



Department of Science & Technology
Government of Gujarat

**SCHEME FOR
TECHNOLOGY DEMONSTRATION AND PILOT DEPLOYMENT
UNDER SCIENCE, TECHNOLOGY AND INNOVATION (STI) FUND**

**GUIDELINES WITH
FORMAT OF APPLICATION**



Investing in Science: Investing in the Future!

GUJARAT COUNCIL ON SCIENCE AND TECHNOLOGY

DEPT OF SCIENCE AND TECHNOLOGY, GOVT OF GUJARAT

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1.0 Introduction:

The Government of Gujarat has notified the Science, Technology and Innovation (STI) Policy for the State. The policy aims to provide science, technology and innovation based solution for fulfilling needs of society, community and industry for faster economy development. The STI Policy has the vision of creating a self-reliant, innovative, healthy and prosperous society living in a clean, green and sustainable environment with adequate and nutritious food, clean water and other natural resources, valuing its own and globally available knowledge base by translating science and upgrading technology for faster, inclusive and sustainable development. To achieve the objectives of the STI policy, the policy, in para 2.5.1 (9), recommends to create a dedicated STI fund to support technology developments in the priority sectors.

The STI Fund is being operationalized under the Department of Science and Technology through Gujarat Council on Science & Technology (GUJCOST). The said fund will give support to undertake pilot deployment of innovative solutions for public service needs or for strengthening civic services, where commercial and mature solutions are not available or have not been tested in Indian context.

In order to achieve the vision, objectives, strategies and approaches laid out under the STI Policy of Gujarat, the Government of Gujarat has approved the scheme for Technology Demonstration and Pilot Deployment under STI Fund.

GUJCOST is inviting proposals for technology transfer and pilot deployment under STI funds on the following terms and conditions and guidelines:

2.0 Guidelines:

The pilot deployment will presume availability of technology-ready for deployment. It will not be used for testing of technology for research or development process or field trials or for development of new technology.

The support will be given only for pilot deployment for the purpose of technology evaluation and not for actual procurement of the technology. Only such pilots will be taken up, which are useful for service delivery obligations of the Government or of the civic authorities.

3.0 Eligible Organizations/Individuals

The startups/SMEs/Entrepreneurs/Public sector organizations/individuals can apply for Technology Demonstration & Pilot Deployment (TD&PD) scheme, who are willing to create innovations which are meant only for public sector needs such as waste treatment or management etc., for which there is no private sector need and hence validation for effectiveness etc., of such innovation is not possible.

4.0 Quantum of Assistance

Assistance for Technology Demonstration and Pilot Deployment will be in the form of grant for necessary expenditure incurred towards such activities subject to maximum of Rs. 50.00 lakhs per pilot for maximum of three years of duration.

5.0 Selection Procedure

GUJCOST will evaluate the proposal through a Technical Advisory Committee on the basis of following criteria:

- a. Uniqueness of the pilot project
- b. Underlying Innovation
- c. Availability of competing commercial technologies / solutions built on other technologies
- d. Reasonability of the estimated cost for pilot deployment sought
- e. Viability of technology for scale up for the wholesome problem across geography or across the value chain

The recommendation by Technical Advisory Committee will be placed before the Pilot Deployment Projects Approval Committee (PDPAC), chaired by the Chief Secretary, Government of Gujarat.

The PDPAC will approve amount of assistance and will indicate schedule for disbursement, timeline for pilot deployment and milestones based on the recommendations of Technical Advisory Committee (TAC). The fund will be placed at disposal of host department/HoD/Head of Civic Authority for disbursement as per milestones and for supervision over deployment.

6.0 Guidelines for Financial Assistance to the Pilot Deployment

Gujarat Council on Science and Technology (GUJCOST) shall provide financial assistance to the technology demonstration and pilot deployment project.

- i. This fund will be used to support only pilot deployment for the purpose of technology evaluation and not for actual procurement of the technology.
- ii. Only such pilots will be taken up, subject to the criteria herein that are useful for service delivery obligations of the Government or of the civic authorities.
- iii. For each of the pilot deployment projects, the Secretary of the respective department or head of the organization dealing with the subject matter shall recommend a proposal indicating (i) uniqueness of the project, (ii) estimated cost of the pilot project, (iii) time period for the pilot deployment and evaluation mechanism, (iv) Opinion with regard to lack of available commercial solutions or the cost advantages anticipated in the proposed pilot or efficiency advantage from the proposed solution for pilot, and (v) Technology / process innovations inherent in it.
- iv. Such proposals by the Secretary of the Department or the HoD shall be forwarded to Adviser, GUJCOST for evaluation and processing.

- v. The pilot deployment will presume availability of technology-ready for deployment. It will not be used for testing of technology for research or development process or field trials or for development of new technology.
- vi. Innovators having innovation or innovative solutions can also submit their proposals to GUJCOST directly, detailing proposed deployment plan, Government or local body organization where they propose deployment and containing information on parameters as contained should be (iii) above. GUJCOST thereon, will take opinion of the Department or the Civic Authority before processing and evaluation.
- vii. Priority will be given to the proposal having potential for generation of IPR/ Patents
- viii. GUJCOST shall be monitoring the progress of the pilot project.
- ix. Proposals shall be submitted in the prescribed Proforma by GUJCOST and is available on its website.
- x. Maximum project cost not more than Rs. 50.00 lakhs and for one to two years of duration.

7.0 ADDRESS FOR CORRESPONDENCE

All correspondence, including proposals may be sent to the following address

The Advisor and Member Secretary

Gujarat Council on Science and Technology (GUJCOST)

Block-B, 7th Floor, Sector-11, Gandhinagar -382011

Tel.: 079-23259368. Fax: 079-23259363

E-mail: adv-gujcost@gujarat.gov.in, info-gujcost@gujarat.gov.in

Website: www.gujcost.gujarat.gov.in

8.0 GENERAL TERMS AND CONDITIONS

- (i) The demonstrator of Pilot deployment organization/individual assumes financial and other administrative responsibilities of the project.
- (ii) In case of multi-institutional pilot project, formal agreement from the collaborating institutions/scientists should support the pilot deployment.
- (iii) International travel is not permissible under the project.
- (iv) The manpower recruited for the project should be paid as per the rules of the Institute and guidelines of the Government.
- (v) It is proposed to maximize the use of equipment. In this connection, the Investigator shall permit the use of spare or idle capacities of equipment procured under the project by bonafied users (research workers in other GUJCOST sponsored projects or other projects of the institute).
- (vi) The grant-in-aid will be utilized strictly for the specific programme and should be exclusively spent on the programme and within the time frame as specified in the sanction letter. Re-appropriation of funds from one stipulated head to another

head is not permitted without prior approval of GUJCOST.

- (vii) On successful completion of 1st phase of pilot deployment, if there is any delay in disbursing the 2nd installment by GUJCOST, the concern organization/ individual should arrange to provide the necessary financial support (As approved by GUJCOST) to continue the work and to complete the project as per the project time schedule and duration. Once the GUJCOST grant is disbursed, the amount provided by organization/individual shall be reimbursed accordingly.
- (viii) If the organization/ Individual are unable to start the programme within six months of the receipt of the grant-in-aid, the approval shall ipso facto lapse.
- (ix) Interest earned on the programme fund, if any, shall be treated as a part of the sanctioned grant-in-aid and shall be used to procure equipment or for other purposes of the programme approved by the GUJCOST.
- (x) The grant-in-aid released under these programmes cannot be spent on creating infrastructural facilities such as construction of roads and building, purchase of vehicles, air-conditioning etc.
- (xi) GUJCOST, reserves the right to terminate the project at any stage if it is convinced that the grant-in-aid has not been properly utilized and/or sufficient progress is not achieved towards the purpose for which the grant -in-aid was sanctioned.
- (xii) The assets acquired out of the grant-in-aid shall be the property of the Institute. No assets acquired out of the grant-in-aid shall be disposed off without the permission of the GUJCOST.
- (xiii) The host department/HoD/Head of civil authority must take steps to ensure that the audited Utilization Certificate and statement of accounts for the grant-in-aid are submitted to the GUJCOST as per stipulated timeline or as and when asked for.
- (xiv) The host department/HoD/Head of Civic Authority, upon completion of pilot submit the report on outcomes along with UTC to GUJCOST.
- (xv) In relation to procurement of solutions for needs by Government authorities or by civic bodies, relaxation in prequalifying criteria (Prior experience and turnover criteria) may be granted in relation to technologies for which pilot deployment has been successful.
- (xvi) After pilot deployment, the technology provider implementing the pilot will submit reports (Periodic and end of evaluation) to the host department/HoD/Head of Civic Authority where the pilot is being tested / deployed. The host department/HoD/Head of Civic Authority will, with its comments on success / partial success / failure of pilot deployment submit its report to the GUJCOST. For same or similar technologies, reports from previous deployment with GUJCOST if any, will be provided to the PDPAC as well as to the TAC for evaluation of the proposed pilot deployment.
- (xvii) GUJCOST will maintain a database of such pilot deployments and will maintain repository of outcomes from such deployment. GUJCOST will also maintain profiles of the Promoters / Entrepreneurs / Directors of company / proprietors / Partners of the company or firm bringing the technology for pilot deployment

(xviii) This scheme shall be coterminous with the STI policy.

9.0 DOCUMENTS / ENCLOSURES REQUIRED WITH THE PROPOSAL

- (i) Endorsement from the Host Department / Head of Civic Authority (on letterhead)
- (ii) Certificate from Host Department / Head of Civic Authority
- (iii) Details of the pilot deployment project as per format (5 copies not spiral bound)
- (iv) Name and address of experts/ organizations who may be interested in the project/outcome of the pilot deployment.
- (v) Registration Certificate, Memorandum of Association and Rules and Regulation of the Host Department / Head of Civic Authority.

10.0 INSTRUCTION FOR FILLING UP THE PROFORMA

- (i) Use papers of A-4 size (21 cms x 29cms).
- (ii) Type as per the layout given in the format on both sides.
- (iii) Do not skip reproduction of any section even if the answer is “Nil” or produced elsewhere.
- (iv) Title pilot project to be deployed should be precise and meaningful.
- (v) Expected total duration of the pilot project should normally be 12 to 36 months.
- (vi) If pilot project is to be executed by more than one organization and/or requires inputs from other scientists/individuals, names of collaborating organizations/scientists/individuals may be listed.
- (vii) The objectives, work-plan, methodology, expected outcome, etc., of the proposed proposal should be mentioned clearly.

FORMAT FOR SUBMISSION OF PROPOSAL

IDENTIFICATION

1. Title of the Pilot Deployment Project:

Key Words:

2. Broad Area:

Specific area of Pilot Deployment:

3. Duration:

4. Total Project Cost:

5. Name of the Applicant / PI/ Coordinator:

6. Name of concerned Civic Authority:

7. Capability of the Organization / Individual

a) Expertise available with the applicant/PI/Coordinator

b) List of on-going and completed projects/pilot deployments

Project Title	Start Date	Completion Date	Project/Pilot deployment Cost	Sponsoring Agency

8. Name of the authority in whose name Cheque / Demand Draft should be drawn.

Name of the Account Holder:

Name of the Bank:

Bank Account No:

IFSC Code:

MICR Code:

TECHNICAL DETAILS

1 Background

- a. Description of Problem
- b. Review of work already done
- c. Rationale for taking up the Pilot Deployment
- d. Relevance to State Priorities

2 Challenges and Constraints:

Please identify strength and weaknesses of the implementers vis-à-vis current project in terms of technical expertise, team building, past records etc., Also list the perceived opportunities and threats and describe how Individual / organization proposes to capitalize on them or avert them.

3 Description of Pilot Deployment

- a. Objectives of the Pilot Deployment
- b. Preliminary investigations done by the Organization/Individual
- c. S & T component in the Pilot Deployment
- d. Linkages
- e. Other organizations working in this area
- f. Methodology: Detailing stepwise activities and sub-activities

4 WORKPLAN

Phase-wise plan of action up to post Pilot Deployment activities detailing time schedule, milestones may clearly be indicated. PERT/GANTT chart may be attached.

5 Output of the Pilot Deployment

6 Likely Impact

7 Parameters for monitoring effectiveness of Pilot Deployment

8 Suggested Post Pilot Deployment Activities

BUDGET ESTIMATES SUMMARY

Sr. No.	Item	Budget		Total
		1 st Year	2 nd Year	
A				
A.1	Salaries /Fellowship			
A.2	Consumables			
A.3	Materials & Tools			
A.4	Travel			
A. 5	Other Costs (PI specify)			
B				
B.1	Permanent equipment			

Grand Total (A+B)			
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A.1 BUDGET FOR SALARIES/WAGES

Designation &No. of Posts			
	1 st Year	2 nd Year	Total
1			
2			
1			
2			
GRANT TOTAL			

A.2 budget for Consumables/Chemicals

Sr. No.	ITEM			
		1 st Year	2 nd Year	Total

A.3 Budget for materials and tools

Sr. No.	ITEM			
		1 st Year	2 nd Year	Total

A.4 Budget for travel

Sr. No.	ITEM			
		1 st Year	2 nd Year	Total
1.	LOCAL			
2.	OUTSTATION			
TOTAL				

A.5 Budget for other costs

Sr. No.	ITEM			
		1 st Year	2 nd Year	Total
a	CONTINGENCIES			
b.	OTHERS TOTAL			
TOTAL				

B.1 Budget for permanent equipment

Sr. No	NAME OF THE EQUIPMENT	ESTIMATED COST

*Please give justification for requirement of each equipment asked

**FORMAT FOR RESUME OF
PRINCIPAL DEMONSTRATOR OF THE PILOT DEPLOYMENT PROJECT**

1. Name, Designation & Phone No.:
2. Age as on Date:
3. Name of the Host Department/Civic Authority:
4. Field of Specialization :
5. Academic Qualifications:
6. Technical Qualifications:
7. Academic/Research/Professional Experience:
8. Technology Demonstration Experience:
9. Awards/ Prizes/ Certificates etc. won:
10. No. of Projects completed/ongoing as Principal Demonstrator / Co-Demonstrator

Sr. No.	Name of the funding agency	Name of the Scheme	Program Title	Year of Funding	Duration	Amount Sanctioned	Status: Completed / Ongoing

11. Publications:

Sr. No.	Title of Paper/Report/Book	Author(s)	Name & Vol. of Journal & Year	Page No.	
				From	To

Place:

Date:

Signature of Principal Demonstrator

(Signature & Seal)

Head of the Host Dept. /Civic Authority

FORMAT FOR
PROFILE OF HOST DEPARTMENT / CIVIC AUTHORITY

1. Name of the Host Department / Civic Authority:

2. Name of the Head of the Department / Civic Authority:

3. Full Address
(Please include STD code, Phone No. :
Fax No., E-mail/website)

4. Available Resources in the Department / Organization for Pilot Deployment:

5. Major equipment (costing more than Rs.5.0 lakhs) available in the Department

Sr. No.	Major Equipment	Cost (Rs. In lakhs)	Specifications	Year of purchase

Place:
Date:

Head of the Dept. / Civic Authority
(Signature & Seal)

CERTIFICATE FROM THE PROJECT COORDINATOR / PI

TITLE OF PILOT DEPLOYMENT:

1. I/We agree to abide by terms and conditions of the GUJCOST grant.
2. I/We did not submit this or a similar pilot deployment proposal elsewhere for financial support.
3. I/We have explored and ensured that equipment and basic facilities will actually be available as and when required for the purpose of the project. I/We shall not require financial support under this project, for procurement of these items.
4. I/We undertake that spare time on permanent equipment will be made available to other users.

(Project Coordinator / PI)

(Co-Project Coordinator/Co-PI)

Date:

Place:

Countersigned by the Head of the Civic Authority
With Seal

Format for Annual Progress Report for GUJCOST Funded Project

Name of the Project:

Date of Sanction:

1. Principal Demonstrator
(Name & address)
2. Date of commencement of the project:
3. Duration of Project:
4. Amount sanctioned by GUJCOST:
5. Amount released by GUJCOST:
6. Details of Expenditure:

Sr. No.	ITEM*	BUDGET (IN RUPEES)		
		1 st Year	2 nd Year	Total
1.	Recurring			
2.	Non-Recurring			
3.	Permanent			
4.	Equipment			

* As per the sanctioned budgetary provision

7. Whether there is any deviation from the purpose for which:
Grant was released. If so detail of amount to be given
8. Give details of the activities carried out during the year:

Principal Coordinator/PI Co-Coordinator/Co-PI Host Dept. / Civic Authority
(Signature & Seal)

Date:

PROFORMA FOR EVALUATION

Title of the pilot deployment project:

Name of Principal Demonstrator:

Name of Co-Demonstrator:

Broad Subject Area:

Date:

Points for evaluation:

Sr. No.	Criteria	Remarks	
1	Work proposed is original and innovative?	Yes / No	
2	Financial assistance asked is justified?	Yes / No	
3	Is the proposal is relevant as a State Specific Problem for S&T intervention		
4	Is the proposal is suitable for recommendation for Pilot Deployment assistance? or any modification suggested		
5	Amount Sanctioned for project		
		1 st Year	2 nd Year
	Manpower		
	Consumable		
	Travelling		
	Materials & Tools		
	Equipment		
	Other (PI specify)		
	Total		
6	Any other comments		

Name of the Evaluators with signature

- 1.
- 2.
- 3.
- 4.

Chairperson

Note :Attach separate sheet if necessary.

PROFORMA FOR EVALUATION OF PROGRESS REPORT

Title of the Pilot Deployment Project:

Broad Subject Area:

Name of the Project Coordinator / PI:

Name of the Host Civic Authority:

Points for evaluation:

Sr. No.	Criteria	Remarks
1	Work carried out is satisfactory & upto the mark	Yes /No
2	Work carried out is in the line of set objectives of the proposal	Yes /No
3	Project shall be continued	Yes /No
4	Assistance for the subsequent year shall be released?	Yes /No
5	Any specific suggestions	

Date:

Signature and Name and Sign of Evaluator

Place:

Name of the Institute of the Evaluator

Note:

UTILIZATION CERTIFICATE

Certified that out of Rs..... grants-in-aid sanctioned during the yearin favour ofunder the GUJCOST Letter No..... dated..... and Rs..... on account of unspent balance of previous year a sum of Rs..... has been utilized for the purpose offor which it was sanctioned and that the balance of Rs..... remaining unutilized at the end of the year has been surrendered to GUJCOST (vide D.D/Cheque No..... dated)/ will be adjusted towards the grant-in-aid payable during the next year i.e.

**Signature of
Project Coordinator/PI**

**Signature of Head of the Organization/
Account officer with Seal & Date**

Date: