

Procedures for
Project Review, Monitoring and
Completion (RMC)

R & D in Earth & Atmospheric Sciences
(Extra-Mural funding)

Project Submission

Points for Consideration before submission

- Proposals can be submitted at anytime of the year. But funding will be released only twice a year. 1st year funding will be released soon after the approval of the competent authority and subsequent years' funds will be released only after the receipt of Utilisation Certificate (UC), Statement of Expenditure (SoE) and Annual Progress Report (APR).
- Number of MoES projects with the PI should not exceed 2. Fresh research proposals can be considered only when the on-going research proposals are about to conclude.

Guidelines for Submission of Proposal

- Proposals should be submitted in the prescribed format.
- The manpower to be recruited should be as per MoES rules.
- A short write up about the deliverables and how they are going to help in augmenting the mandate of MoES.
- International travel is normally not permitted.
- An undertaking that idle capacity of the permanent equipment procured under the Project will be made available to other users of the host Institute or nearby Institutes.

Committee for pre-appraisal, appraisal, review and monitoring

The following 4 committees are constituted for pre-appraisal and appraisal of the proposals received by the Ministry and will have a tenure of 5 years :

Project Appraisal and Monitoring Committee (PAMC) for

- (i) Atmospheric Science including Climate Science (PAMC-Atmospheric Science)
- (ii) Geoscience (PAMC-Geoscience)
- (iii) Ocean Science & Resources (PAMC-Ocean Science)
- (iv) Hydrology & Cryosphere (PAMC-Hydrology & Cryosphere)

Terms of Reference

(i) New proposals

- Pre-appraisal of all the proposals received during a period of 6 months (whether the objectives are in National Interest and are in line with the mandate of the Ministry preferably in basic monsoon research, monsoon variability and prediction, short range forecasting, mesoscale systems and prediction, climate variability and change, climate modelling, climate services etc., ruling out any duplication of work, adequacy of the core competence of the Institute proposing the project, budget of the proposal, whether PI requires support from the constituent Units of MoES to give targeted deliverables, whether the deliverables can be translated into operational use by MoES)
- Review the shortlisted proposals as per the prescribed format.
- Recommend the proposals to MoES for consideration for funding / or subsequent review as per the RMC procedure outlined below.

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(ii) Ongoing projects

- Monitor & review the progress of the funded projects at various stages of implementation and recommend course correction for ensuring deliverables
- Recommend subsequent release of funds based on the progress of the project
- Evaluation of the achievements of the completed projects vis-à-vis their objectives.

(iii) The PAMC will meet at least once in four months for pre-appraisal/appraisal of new projects and review of ongoing/completed projects depending on number of proposals.

Composition of the committee:

Chairman : Subject Expert Scientist H/G level

Experts : 5-10 subject experts

Member Secretary: Program Officer/ Scientist Incharge

RMC Procedure

Steps for pre-appraisal/appraisal of projects

I. Step 1: Pre-appraisal

- All proposals received within a duration of six months will be subjected to pre-appraisal/appraisal by the PAMC as per Terms of Reference mentioned above.
- Proposals rejected by PAMC will be returned to the PI

II. Step 2: Project Review

(a) For Projects < 1 crore

- Shortlisted proposals at Step-I will be reviewed by the concerned PAMC as per the prescribed format.
- Re-submission of revised proposal may be entertained only if expert/PAMC has agreed for further consideration of the proposal.
- The revised proposal should be re-submitted within a month otherwise it may be treated as a new proposal.
- PAMC may recommend the revised proposal for funding to MoES after its review.

(b) For Projects > 1 crore and < 5 crores -- Involves 2 steps or 3 steps as per the recommendation of PAMC (depending upon the type of proposal)

i. Peer Review

As per the steps in (a) above

ii Presentation before a committee of experts

The committee will have the following constitution as per the recommendation of the PAMC and approval of competent authority

Chairman - Chairman ESSO/Secretary MoES

Experts - 2 to 3 subject experts as identified by PAMC

Invited Members - Scientific Secretary

Program Head
Scientists from MoES
Member Secretary –Programme Officer/ Scientist incharge
Any other member co-opted by the Chair

(c) For Projects > 5 crores* -- Involves 3 steps

**This generally involves infrastructure development support for initiation of academic programmes.*

i. Peer review

As per the steps in (a) above

ii. On the spot assessment by team of experts

The Committee should have the following constitution

Chairman :	Scientist H level
Experts:	2 experts in the field from Universities/ Institutes
Member Secretary:	Programme Officer/ scientist incharge

iii. Presentation before a committee of experts

The committee will have the following constitution

Chairman	-	Chairman ESSO/ Secretary, MoES
Experts	-	2 to 3 subject experts
Invited Members	-	Scientific Secretary Program Head Scientist from MoES
Member Secretary	-	Programme Officer/ scientist incharge
		Any other member co-opted by the Chair

(d) For National Coordinated projects

An appropriate committee to be set-up by the competent authority in consultation with the PAMC

- i. Terms of reference** (this includes preparation of science plans, implementation plan, review of research proposals from participating institutes, recommend the appropriate proposal, monitor the progress, consolidating the research findings)
- ii. Tenure of the committee**
- iii. Any other at the discretion of Chairman ESSO/Secretary, MoES**

III. Step 3: Project Sanction

After successful completion of Step 1 & Step 2, project should be awarded and sanction should be initiated after due approval of Secretary MoES and concurrence of IFD.

IV. Project Monitoring

The PAMC will monitor the progress of the awarded proposals based on the progress report submitted by the implementing institute and as per the Terms of reference of the PAMC mentioned above.

The Annual Progress Report (APR) of the proposals awarded should reach the Program Office after completion of each year of the proposal .

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- The APR should contain the following
 - Title of the project
 - Name of the PI/Co-PI
 - Name of JRF/SRF/RA recruited under the project
 - Duration of the project
 - Date of Sanction & No:
 - Date of Completion
 - Total Project Cost
 - Total Expenditure
 - Unspent Balance
 - Equipment sanctioned and purchased
 - Sanctioned manpower and recruited (*one page biodata of the JRF/SRF/RA to be enclosed*)
 - Summary of progress made so far against objectives (*only salient features*)
 - Significant Achievements/ Deliverables : in terms of human resource development; patent; innovation; skill upgradation; publications etc
 - Work remaining to be done under the project
- Two hard copies of the Annual Progress Report (APR) and one soft copy of the proposals awarded should be sent along with UC/SE in the prescribed format.

P.S. It is the prerogative of the Ministry to call for a presentation of the work done thus far before an Expert Committee approved by the competent authority.

V. Step 5: Mid term Review and Course Correction

- Proposals depending on their deliverables/ total budget may be reviewed at mid term to review the progress made and offer any course correction by PAMC of subject area.
- The PAMC will submit its report to Chairman ESSO regarding its view and whether the project requires mid-course correction.

VI. Step 6: Project Completion Report

- Three copies of the Project Completion Report(PCR) should reach the Office within 3 months of the completion of the project
- PI to present the deliverables of the project before PAMC who will assess the achievements vis-a-vis the objectives.
- The PAMC will present its report to Chairman, ESSO and also recommend whether the outcome of the project can be utilized in the activities of the Ministry.

The PCR should have the following format

- Title of the project
- Name of the PI/Co-PI
- Implementing Institute
- Other Collaborating Institutes
- Acknowledgements (Financial help from MoES to be duly acknowledged)
- Date of Sanction & No:
- Duration of Project
- Probable date of completion (PDC)
 - Original :
 - (as per sanction letter)
 - Revised (if applicable):

- (give details of all revisions to date along with reasons for delay separately for each revision)
- Name of JRF/SRF/RA recruited under the project
- Duration of the project
- Total Project Cost
- Total Expenditure
- Index/table of contents
- Executive Summary
- Introduction
- Review of literature & rationale for study
- Aims & Objectives (Objectives as approved/Deviation made from original objectives if any, while implementing the project and reasons thereof).
- Methodology (Giving full details of study design, methods adopted, data collected supported).
- Summary of the result (Detailed analysis of results indicating contributions made towards increasing the state of knowledge in the subject).
- Achievements and how the deliverables have contributed in the overall programmes of the Ministry
- Scope for future
- Publication of results/presentation of papers
- Abstract in 300 words for possible publication on MoES Newsletter/Website.
- Acknowledge funding

Name and signature with date

_____ (Principal Investigator)

_____ (Co-Investigator)

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