



Guidelines

For

Utilization of Corpus Amount and Providing Support to Innovations

State Innovation Council

Regional Science Centre & Science Park,
Shastri Nagar, Jaipur – 302016
Phone- 0141 – 2304161/2304787
E-mail:- rajasthan.sic@gmail.com

Guidelines for Utilization of Corpus Amount and for Providing Support to Innovations		
S.N.	Content	No. of Page
1	Brief Introduction: SIC (Earlier GIAN-North)	4
2	Genesis of SIC	4
3	Structure of SIC	4-5
	Guidelines for Providing Support to Innovations	5-8
4	State Innovation Council Schemes	9-34
4.1	Festival of Innovations & Technologies of Rajasthan – FITR	9
4.2	Rajasthan State Innovation Awards (RSIA)	10
4.3	Scouting and Documentation	10
4.4	Promotion of Research/ Innovation and Entrepreneurship among Youth and Students (PREYAS)	11-22
4.5	Financial Assistance to Innovative Projects (FAIP)	22-33
4.6	SEEDS (Strive, Efforts for Entrepreneurship through Diffusion Based Solutions)	33 &34
5	Proposed Budget for Schemes of SIC of FY 2017-2018	35
	Guidelines for Utilization of Corpus Amount	
6	Books of account	36
7	Remuneration	36
8	MONITORING	36
9	Financial Reporting Requirements	36 & 37
10	Audit requirements (Statutory/Concurrent) as applicable	37
	Format of UC Reporting (Form No. GFR – 19 A)	38
	Format of Financial Reporting by SIC	39

Guidelines for utilization of Corpus Amount

1. Brief Introduction: SIC (Earlier GIAN-North)

National Innovation Foundation (*formed under the aegis of Dept of Science & Technology, Government of India*), in partnership with Government of Rajasthan set up GIAN- North (now SIC). GIAN (N) was registered as a not-for-profit society at Jaipur in November 2002, with geographical area of operation spread over all the north Indian States and Union Territories.

The mandate of SIC is to augment knowledge and creativity at the non-formal sector through identification, support and incubation of grassroots technologies and traditional practices. In achieving this, SIC forged alliances with formal bodies of science, technology and management. It worked jointly with other development organizations- government and non-government; and individuals to recognize and scale up the endeavors at grassroots, particularly from North Indian states.

2. Genesis of SIC

The genesis of SIC lies in the philosophy and work of Honey Bee Network, and culmination of its efforts of over fifteen years into National Innovation Foundation in March 2000.

State innovation Council (SIC): a sustainable alternative

SIC over the years has learned to facilitate the transition of innovators into entrepreneurs, arrange formal negotiations with the prospective licensees and also organizing interactions with critically appreciative peer group on behalf of the innovators. SIC has successfully converted few green technologies into viable business models.

The lessons of SIC leads to a new model of innovation based enterprise development. Conventional models of development have built upon the resources in which people were often poor or inadequate. In the SIC model, emphasis is on a resource in which economically poor people are rich that is their knowledge, innovations or practices. SIC tries to add value to this knowledge and facilitate the commercial and non-commercial diffusion. This generates rewards for the innovators and more efficient green choices for the consumers and people struggling with same or similar problems.

3. Structure of SIC

SIC has two tier structures; on top a governing Board and one Executive Committee to advice on operational issues. Its governing board was formed with members from Government, Academics, Industry, NGO etc. Members of the Present Governing Board are as under:

GOVERNING BOARD

1. Chief Secretary, Government of Rajasthan, Jaipur, Chairman
2. ACS, Agriculture Department, Government of Rajasthan, Jaipur
3. ACS, Forest & Environment, Government of Rajasthan, Jaipur
4. Principal Secretary, Department of Science & Technology, Govt. of Rajasthan, Member Secretary
5. Principal Secretary, Department of Medicine & Health, Govt. of Rajasthan
6. Principal Secretary, Department of Finance, Govt. of Rajasthan
7. Principal Secretary, Department of Jan Swasthya Abhyantriki Vibhag, Govt. of Rajasthan
8. Secretary, Department of Water Resource, , Govt. of Rajasthan
9. Director, Department of Science & Technology, Govt. of Rajasthan
10. Principal Secretary, Department of Information Technology, Govt. of Rajasthan
11. Secretary, Department of Science & Technology, Govt. of India
12. Secretary, Department of Bio Technology, Govt. of India
13. National Coordinator, National Innovation Foundation, Govt. of India, Ahmedabad
14. Dr. Sanjay Bajpai, Scientist "F", Department of Science & Technology, Govt. of India
15. Prof. Dilip Sharma, Prof., Mechanical Department, MNIT, Jaipur
16. Prof. Shishir Chand Bhaduri, Prof., Mechanical Engineering, J K Laxmipat University, Jaipur

An Executive Committee (EC) has been set up to take cognizance of various administrative, financial and operational issues faced by the organization in day to day basis. The present EC is as under:

EXECUTIVE COMMITTEE

1. Principal Secretary, Department of Science & Technology, Govt. of Rajasthan, Chairman
2. Director, Department of Science & Technology, Govt. of Rajasthan
3. Secretary, State Innovation Council, Member Secretary
4. Project Director (I), Department of Science & Technology, Govt. of Rajasthan
5. Project Director (II), Department of Science & Technology, Govt. of Rajasthan
6. Project Director (III), Department of Science & Technology, Govt. of Rajasthan

Guidelines for Providing Support to Innovations

Part A

For encouraging application oriented research and transfer of appropriate technology to the rural masses, lot of emphasis is being given by the State Government to innovation activities. Guideline for submission of innovation projects including Terms and Conditions' for the financial assistance is annexed herewith for inviting proposals of the innovation projects from Universities/ Colleges/ State Government Research departments/ Institutions Autonomous bodies, Educational Institutions, including state Medical and Engineering Colleges, and Universities and Individual Innovators.

a. The broad themes for these innovation projects are may include:-

1. Innovations for the upliftment of rural population of the State.
2. Economic and Environment friendly Energy production, distribution, consumption and conservation of energy.
3. Development of measures to combat scarcity of water Resources in the State.
4. Education
5. Farming Techniques, New Seeds or Plant Variety
6. Machinery, tools, techniques developed in any sector.
7. Development of energy saving devices, techniques.
8. Moisture conservation, Food preservation, processing and storage methods.
9. Control of pests and diseases of fruits and crops.
10. Dairy and Poultry development
11. Organic Farming
12. Prevention of common animal diseases.
13. Environmental pollution control.
14. Development of low cost housing material and methods
15. Employment Generation
16. Information Technology (IT) and Automation
17. Energy and Environment friendly means and methods of domestic and professional housekeeping.
18. Conservation and Development of Green Cover.
19. Forestation
20. Sustainable use of fuels and Minerals
21. Art and craft
22. Others

All the proposals will be acknowledge and registration number will be allotted by the State Innovation Council and in future all the communications/ enquiry about the project will be made through this registration no. and the title of the project only.

b. Components of Project Grant:- Grant for a innovation project will be provided to the concerning organization, institution in case of students and directly to grassroots and professional innovators to cover the following:-

- For value addition activities including development of the prototype, design development, refining of the innovation, testing and evaluation of the innovation.
- Marketing business development of the innovation, pilot project, collection of feedback.
- Appointment of research associates/ fellows and technical supporting staff e.g. technicians, mechanics, etc. and payments of salaries and cost of service benefits to them. The salaries will be paid as consolidated amounts either in regular monthly installments or as lump sum payments. The innovator who is employed and already receiving a salary will not be paid out of the assistance.
- Acquisition of ancillary equipment and expendable items, laboratory supplies, workshops machines.
- Payment of honoraria or part time allowances for services utilized in the scheme (e.g. typists, stenographers, accounts clerk, laboratory assistants etc.)
- Any other expenditure which the State Innovation Council considers appropriate, depending upon the requirements of a specific proposal.

c. Evaluation Process:-

Innovation projects received by the State Innovation Council will be scrutinized at the level of the council or a competent committee of the council. Those scrutinized will be sent to three subject experts for evaluation.

Based on expert comments, the projects which are approved by two out of three subject experts will be presented before the State Innovation Council (SIC).

After due approval of the SIC, proposal will be given financial assistance by the Council.

d. Approval of Innovation Projects:-

- (i) Projects will be sanctioned for a specified period (Maximum three years), total cost and year wise breakup will be as approved by the Council. The authorities of the institution where the innovation work is to be carried out would be responsible for administration of the scheme and maintenance of accounts. In case of student innovator, he/she will arrange with the institution to receive and make payment on his behalf. Professional and grassroots innovators can make payments as per the requirements submitted in the proposal. The grant shall be exclusively utilized for the purpose for which it is sanctioned.
- (ii) All accounts maintained by the institutions/innovators will be subjected to audit by the institution's auditor. On termination of the project, the accounts duly audited by the auditor's shall be submitted and the unspent balance if any, shall be remitted back to the Council.

- (iii) The project will become operative with effect from the date on which grant is received by the institution/innovator. The exact date of commencement of work is to be communicated to the Council.
- (iv) The innovator shall submit three copies of the quarterly progress report of the work on the project. In addition the Council may designate specialists to visit the institution/innovator periodically and may organize monitoring workshop for reviewing the progress of the work and for suggesting measures to ensure early realization of the objective of the project. On completion of the project, 5 copies of a consolidated report of the work done on the project should be submitted to Council.
- (v) Projects will be normally sanctioned to institutions which have most of the essential facilities in the form of equipment for the type of work to be undertaken. The expenditure on purchase of ancillaries to the equipments, travel and contingencies may be incurred by the innovator as provided in the budget sanctioned for the project. In case of independent innovator both professional and grassroots, support will be provided based on the viability of the idea/innovation to develop the facilities.
- (vi) The selection and appointment of different kind of staff for the project may be made by the innovator of the innovation project for the period not exceeding the sanctioned duration of the project. In other cases, the institution should be kept informed about it.
- (vii) Innovator wishing to publish paper/s based on research work done under Innovation Projects should acknowledge the financial support received from the Council.
- (viii) The SIC reserves the right to terminate the grant at any stage if convinced that the grant has not been properly utilized or appropriate progress is not being made.

e. The emoluments to the Research Staff engaged in the projects sanctioned by the State Innovation Council, Government of Rajasthan are as under:

Eligibility	Amount
A. Professionals	
1. Post Graduate degree in Scientific disciplines, other than Medical and Engineering	Will be decided by the Expert Committee
2. Post Graduate degree in Engineering/Technology	Will be decided by the Expert Committee
B. Grassroots Innovators Support for research/idea/innovation will be provided based on the need of the innovator and evaluation by the experts. of the innovator and evaluation	Will be decided by the Expert Committee -----

- If the student innovator, to whom a grant has been sanctioned leaves the institution where the project is based, the innovator should submit a complete

and detailed report of the work done by him or the project till the date of his relieving. Grassroots or professional innovators in case of leaving the project will submit a closure report and will return the unutilized amount.

- All equipment and stores purchased out of the grant would be a property of SIC.

The Project Proposal in prescribed format will be submitted to:-

Member Secretary,
State Innovation Council,
Department of Science & Technology,
Government of Rajasthan,
4th Floor, Bani Park, Jaipur
For further information, kindly contact SM-BD, State Innovation Council at-
Phone: 0141-2304161, E-mail:rajasthan.sic@gmail.com, Fax: 0141-2304161

General Information and Instructions for Submitting Innovation Proposals

On behalf of State Government, The State Innovation Council initiate, support, promote and coordinate such innovation projects and programmes (including demonstration projects) which are likely to be relevant to the achievement of specific objectives and help in fruitful exploitation of the natural resources of the State, addressing a persistent problem, providing livelihood opportunities, diffusion of technology, support to indigenously developed and frugal technology through various institutions, organizations and agencies in the State and also by providing direct support to the innovators. Projects will be entertained which are based on the following thrust areas as mentioned in the objectives in MoA of State innovation Council given in Part A.

The proposals should be prepared and submitted strictly according to the format Prescribed by the Council.

4. State Innovation Council Schemes

State Innovation Council, Rajasthan is bound to promote innovations in the state. It has taken various initiatives to promote innovations from all sectors and by people from grassroots level, professionals, students, women and every other section of the society.

4.1 Festival of Innovations & Technologies of Rajasthan – FITR

A festival of Technology and Innovations will be celebrated every year on 18 Jan, the day of launching of GIAN-North. The main purpose of organizing such a festival is to give impetus to innovations emerging out from the state, bringing to the fore the hard work of the innovators which otherwise could go unnoticed. The festival will showcase innovations in all categories i.e professionals, grassroots, engineering, household, students and others from all over the Rajasthan. Festival will also showcase the innovations in gov. departments in terms of increasing work efficiency, adopting new methodology for executing tasks, use of technology in better execution of duties and responsibilities if any. The event will create a value chain to support innovation ecosystem in Rajasthan.

Objectives of the Innovation Fest

1. To showcase the innovations from Rajasthan.
2. To bring together all the State Government Departments and other stake holders for using the innovative technologies made available by DST Gol, DBT, DRDO, ISRO, CSIR, ICAR and other agencies.
3. Collaboration between technology/application developer and the user State Government Departments.
4. Exploring the possibilities for new technology driven approach in key areas.
5. Discussion on thrust areas.

Guidelines for the innovation fest

- a. The innovations related to sectors given in “Part A” could participate in the innovation fest.
- b. Individual/group/ngo/gov and non government departemnts, institutions and also those innovations registered with NIF/SIC will be invited to participate in the innovation fest.
- c. New technologies for which patent has been applied will be displayed at the event.
- d. SIC may provide financial support to innovator to prepare a model that could be displayed at the festival.
- e. SIC would provide T.A/D.A and travel reimbursement to individual innovators participating in the event.
- f. One attendant would be allowed to participate in the festival along with the innovator.
- g. SIC would take care of lodging, food, travelling of the individual innovator during the event.

- h. In case of innovations from government departments, institutions SIC will not provide T.A/D.A to the persons participating on behalf of the department.

4.2 Rajasthan State Innovation Awards (RSIA)

It is proposed to start the state awards to honor the innovators at the state level. The awards will be given annually. The basic idea is to honor the good innovations from the state. Only those innovations that have been properly documented, validated and scrutinized by SIC would be considered for the awards. The event will be celebrated on 15 Oct (Birthday of Dr. A P J Abdul Kalam) every year.

In total four awards will be given

1. State Award First – Rs. 1 Lakh
2. State Award Second – Rs. 50,000
3. State Award Third- Rs. 25000
4. Student Award – Rs. 75000 (3 Awards of Rs. 25000)

The entries will be scouted through a network of scouts. The selected entries will be screened at by panel of experts and pas study. Only those products/technologies which are new, innovative and viable will be accepted for participation in state innovation awards every year.

Guidelines for the RSIA

- a) Accepted entries by NIF/SIC will be considered for the awards.
- b) Entries will be accepted through DST, GoR, SIC website, through newspapers and direct entries will also be accepted for the awards.
- c) Innovations which have been documented, validated, scrutinized by SIC will be considered for the awards.
- d) A expert committee will be set up for scrutinizing and selecting the innovations for RSIA.
- e) The committee will have not less than 5 members and maximum 8 from different sectors.
- f) Experts Committee would evaluate each and every innovation on various parameters and recommend selected one's for the awards based on the novelty, usefulness, practicality, diffusion capability etc.
- g) Experts Committee will send its recommendation to Chairman of the Executive Committee, the suggested names will be endorsed by the Chairman of The EC.
- h) SIC will invite the innovators to participate in the award function.
- i) T.A/D.A will be provided to the innovators and SIC will also provide lodging and food expenses to the innovators.

4.3 Scouting and Documentation

Scouting means looking for creative indigenous ideas/innovations/traditional Knowledge practices.

Scouting of the innovations is the first step towards the fulfillment of the mission of SIC. The art of scouting involves the extensive fieldwork; travel in rural and urban areas, search for 'odd balls' the experimenter, local community and knowledge experts in the society. Students in summer vacation also are encouraged to scout such creative people. In order to achieve the scouting and documentation of the innovations the following activities are required:

- To coordinate with various governmental and non-governmental agencies to mount state level campaign to scout innovations with the help of functionaries of education, agriculture, rural development, small scale industry, Panchayati Raj institutions, etc.
- To screen, document and verify the claims about these innovations through various networks of scientific and other institutional initiatives as well as through Honey Bee collaborators, existing databases and field visits.
- To generate mechanisms for graduated incentives for innovators and involve them in scouting process itself.
- To provide assistance in forging decentralized networks of inventors/knowledge experts.
- To obtain Prior Informed Consent (PIC) of the providers of knowledge.

Guidelines for the Scouting and Documentation

- a) SIC will hire the scouts, one scout will cover 5 districts of the state.
- b) SIC will provide for travelling, food and lodging of the scouts while on field scouting the innovations.
- c) The innovations could be from the sectors mentioned in Part A.
- d) The scouted entries will be shared with NIF for further development of the innovation and getting its feedback.
- e) Only those scouted technologies/ideas which have novelty, usefulness, commercialization and diffusion capability will be taken up for documentation.
- f) Documentation will be done by SIC staff, interns and or those assigned by SIC.

4.4 Promotion of Research/Innovation and Entrepreneurship among Youth and Students (PREYAS)

State Innovation Council envisages creating a culture of research and entrepreneurship among students. It is being increasingly realized that entrepreneurship is an important tool for country's economic and industrial development.

SIC will promote research, innovation and entrepreneurship among students of schools (class 6 to 12), colleges and universities. The activities, programmes under PREYAS will be advertised on the web portal. SIC will write to educational institutes to enroll for the PREYAS programme so that the entrepreneurship skills, innovative mindset may be

inculcated in the students at a very early stage. The best ideas/projects/research may be forwarded to NIF for participation in IGNITE competition. The best ideas/research work/innovations may also be honored at the State Awards (RSIA) also.

SIC may also provide support to viable ideas which can be converted into successful enterprises under its "PREYAS" scheme. The students at remote areas can be reached for the initiative through scouts. Best projects will also be sent for further support to NIF, DST GOR, NITI Aayog, TePP, DST- GOI and other agencies. Projects will be supported based on budgetary allocation, expert recommendation and quality of the proposal.

Guidelines for PREYAS

- a. Projects of the students from sectors given in "Part A" will be taken up for support.**

- b. Who Can Apply**

The innovations, ideas will be invited from school, college and university students including Medical, Engineering, Management and other professional institutions.

The proposals for providing support to innovations should be prepared strictly according to the format prescribed by the council.

All the projects will be acknowledged and registration number will be allotted by the State innovation Council and in future all the communications /enquiry about the project will be made through the registration no and the title of the project only.

- c. Components of the Support to Innovation**

1. SIC will provide support to innovations under PREYAS for value addition activities, improve the design, efficiency, usage of the innovation. Development of the prototype, testing and evaluation of the innovation.
2. Support under PREYAS may be provided direct to the innovator or the institute as per the recommendation of the expert committee.
3. Support may be provided also for acquisition of machinery, equipments and tools required.
4. Payment of honoraria and part time allowances for services utilized in the scheme.
5. Travel expenses proposed to be incurred to conduct the Project activities prescribed therein.
6. Support will be provided to the innovator for business development, market research and sales and marketing related activities.
7. Any other expenditure which the State Innovation Council considers appropriate, depending upon the requirements of a specific proposal.

d. Evaluation and Approval of the Projects

Innovation Projects scouted, documented by the State Innovation Council will be scrutinized at the level of the council. The projects selected subject to preliminary scrutiny will be sent to a panel of subject experts for evaluation. The subject experts may or may not be amongst the members of SIC.

The panel will evaluate the proposals on the basis of essential parameters given below.

1. Novelty of the innovation, feature or system
2. Comparison with currently available conventional alternatives by
 - a. Functioning
 - b. Cost Effectiveness
 - c. Value Addition
3. Encouragement needed:
4. Current limitations/demerits
5. Commercialization (in case of products)
6. Social/environment impact
7. Significance to women, handicapped and other marginalized sections
8. Financial Projections

Based on expert comments, the project will be recommended for approval in the ratio of two out of three experts, will be subjected to the Chairman, Executive Committee of SIC's final approval for financial assistance who may, if deemed appropriate, subject innovative projects for consultation to the SIC members for providing financial support. The SIC will fund the project for 6 months to 3 year duration.

Honorarium (Conveyance, TA & DA) will be provided to the experts members of evaluation panel as per decision of executive committee.

e. Conditions of Approval

Projects will be sanctioned for a specified period (Minimum Six months and Maximum three years), total cost and year wise break up will be as approved by the Council.

In case of the institution, where the project work is to be carried out, would be responsible for its administration and maintenance of accounts. The innovator will arrange with the institution to receive and make payments on his behalf. The grant shall be exclusively utilized for the sanctioned purpose.

Individual innovator/s may be provided support and the accounts will be maintained by the innovator.

All accounts maintained by the innovator/institutions will be subjected to audit by the institutions auditor. On termination of the project, the accounts duly audited by the

auditors shall be submitted and the unspent balance if any, shall be remitted back to the Council.

The project will become operative with effect from the date on which grant is received by the institution, individual. The exact date of commencement of work is to be communicated to the Council.

The innovator shall submit the quarterly progress report of the work on the project. In addition the Council may designate specialists to visit the institution, individual innovator periodically and may organize monitoring workshop for reviewing the progress of the work and for suggesting measures to ensure early realization of the project objective. On completion of the project a consolidated Project Report shall be submitted to the Council.

The projects will be sanctioned to the individual student and institutes for research/idea/innovation. In case of both institutions and individuals, the Projects will be sanctioned for the purchase of machinery, tools, ancillaries to the equipments, designing of the innovation, prototype development, travel and contingencies may be incurred by the innovator/s as provided in the budget sanctioned for the project. quotations of machinery required has to be provided along with the proposal.

The SIC reserves the right to terminate the grant at any stage if convinced that the grant has not been properly utilized or appropriate progress is not being made.

If the institution/ innovator to whom the grant has been sanctioned leaves the project in between, the innovator/institution will submit a detail report of the work done till the date of leaving the project.

All equipments and stores purchased out of the grant would remain would be property of the SIC.

The Amount will be provided after assessing the financial requirement and financial details of the innovator.

The SIC will not claim any credit in IPRs and/or any financial gain accrued by the Project outcome. The innovator and/or institution shall hold all the rights in this regard.

Annexure I

FORMAT FOR ENDORSEMENT FROM THE HEAD OF THE INSTITUTION

(To be given on letter head)

Project Title: -----

- i) Certified that the institution welcomes participation of Shri/Ms-----as the Principal Innovator and Shri/Ms ----- as the Co-Innovator for the project and that in the unforeseen event of discontinuance by the Principal Innovator, the Co-Innovator will assume the responsibility of the fruitful completion of the project (with due information to the State Innovation Council, Dept. of Science & Technology, Govt. of Rajasthan, Jaipur)
- ii) Certified that the equipment and other basic facilities will be extended to the Innovator (s) throughout the duration of the project.
- iii) Institute assumes to undertake the financial and other management responsibilities of the project.

Name and Signature of
Head of the Institution

Date-----

FORMAT FOR CERTIFICATE FROM THE INNOVATOR

Project Title: -----

- (i) I/We agree to abide by the terms and conditions of the State Innovation Council, Government of Rajasthan.
- (ii) I/We have not submitted this project proposal or a similar proposal incorporating the same aspect/issue/problem, elsewhere for financial support.
- (iii) I/We have explored and ensured that equipments and basic facilities (enumerated in Section 52) will actually be available as and when required for the purpose of the projects. I/We shall not request financial support under this project for procurement of any of these facilities.
- (iv) I/We have enclosed the following documents.

Item	Number of Copies
- Endorsement from Head of the Institution (on letter head)	One
- This certificate from the innovator(s)	One
- Details of the proposal	Five
- Name and address of the experts/ Institutions interested in the Subject/outcome (of Principal Investigator)	

Name and Signature of the Principal Innovator

Date-----

Place-----

Name and Signature of the Co- Innovator(s)

Date-----

Place-----

FORMAT FOR CERTIFICATE FROM THE INDIVIDUAL INNOVATOR

Project Title: -----

- (v) I/We agree to abide by the terms and conditions of the State Innovation Council, Government of Rajasthan.
- (vi) I/We have not submitted this project proposal or a similar proposal incorporating the same aspect/issue/problem, elsewhere for financial support.
- (vii) I/We have explored and ensured that equipments and basic facilities (enumerated in Section 52) will actually be available as and when required for the purpose of the projects. I/We shall not request financial support under this project for procurement of any of these facilities.
- (viii) I/We have enclosed the following documents.

Item	Number of Copies
- This certificate from the innovator(s)	One
- Details of the proposal	Five

Name and Signature of the Innovator

Date-----

Place-----

FORMAT FOR SUBMISSION OF THE INNOVATION PROJECTS

(To be filled by the applicant)

1. Project Title
2. Project Theme:

Select from Different Categories (Part A)

3. Duration in Months
4. Total Cost
5. Project Category
 - (a) Process/Product Development
 - (b) Technology Development
 - (c) Any Other
6. Innovator
7. Designation
8. Department
9. Institute Name
10. Address
11. Date of Birth
12. Sex (M/F)
13. Telephone Fax
Co Innovator
14. Designation
15. Department
16. Institute Name
17. Address
18. Date of Birth
19. Sex (M/F)
20. Telephone Fax
21. Gram E-mail

Project Title: ----- Registration No. ----- (to be filled by SIC)

22. Project summary (Maximum 150 words)
23. Key words (maximum 6)
24. Technical details
25. Introduction (under the following heads)
 - a. Origin of the proposal
 - b. Definition of the problem
 - c. Objective
26. Review of status of Research and Development, Value Addition
 - a. International status
 - b. National status
 - c. Importance of the proposed project in the context of current status
 - d. Review of expertise
 - e. Patent details (domestic and international)
27. Work plan
 - a. Methodology
 - b. Organization of Work elements
 - c. Time schedule of activities
 - d. Social Impact of the Innovation
 - e. Impact on Environment
 - f. Competitive Advantage
 - g. How it is better than available technology
28. Budget Estimates: Summary

	Item	Budget			(Total Amount Rs.)
		1 st Year	2 nd Year	3 rd Year	
A.	Recurring				
B.	1. Salaries/ wages				
N	2. Consumables				
N	3. Travel				
N	4. Other costs				
B	Equipment/Machinery				
	Grant Total (A+B)				

29. Budget for Salaries/ Wages

	Item	Budget			(Total Amount Rs.) (m.m.)
		1 st Year (m.m.*)	2 nd Year (m.m.)	3 rd Year (m.m.)	
Designation & number of persons	Monthly Emoluments				

*m.m.: man/ months to be given within brackets before the budget amount

Justification for the manpower requirement.

30. Budget for Consumable Materials

Item		Budget			(Total Amount Rs.)
		1 st Year	2 nd Year	3 rd Year	
	Q*				
	F*				
Total					

*Q Quantity or number, *F: Financials

Justification for consumable

31. Budget for Travel

Item		Budget			(Total Amount Rs.)
		1 st Year	2 nd Year	3 rd Year	
	Travel (Only inland travel)				

Justification for travel, if any.

32. Budget for other Costs/ Contingencies

		Budget			(Total Amount Rs.)
		1 st Year	2 nd Year	3 rd Year	
	Other costs/ contingency costs				

Justification for specific costs under other costs, if any.

33. Budget for Equipment and Other specific Articles

S. N.	Generic name of the Equipments/ Articles along with make & model	Imported / Indigenous	Estimated Costs (Rs.)*

*Includes transport, insurance and installation charges.

Justification for the proposed equipment.

34. List of facilities being extended by institution(s) for the project implementation.

A) Infrastructural facilities:

S. N.	Infrastructural Facility	Yes/ No/ Not required full or sharing basis
1	Workshop Facility	
2	Water & Electricity	
3	Laboratory Space/ Furniture	
4	Power Generator	
5	AC Rooms or AC	
6	Telecommunication including e-mail & Fax	
7	Transportation	
8	Administrative/ Secretarial support	
9	Information facilities like Internet/ Library	
10	Computational facilities	
12	Any Other special facility being provided	

B) Equipment available with the Institute/ Group/Department/ Other Institutes/ Individual innovator for the project:

Equipment available with	Generic name of the Equipment	Make, Model & Year of purchase	Remarks including accessories available and current usage of equipment
Innovator & his group			
Innovator Department			
Other Inst In the region			
Existing Workshop /Facility of the Innovator			

4.5 Financial Assistance to Innovative Projects (FAIP)

The State Innovation Council (SIC) spearheads the state government’s mandate to encourage affordable solutions to inclusive growth. Financial Assistance to Innovation Projects is one of the many ways SIC decides to tread in order to realize its mandate.

The Council will encourage all and sundry (Government organizations including PRIs, Universities and Colleges including Medical, Engineering, Management and other professional Institutions and schools, NGO’s situated in Rajasthan and even individuals or groups of independent citizens of the State) to come forward with their innovative ideas having enough potential to lead an innovation in the benefit of public at large. The Council offers Financial Assistance for developing such ideas (Technical i.e. developing new technology, equipments, appliances, tools, production designs etc. and Non Technical i.e. developing new business Processes, Pedagogy, economic and Social interventions etc) to workable prototypes.

Guidelines for FAIP

- a. The Scope of innovation projects proposed to be funded by SIC will cover the following broad themes given in “Part A”.**

The list at “Part A” defines the broad mandate of SIC is only indicative while it also welcomes any other meaningful themes/domains of public interest. SIC will invite the Project Proposals under this scheme through newspaper advertisements and will be scrutinized at the preliminary stage. The proposals will then be sent to subject experts for evaluation. The panel will include the members of SIC as well as the externals.

The panel will evaluate the proposals on the basis of essential parameters given below.

1. Novelty of the innovation, feature or system
2. Comparison with currently available conventional alternatives by
3. Functioning
4. Cost Effectiveness
5. Value Addition
6. Encouragement needed:
7. Current limitations/demerits
8. Commercialization (in case of products)
9. Social/environment impact
10. Significance to women, handicapped and other marginalized sections
11. Financial Projections

Based on expert comments, the project will be recommended for approval in the ration of two out of three experts, will be subjected to the Chairman, Executive Committee of SIC’s final approval for financial assistance. The SIC will fund the project for 6 months to 3 year duration.

b. Who Can Apply

The innovations, ideas will be invited from government and non government organizations, NGO’s of Rajasthan, individuals or groups of independent citizens of the state including farmers, women, professionals and unprofessional.

The proposals for providing support to innovations should be prepared strictly according to the format prescribed by the council.

All the projects will be acknowledged and registration number will be allotted by the State innovation Council and in future all the communications /enquiry about the project will be made through the registration no and the title of the project only.

c. Components of the Support to Innovation

SIC will finance projects every year, number of projects will be decided by the Executive Committee.

The innovation projects will receive the Grant in the form of a consolidated sum or in installments which shall be provided to the concerning Organization/ Institution/ Agency/ Individual to cover the following expenses:-

Acquisition of machinery, equipments and expendable items such as stationery and laboratory supplies.

Value Addition activities, improve the design, efficiency, usage of the innovation. Development of the prototype, testing and evaluation of the innovation.

Appointment and payment of Research Associates/Fellows and technical supporting staff e.g technicians, mechanics etc. The innovator who is employed and already receiving a salary will not be paid out of this assistance.

Payment of honoraria and part time allowances for services utilized in the scheme.

Travel expenses proposed to be incurred to conduct the Project activities prescribed therein.

Support will be provided to the innovator for business development, market research and sales and marketing related activities.

Any other expenditure which the State Innovation Council considers appropriate, depending upon the requirements of a specific proposal.

The amount of support to be provided may be decided by the executive committee depending upon the need of the innovator and viability of the project.

d. Evaluation and Approval of the Projects

Innovation Projects scouted, documented by the State Innovation Council will be scrutinized at the level of the council. The projects selected subject to preliminary scrutiny will be sent to a panel of subject experts for evaluation. The subject experts may or may not be amongst the members of SIC.

Based on expert comments, the projects "Recommended for Approval" by four out of six experts will be presented before the State Innovation Council.

Thus the Projects will be subjected to the Chairman, Executive Committee SIC for final approval for financial assistance who may, if deemed appropriate, subject innovative projects for consultation to the SIC members for providing financial support.

Honorarium (Conveyance, TA & DA) will be provided to the experts members of evaluation panel as per decision of executive committee.

e. Conditions of Approval

Projects will be sanctioned for a specified period (Minimum Six months and Maximum three years), total cost and year wise break up will be as approved by the Council. The authorities of the institution (in case of organizations, ngo's) where the innovation has taken place and to whom support has been provided would be responsible for its administration and maintenance of accounts relating to utilization of funds.

In case of individual innovator he will be responsible for maintenance and utilization of funds. The grant shall be exclusively utilized for the sanctioned purpose.

All accounts maintained by the institutions and individual innovator will be subjected to audit by the SIC. On termination of the project, the accounts duly audited by the auditors shall be submitted and the unspent balance if any, shall be remitted back to the Council.

The project will become operative with effect from the date on which grant is received by the institution, individual. The exact date of commencement of work is to be communicated to the Council.

The innovator shall submit quarterly progress report of the work on the project. In addition the Council may designate specialists to visit the institution, individual innovator periodically and may organize monitoring workshop for reviewing the progress of the work and for suggesting measures to ensure early realization of the project objective. On completion of the project a consolidated Project Report shall be submitted to the Council.

The expenditure on purchase of ancillaries to the equipments, travel and contingencies may be incurred by the institution as provided in the budget sanctioned for the project. In case of individual innovators support will be provided based on their need and requirement as submitted in the proposal and approval of the same by the expert body of the SIC.

The selection and appointments of different kind of staff for the project may be made by the innovator for the period not exceeding the sanctioned duration of the project.

The SIC reserves the right to terminate the grant at any stage if convinced that the grant has not been properly utilized or appropriate progress is not being made.

The emoluments to the Research Staff engaged in the projects sanctioned by the State Innovation Council, may vary from Project to Project, subject to specific HR needs justified in the proposals, however for the SIC will prefer the rates as under:

Eligibility	Amount
<p>a) Academic Streams</p> <p>i) JRF Graduate degree in relevant disciplines, other than Medical and Engineering, Diploma, ITI</p> <p>ii) SRF Post Graduate in relevant disciplines with JRF/NET</p>	<p>Amount will be given as per the decision of Expert Committee</p> <p>Amount will be given as per the decision of Expert Committee</p>
<p>b) Professionals Streams (Medical/Engineering/Management)</p> <p>iii) JRF MBBS/B.E/B.TECH/MBA</p> <p>iv) SRF Post Graduate in relevant disciplines with Medical/Engineering/Technology or MBA with GMAT/SAT</p>	<p>Amount will be given as per the decision of Expert Committee</p> <p>Amount will be given as per the decision of Expert Committee</p>
<p>c) Non Academic Streams</p> <p>Grassroots Innovators Person should not have receive formal education (not more than 12 class), any such person who has not received professional training (ITI, Diploma)</p>	<p>Amount will be given as per the decision of Expert Committee</p>

- ✓ **If the institution/ innovator to whom the grant has been sanctioned leaves the project in between, the innovator/institution will submit a detail report of the work done till the date of leaving the project.**
- ✓ **All equipments and stores purchased out of the grant would remain would be property of the SIC.**
- ✓ **The Amount will be provided after assessing the financial requirement and financial details of the innovator.**
- ✓ **THE SIC will not claim any credit in IPRs and/or any financial gain accrued by the Project outcome. The innovator and/or institution shall hold all the rights in this regard.**

Annexure I

FORMAT FOR ENDORSEMENT FROM THE HEAD OF THE INSTITUTION

(To be given on letter head)

Project Title: -----

- i) Certified that the institution welcomes participation of Shri/Ms-----as the Principal Innovator and Shri/Ms ----- as the Co-Innovator for the project and that in the unforeseen event of discontinuance by the Principal Innovator, the Co-Innovator will assume the responsibility of the fruitful completion of the project (with due information to the State Innovation Council, Dept. of Science & Technology, Govt. of Rajasthan, Jaipur)
- ii) Certified that the equipment and other basic facilities will be extended to the Innovator (s) throughout the duration of the project.
- iii) Institute assumes to undertake the financial and other management responsibilities of the project.

Name and Signature of
Head of the Institution

Date-----

Annexure II

FORMAT FOR CERTIFICATE FROM THE INNOVATOR

Project Title: -----

- a. I/We agree to abide by the terms and conditions of the State Innovation Council, Government of Rajasthan.
- b. I/We have not submitted this project proposal or a similar proposal incorporating the same aspect/issue/problem, elsewhere for financial support.
- c. I/We have explored and ensured that equipments and basic facilities (enumerated in Section 52) will actually be available as and when required for the purpose of the projects. I/We shall not request financial support under this project for procurement of any of these facilities.
- d. I/We have enclosed the following documents.

Item	Number of Copies
- Endorsement from Head of the Institution (on letter head)	One
- This certificate from the innovator(s)	One
- Details of the proposal	Five
- Name and address of the experts/ Institutions interested in the Subject/outcome (of Principal Investigator)	

Name and Signature of the Principal Innovator

Date-----

Place-----

Name and Signature of the Co- Innovator(s)

Date-----

Place-----

FORMAT FOR CERTIFICATE FROM THE INDIVIDUAL INNOVATOR

Project Title: -----

- A. I/We agree to abide by the terms and conditions of the State Innovation Council, Government of Rajasthan.
- B. I/We have not submitted this project proposal or a similar proposal incorporating the same aspect/issue/problem, elsewhere for financial support.
- C. I/We have explored and ensured that equipments and basic facilities (enumerated in Section 52) will actually be available as and when required for the purpose of the projects. I/We shall not request financial support under this project for procurement of any of these facilities.
- D. I/We have enclosed the following documents.

Item	Number of Copies
- This certificate from the innovator(s)	One
- Details of the proposal	Five

Name and Signature of the Innovator

Date-----

Place-----

FORMAT FOR SUBMISSION OF THE INNOVATION PROJECTS

(To be filled by the applicant)

- (a) Project Title
- (b) Project Theme: **Select from Different Categories (Part A)**
- (c) Duration in Months
- (d) Total Cost
- (e) Project Category
 - Process/Product Development
 - Technology Development
 - Any Other
- (f) Innovator/s Name
- (g) Department (in case of organization)
- (h) Institute Name (in case of organization)
- (i) Address
- (j) Date of Birth
- (k) Sex (M/F)
- (l) Telephone Fax
- (m) Address

Project Title: ----- Registration No. ----- (to be filled by SIC)

- (n) Project summary (Maximum 150 words)
- (o) Key words (maximum 6)
- (p) Technical details
- (q) Introduction (under the following heads)
 - Origin of the proposal
 - Definition of the problem
 - Objective
- (r) Review of status of Research and Development, Value Addition
 - International status
 - National status
 - Importance of the proposed project in the context of current status
 - Review of expertise
 - Patent details (domestic and international)
- (s) Work plan
 - Methodology
 - Organization of Work elements
 - Time schedule of activities
 - Social Impact of the Innovation
 - Impact on Environment
 - Competitive Advantage
 - How it is better than available technology
- (t) Budget Estimates: Summary

	Item	Budget			(Total Amount Rs.)
		1 st Year	2 nd Year	3 rd Year	
A.	Recurring				
B.	1. Salaries/ wages				
N	2. Consumables				
N	3. Travel				
N	4. Other costs				
B	Equipment/Machinery				
	Grant Total (A+B)				

(u) Budget for Salaries/ Wages

	Item	Budget			(Total Amount Rs.)
		1 st Year (m.m.*)	2 nd Year (m.m.)	3 rd Year (m.m.)	
Designation & number of persons	Monthly Emoluments				

*m.m.: man/ months to be given within brackets before the budget amount
Justification for the manpower requirement.

(v) Budget for Consumable Materials

Item		Budget			(Total Amount Rs.)
		1 st Year	2 nd Year	3 rd Year	
	Q*				
	F*				
Total					

*Q Quantity or number, *F: Financials
Justification for consumable

(w) Budget for Travel

Item		Budget			(Total Amount Rs.)
		1 st Year	2 nd Year	3 rd Year	
	Travel (Only inland travel)				

Justification for travel, if any.

(x) Budget for other Costs/ Contingencies

		Budget			(Total Amount Rs.)
		1 st Year	2 nd Year	3 rd Year	
	Other costs/ contingency costs				

Justification for specific costs under other costs, if any.

(y) Budget for Equipment and Other specific Articles

S. N.	Generic name of the Equipments/ Articles along with make & model	Imported / Indigenous	Estimated Costs (Rs.)*

*Includes transport, insurance and installation charges.

Justification for the proposed equipment.

List of facilities being required for the project implementation.

Infrastructural facilities:

S. N.	Infrastructural Facility	Yes/ No/ Not required full or sharing basis
1	Workshop Facility	
2	Water & Electricity	
3	Laboratory Space/ Furniture	
4	Power Generator	
5	AC Rooms or AC	
6	Telecommunication including e-mail & Fax	
7	Transportation	
8	Administrative/ Secretarial support	
9	Information facilities like Internet/ Library	
10	Computational facilities	
12	Any Other special facility	

Equipment available with the Institute/ Group/Department/ Other Institutes/ Individual innovator for the project:

Equipment available with	Generic name of the Equipment	Make, Model & Year of purchase	Remarks including accessories available and current usage of equipment
Innovator/Innovators			
Institute/Department			
Other Institutes In the region			
Existing Workshop /Facility of other Innovators in the region			

4.6 SEEDS (Strive, Efforts for Entrepreneurship through Diffusion Based Solutions)

SIC SEEDs scheme will focus on providing solutions to locally faced problems by diffusion of indigenously developed technologies and in the process accelerating the business of the innovators and promoting entrepreneurship. Social diffusion in SIC case may be differentiated by the commonly understood usage of social diffusion as the study of diffusion of ideas and innovations in the society.

SIC has a large database of ideas, innovations and traditional knowledge, including proprietary, open source and common public knowledge from Rajasthan. Social diffusion in SIC's case may be differentiated by the commonly understood usage of social diffusion as the study of diffusion of ideas and innovations in the society. Many innovations available with SIC may not have the potential of widespread commercialization but can enhance social wealth, improve people's lifestyles and facilitate sustainable alternatives for development. Such technologies are called open source technologies, which anybody can adopt as per his/her need without any payment. generously SIC will also participates in workshops, seminars, exhibitions and various events like India International Trade Fair, Indian Science Congress for the purpose. It also facilitates demonstration of technologies for their possible uptake by relevant stake holders. Establishing linkages with other institutions and networks for dissemination is also one of the important activities of SIC.

Guidelines for SEEDS scheme

Only those technologies/products registered in NIF/SIC database will be taken up for social diffusion.

Focus will be on low cost technologies having potential in terms of diffusion viability, ease of adopting, usefulness for the region will be taken up for social diffusion.

Technologies which easily provide a solution to a specific problem pertaining to the region will be taken up for social diffusion.

Need of the users, their willingness to adopt the technology, prior feedback of the technology collected from the users should be taken into account before diffusion of technology.

SIC would initially provide the technology free of cost to institute/organization/group users/ individual user to assess the impact of the technology and its usefulness.

If the diffusion generates demand of the technology/product, then the users will be pushed to purchase the technology.

SIC may continue providing technology/product free of cost based on the feedback collected and social viability of the innovation.

SIC will have right of the technology/product provided for the social diffusion and may scrap the project if the technology is not used properly.

Maintenance and proper working of the technology/product will be sole responsibility of the group/individual who have been provided the technology.

Area for diffusion will be selected by SIC and approval of executive Committee will be taken before diffusion of technology.

If technology is provided to group of people, ngo's, institutions then a contract will be signed between them and SIC which will cover assign users responsibility regarding:

- a. Use of the technology
- b. Maintenance of technology
- c. Any arrangements required for installation of the technology
- d. Continue use of the technology

Monitoring and feedback collection will be done by SIC.

At least three social diffusion projects will be undertaken every year.

5. Proposed Budget for Schemes of SIC of FY 2017-2018 from Govt. of Rajasthan

	Heads	Proposed Budget FY 2017-18 (Amount in Lac)
1	Festival of Innovations & Technologies of Rajasthan (FITR)	2
2	Rajasthan State Innovation Awards (RSIA)	2.50
3	Scouting and Documentation	2
4	Promotion of Research/Innovation and Entrepreneurship among Youth and Students (PREYAS)	2
5	*Financial Assistance to Innovative Projects (FAIP)	--
6	SEEDS (Strive, Efforts for Entrepreneurship through Diffusion Based Solutions)	--
7	Workshop/ Exhibitions/ Fairs	1.25
8	Patent Cell (Intellectual property Management Cell)	.25
9	Administrative Expenses	
	Staff Remuneration (CIM, SM-BD, SM-PD, OA-CA, Peon)	8
	Overhead Expenses	2
Total Amount Rs. (in lac)		22

*** Proposals will be submitted separately for schemes 5 & 6.**

Guidelines for Utilization of Corpus Amount

6. Books of account

- Bank account shall have single cash book. But separate ledger account is to be maintained for different Programmes/schemes so that fund position under different head can easily be assessed easily.
- All vouchers relating to seed money expenditure to be kept and along with proceeding of Executive Committee and Governing Body meeting of SIC.
- It will be mandatory to present the detailed half yearly expenditure to the EC of SIC.
- UC shall have to be sent half yearly in prescribed utilization format.

Other procedures to be strictly followed

- All payments exceeding Rs. 1000 must be paid through cheque.
- Cheque book and counter foil must be kept with the Account executive with due intimation to the Treasurer.
- Due stock entry certificate may be obtained before payment.

7. Remuneration:

There are already two employees i.e. SM-BD and OA-CA working in SIC. It is proposed two hire one Chief Innovation Manager, one SM-PD and peon at the organization.

8. MONITORING

Executive Committee will have the mandate to undertake and supervise the work to be undertaken from the corpus. Problems if any arise with regards to implementation of the activities are to be resolved in Governing Body of SIC.

Time/Periodicity of reporting (of Administrative, Projects & Financial)

Report	Submission Period
Administrative	Monthly
Financial	Monthly
Activities	Monthly
Schemes	Monthly

9. Financial Reporting Requirements

- Report will be submitted in prescribed format
- Executive Committee in line with the guidelines of Governing Body should decide the time for corpus funds reporting.
- Accounts Executive should submit on 28th of the every month the income

and expenses in respect of SIC corpus grant.

- In respect of reporting receipts, payments, income & expenditure for SIC as a whole, the accountant should report as per the mandate of the Samiti.

Other Financial statements

At the end of the year, the SIC is required to prepare the following accounting statements after closing its books of accounts

- Trial Balance
- Receipts & Payments
- Income & Expenditure
- Balance Sheet

10. Audit requirements (Statutory/Concurrent) as applicable

The SIC as a society is mandated to get its accounts audited annually by a statutory auditor (appointed for the same) within two months from the end of previous financial year. All the expenses for such audit shall be borne by the society.

Summary of Closing and Reporting Requirements

S. No.	Activity	Frequency	Cut-off date
1	Submission of monthly report to the Secretary	Monthly	28 th of the Month
2	Preparation of Receipts & payments Accounts and Income & Expenditure Accounts	Statements have to be prepared as per the mandate of the Society	
3	Preparation of Balance Sheet		
4	Submission of Annual Audit Report along with UCs	Annually	31 st May of the following year

Format of UC Reporting Form No. GFR – 19 A

Name

Utilization Certificate for the Year:

Date:

Sanction letter No. and Date	Purpose	Amount
(Please give here details of Sanction letter) 1 2 3	(Activity Name)	(Amount of Sanction)

Certified that out of Rs. ----- of grants – in – aids sanctioned during the Financial Year ----- in favour of ----- by the ----- vide letter nos. (given above 0 and Rs. ----- on account of unspent balance of the previous years (S), a sum of Rs. ----- has been utilized for the purpose for which it was sanctioned and that the balance of Rs. ----- Remained as unutilized at the end of the year will be adjusted towards the grants in aid payable during the next financial year.

Further certified that I have satisfied myself that the conditions, on which the grants –in aid was sanctioned, have been duly fulfilled and that I have exercised the following checks to see that the money was actually utilized for the purpose for which it was sanctioned

Signature of
Accountant

Signature of
Secretary

Format of Financial Reporting by SIC

S. No	Activity	A	B	C	D=(B+C)	E	F	G=(E+F)	H=(A+D-G)
		Opening Balance Beginning of the year	Amount Received (In current FY till the previous Month	Amount Received During the Month	Total Amount Received (In Current FY) Till date	Expenditure (In current FY) Till the Previous Month	Expenditure During the Month	Total Expenditure (In current FY) Till Date	Unspent Balance

Opening Balance at the beginning of the month
Unspent Balance at the end of the month