall be put up to the Chairman of the concerned Division Council for final approval. The approved project shall be then put up to DG BIS for administrative and financial sanction through the concerned HoD/DDG/ADG in BIS.

2. OPERATION OF A SANCTIONED PROJECT

2.1 The financial assistance from BIS for the R&D projects shall be placed at the disposal and control of the organization awarded the project which will be entrusted with the accountability of the project. A letter sanctioning the project will be given by BIS clearly stating the quantum of financial assistance towards the project. The financial assistance for the project will be released in one installment for each fiscal year. The tenure of the project would be a maximum of three years. The financial assistance for the first year would be released by BIS along with the sanction letter and from this date the project would be considered to have commenced for that fiscal year. Any excess / un-utilized amount could be adjusted for the subsequent years.

- i) After the receipt of the sanction letter the organization implementing the project would need to immediately submit:
- ii) That no other aid giving agency is funding the project proposed to be under the project sanctioned by BIS.
- iii) Conforming action of the commencement of project.

3. PROGRESS REPORT AND RENEWAL OF PROJECT

3.1 The relevant Sectional Committees of BIS will monitor the progress of project to ensure that the funds are effectively utilized for maximum results. For this purpose, Project Leaders of research project would be required to submit to BIS, at the end of every fiscal year, comprehensive reports indicating the progress as on 30th April. Reports should be sufficiently detailed so as to enable the Sectional

Committee to review the progress of work vis-à-vis the progress of work stipulated for the period. The projects could be renewed on a year-to-year basis till the completion of their tenure, subject to the recommendation of the concerned Sectional Committee to that effect, based on the evaluation of the progress report.

3.2 A project will not be renewed for the next financial year unless the progress report/renewal application along with the requirements as given under Item 6.1 is received in BIS by 1st March for consideration by the Sectional Committee. Any delay could lead to termination of the project.

3.3 Progress in a project would be monitored through presentation by Project Leader to the concerned Sectional Committee in the monitoring session(s) arranged by BIS. Participation of Project Leader in Session as and when organized is mandatory for the continuance of project.

3.4 The maximum tenure of a project is three years and any extension of the same will be allowed for a maximum of one year in exceptional cases, on the recommendation of the Sectional Committee.

4. SUBMISSION OF FINAL PROJECT REPORT (FPR)

4.1 The Project Leader is required to submit FPR to BIS for the entire duration within three months from the date of termination of the project. The report must be detailed and should include information about (a) the original objective(s) of the project, (b) how far these objective(s) have been achieved, and (c) how the results have benefited the development of the national standard(s). The actual research achievements made under the project may be summarized in about 200 words and mentioned in the FPR to facilitate publication of the same by BIS. Failure to submit the FPR on termination of the project will disqualify the Project Leader from seeking further assistance from BIS.

4.2 A serious view will be taken for non-receipt or delayed receipt of FPR. The names of defaulting Project Leaders will be circulated to all fund giving agencies and this may lead to the concerned persons not getting any project in future.

4.3 FPR received in BIS would be put up to the concerned Sectional Committee, which will be forwarded to Divisional Council with recommendations for final approval/adoption of the project report and further use in the development of the Indian Standard.

5. RESULTS OF RESEARCH AND INTELLECTUAL PROPERTY RIGHTS

5.1 Project Leaders would be encouraged to seek legal/patent protection to the results of research. If the results of research are to be legally protected, the results should not be published without action first being taken to secure legal protection for the said results. Reference must be made to BIS in such an eventuality.

5.2 Project Leaders would be encouraged to publish the results of research. While doing so, acknowledgement to the effect that financial assistance was

received from BIS should be made in the research paper(s) published. BIS should be acknowledged in similar type of other published work/press reports.

6. OPERATION OF FUNDS

6.1 The Project Leader would receive the first installment of the financial assistance along with the sanction letter from BIS. At the end of each fiscal year i.e. by 1st March, the Project Leader would need to submit the utilization certificate to BIS in the following manner:

- i) Statement of accounts and utilization certificate certified by the Accounts Officer and countersigned by the Finance Officer of the organization.
- ii) An audited statement of accounts and utilization certificate duly certified by the statutory audit authority of the organization would also need to be sent on completion of the research project.
- iii) Any unspent balance lying with the organization should be refunded to BIS immediately by means of demand draft.
- iv) Statement of all equipment, books, etc. purchased out of the funds (entered into the Stock Register maintained by the organization) certified by the Head of the organization. The name, description of the equipment, cost in rupees, date of purchase, and the name of the supplier, to be given in the list. The main purpose/function of the equipment may also be mentioned against each item.

6.2 Other Requirements:

- i) Organizations receiving financial assistance for R&D projects from BIS would have to maintain separate accounts for each research project on ledger type system.
- ii) Maintenance of stock register of all equipment, books, etc purchased out of the funds.
- iii) Safe custody of the equipment purchased of the funds.
- iv) Items of equipment etc. should be purchased on the basis of the established rules and procedures of the organization.
- v) The Stock Register should be checked by the Auditor of the host organization.

7. OBLIGATIONS OF PROJECT LEADER

7.1 The following are the obligations of the Project Leader of a research project:

- i) The sanctioned research project must commence within 3 months from the date of receipt of the sanction letter, unless otherwise authorized by BIS, failing which the scheme will be treated as withdrawn.
- ii) Submission of renewal application/progress report to BIS by 1st March each year, indicating the progress of research work upto 31st of March.
- iii) It is mandatory for the Project Leader to come to the concerned Sectional Committee/Division Council meetings of BIS when invited to present work done on the project.
- iv) Acknowledgement of the support given by BIS in all the publications arising from the work done under the project. BIS should be acknowledged in similar type of other published work/press reports etc.
- v) Submission of the final project report within 3 months of completion of the project, describing original objective(s), how far these objective(s) have been achieved and how the results have benefited the development of national standard(s) and enclosing manuscripts, pre-prints and re-prints of the papers arising from the project.
- vi) All requirements as given under Item 6.1 & 6.2.
- vii) Sending of one re-print of each research paper(s) published as a result of the work done under the BIS funds to BIS as and when published.
- viii) In the event of a Project Leader's absence from his normal place of duty for two months at a stretch, the Head of the organization would need to immediately nominate a Co-Project Leader to supervise the implementation of the project and such a name has to be approved in advance by BIS. In any event, a Project Leader shall give prior notice to BIS of his intention to stay away from the project.
- ix) Ensure that the concerned organization's newsletter would carry information on the activities and accomplishments of the various projects funded by the BIS.