A logo for a university

Description automatically generated**DUET CEMET STARTUP GRANT**

**PROPOSAL COVER SHEET**

|  |  |
| --- | --- |
| **Proposal Reference No.**  (Not filled by applicant) |  |

|  |  |  |
| --- | --- | --- |
| **Title of Project** |  | |
| **Duration of Project** | One year | |
| **Total Budget Requested** | One Million PKR Maximum | |
| **Project Domain** | Product development/Improvement ⬜ | Process development/Improvement ⬜ |
| **Project Theme** | 1. ⬜ Sustainable Food Processing (SDG 12, 2, 3, 9)  2. ⬜ Knowledge Driven Innovation (SDG 9, 4, 8)  3. ⬜ Efficiency & Resource Optimization (SDG 9, 12, 13)  4. ⬜ Circular Economy & Waste Management) (SDG 12, 13, 14)  5. ⬜ Job Creation & Economic Growth (SDG 8, 1, 9) | |

|  |  |
| --- | --- |
| **Team Lead** | Name |
| Qualification |
| CNIC |
| Department |
| Mobile |
| Email |

|  |  |
| --- | --- |
| **Team Members** (3 Maximum) | Name |
| Qualification |
| CNIC |
| Department |
| Mobile |
| Email |

1. **TABLE OF CONTENTS**

**Section**

1. Table of Contents
2. Executive Summary
3. Industrial Collaborators (If any)
4. Project Description
5. Project Management
6. Implementation Timeline
7. Physical Resources and Facilities
8. Applicant’s availed grants for Startups details (If any)
9. Risk Management Strategy
10. References
11. Proposed Project Budget
12. List of Required Attachments

**II. EXECUTIVE SUMMARY**

The Executive Summary (limited to one page) provides an overview of the proposal and the proposed research project. The broad research objectives should be briefly described, as well as the activities to be undertaken to achieve the project goals. In case of basic research, scientific hypothesis should be identified on which proposed goal is based and if research is applied output in the form of a product or process, need or relationship to industry and end-user of the output/ product should be identified. Applicant is encouraged to make preliminary inquiries with the proposed end user and attach any certificate/ document in support of the proposed research. In addition, it should identify the roles of industrial partners that will contribute to the success of the proposed project should be identified if any.

# **III. INDUSTRIAL COLLABORATIONS (IF ANY)**

In this Section (maximum two pages narrative)

**Industrial1 Collaborators:** Describe the role of industry collaborators in the project. Identify the relevant expertise that the collaborators possess, and describe the anticipated role in the project (for example, disciplinary expertise, providing access to experimental equipment, sharing software, or providing technical expertise)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1 Sectoral stakeholders can include charities, not-for-profit organizations, development agencies, communities – private enterprise (including, but not limited to, large multinationals and local SMEs), relevant Ministries, government agencies, public authorities, chambers of commerce, trade groups, hospitals, policymakers, and other appropriate stakeholders.

**TABLE: INDUSTRIAL COLLABORATORS**

All confirmed Industrial Collaborators should be identified in this Table. In addition, Letters of Commitment may be attached to the proposal.

|  |  |
| --- | --- |
| Company/Organization Name | |
| Location | |
| Name of Collaborator | Position/Title |
| Tel. # | Email |
| Anticipated Contribution to Project Goals | |
| Anticipated Annual Financial Contribution | |

**IV. PROJECT DESCRIPTION**

In this Section (maximum ten pages, including Tables and Figures), describe in detail the research plan for the proposed project.

**Problem Statement**: Describe accurately the problems to be addressed and/or opportunities to be pursued by the proposed project. Provide a brief survey of the relevant literature clearly highlighting the existing gaps and what new information will be added to the existing pool of knowledge and describe how the proposed project adds value addition and wealth/job creation to the existing system. Clearly justify how the proposed research will contribute to the national economy/social sector. The applicant is encouraged to discuss the proposed research with the proposed beneficiary and attach supporting documentation.

**Scope and objectives**: Specify the scope of the project accurately and list the specific aims of the project. It is important that the specific aims be compatible with the themes of the “Call For Proposal”. The proposal should demonstrate that a project's objectives are feasible to achieve within the requested project duration.

**Methodology:** Describe the project design, conceptual framework, procedures, and analyses to be used to accomplish the specific aims of the project. The proposals should describe a methodology for determining the degree to which a project meets its objectives, both while the project is underway and at its conclusion. If relevant, include how the data will be collected, analyzed, and interpreted as well as any data-sharing plan. Describe any new methodology and its advantage over existing methodologies. Describe any novel concepts, approaches, tools, or technologies for the proposed activity. Discuss the potential difficulties and limitations of the proposed procedures and alternative approaches to achieve the aims. Describe proposed strategy for encouraging and ensuring the participation of women in the project. As part of this section, provide a tentative sequence or timetable for the project.

**Project Team, including partnerships**: Describe relevant prior efforts by applicant to address the problems identified. If you and/or your team have preliminary results, please discuss them. Illustrate how the proposed work will build upon existing expertise, if applicable. Proposals intended to improve the capacity of industry competitiveness should also explain the role that industry representatives played in developing the proposal and articulate how the proposed project builds upon other measures undertaken by industry to improve competitiveness.

**Project Output statement**: Clearly and concisely state the final expected outcomes of the project. The ability of the project to positively impact the goal area should be obvious. Also justify how the project is linked to sustainable development goals.

**Project Business Model/Work plan:** Provide an overview of your business model to include activities taking place. Explain the proposed project’s commercialization, financial analysis, return on investment (**ROI**), market value and how the proposed product/process will do business.

**Additional benefits:** Explain any other anticipated scientific, technological, or economic benefits that will accrue to country besides those already articulated in the Results Statement.

**Ethical considerations related to the proposed Project (If Any):** The proposal should have a description of ethical considerations relating to the project. This section should document the issues that are likely to raise ethical concerns.

**V. PROJECT MANAGEMENT**

In this Section (maximum one page), describe the anticipated Project Management structure for the proposed project. An organogram may be employed.

Discuss how the Team Lead plans to motivate and incentivize collaborators – to fulfill their commitments to the research agenda. How will the research results, and challenges that emerge, be communicated to the applicant and the rest of the research team?

**VI. IMPLEMENTATION TIMELINE**

The Implementation Timeline is designed to provide an overview of the planned research activities of the proposed project. For this purposed develop a Gant Chart to demonstrate how the project will proceed in a timely fashion. Then, in the Table below, identify up to five major tasks and deliverables planned for each year of the proposed project. In all aspects, disparate activities should link together to result in a coherent work plan that achieves the objectives of the proposed project.

In addition to the Gantt chart and the Table, this Section can include a narrative (maximum two pages) that provides further details on the Implementation Timeline.

|  |
| --- |
| **FIRST FOUR MONTHS** |
| **Major Tasks and Deliverables** |
|  |

|  |
| --- |
| **NEXT FOUR MONTHS** |
| **Major Tasks and Deliverables** |
|  |

|  |
| --- |
| **LAST FOUR MONTHS** |
| **Major Tasks and Deliverables** |
|  |

**VII. PHYSICAL RESOURCES AND FACILITIES**

In this Section (maximum two pages), describe the physical resources and facilities that are required for the proposed project. Be sure to comment on how these resources and facilities will enable the work plan of the proposed project to be accomplished. Please mention Equipment available for the research project in the host university/institution and which is not available.

This information is used to assess the capability of the organizational resources available to implement and/or develop your project. Identify the facilities to be used (Laboratory, Animal, Computer, Office, Clinical and Other). If appropriate, indicate their capacities, pertinent capabilities, relative proximity, and extent of availability to the project. Describe only those resources that are directly applicable to the proposed work.

In this Section, be sure to identify major anticipated equipment expenditures as part of the proposed project. Include preliminary cost estimates and a plan for maintenance costs both during the lifetime of the proposed project and after the project funding concludes.

**VIII. APPLICANT’S AVAILED START-UP GRANTS DETAILS (IF ANY)**

In this section, the applicant will provide one-page summary of each Startup project completed/on-going.

In the table below please provide following information:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Sr. # | Title of Project | Initiation date | Completion date | Amount(s) awarded | Funding source(s) |

**IX. RISK MANAGEMENT STRATEGY**

In this Section (maximum two pages), describe the Risk Management Strategy that will be employed by the proposed project.

Frist consider the potential risks that could imperil the progress and success of the proposed project and describe the strategy and process that will be used to minimize and address these risks.

Second, describe the strategy that will be used to identify, mitigate, and address those unexpected risks that emerge during the project lifetime.

In both contexts, discuss how the Applicant will work together with the institutional leadership to implement the strategy.

**X. REFERENCES**

Proposals should follow accepted academic practice in citing references throughout the proposal. References should number sequentially and listed separately as a required attachment to the proposal. References should be reported in a standard form and include:  the names of all authors; the article and journal title; book title; volume and page numbers; and year of publication. If available, a Digital Object Identifier (DOI) may be provided.

1. **PROPOSED PROJECT BUDGET**

*Note: Total permissible amount is Rs 1.0 million.*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Lab Equipment/Machines/Apparatus**  Applicant must attach 02 quotations from vendors to justify the cost of the equipment and apparatus. | | | | | |
| Item | | Justification | | Amount (Rs.) | |
|  | |  | |  | |
|  | |  | |  | |
|  | |  | |  | |
|  | | | |  | |
|  | | | |  | |
| Sub-Total | | | |  | |
| **Chemicals/Glassware/Consumables/Accessories** | | | | | |
| Item | | Justification | | Amount (Rs.) | |
|  | |  | |  | |
|  | |  | |  | |
|  | |  | |  | |
|  | |  | |  | |
|  | |  | |  | |
| Sub-Total | | | |  | |
| **Sample Analysis** | | | | | |
| Name of Test | No. of Samples | | Rate/Test (Rs.) | | Amount (Rs.) |
|  |  | |  | |  |
|  |  | |  | |  |
|  |  | |  | |  |
|  |  | |  | |  |
|  |  | |  | |  |
| Sub-Total | | | | |  |
|  | | | | | |
|  | |  | |  | |
|  | |  | |  | |
|  | |  | |  | |
|  | |  | |  | |
|  | |  | |  | |
|  | | | |  | |
| **Grand Total (Rs.)** | | | |  | |

Name and Signature of Applicant

# **XII. REQUIRED ATTACHMENTS**

1. Letter of Commitment from Industrial collaborators who will contribute to the proposed project (If any).
2. Curriculum Vitae of the following individuals:
   * Team Lead
   * Team members

3. Copy of Educational documents of the Team Lead & Members