



Directorate General of Science & Technology Government of Khyber Pakhtunkhwa

First Floor Midway Building Shami Road Peshawar Cantt

Phone: +92 919216580 Email: info@dost.kp.gov.pk

Technology Transfer and R&D Linkages Support

Proposal Format

Proposal Reference No.

(for office use only)

I. APPLICANT'S INFORMATION

Title of Project:	
Duration of Project:	In months
Total Budget Requested	PKR million

Primary Applicant Name	
Mailing Address	Street Address
	City
	Country
Primary Applicant Representative	Name
	Position/Title
	Department
	Tel. # (Office/Mobile)
	Email
	CNIC/Passport No.

Primary Industry Partner Representative	Name
	Company/Organization
	Position/Title
	Tel. # (Office/Mobile)
	Email

Select one among three Priority areas or eight thematic areas	<ul style="list-style-type: none"> <input type="radio"/> Advanced Material <input type="radio"/> Biomedicine and Bio-manufacturing <input type="radio"/> Space Sciences <input type="radio"/> Gemstone <input type="radio"/> Bees& Honey <input type="radio"/> Fisheries <input type="radio"/> Herbs/Medicine Plants <input type="radio"/> Fruits & Vegetables <input type="radio"/> Archeology <input type="radio"/> Urban Development <input type="radio"/> Micro hydro plants
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II. EXECUTIVE SUMMARY

The Executive Summary (limited to one page) provides an overview of the proposed technology transfer project. It should clearly identify the university developed technology research, the anticipated commercial application, the potential customer and the benefits to the customer and society. The Executive Summary should NOT include confidential information, but should provide the Evaluator with sufficient information to understand the potential impact of the technology on the marketplace. The broad project objective should be briefly described, as well as the activities to be undertaken to achieve the project goals. In addition, the roles of partners – in particular those from the commercial sector¹– that will contribute to the success of the proposed project should be identified.

III. THE COMMERCIAL APPLICATION, AND THE SOCIO-ECONOMIC POTENTIAL OF THE PROPOSED TECHNOLOGY TRANSFER SUPPORT FUND PROJECT ON THE MARKET

In this Section (maximum two pages), the Commercial Application to be addressed by the proposed technology transfer project should be clearly identified.

IV. THE PROJECT TEAM AND INTERNATIONAL PARTNERS

In this Section (maximum two pages narrative, plus Table as indicated below), describe the role of the primary applicant team, the industry partner and international partners for the proposed Technology transfer project.

Identify the skills that each key collaborator possesses, and describe their anticipated role in the project. Describe in some detail how the academic team will collaborate with the industry/sectoral partners.

Indicate how the industry/sectoral partners will advance the technological innovation to bring it to market. How much time will the industry/sectoral partners devote to the project?

TABLE: Project Team and International Partners

All confirmed participants should be identified in this Table. Up to three (3) Letters of Commitment may be attached to the proposal. The primary industry/sectoral partner MUST submit a Letter of Commitment. ALL Letters of Commitment must contain a detailed co-financing commitment.

All confirmed Academic Collaborators (if any) should be identified in this Table

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

V. PROJECT DESCRIPTION

In this Section (maximum six pages, including Tables and Figures), describe in detail the proposed Technology transfer project.

Problem Statement: Clearly identify the research and development questions associated with the proposed Technology Transfer Support Fund activities. What approach will the project team employ to address the challenge? Provide a brief survey of the relevant literature, and of the current state of the art in the commercial sector. Identify two or three specific questions that must be addressed to move the concept to the marketplace.

Describe in appropriate detail the university developed technology and why it is innovative. What benefit does it bring to the commercial marketplace, and what broader benefits does it bring to society and to Pakistan.

Methodology: Describe how the research and development plan will be accomplished over the three years of funding available for the proposed project, and identify appropriate milestones and anticipated deliverables. What are the specific activities that will be necessary to develop a commercially viable product? In addition to the technical issues, what are the commercial, legal and regulatory issues that must be addressed? What market research questions will form part of the project?

Ethical considerations related to the proposed research (If Any): The proposal should have a description of ethical considerations relating to the study. This section should document the issues that are likely to raise ethical concerns. It should also describe how the Principal Investigator is planning to address it and how he/she plans to obtain informed consent from the research participants (the informed consent process).

Note: Proposals that do not address the required questions, and those that exceed the established page limits, may not be considered by Directorate General of Science and Technology will be returned without review.

VI. IMPLEMENTATION TIMELINE

The Implementation Timeline is designed to provide a high-level overview of the planned activities of the proposed project. Develop a Gantt 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 – for example research, market development, commercialization - should link together to result in a coherent workplan that achieves the objectives of the proposed project.

YEAR ONE
Major Tasks and Deliverables
<ul style="list-style-type: none">••••

YEAR TWO
Major Tasks and Deliverables
<ul style="list-style-type: none">••••

VII. PHYSICAL RESOURCES AND FACILITIES

In this Section (maximum one page), describe the physical resources and facilities that are available to 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.

VIII. RISK MANAGEMENT STRATEGY

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

First, consider the potential risks that could imperil the progress towards commercialization, 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 Principal Investigator will work together with the industry/sectoral partners to implement the strategy.

IX. REGULATORY PLAN

X. THE TECHNOLOGY ADDRESSES WHICH CRITICAL NEED AND REVENUE GENERATION POTENTIAL

XI MARKET SIZE CONSIDERATION

XII. LIST OF REFERENCES

Proposals should follow accepted academic practice in citing references throughout the proposal. References should be numbered 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.

XIII. PROPOSED PROJECT BUDGET

Complete the Budget Table provided below. Additional rows may be added in each category as required. Technology transfer funding should not go to sectoral/industry partners. Technology transfer guidelines require co-financing (in-kind or cash) by sectoral/industry partners. Please refer to Budget Guidelines available on Directorate General of Science and Technology Website for details of each budget head.

- In addition to the institution submitting the proposal, any universities that will have subawards must complete a Budget Table for costs anticipated at the subaward university.
- For Personnel Costs, identify the total annual costs for each individual to be charged to the proposed technology transfer Grant, and in the narrative indicated below show the months charged for each individual.
- For Faculty members, identify the faculty member by name
- “Other Personnel” may include technicians, IT specialists, etc. Identify the role of each “Other Personnel” listed.
- For Major Equipment, identify the proposed equipment and the anticipated cost. Provide details in the narrative indicated below
- Provide a broad description of the supplies that will be purchased
- For Travel, provide details of anticipated travel in the narrative indicated below

- For each Subaward, complete a separate Institutional Budget Table and include in this Section of the Proposal
- For Other Costs, describe in some detail any other costs in the Budget narrative indicated below. This may include costs associated with filing patents, producing licensing agreements, legal advice, and marketing to potential investors.
- Overhead rates should reflect the official rate for the higher education institution as indicated in the Budget narrative.
- Overhead should be included for the Project costs at each institution. For example, Overhead can be included on subaward1. However, the line for Overhead on the Budget Table prepared by the submitting institution should only include the amounts incurred by the submitting institution.

In addition to the Budget Table, this Section can include a narrative (maximum two pages) that provides further details on the proposed budget. Each institution submitting a budget for a subaward may include a (maximum 2 pages) budget narrative.

XIV. REQUIRED ATTACHMENTS

1. Letter of Support (maximum two pages) from the University Vice-Chancellor. The letter should: confirm the institutional commitment to the proposed project
2. Letters of Commitment (maximum two pages each)
 - From industry/sectoral collaborators (maximum 3 letters).
 - The letters should describe the how the collaborator will contribute to the proposed project goals. The letter must also describe how, and at what level, the collaborator will finance their participation in the proposed technology transfer project.
3. Affidavit for time commitment and honorarium of PI and Co-PIs by the respective Head of the (University (VC/ Rector) and the collaborating Institutions/ organizations).
4. Appointment letter from the PI & Co-PIs to confirm their affiliation with Universities and collaborating Institutions.
5. Last pay slip of PI and Co-PIs for finalizing the personnel cost in Budget.
6. Ethical Certificate duly signed by Ethical Research Committee of Institute
7. Declaration Certificate duly signed and stamp by PI of research proposal, Director ORIC and Head of Institute
8. Signed and dated Curriculum Vitae of the following individuals:
 - Principal Investigator
 - The lead collaborator from the primary industry/sectoral partner
 - Up to three additional collaborators who will contribute to the proposed Project.
 - The CVs should be of a standard DGST form (maximum two pages) and include the following information:
 - Full Name
 - Position/Title
 - Institution
 - Professional Training/Education
 - Chronological List of Positions
 - List of up to five publications related to the proposed project, in standard citation format
 - List of up to five activities related to the proposed project. These activities may include: technology transfer activities; patents; current or previous grants; teaching; collaborations; leading workshops/conferences; community outreach or engagement; consulting; etc.

XV. Declaration Certificate

It is hereby certified that:

- a) PI is a full time regular faculty member of HEI or if is hired on contract, same is not less than project life/duration.
- b) The university will spare the faculty members from any teaching or administrative responsibilities against their time committed on the proposed project.
- c) Equipment(s) demanded for the proposed project is / are not available in the University / Institute.
- d) No portion of the proposed project has been submitted and /or funded by DGST or any other funding agency.
- e) The proposed project is genuinely novel and that there is no plagiarized material including self-plagiarism.
- f) PI has never been blacklisted by DGST.
- g) PI is not executing any other project of DGST which is delayed.
- h) Decision of DGST will be considered final and will not be challenged in a court of law.
- i) The University/DAI will provide complete support and facilitation to the PI and his project team for the establishment & operation of the proposed project, if approved by DGST and funds awarded to the University/ DAI. Accordingly, the University/ DAI will provide necessary facilities for smooth execution of the project including land, building, space, laboratories, machinery, equipment, transport, amenities like utilities and other services.
- j) The University/DAI will get clearance from DGST (Project Completion Certificate /Project Clearance Certificate (PCC)) in order to relieve the PI, for any reason e.g. for postdoc leave/EOL/study leave/ termination of job etc. if the proposed project is awarded by DGST.
- k) The University/DAI will not replace the PI of the proposed project without getting prior permission from DGST in writing.

**Signature of Principal
Investigator**

Name:

Designation:

Department:

University/ R&D Org Name

**Signature with Stamp of Director
(ORIC/Research Office)**

Name:

Designation:

University/ R&D Org Name

Signature with Stamp of the Head of University/ R&D Org
(Vice-chancellor/Rector/Head)

Name:

University/ R&D Org Name:

Send your Proposal to

Director General

Directorate General of Science and Technology
Govt. of Khyber Pakhtunkhwa, Peshawar

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