**Government of India**

**Ministry of Science & Technology**

**Department of Science & Technology**

**Policy, Coordination and Programme Management**

**Policy Research Programme**

**GUIDELINES FOR SUBMISSION OF PROJECT PROPOSAL FOR**

**CENTRE FOR POLICY RESEARCH**

**Invitation for submission of project proposals**

The Department of Science and Technology (DST), under the Ministry of Science & Technology, Government of India is mandated to develop and deliver public policy support for the promotion of science, technology, and innovation (STI) in the country. Building a robust institutional mechanism for evidence-driven policy and program planning had been identified as an important policy objective in the fourth national STI policy, STIP-2013. This resulted in establishing DST-Centres for Policy Research (DST-CPRs) in various academic institutions across the country.

The aim of positioning such CPRs in different institutions is to build a systematic policy research ecosystem in various thematic areas drawn from diverse subject-matter expertise and also to feed into the STI policy and program planning activities. By doing so, it is strategically envisaged to build human capacity, and generate critical mass of policy professionals to contribute to policy ecosystem in the long run. Established since 2013-14, the DST-CPRs have been engaged with targeted policy research, train scholars and develop expertise in specialised areas such as scientometrics, industry-academia engagements, public-private partnerships, innovation mapping and ecosystem studies, technical higher education, S&T-led entrepreneurship, gender in STEM, industrial R&D, and science diplomacy.

The excellent delivery of evidence-based input in specific S&T areas from the existing CPRs and the deliberations during the formulation of the new STI Policy have triggered the importance of establishing more such CPRs in other specific domains of STI Policy research. It is strongly felt over the period that building capacity in certain thematic areas of national focus is important at this juncture to strengthen the STI policy research in the country.

Through the present call for Proposals, DST aims extend financial support for establishment of two CPRs on specific themes to fulfil the futuristic needs and also complement the ongoing activities. Therefore, institutions having existing research activities related to the mentioned themes may come forward and submit proposals for establishing DST-Centres for Policy Research by choosing one of the themes.

**Broad themes for the proposal:**

The present call for proposal is aimed to support two CPRs one each on the following two themes:

1. **Science, Technology & Innovation (STI) Statistics:** DST- National Science and Technology Management Information System (NSTMIS) has been the Nodal agency responsible with the assessment and benchmarking of the S&T potential of the country. It has been bringing out the national R&D statistics especially covering the research expenditure and research workforce since 1973-74. However, there are several challenges associated with mapping and benchmarking of the national S&T ecosystem basically owing to its large size and complexity. The STI data and information ecosystem is rapidly evolving and requires to be strengthened with smart tools, new insights, new indicators, etc. A dedicated centre focusing on this theme is aimed to support the national STI statistics system. The role of the proposed centre would be to act as a Centre of Excellence on STI Statistics to conduct research in relevant areas of STI statistics, develop new insights for data and indicators, tools for data analysis, etc. in coordination with the DST-NSTMIS towards strengthening the national STI statistics system. Broad areas of research under the theme would include:
	* STI Indicators (identifying new indicators, fine tuning definitions in context to different sectors in India, etc.)
	* STI data gaps and approaches to address them, e.g. capturing data from the MNCs, informal sector and emerging sectors in an inclusive approach
	* Granularity of S&T data
	* Identify/ develop latest tools/technologies to assist data collection and analysis
	* STI data standards and interoperability mechanisms
	* Global benchmarks and standards (Frascati and Oslo manuals) for STI statistics
	* Capacity building in relevant areas of the theme
	* Any other related area

The organization/team submitting the proposal must demonstrate a foundational understanding of the **core principles of STI data and Indicators**, including but not limited to:

* National STI ecosystem
* STI Indicators
* Global standards for STI data
* National S&T Survey
* AI-based data analysis
* Evidence-based policy support
1. **Technology Foresight:** New technologies can have a significant impact on various aspects of society and the technology landscape has been rapidly evolving globally. Technological development is driven by innovation, which can involve both radical breakthroughs and incremental improvements. The emergence of disruptive and impactful technologies poses new challenges and simultaneously greater opportunities. Technology foresight is a systematic process to map potential future technological developments and their potential impacts, helping organizations and countries make informed decisions about research, development, and policy. Technology foresight ideally considers a long-term horizon (10-30 years), focusing on broad trends and societal impacts. The technology foresight exercises are important as they help in proactive planning, support innovations, address societal challenges, enhance competitiveness of a nation or society. Establishment of a dedicated Centre for policy Research focusing on this theme is aimed to strengthen the proactive governance mechanism for the STI sector. The role of the proposed Centre under this theme would be to conduct in depth research on the Technology Foresight, interact with stakeholders and bring out reports in coordination with DST, GoI. The core steps of the CPR would focus on Scenario Building / Scenario Analysis, AI-based data analysis, trend analysis, back casting, horizon scanning, technology prioritization, etc. Broad areas of research under the theme include:
	* Identifying emerging technologies that could directly or indirectly affect the country or society
	* Assess the state-of-art of technology and set directions for future technological development in India in important socio-economic sectors
	* Assessing potential impacts (benefits and challenges)
	* Identifying drivers and barriers that could promote or hinder the adoption of specific technologies
	* Developing policy recommendations (priority areas to leverage the opportunities and preparedness to mitigate the risks associated)
	* Capacity building in related areas of the theme

The organization/team submitting the proposal must demonstrate a foundational understanding of the **core principles of foresight**, including but not limited to:

* Long-term strategic planning
* Futures thinking
* Anticipatory governance
* Evidence-based policy support
	+ - 1. **Expected credentials of Institutions and Project Investigators**
1. **Acknowledged Leadership**: The CPRs under Policy Research Programme will be built around lead institutions having acknowledged leadership in the specific theme/ Research domains, as evidenced by their scientific track record.
2. **Performance Measurement Assessment**: Performance of the CPRs will be judged by the following broad criteria:
3. **Implementation of deliverables**: Timelines for the deliverables of the CPR will have to be clearly defined in the proposal and the same will be evaluated by the Advisory Committee set up by DST. The progress of the CPR will be judged through its performance in achieving targets set against the final approved deliverables and utilization of funds in achieving these target deliverables.
4. **Measurements**: The CPR should be able to demonstrate the valued results that justified its creation through the use of output matrix. Coordination across other institutes of similar interests and other stakeholders would be needed to enable the CPR to deliver value added services.
5. **Success Indicators**: The overall success of the CPR will be judged through adherence to the timeliness of completion of recommended milestones, assessments, reviews and implementation and overall output/outcome in terms of research publications, their impact factors, development of new evidence bases as policy inputs, translation of the outputs having direct impact on the regional, national, sectoral, and international policy systems, capacity building programmes organised, inter-linkages developed, etc.
6. **Administrative independence**: The CPR would be guided by an independent advisory structure established through consultation between DST and the host institution. This is to ensure long-term efficiency and sustainability. The performance of the CPR will also be evaluated and monitored on a continuous basis by committees set up by the DST.
	* + 1. **Qualifying Criteria for Institutions hosting the CPRs**
7. The CPR is expected to be led by an investigator with a proven track record and expertise central to the research theme of the proposal.
8. There are several factors which would be considered while technically and administratively examining the potential of agency /institution and project investigator who leads the CPR. A few of them are listed in section 5 and 6 below.
9. The CPR should be created within the existing institutional framework. The Team leader/ Project Investigator will have the primary responsibility for administering the project, for overseeing the development of the programme and submitting the reports to DST.
10. Research institutes, universities, and other recognized research laboratories in the public sector and not-for-profit laboratories in the country would be eligible for the grant under DST Policy Research Programme. The Institute should have well established research facilities as well as core expertise in relevant area.
	* + 1. **Essential Criteria for the Project Investigators spearheading DST’s programme**

The following criteria must be followed for the Principal Investigators:

* The Principal Investigator must be a researcher working in **permanent capacity** at the institution (only within state) dealing with subject area proposed.
* He / She must have **at least 5 years of regular service still remaining at the institution** where the current work is proposed.
* He / She must have a proven track record of knowledge and expertise central to the thematic focus of the CPR as evidenced by peer-reviewed publications, patents etc.
* He/she must be an established research scientist who will ensure that high-quality research is performed and who has the experience to effectively administer and integrate all components of the CPR.
* The PI should also have the requisite administrative experience to lead the CPR.
* The bio-data of PI should also include details of research projects handled, number of Ph.D. students registered, number of research papers published, total impact factor, citation index, patents filed granted, technologies transferred, etc.
* A list of 10 best research papers (relevant to the theme of the proposal) published along with their impact factor and citation index may be provided.
	+ - 1. **Overall Research Plan**

The project proposal must include in details an overall research plan to justify the support to the CPR for next five years. If the proposed research is closely related to ongoing research of an existing centre, an explanation how the research activities will complement but not overlap with existing research should be described. The institutional environment and resources that are available to investigators must be clearly described. Available resources (e.g., laboratory facilities, details of space and personnel) and collaborative resources should be presented in the proposal.

* + - 1. **Nature of support to be made available through the grant**

The grant-in-aid would be provided for minor equipment, consumables, contingency, travel etc. The emoluments of the project staffs associated with the CPR would be defrayed for the project duration only. A letter of undertaking will be required at the time of submission of full proposal stating that the financial liability for any new position(s) would be borne by the Host Institutes at the end of the project support. Such commitment would be given by the Head of the Host Institute(s) or by a competent authority as authorized by him/her.

In addition, PI has to give following undertakings:

1. ***No such proposal has been submitted for seeking support from any other funding agency***
2. ***The financial support provided by DST will be duly acknowledged in all the publications including reports, research papers, monographs, etc. generated from the CPR.***
3. ***DST’s name must appear in the name of the proposed Centre***
	* + 1. **Expected outcome from the CPR towards building Evidence base for Policy Making**

The evidence base/knowledge/data generated through the Policy Research Programme will be exclusively made available to DST on periodic basis (e.g., quarterly). The sharing of data with other agencies/ organizations/ public will be decided as per the provisions of data sharing policy norms of DST.

* + - 1. **Format for submission of the project proposal**

The project proposal may be submitted in the prescribed format as given in **Annexure I**.

* + - 1. **How to submit the proposal**

The duly filled project proposal in the prescribed format is to be submitted through the online web-portal (<https://onlinedst.gov.in/>). Following is the instruction on how to fill the online project proposal.

|  |  |
| --- | --- |
|  | Carefully go through the detailed guideline to check the subject area, eligibility, necessary skillset at individual and institution level, Log on [onlinedst.gov.in](http://upsssc.gov.in/AllNotifications.aspx) to access the home page of the “DST e-PMS Portal”. |
|  | The proposal has to be filled through the interactive online format. To save your time and avoid data loss please organise your content for all the sections of the proposal and associated documents before attempting to fill the application.  |
|  | Carefully fill all the sections of the proposal.  |
|  | After filling all above particulars carefully, please click on “Preview” button to preview and validate the details filled, before final submission of application form. Preview page will display all facts/particulars that has been filled. If you are sure with all the filled details, then please click on “Submit” button to finally submit the proposal. |
|  | Investigators are advised to carefully fill and verify the details filled in the online application themselves as no change will be possible/ entertained after clicking the **FINAL SUBMIT BUTTON**. |

* + - 1. **Last Date for Submission of proposals**

The online web-portal (<https://onlinedst.gov.in/>) for submission of proposals under the present call will remain open from **01.05.2025** to **30.05.2025**.

* + - 1. **For further information / Clarification, if any**

May please contact any of the following officers:

Shri Mayank Misra

Scientist-B

Policy Coordination and Programme Management Division

Department of Science and Technology

Technology Bhawan,

New Delhi-110016

Email. mayank.44@gov.in

Contact No. +91-11-26590609

Timing: 2.30 PM to 4.00 PM.

|  |
| --- |
| **Please Note:** |
|  | It is mandatory to submit the proposals through **online mode**. Any submission of proposal through offline mode will not be considered. |
|  | Candidates are required to submit their online application and upload copy of supported documents with the signatures and stamp of the concerned persons/ officials. |
|  | Incomplete or wrongly filled applications, lacking essential information or documents will not be considered. |
|  | Please try to submit the proposal well in advance from the last date of submission. |
|  | Proposal submitted through e-mail will not be entertained. Submission of proposal other than the prescribed format shall be rejected without any further processing as per program norms. |

Annexure I

**FORMATS FOR SUBMISSION OF PROPOSAL**

**for**

**CENTRE FOR POLICY RESEARCH**

**as part of**

**Policy Research Programme of DST, GoI**

**PART A (General Information)**

**1.0 Title:**

* 1. **Broad Theme(s): Please select the appropriate one**
* Science, Technology & Innovation (STI)Statistics
* Technology Foresight

**1.2. Duration:**

**1.3**. **Total cost proposed (INR)**:

**1.4** **Details of Coordinator/ Principal Investigator**

|  |  |  |
| --- | --- | --- |
|  | Name  |  |
|  | Designation |  |
|  | Institution name & address |  |
|  | Date of birth |  |
|  | Date of Superannuation  |  |
|  | Gender  |  |
|  | Category (Gen/OBC/SC/ST) |  |
|  | Telephone (landline and mobile) |  |
|  | Email  |  |

**1.5 Details of Co-PIs#**

|  |  |  |
| --- | --- | --- |
|  | Name  |  |
|  | Designation |  |
|  | Institution name & address |  |
|  | Date of birth |  |
|  | Date of Superannuation  |  |
|  | Gender  |  |
|  | Category (Gen/OBC/SC/ST) |  |
|  | Telephone (landline and mobile) |  |
|  | Email  |  |

# Please include additional tables, if there are more number of Co-PIs

**1.6 Name of the Head of the Institute/ Organization along with contact details** (address, Phone, Fax, E-mail):

**1.7 Expertise and facilities available with the Institute in the domain of the proposed theme**: (100 words)

**1.8 Collaborating Institutions, if any**: (About 150 Words)

**1.9 Summary of the proposed research plan:** (About 300 Words)

**1.10 Key words**: (About 10 Words)

**PART B (Information about the project)**

**2.0 Introduction** (500 words)

**3.0 Broad Objectives (in Bullets):** (100 words)

**4.0 State of the art / review of present knowledge in the proposed thematic area** (500 words)

**5.0 Outcomes / project Deliverables:** (150 words)

**6.0 Broad Approaches / methodologies to achieve the objectives:** (700 words)

7.0 **Work plan with quantifiable deliverables** [Time Schedule of Activities through

BAR Diagram may also be provided] (100 words) (Option for PDF Upload of Activity chart)

**8.0 Expertise of the PI to carry out the proposed project** (150 words)

**9.0 Institutional mechanism for self-sustenance of the Centre, if any** (150 words)

10.0 **Implementation arrangements proposed for the project** (management structure) (150 words)

**11.0 Anticipated risks during the project implementation, if any, and measures to resolve them** (150 words)

**12.0 Budget estimates** (INR)

|  |  |  |
| --- | --- | --- |
| **S. No.** | **Item** | **Budget (Year-wise)** |
| **1st Year** | **2nd Year** | **3rd Year** | **4th Year** | **5th Year** | **Total** |
| **Recurring** |
|  | Salaries/Wages (Category-wise) |  |  |  |  |  |  |
|  | Consumables  |  |  |  |  |  |  |
|  | Travel  |  |  |  |  |  |  |
|  | Contingency |  |  |  |  |  |  |
|  | Other costs (including meetings, workshops, seminars, minor equipment, subscriptions of databases, software license, etc.)  |  |  |  |  |  |  |
|  | Overhead charges |  |  |  |  |  |  |
|  | **Total (INR)** |  |  |  |  |  |  |

12.1 Budget for salaries / wages

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Salaries/Wages (Category-wise) | **1st Year** | **2nd Year** | **3rd Year** | **4th Year** | **5th Year** | **Total** |
|  |  |  |  |  |  |

Justification [DST norms must be followed as per guidelines for Research Fellows, Scientists and Assistants]

12.2 Budget for consumable materials:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Consumables | **1st Year** | **2nd Year** | **3rd Year** | **4th Year** | **5th Year** | **Total** |
|  |  |  |  |  |  |

Justification

12.3 Budget for Travel

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Travel | **1st Year** | **2nd Year** | **3rd Year** | **4th Year** | **5th Year** | **Total** |
|  |  |  |  |  |  |

Justification

12.4 Budget for Contingency

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Contingency | **1st Year** | **2nd Year** | **3rd Year** | **4th Year** | **5th Year** | **Total** |
|  |  |  |  |  |  |

Justification

12.5 Budget for Other Cost

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Other Cost | **1st Year** | **2nd Year** | **3rd Year** | **4th Year** | **5th Year** | **Total** |
|  |  |  |  |  |  |

Justification for the budget:

**13.0 Bio-data of Coordinator/PI and CO-PIs** (300 words) **(To be uploaded)**

[The bio-data should only include upto top 10 publications of the PI/Co-PI relevant to the objectives of the proposal]

**15.0 List of projects completed by PI**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **S. No.** | **Project Title** | **Duration** | **Date of Start** | **Date of Completion** | **Total Cost** |
|  |  |  |  |  |  |

Add more rows if required

**14.0 List of projects under implementation by the PI**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **S. No.** | **Project Title** | **Duration** | **Date of Start** | **Expected Date of Completion** | **Total Cost** |
|  |  |  |  |  |  |

Add more rows, if required

**15.0 Endorsement from the Head of Institution (To be uploaded)**

**16.0 Certificate from Project Investigator (To be uploaded)**

**Endorsement from the Head of Institution\*(To be given on letterhead)**

Project Title:

1. Certified that the Institute welcomes participation of Shri/Smt.…………………….… as the Principal Investigator and Shri/Smt…………………………………………………. as the Co-Investigator(s) for the project and that in the unforeseen event of discontinuance by the Principal Investigator, the Principal Co- Investigator will assume the responsibility of the fruitful completion of the project (with due intimation to DST).

2. Certified that all basic facilities such as library, office equipment and other administrative support etc. will be extended to the investigator(s)throughout the duration of the project.

3. Institute assumes to undertake the financial and other management responsibilities of the project.

4. Certified that staff salaries proposed in the project proposal is in accordance to the approved norms of the institution.

Name and signature of Head of Institute

Date:

Place:

\*Co-Investigator(s)from a different institution may also provide a similar certificate from their Head of Institute.

**Certificate from Project Investigator**

Project Title:

1. I / We agree to abide by the terms and conditions of the grant set forth by DST including time submission of annual Audited Statements of Accounts and Utilization Certificates.

2. I/ We did not submit the project proposal elsewhere for financial support.

3. We have explored and ensured that equipment and basic facilities will actually be available as and when required for the purpose of the project. We shall not request financial support under this project, for procurement of these items.

4. I/ We have enclosed the necessary documents as required. The list of documents enclosed is given below:

 Item No. of Copies

A. Endorsement from the Head of the Institution (on letter head)

B. Certificate from Investigator

C. Name and address of experts/institution interested in the subject/ outcome of the project

Date: Name and Signature of Principal Investigator

Place: Name and Signature of Co-Investigator