

ANNEXURE - I

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
6. Critical review of present status of the technology at national and international levels along with complete references
7. Brief note on Proprietary/Patent Perspective (for projects related to technology development)/Ethics/Animal Welfare/Bio Safety Issues
8. (a) Expected output
 - i.
 - ii.
 - .(b) Clientele/Stake holders (including economic and socio aspects)
 - i.
 - ii.
 - .
8. Signatures
 - [Project Leader]
 - [Co-PIs]
9. Comments and signature

[Head of Division]

INDIAN COUNCIL OF AGRICULTURAL RESEARCH

RESEARCH PROJECT PROPOSAL 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.	.	.				
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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 in Economic Terms

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

INDIAN COUNCIL OF AGRICULTURAL RESEARCH

APPRAISAL BY THE PME CELL OF RPP-I

(Refer for Guidelines ANNEXURE-XI (D))

1. Institute Name
2. Project Title
3. On scale 1-10 give score to (a) to (j)

(a)	Relevance of research questions	
(b)	Addressing priority of the institute and/or National priority	
(c)	New innovativeness expected in the study	
(d)	Appropriateness of design/techniques for the questions to be answered	
(e)	Elements of bias addressed in the study	
(f)	Adequacy of scientist(s) time allocation	
(g)	Extent of system review and meta analysis	
(h)	Effective control to experiments	
(i)	Economic evaluation and cost efficiency analysis	
(j)	How appropriately the expected output answers the questions being addressed in the specific subject matter/area (Basic/Applied/Translational/Others)?	
	*Total Score out of 100	

* The score obtained is suggestive of the overall quality ranking of the project

4. Was there any other project carried in the past in the same area/topic?

Yes ☐ No ☐

If yes, list the project numbers.

5. Signature of PME Cell Incharge

INDIAN COUNCIL OF AGRICULTURAL RESEARCH

RESEARCH PROJECT PROFORMA FOR MONITORING ANNUAL PROGRESS**(RPP- II)**

(Refer for Guidelines ANNEXURE-XI (E))

1. Institute Project Code
2. Project Title
3. Reporting Period
4. Project Duration: Date of Start - Likely Date of Completion –
5. Project Team (Name(s) and designation of PI, CC-PI and all project Co-PIs, (with time spent for the project) if any additions/deletions

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

6. (a) Activities and outputs earmarked for the year (as per activities schedule given in RPP-I)

Objective wise	Activity	Scientist responsible	% of activity envisaged to be completed as per RPP-I	% achieved as targeted
1.	1			
	2			
	.			
2.	1			
	.			
.				

(b) If shortfall/addition, reasons for the same and how to catch up with the intended activities

7. Annual Progress Report (research results and achievements in bullets)
8. Output During Period Under Report
 - a. Special attainments/innovations
 - b. List of Publications (one copy each to be submitted with RPP-II)
 - i. Research papers
 - ii. Reports/Manuals

- iii. Working and Concept Papers
- iv. Popular articles
- v. Books/Book Chapters
- vi. Extension Bulletins
- c. Intellectual Property Generation
(Patents - filed/obtained; Copyrights- filed/obtained; Designs- filed/obtained; Registration details of variety/germplasm/accession if any)
- d. Presentation in Workshop/Seminars/Symposia/Conferences
(relevant to the project in which scientists have participated)
- e. Details of technology developed
(Crop-based; Animal-based, including vaccines; Biological – biofertilizer, biopesticide, etc; IT based – database, software; Any other – please specify)
- f. Trainings/demonstrations organized
- g. Training received
- h. Any other relevant information

9. Constraints experienced, if any

10. Lessons Learnt

11. Evaluation

- (a) Self evaluation of the project for the period under report by the PI with rating in the scale of 1 to 10
- (b) Evaluation by PI on the contribution of the team in the project including self

S. No.	Name	Status in the project (PI/CC-PI/Co-PI)	Rating in the scale of 1 to 10

12. Signature of PI, CC-PI(s), all Co-PIs

13. Signature (with specific comments on progress/achievements, shortfall and constraints along with rating of the project in the scale of 1 to 10) of Head of Division/Regional Center / Section

14. Comments of IRC

15. Signature (with specific comments on progress/achievements, shortfall and constraints along with rating of the project in the scale of 1 to 10) of JD (R)/ Director



INDIAN COUNCIL OF AGRICULTURAL RESEARCH

CHECKLIST FOR SUBMISSION OF FINAL RESEARCH PROJECT REPORT (RPP-III)

(For Guidelines Refer ANNEXURE – XI (F))

1. Institute Project Code
2. Investigators as approved in RPP-I, If any change attach IRC proceedings:

Principal Investigator	CC-PI	Co-PI

3. Any change in objectives and activities Yes/No
(If yes, attach IRC proceedings)

4.	Date of Start & Date of Completion (Actual). If any extension granted enclose IRC proceedings		Yes	No
5.	Whether all objectives met		Yes	No
6.	All activities completed		Yes	No
7.	Salient achievements/major recommendations included		Yes	No
8.	Annual Progress Reports (RPP-II) submitted	1 st Year	Yes	No
		2 nd Year	Yes	No
		3 rd Year	Yes	No
		nth year	Yes	No
9.	Reprint of each of publication attached		Yes	No
10.	Action for further pursuit of obtained results indicated		Yes	No
11.	Report presented in Divisional seminar (enclose proceedings & action taken report)		Yes	No
12.	Report presented in Institute seminar (enclose proceedings & action taken report)		Yes	No
13.	IRC number in which the project was adopted		IRC No:	
14.	Any other Information			

HOD/PD/I/c.

ANNEXURE - VII

INDIAN COUNCIL OF AGRICULTURAL RESEARCH

FINAL RESEARCH PROJECT REPORT (RPP- III)

(For Guidelines Refer ANNEXURE – XI(G))

1. Institute Project Code
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)
(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 spent)

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

7. Priority Area
8. Project Duration: Date of Start - _____ Date of Completion – _____
9.
 - a. Objectives
 - b. Practical utility
10. Final Report on the Project (materials and methods used, results and discussion, objective wise achievements and conclusions)
11. Financial Implications (` in Lakhs)
 - 11.1 Expenditure on
 - (a) Manpower

- (b) Research/Recurring Contingencies
- (c) Non-Recurring Cost (Including cost of equipment)
- (d) Any Other Expenditure Incurred

11.2 Total Expenditure

12. Cumulative Output

- a. Special attainments/innovations
- b. List of Publications (one copy each to be submitted if not already submitted)
 - i. Research papers
 - ii. Reports/Manuals
 - iii. Working and Concept Papers
 - iv. Popular articles
 - v. Books/Book Chapters
 - vi. Extension Bulletins
- c. Intellectual Property Generation
(Patents - filed/obtained; Copyrights- filed/obtained; Designs- filed/obtained; Registration details of variety/germplasm/accession if any)
- d. Presentation in Workshop/Seminars/Symposia/Conferences
(relevant to the project in which scientists have participated)
- e. Details of technology developed
(Crop-based; Animal-based, including vaccines; Biological – biofertilizer, biopesticide, etc; IT based – database, software; Any other – please specify)
- f. Trainings/demonstrations organized
- g. Training received
- h. Any other relevant information

13. (a) Extent of achievement of objectives and outputs earmarked as per RPP-I

Objective wise	Activity	Envisaged output of monitorable target(s)	Output achieved	Extent of Achievement (%)
1.	1.			
	.			
2..				

- (b) Reasons of shortfall, if any

14. Efforts made for commercialization/technology transfer

15. (a) How the output is proposed to be utilized?

- (b) How it will help in knowledge creation

16. Expected benefits and economic impact(if any)
17. Future line of research work/other identifiable problems
18. Details on the research data (registers and records) generated out of the project deposited with the institute for future use
19. Signature of PI, CC-PI(s), all Co-PIs
20. Signature of Head of Division
21. Observations of PME Cell based on Evaluation of Research Project after Completion
22. Signature (with comments if any along with rating of the project in the scale of 1 to 10 on the overall quality of the work) of JD (R)/ Director

ANNEXURE - VIII

INDIAN COUNCIL OF AGRICULTURAL RESEARCH

(For Guidelines Refer ANNEXURE – XI(H))

PROFORMA FOR RESEARCH PERFORMANCE EVALUATION OF INDIVIDUAL SCIENTIST

1. Institute Project Code *
2. Evaluation by PI on the contribution of the team in the project including self

S. No.	Name	Status in the project (PI/CC-PI/Co-PI)	*Rating in the scale of 1 to 10

3. Signature of PI

* Individual scientists participating in the project would be assessed for their performance through an appraisal system in a scale of 1 to 10 for each of the following attributes:

S. No.	Criteria	Marks
1.	Percentage of the assigned activity completed	40

2.	Quality of the completed activity	10
3.	Authenticity/reliability of the data generated	10
4.	Enthusiasm and sincerity to work	10
5.	Inferences made	10
6.	Collaboration and cooperation demonstrated in performing the task at hand	10
7.	Amenability to scientific/academic/laboratory discipline	10
	Total Score	100

INDIAN COUNCIL OF AGRICULTURAL RESEARCH

(For Guidelines Refer ANNEXURE – XI(I))

PROFORMA FOR EVALUATION OF A RESEARCH PROJECT AFTER COMPLETION BY PI

1. Institute Project Code
2. Evaluation research project after completion by PI

S. No.	Criteria	Methodology	Marks (output)	Self Evaluation by PI
1.	Achievements Against approved and stipulated outputs under project	Qualitative and quantitative assessment of objectives and stipulated outputs under the project will be carried out a) Activity Input /Projected Output/ Output Achieved b) Extent to which standard design methodology, experimental designs, test procedures, analytical methods followed c) Does the data justify the conclusions? d) Innovativeness and creating of new knowledge e) Additional outputs over those stipulated under the project f) Creation of linkages for commercialization of technology developed under the project g) Is scientific input commensurate to output (manpower, Financial input and time duration)?	75 35 10 05 10 05 05 05	
2.	Publication/ awards	Assessment will be done in respect of: Research papers; Reports/Manuals; Working and Concept Papers; Books/Book Chapters/Bulletins. Quality of publication (s) and Awards /Scientific recognitions received	10	
3.	Additional facilities created	Facilities created in terms of laboratory. Research set-up, instrumentation, etc. during the project.	05	
4.	Human Resource Development (Scientific and Technical)	Scientist trained in different areas	05	
5.	Revenue generated under the project/ avenues	Resources and revenues generated	05	

	created for revenue generation				
6.	Product/Processes/Technology/IPR / commercial value of the technology developed	Details to be provided on a) Products b) Process c) Technology d) IPR e) Registration of the varieties		10	
7.	Quality of available documents of the project duly authenticated	Research Project Files, Data, Reports etc.		05	
Total Marks				115	
8.	Timelines of execution of the project	Marks will be deducted if extension sought over the approved project duration beyond recorded and officially granted extension with recorded reasons	Marks to be deducted		
		Up to 5%	01		
		Up to 10%	02		
		Up to 30 %	03		
		Beyond 30 %	05		
Net Score: Score obtained to be counted out of 100 to compensate for activities not relevant to the project				100	

However, looking into the requirements of different research institutes and disciplines, IRC may modify the indicators, their weights and total scores. The time gap for assessment of different indicators may also be decided by IRC

3. Signature of PI

INDIAN COUNCIL OF AGRICULTURAL RESEARCH

(For Guidelines Refer ANNEXURE – XI (J))

**PROFORMA FOR EVALUATION OF A RESEARCH PROJECT AFTER COMPLETION BY
EVALUATION COMMITTEE**

1. Institute Project Code
2. Evaluation research project after completion by Evaluation Committee

S. No.	Criteria	Methodology	Marks (output)	Evaluation by Evaluation Committee
1.	Achievements Against approved and stipulated outputs under project	Qualitative and quantitative assessment of objectives and stipulated outputs under the project will be carried out a) Activity Input /Projected Output/ Output Achieved b) Extent to which standard design methodology, experimental designs, test procedures, analytical methods followed c) Does the data justify the conclusions? d) Innovativeness and creating of new knowledge e) Additional outputs over those stipulated under the project f) Creation of linkages for commercialization of technology developed under the project g) Is scientific input commensurate to output (manpower, Financial input and time duration)?	75 35 10 05 10 05 05 05	
2.	Publication/ awards	Assessment will be done in respect of: Research papers; Reports/Manuals; Working and Concept Papers; Books/Book Chapters/Bulletins. Quality of publication (s) and Awards /Scientific recognitions received	10	
3.	Additional facilities created	Facilities created in terms of laboratory. Research set-up, instrumentation, etc. during the project.	05	
4.	Human Resource Development (Scientific and Technical)	Scientist trained in different areas	05	
5.	Revenue generated under the project/	Resources and revenues generated	05	

	avenues created for revenue generation				
6.	Product/Processes/Technology/IPR / commercial value of the technology developed	Details to be provided on a) Products b) Process c) Technology d) IPR e) Registration of the varieties		10	
7.	Quality of available documents of the project duly authenticated	Research Project Files, Data, Reports etc.		05	
Total Marks				115	
8.	Timelines of execution of the project	Marks will be deducted if extension sought over the approved project duration beyond recorded and officially granted extension with recorded reasons	Marks to be deducted		
		Up to 5%	01		
		Up to 10%	02		
		Up to 30 %	03		
		Beyond 30 %	05		
Net Score: Score obtained to be counted out of 100 to compensate for activities not relevant to the project				100	

4. Signature of Evaluation Committee