



MMK & SDM MAHILA MAHAVIDYALAYA

KRISHNAMURTHY PURAM, MYSORE

**An IQAC Initiative
Staff and Student Research Committee**

REPORT

Workshop on

Research Proposal Writing

2021

DATE: 18/12/2021
TIME: 10:00 am onwards
VENUE: College Auditorium
PRESIDENT: Prof. Sainath Malligemadu
RESOURCE PERSON: Dr. Giridhar P, Senior Principal
Scientist, Coordinator of aCSIR,
Central Food Research Technical
Institute, Mysuru
CONVENER: Dr. Wethroe Kapfo
BENEFICIARIES: Faculties of the college

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Program Objectives:

1. To learn how to prepare a good research proposal
2. To know the various funding agencies for research

Proceedings of the program:

1. Steps to prepare a good research proposal by focusing on the scope, objectives and execution of the proposed project were explained.
2. Types of research proposals were highlighted wherein fundings from govt, non-government and industries can be availed.
3. Various funding agencies for science and commerce in national and international forums were shared.
4. Various schemes for women were highlighted.
5. Queries regarding funds for infrastructure and non-PhD applicants were addressed
6. The faculties were enlightened of the views and expectations of the review committee.

Outcomes: The Research Proposal Writing workshop was beneficial to the faculties of science, commerce and management wherein expectations and techniques of writing the research proposal were explained.

Conclusion: The faculties obtained a clear idea about research proposal writing and the various agencies they can approach. The same will be attempted by the faculties for obtaining research grants. 39 faculties participated in the workshop



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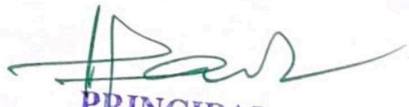
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Photo Gallery

Workshop on Research Proposal Writing held on 18.12.2021



Inauguration of the workshop by the Chief Guest and Resource Person Dr. Giridhar P, Senior Principal Scientist, Coordinator of aCSIR, Central Food Research Technical Institute, Mysuru


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"Empowerment of Women to Build Enlightened Society"

IQAC Initiative
Staff and Student Research Committee
Innovation and Incubation Centre

Workshop on Research proposal writing

18th December, 2021
10:30 am

Program Schedule

Invocation Prayer

Welcome Speech

Smt. Sukrutha K.S. Head, Dept. of Computer Science and IQAC Coordinator

Introduction of the speaker

Prof. Bharathi M, Head, Dept. of Physics

Inauguration

Presidential Address

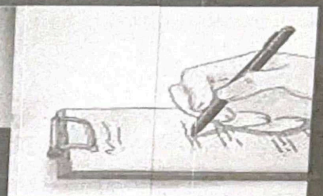
Prof. Sainath Malligemadu, Principal, MMK & SDM MMV

Vote of Thanks

Dr. Wethroe Kapfo, Head, Dept. of Biochemistry

Commencement of workshop

PROJECTS



How to write a Research Grant project proposal?

R&D, Business activity proposal

Dr. P. GIRIDHAR
Senior Principal Scientist & Professor, AcSIR
Coordinator, AcSIR
CSIR-CFTRI
Mysore




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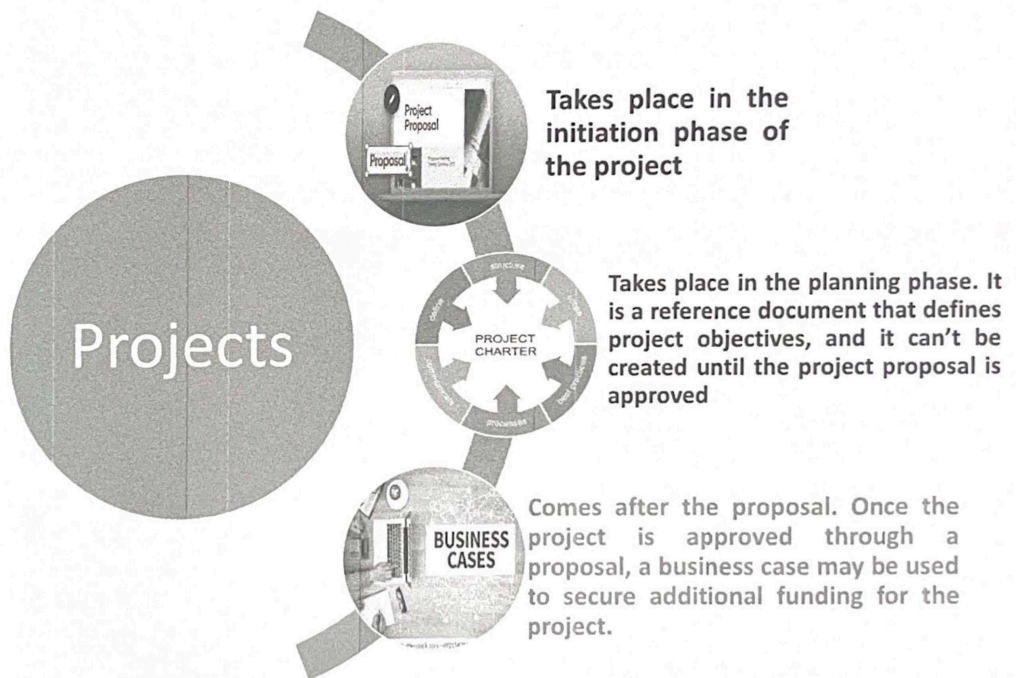

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Types of Grants Formula

- Recipients determined by criteria established by the awarding agency
- Allocations are calculated based on a formula usually defined in legislation
- Plan required on how funds will be used
- Competitive
- Awarding agency determines who is eligible to apply
- Plans are written and evaluated by a panel of reviewers




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Types of Project Proposals

Solicited Project Proposal Is sent as a response to a request for proposal (RFP). Here you'll need to adhere to the RFP guidelines of the project owner.

Unsolicited Project Proposal: You can send project proposals without having received a RFP. This can happen in open bids for construction projects, where a project owner receives unsolicited project proposals from many contractors.

Informal Project Proposal: This type of project proposal is created when a client asks for an informal proposal, without an RFP.

Renewal Project Proposal: You can do it when you are reaching out to past customers. The advantage is that you can highlight past positive results and future benefits.

Continuation Project Proposal: Sent to investors and stakeholders to communicate project progress and ask for continuity.

Supplemental Project Proposal: To ask for additional resources during the project execution phase.




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What is a Project Proposal?

A project management document that's used to define the objectives and requirements of a project.

Is a persuasive document meant to convince stakeholders why the project should be carried out.

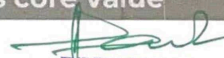


Agree on an initial project planning framework




To get buy-in from decision-makers.

Project proposal outlines your project's core value ⁶


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Role of decision makers

- In developing your project proposal dossier, it is recommended in tandem going out there, and actively seeking feed back of those decision makers, so that feed back help y refine and forge the sales to pitch you put together in your proposal document.
- Never think that it is : To thrill or to Kill


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Project Proposal Tips & What does a great proposal look like?

- **Speaking of project stakeholders, do the research.**
- **Keep the language simple and direct.**
- **It's vital to remember your target audience. Your audience includes those who are excited about the project, and see completion as a gain for their organization.**

Executive Summary : A short, precise summary of project proposal, along with a brief outline of project description and how project contributes to the achievement of national development.

- The First thing the reader will see
- So it should consist of a synopsis of all the sections in the document.
- An analysis of the problem
- The conclusions you have arrived at
- The recommended action plan



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R&D Project Background

A one-page section of your project proposal that explains the problem that your project will solve. You should explain when this issue started, its current state and how your project will be the ideal solution.

History: The history section outlines previously successful projects. It also outlines those that could have run more smoothly. By doing so, this section establishes precedents.

Solution: This section includes any project management techniques, skills and procedures your team will use to work efficiently.

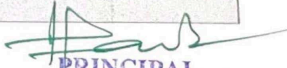
Project Approach

It defines the project management methodology, tools and governance for your project. How the project will be planned, executed and controlled successfully.

Justification for & brief information about national and international scenario in the proposed area of research (max. one page)

Scientific & technical description of the project (up to 500 words)

Requirements: Requirements are the items, materials and resources needed for the project. This section should cover both internal and external needs. Availability of Expertise, Infrastructural facilities


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Organisation:

- Mission, goals and mandate for your organisation
- Structure of organisation
- Ownership of the Organisation
- Partners for this project and their role in the project (if applicable)
- Institutions impacted
- Impact on National Development

Authorization: This section covers who the decision-makers are on the project team. It also covers which stakeholders have sign-off authority on the client's side.

Project Scope: Refers to all the work that will be executed. It defines the work items, work packages and deliverables that will be delivered during the execution phase of your project life cycle. It's important to use a work breakdown structure (WBS) to define your tasks, subtasks and prioritize them.

Project Resources: Resources are critical for the execution of your project. The project proposal briefly describes what resources are needed and how they'll be used. Later, during the planning phase, you'll need to create a resource management plan that will be an important element of your project plan.

Project Timeline: Need to estimate the duration of each task to create a project timeline. Later during the project planning phase, you'll need to create a schedule baseline, which estimates the total length of your project. Once the project starts, you'll compare your actual project schedule to the schedule baseline to monitor progress.

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Success Criteria

BUILDING GOALS & OBJECTIVES

SPECIFIC

MEASURABLE

ATTAINABLE

RELEVANT

TIME-BASED

- Make sure your goals and objectives are clear, concise and specific to the task at hand
- Measurable goals make it easy to develop the milestones
- Morale stays high and the job gets done with time and resources to spare
- Goals are directly relevant to the project and address the scope within which you're working.
- Timelines and specific dates should be at the core of all goals and objectives

Project Work Plan

- Should present the detailed work plan for the project.
- Should cover how the project objectives will be accomplished,
- What outcomes will be produced,
- What needs to be done and by whom,
- How the work will be organised, within what time frame, and
- How the outcomes of the project will be monitored and reports supplied to the Project Monitoring / Steering Committee.
- Provide a schedule of work outlining the project's objectives, strategies, outcomes, main tasks and timelines. The use of a project log frame may prove to be useful.

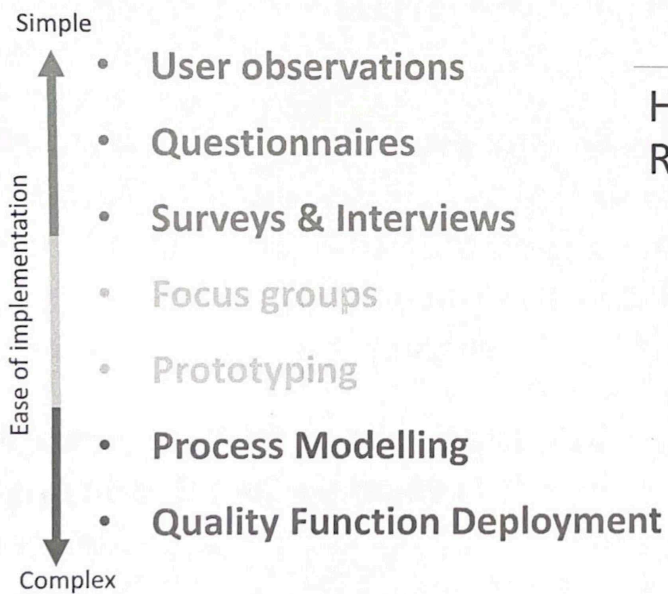


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Project Deliverables



Human Resource

Process technologies

Publications

Patents



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Project Budget: The project budget will need to cover all your project expenses, and as a project manager, you'll need to make sure that you adhere to it.

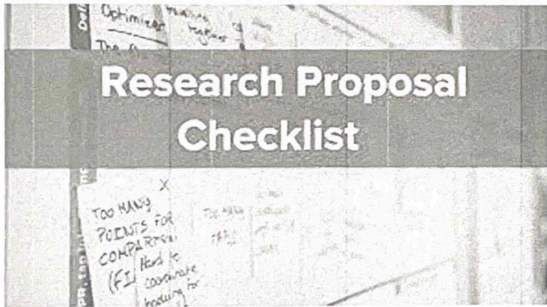
Financial Statements: If you want to convince internal stakeholders and external investors, you'll need to show them what are the financial benefits that your project could bring to their organization. You can use a cost benefit analysis and projected financial statements to demonstrate why your project is profitable.

Appendix: Information not included in the project proposal is part of the appendix. It's where many of the more interesting details of a project are located.



A handwritten signature in blue ink, appearing to read 'Hans', is written over the printed name 'PRINCIPAL'.

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Proposal Development

Key Questions for Prospective Investigator

- What do you intend to do?
- Why is the work important?
- What has already been done?
- How are you going to do the work?
- What are the short-term and long-term goals and gains?



How do you judge a proposal ?

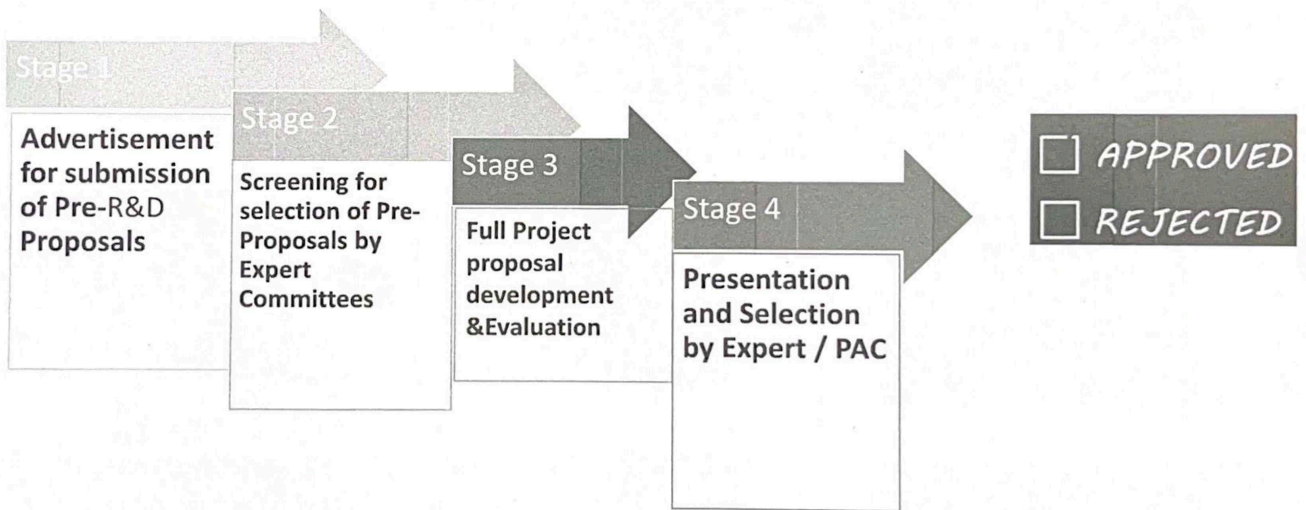
The proposal will be judged on the following:


- The novelty of the proposed work in relation to the context, and the timeliness.
- Whether the proposed work is ambitious, adventurous, and transformative.
- How well the multidisciplinary elements of the proposal are integrated.



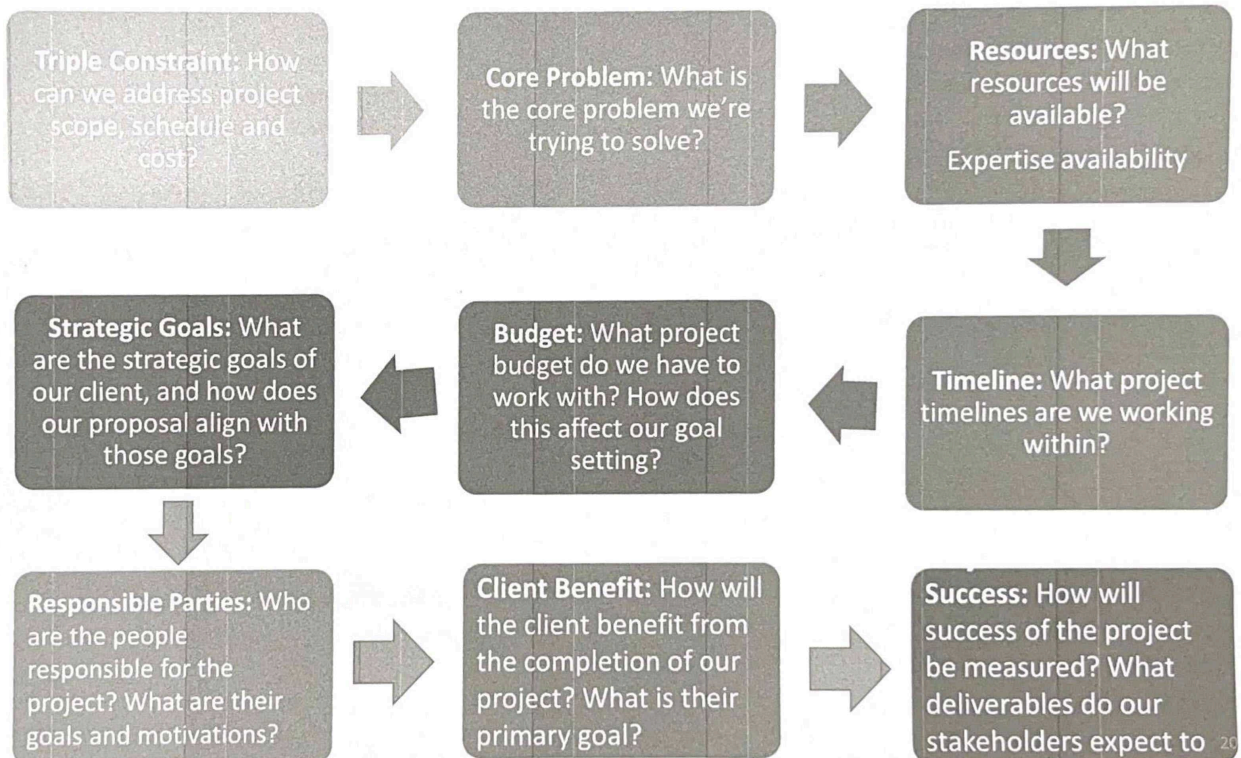
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A Recap on Key operational and strategic questions to consider




PROJECT NAME			
JOB LOCATION			
EST. START DATE		EST. FINISH DATE	
PROJECT LEADER		COMPANY	
CONTACT NAME		ADDRESS	
PHONE			
EMAIL			

SUMMARY	
DESIRED OUTCOME	
ACTION TO COMPLETION	
BENEFITS OF PROJECT	
PROJECTED SCHEDULE	
PROJECTED BUDGET	
PROJECTED TEAM AND RESOURCE REQUIREMENTS	
PROPOSAL MAY BE WITHDRAWN IF NOT ACCEPTED BY DATE OF	

SIMPLE PROJECT PROPOSAL TEMPLATE

ACCEPTANCE OF PROPOSAL	
AUTHORIZED CLIENT SIGNATURE	DATE OF ACCEPTANCE

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--


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ONE-PAGE PROJECT PROPOSAL TEMPLATE (Non-governmental)

PROJECT NAME:

PROJECT PROPOSAL:

DATE

COMPANY NAME

WHY IS THE PROJECT NECESSARY?			
OBJECTIVES			
PHASES OF WORK & DESIRED OUTCOME			
MONITORING, MEASUREMENTS OF SUCCESS, & EVALUATION			
TIMELINE			
PHASE	TASK	START & END DATES	
PROJECT BUDGET / COST OVERVIEW			
			GRAND TOTAL
APPROVING PARTIES NAMES AND SIGNATURES			
CLIENT	SPONSOR	PROJECT MANAGER	




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I. PROJECT OVERVIEW		
WHO WE ARE		
YOUR NEEDS		
OUR OBJECTIVES		
COST + TIMELINE ESTIMATES		

II. WHY WE'RE THE BEST FIT		
ABOUT US		
SERVICES		
OUR TEAM		
OUR WORK		

III. NEEDS / ISSUES		
ONE		
NEED / ISSUE DESCRIPTION		
LENGTH OF TIME EXISTED		
PREVIOUSLY ADDRESSED?		
IF SO, WHAT WAS THE OUTCOME?		
IMPACT OF NEED / ISSUE		
ADDITIONAL INFO		
TWO		
NEED / ISSUE DESCRIPTION		
LENGTH OF TIME EXISTED		
PREVIOUSLY ADDRESSED?		
IF SO, WHAT WAS THE OUTCOME?		
IMPACT OF NEED / ISSUE		
ADDITIONAL INFO		
THREE		
NEED / ISSUE DESCRIPTION		
LENGTH OF TIME EXISTED		
PREVIOUSLY ADDRESSED?		
IF SO, WHAT WAS THE OUTCOME?		
IMPACT OF NEED / ISSUE		
ADDITIONAL INFO		




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IV. GOALS			
GOAL DESCRIPTION		KEY BENEFITS	
V. SCOPE OF WORK			

VI. TIMELINE / MILESTONES			
OVERVIEW			
MILESTONE	START DATE	END DATE	

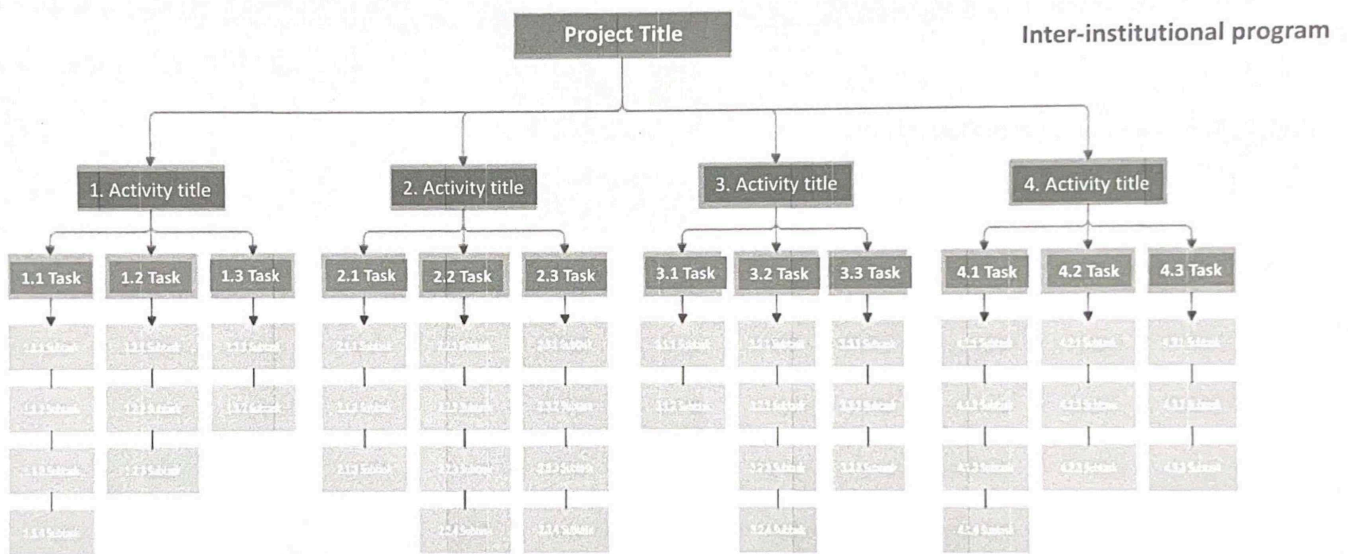

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VII. COST STRUCTURE			
OVERVIEW			
NEEDS / INVESTMENT		COST	
ESTIMATE TOTAL			
PAYMENT TERMS			

VIII. STAFFING RESOURCES			
OVERVIEW			
FUNCTION		CAPABILITY REQUIREMENTS	FTE




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Project deliverables; deliverables are the outcomes of a completed project (i.e. product, service or a detailed report). Mention your project deliverables along with delivery dates. Use a work breakdown structure here to help the stakeholders get a clearer picture.

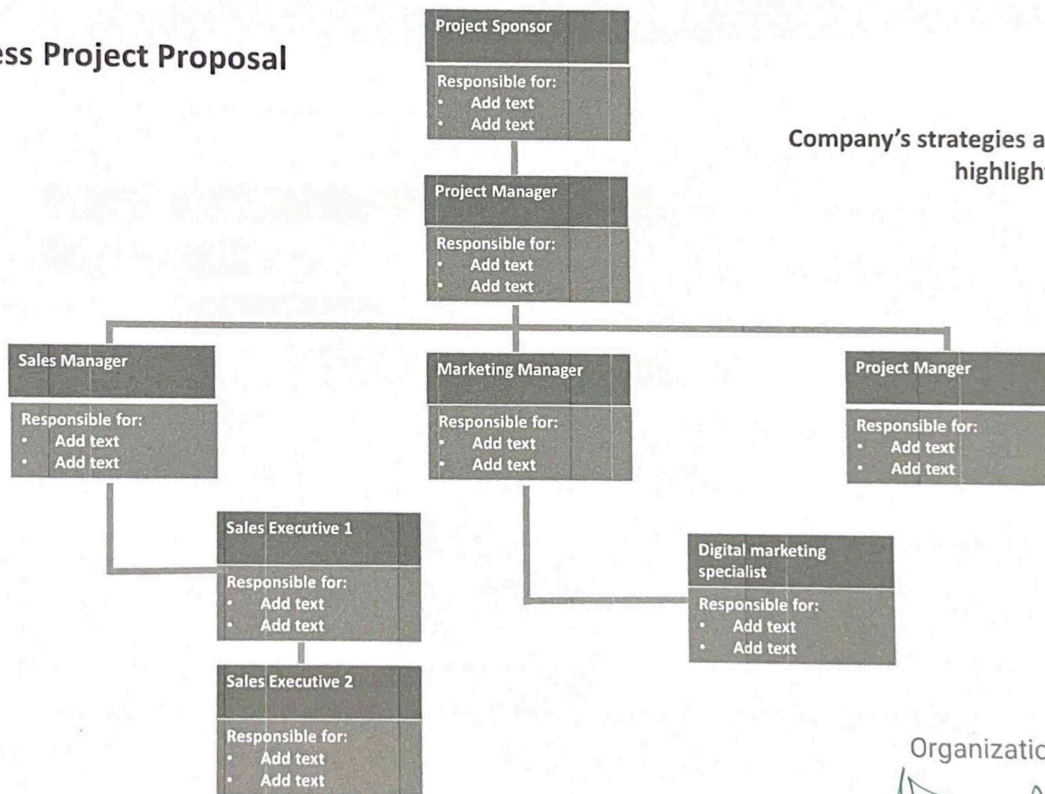
Also include additional information such as the anticipated risks and steps you would take to overcome them.

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Business Project Proposal

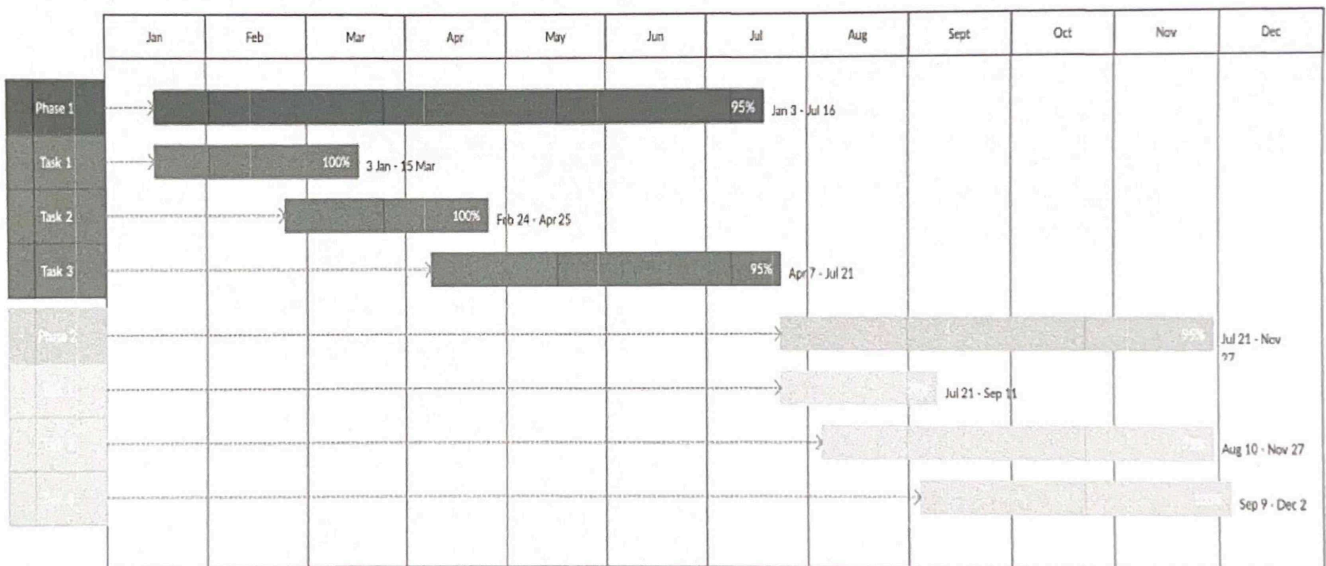
Company's strategies and Vision must be highlighted




Organizational Chart Template


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Project Schedule



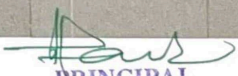
The task breakdown will enable you to allocate your team properly, and to clearly outline the resources, tasks, and timeline.


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Action Plan Template

Goal						
Action Step	Responsible	Start Date	Members	Due Date	Resources	Detailed outcome




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One Page Business Project Proposal

Project Name:		
Date of Submission:		
Executive Summary The problem How your project will tackle it The impact your project will make	Problem Statement Explain the current situation of the problem in terms of what's being done about it both within and outside of your organization, and why your audience should be concerned about it	Solution Clearly explain your solution
The Project Audience Who How What are the resources	Project Schedule Project start date and end date	Project Budget List and link to the outside resources referred to
Project Costs Estimated cost of the proposed project	Conclusion Summary of the points discussed	Appendix List and link to the outside resources referred to



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BUSINESS PROJECT PROPOSAL TEMPLATE (Comprehensive)

PROJECT TITLE			
SUBMITTED BY	PROJECT TYPE		
PHONE / EMAIL	TOTAL ESTIMATED BUDGET		
DATE OF PROPOSAL	VERSION NO.		
PROJECT START DATE	PROJECT COMPLETION DATE		

Provide Name, Title, Phone, and Email Address for each stakeholder below.

PROJECT SPONSOR Commissions delivery of and champions project; Provides vision and direction; Accepts responsibility

PROJECT MANAGER Confirms need for project and validates objectives; Provides specs, monitoring, and overall delivery

ADDITIONAL STAKEHOLDERS

STAKEHOLDER NAME	STAKEHOLDER ROLE	CONTACT INFO

PROJECT OVERVIEW
SUMMARY
OBJECTIVES
BUSINESS JUSTIFICATION
CASE FOR FAST TRACK
DEPENDENCIES / RELATED PROJECTS
TECHNOLOGY
RISK OVERVIEW


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SCOPE OF PROJECT			
ASPECTS IMPACTED			
IN SCOPE			
OUT OF SCOPE			
DELIVERABLES			
TIMELINE / MILESTONES			
OVERVIEW			
	MILESTONE		DEADLINE

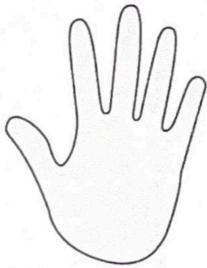
STAFFING RESOURCES			
OVERVIEW			
FUNCTION	CAPABILITY REQUIREMENTS		FTE
PROJECT BUDGET / COST OVERVIEW			
			GRAND TOTAL
RELATED DOCUMENTS			
FUNCTION	DESCRIPTION	FILE NAME / LOCATION / LINK	
EXECUTIVE DECISION RECORD			
DATE	APPROVED BY	DECISION	



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Project proposals are just the first step in the project planning process.



Solidify the plan



Allocate and manage resources,



Monitor the project, and



Finally hand in your deliverables.

Funding Agencies

Aeronautics Research and Development Board (ARDB)

Atomic Energy Regulatory Board (AERB)

Bhabha Atomic Research Centre (BARC)

Centre for Development of Advanced Computing (CDAC)

Centre for Development of Telematics (C- DOT)

Council of Scientific & Industrial Research (CSIR)

Defence Research & Development Organisation (DRDO)

Department of Atomic Energy

Department of AYUSH

Department of Biotechnology (DBT)

Department of Chemicals & Petrochemicals, Ministry of Chemicals & Fertilizers

Department of Fertilizers, Ministry of Chemicals & Fertilizers

Department of Ocean Development

Department of Science & Technology (DST)

Deutsche Forschungsgemeinschaft (DFG – German Research Foundation)

GAIL (India) Ltd.

Indian Council of Agricultural Research (ICAR)



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Indian National Science Academy (INSA)
Indian Space Research Organisation (ISRO)
Indo French Centre for the Promotion of Advanced Research (IFCPAR)
Indo-US Science & Technology Forum
Ministry of Agro & Rural Industries
Ministry of Communications & Information Technology
Ministry of Defence
Ministry of Environment & Forests (MoEF)
Ministry of Health & Family Welfare

Indian Council of Medical Research (ICMR)
Indian Council of Social Science Research (ICSSR)
Ministry of New and Renewable Energy (MNRE)
Ministry of Petroleum & Natural Gas
Ministry of Power
Ministry of Road Transport & Highways
Ministry of Rural Development
Ministry of Textiles
Ministry of Urban Development
Ministry of Water Resources
National Science Foundation
Naval Research Board (NRB)

Northern Indian Textile Research Association (NITRA)
Oil & Natural Gas Corporation Ltd (ONGC)
Petroleum Conservation Research Association (PCRA)
Science and Engineering Research Board (SERB)
Tata Institute of Fundamental Research
Technology Information, Forecasting & Assessment Council (TIFAC)

University Grants Commission


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Other Research Funds

- India-Republic of Korea Joint Applied R&D Programme 2014 Funding
- Deutsche Forschungsgemeinschaft (DFG – German Research Foundation)
- Indo French Centre for the Promotion of Advanced Research (IFCPAR)
- Indo-US Science & Technology Forum
- UK India Education and Research Initiative (UKIERI)
- Global innovation Technology alliance



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- Overview
An Overview of various schemes
- Faculty Development Schemes
Information about various Faculty related schemes
- Research & Innovation Development Schemes
Schemes to promote research in technical education
- Student Development Schemes
Explore various schemes related to student development
- Institutional Development Schemes
Explore various institutional development schemes
- General Schemes
Schemes to promote co-ordinated development in India



Home > Scheme

Learn more about the various student and Faculty development by AICTE


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sticker paper sheet for door arch x New Competitive Grant Manage x +

dbtindia.gov.in/funding-mechanism/competitive-grant-management-system


New Competitive Grant Management System

Committees Flowchart

Forms & Downloads

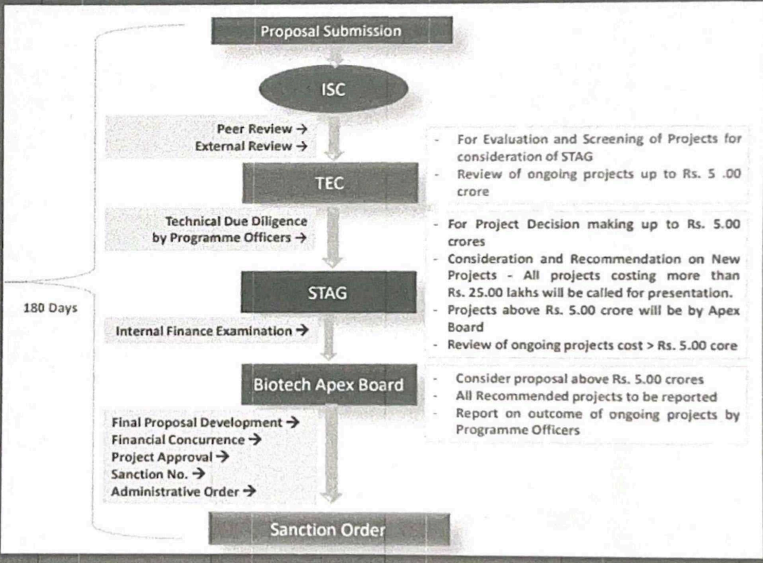
Queries@eProMIS

DBT, New Delhi



सत्यमेव जयते

Department of Biotechnology
Government of India



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graph TD
    A[Proposal Submission] --> B(ISC)
    B --> C[TEC]
    C --> D[STAG]
    D --> E[Biotech Apex Board]
    E --> F[Sanction Order]
    
    subgraph "180 Days"
        B
        C
        D
    end
    
    G[Peer Review -> External Review] --> B
    H[Technical Due Diligence by Programme Officers] --> C
    I[Internal Finance Examination] --> D
    J[Final Proposal Development -> Financial Concurrence -> Project Approval -> Sanction No. -> Administrative Order] --> E
  
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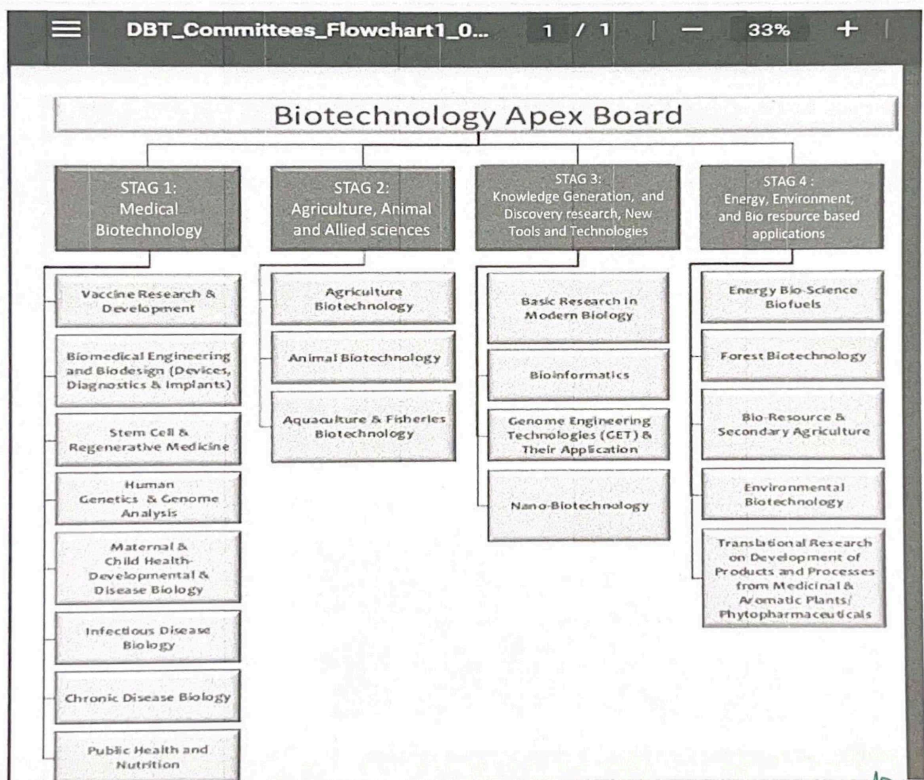
- For Evaluation and Screening of Projects for consideration of STAG
- Review of ongoing projects up to Rs. 5.00 crore
- For Project Decision making up to Rs. 5.00 crores
- Consideration and Recommendation on New Projects - All projects costing more than Rs. 25.00 lakhs will be called for presentation.
- Projects above Rs. 5.00 crore will be by Apex Board
- Review of ongoing projects cost > Rs. 5.00 core
- Consider proposal above Rs. 5.00 crores
- All Recommended projects to be reported
- Report on outcome of ongoing projects by Programme Officers

DBT_Committees_...pdf

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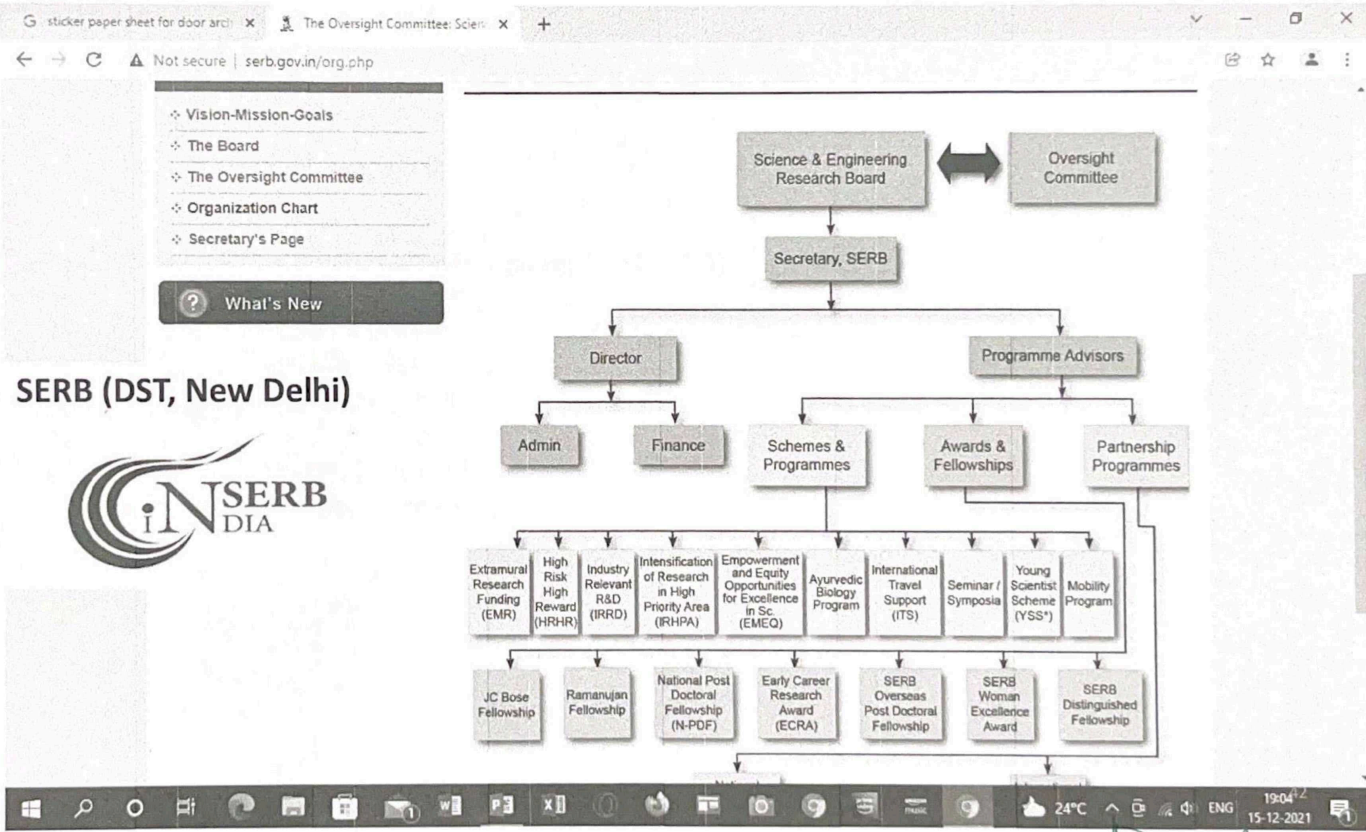
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SERB (DST, New Delhi)



[Signature]
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Council of Scientific and Industrial Research (CSIR)
Research Schemes
Sponsored schemes
Research Fellowships/Associateships



Defence Research and Development Organisation (DRDO)

i.e. Extramural Research Scheme & Research sponsored in academic institutions under the extramural research (ER) scheme For scientific or technological progress in the broad topic area of relevance to military R&D.



University Grants Commission (UGC)
(i) Major and Minor Research Projects

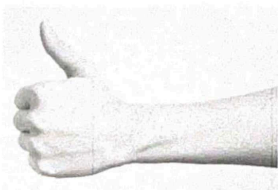


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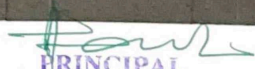
A Good Proposal



A good proposal is a good idea, well expressed, with a clear indication of methods for pursuing the idea, evaluating the findings, making them known to all who need to know, and indicating the broader impacts of the activity.



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Thank you



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M.M.K.

&

SHRI DHARMASTHALA MANJUNATHESHWARA MAHILA MAHAVIDYALAYA

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PRESIDENT : **Dr. D. VEERENDRA HEGGADE**, Shri Kshetra Dharmasthala

Prof. Sainath Malligemadu

Principal

Office of the Principal

Ref. No.: MMK & SDM / MMV / 379 / 20 21 20 22

Date : 18-12-2021

To

Dr. Giridhar P
Senior Principal Scientist
ACSIR Coordinator
Plant Cell Biotechnology Department
CSIR- Central Food Technological Research Institute
Mysuru

Dear Sir,

We are extremely thankful to you for making it convenient to being the resource person for the workshop on "Research Proposal Writing" organized for faculties of our college on 18.12.2021. We were immensely benefited and look forward to your association in upcoming days as well.

With Regards



(Prof. Sainath Malligemadu)

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**MMK & SDM Mahila Maha Vidyalaya
Krishnamurthypuram, Mysuru-570004**

Workshop on Research Proposal Writing Attendance

18-12-2021

SL.NO	NAME	
01	SMT.BHARATHI N	Bharathi N.
02	Smt.. K.S.SUKRUTHA	K.S.Sukrutha
03	DR. N.PUSHPALATHA	NP
04	SMT. B.S.PADMA	
05	SMT.MALATHI	Malathi
06	Dr..VINODA	Vinoda
07	SMT.RAMYA S.K.	R.S.K.
08	SMT.RAJITHA.V	Rajitha V.
09	SMT.SRIVIDHYA B	Srividhya B.
10	SMT.JYOTHILAKSHMI G.KAVA	Jyothilakshmi G.Kava
11	SMT.NAYANA M.P.	Nayana M.P.
12	SRI.PRASHANTH JAIN H.V.	Prashanth Jain H.V.
13	SMT.POOJAKUMARI	Poojakumari
14	Ms.JAMUNARANI B	Jamunarani B.
15	MR.SHIVABEERAPPA M	Shivabeerappa M.
16	SMT.BRUNDA R	Brunda R.
17	Dr..WETHROE KAFPO	Wethroe Kafpo
18	MS..SUPRADA JAIN M	Suprada Jain M.
19	MR.MARUTI PRASANNA B N	Maruti Prasanna B N.
20	MS.SHASHIKALA C	Shashikala C.
21	MS.GAYATHRI R	Gayathri R.
22	MR.SANTHOSH D H	Santhosh D H.
23	SMT.RAJARAJESHWARI R	Rajarajeswari R.
24	MR.NIRANTH M R	Niranth M R.
25	MRS.CHAITRA N	Chaitra N.
26	MR.MAHADEVASWAMY S	Mahadevaswamy S.
27	DR.BRIJESH N	Brijesh N.
28	Mr.SYED SADATH	Syed Sadath
29	Smt.PAVITHRA V	Pavithra V.
30	Smt.HARSHITHA MALLIK	Harshitha Mallik
31	Ms.SANDHYA S	Sandhya S.
32	Ms.BHARGAVI H G	Bhargavi H G.
33	Smt. NAVYASHREE K S	Navyashree K S.
34	Dr.CHAITANYA PANDIT	Chaitanya Pandit
35	Dr.KAVITHA R	Kavitha R.
36	Ms..HEMA N S	Hema N.S.
37	MS.NISCHITHA M	Nischitha M.
38	MS.NIHARIKA	Niharika
39	DR.DEVAKI K K	Devaki K K.
40	SRI.KIRAN KUMAR G	Kiran Kumar G.
41	SRI.PRATHAP T M	Prathap T M.
42	Dr.SHIVASHANKAR P-PT	Shivashankar P-PT.
43	MR.AJAY M-PT	Ajay M-PT.
44	DR.PRADEEP	Pradeep
45	Mr.RAVIKUMAR J-PT	Ravikumar J-PT.
46	Dr. T N. KRISHNEGOWDA-PT	T N. Krishnegowda-PT.
47	SMT.ASHWINI B-PT	Ashwini B-PT.
48	Sri.DEVENDRA KUMAR N	Devendra Kumar N.

49. Ms. Sowmya P.
Ms. Afiya Sameer

Sowmya P.
Afiya


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