

## Project Proposal Checklist

- The proposal form is to be filled in stages as given on the submission schedule column. The researcher may however understand the entire form to anticipate current and future submission requirements. Please read the form carefully and contact DFTM in case of any queries.
- The following table is the checklist of submission.
- Please tick mark the forms being submitted on the given date. Re-submitted (revised) forms may be given a suitable version number.
- The forms are automated with the dropdowns and checkboxes. The automation provided in the forms work on Microsoft Word 2016 and above.
- All can be submitted at once also, if ready.

SNo	Form No	Title	Submission Schedule (Mandatory Requirements)
1.	<b>Form 1*</b>	<b>Summary of Proposal – Basic Information</b>	<b>Pre TEC</b>
2.	<b>Form 2*</b>	<b>Technical Brief</b>	
3.	Form 3	Lab Recommendation	
4.	<b>Form 4*</b>	<b>Extended Technical Details</b>	
5.	<b>Form 5A*</b>	<b>Detailed Cost Breakup</b>	
	Form 5B	Manpower Detailed Justification	
	Form 5C	Equipment Details	
	Form 5D	Operation & Maintenance (O&M)	
	Form 5E	Details of Expendables	
	Form 5F	Prototype or Hardware Engineering Model Construction Cost	
	Form 5G	Lab Infrastructure Upgrade	
	Form 5H	Details of Procured Services	
	Form 5H	Workshop/ Conference	
	Form 5J	Cost Estimation for Research Staff	
	Form 5K	Cost Estimation for Visiting Faculty or Research Consultant	
	Form 5L	Cost Estimation for Proposed Equipment	
	Form 5M	Cost Estimation for Operation & Maintenance	
	Form 5N	Cost Estimation for Expendables	
Form 5O	Cost Estimation for Prototype or Hardware Engineering Model Construction Cost		
Form 5P	Cost Estimation for Lab Infrastructure Upgrade		
Form 5Q	Cost Estimation for Procured Services		
Form 5R	Cost Estimation for Travel		
6.	Form 6A	PI Details Multiple 6A's can be submitted one for each PI	
7.	Form 6B	Industry/ Startup Co-PI Details Multiple 6B's can be submitted one for each industry	
8.	<b>Form 7A*</b>	<b>Certificate of Project Submission</b>	<b>Post TEC/ Final Proposal</b>
	<b>Form 7B*</b>	<b>Cost Reasonability Certificate</b>	
	<b>Form 7C*</b>	<b>HRA Certificate</b>	
	<b>Form 7D*</b>	<b>Certificate of Commercial Use</b>	
	<b>Form 7E*</b>	<b>Life Sciences Project Certificate</b>	
	<b>Form 7F</b>	<b>Certificate of Association</b>	
<b>Form 7G</b>	<b>Certificate of Review Meeting Compliance</b>		

*\*For financial sanction the forms to be countersigned by Administrative Authority as nominated by head of Institute at final submission*  
**Abbreviations:** Technical Evaluation Committee (TEC), Governing Council (GC), Research Advisory Board (RAB), Principal Investigator (PI), Non-Resident Indian (NRI), Overseas Citizenship of India (OCI)

Signature with Seal: Director – DIA COE  
Institute Name

Signature with Seal: Prof Principal  
Investigator Name

**Note: Proposal to be revised based on recommendation of TEC/ RAB/ GC**