

KERALA STATE BIODIVERSITY BOARD, THIRUVANANTHAPURAM

Guidelines for Biodiversity Conservation and Sustainable utilization Projects for the financial year 2018-19

I. Introduction: - Biodiversity is a multidisciplinary subject cutting across disciplines of science, humanities and social sciences. Kerala State Biodiversity Board strives to promote research and documentation on various facets of biodiversity, conservation and sustainable utilization

II. Thrust areas for projects on Biodiversity conservation and sustainable utilization.

1. Development of Ex situ and in situ conservation models for RET species including standardization of propagation practices and protocols with emphasis on capacity building of various stakeholders to continue and strengthen sustainable management of develop model and protocols.
2. Studies on relevant policies and management practices to mainstream biodiversity concerns in plan schemes of line departments including panchayats.
3. Studies on creation of sustainable management models at landscape level based on participatory approaches.
4. Studies on traditional conservation or sustainable use practices on various types of biodiversity such as:-
 - a. Sacred groves, mangroves, paddy lands, rivers, Coastal areas other wetland like myrstica swamps etc.
 - b. Areas conserved and managed by communities for livelihood resources.
 - c. Capacity building of women in promoting conservation and sustainable use of various bioresources.
5. Best practices for sustainable use of biodiversity in relevant economic sectors.
6. Agro Biodiversity -
 - Development of model to conserve traditional varieties and wild cultivars of different crops.
 - Development of sustainable models of community seed banks.
 - Documentation and sustainable management of Climate resilient crops.
7. Sustainable mode of conservation of indigenous breeds of livestock and its socio-economic and cultural impact.

8. Identification and inventory of areas with potential to be declared as Biodiversity Heritage Sites.
9. Studies on traditional knowledge and development of database of commercially traded bioresources.
10. Development of participatory sustainable model of use and conservation of non-wood forest products existing within forest and outside forest in consonance with existing structure and rules (particularly FRA).

Other identified areas:

1. Survey, identification, inventorization and monitoring of State's floristic, faunal and microbial resource with special attention to keystone species, umbrella, Endangered and Endemic Species which need to be conserved on priority basis.
2. Target research in critical gap areas pertaining to biodiversity conservation and management and lesser known groups of floral, faunal, species.
3. Identification and inventorization of biodiversity indicators of pollution - Aquatic micro and macro invertebrates, fishes, birds and lichens.
4. Development of sustainable models of biodiversity/ bioresource change monitoring.
5. Identification and inventorization of biodiversity indicators of habitat quality - e.g. pollinators, birds and butterflies
6. Identification, inventorization and monitoring of exotic invasive species - Parthenium, Eupatorium, Lantana, Water Hyacinth, African Catfish, etc.
7. Promote research on micro flora and micro fauna.
8. Biodiversity assessment of biological hot spots, Ramsar sites, IBA,
9. Climate change and impact on Biodiversity

III. Nature of Assistance:- The quantum of assistance will be as under

- i. Long Term Research & Documentation Projects:- A financial assistance above Rs. 2.00 lakhs.
- ii. Short Term Research & Documentation Projects:- A financial assistance of up to Rs. 2.00 lakhs.

IV. Tenure: - The duration of Long term and Short term projects will normally be 3 year and 1 years respectively. However, extension for the Long term project can be considered by the Board under exceptional circumstances. In case of short term projects no extension will be entertained.

V. Eligibility: - Any recognized academic / research institution or Government Department / Government undertaking having at least 3 years experience of working in related subjects. Any registered voluntary / professional organisation / Trust having proven credential, and experience in environmental field and registered under the Societies Registration Act for minimum three years.

VI. Procedure for applying:- All Institutions/Universities/NGOs/Individuals who wish to avail financial assistance for Long term project should submit their proposal in the prescribed proforma at Annexure - I.

Proposals for financial assistance for Short term Research projects should be submitted in the proforma as per Annexure II. Proposals should be forwarded through the head of the Department/University/Organization.

VII. Procedure for Approval: -

1. The proposal will be screened by a committee to be called project screening and approval committee and henceforth to be called Committee. Committee shall consider those proposals, which are complete in all respect, keeping the following aspects in view while recommending the proposal(s) for financial assistance: Credential and standing of the institution / organisation. The applicant organisation should not have received any grant under this scheme during the financial year in which the proposed event falls. The Committee may appropriate in such a manner budgetary allocation that as much as possible all the identified theme areas and thrust areas get adequate representation. The Committee will sit on or before 15 days of receiving all the proposals within specified time. The final approval on the proposal and extent of financial assistance to be given will be proposed by the Committee and will finally be decided by the Chairman of the Board. Proposals received late can be considered by the committee if found suitable to be put up in the next half yearly sitting.
2. Application from Government Department / undertaking / academic / research institution should be duly forwarded by Head of the institution.
3. Financial assistance shall be provided in two or more instalments based on the approved budget and availability of fund. Minimum 50% of fund will be kept for final instalment so as to ensure achievement of proposed objectives as verified by the project approval / screening committee.

4. The PI of the each project will be required to make for a presentation along with relevant documents
5. Financial assistance is only for organisational expenses of the proposed event and not for capital items like construction, equipment etc.
6. UC and audited statement of accounts should be submitted within one month of completion of the program.
7. KSBB should be duly acknowledged in all publication

VIII. The application will be received twice during the year and the cut-off dates for receiving proposals seeking grant under the scheme are: – June 30th for May to September and October 31st for November to March. **Procedure for release of grants:-** The grant for long term projects shall be released in such suitable installments as decided by the member secretary. The subsequent installment will be released on receipt of progress report, and utilization certificate duly certified by Registrar/Principal/Head of the institute. A consolidated audited utilization certificate for the amount actually utilized towards the project duly signed and sealed by Govt. Auditor/C.A. should be submitted at the end. In case of individual utilization certificate will suffice.

IX. Monitoring and Evaluation: - Six monthly and annual progress reports must be submitted. Board shall organize Mid Term group review meeting of all the projects, where the PI will be invited for presentation of work being done before an expert committee.

The Board will nominate 02 subject experts for evaluation of final report. The principal investigator on completion of the project may submit the final report in hard and soft copy.

X. Unutilized grant if any should be refunded immediately through demand draft in favour of Member Secretary, KSBB.

XI. The Board should be acknowledged in publications related to the project.

KERALA STATE BIODIVERSITY BOARD

Format for Long Term Research and Documentation Projects

A. Project Summary

1. Title of the Project
2. Project Duration
3. Project-cost
4. Executing Agency
5. Principal Investigator -
 - i. Name :
 - ii. Designation :
 - iii. Qualification :
 - iv. Address :
 - v. Office /Residence :
 - vi. E-mail Address :

B. Detailed Proposal

1. Background
2. Rationale of the Study
(Please also specify how the project is different from and / or builds on projects of similar nature)
3. Review of Research and Development in the subject-
 - i. International Status
 - ii. National Status
 - iii. Significance of the study
4. Study Objectives
5. Project Area or Target Group.
6. Methodology
 - 6.1. Research Design
 - 6.2. Sampling
 - 6.3. Research tools/instruments (Questionnaire, Schedule, research plots etc.)
7. Research Plan
 - 7.1. Research Activities (Corresponding to each of the research objectives)
 - 7.2. Time plan (for executing the activities)

8. Project Output/outcomes
(What the study will result into)
9. Deliverables
(What all will be submitted to the Board e.g. Mid-term reports, Completion report, poster photos etc.)
10. Detail Project Costs
Professional costs (Personnel/ manpower costs e.g. Research Assistants etc)
Field costs (Costs incurred for undertaking field work)
Capital Costs (for equipments etc.)
Administrative and support
(Please give details along with basis of costing)
11. Organizational Capability Details
(Details of projects executed earlier and infrastructure facilities available)

Notes:

1. Projects can be submitted both by organizations and individuals.
2. Project submitted by Institutions/ Organizations should come from the Head of the institution/Organization.

Declaration

1. I / We shall abide by the rules governing the project in case assistance is provided to me/us from KSBB for the above project
2. I/ We shall complete the project within stipulated period. If I/we fail to do so and if Board is not satisfied with progress of research project Board may terminate the project and ask for refund of amount received by me/us.
3. The above research project is not funded by any other agency and funding support on the same will not be sought from any other agency.
4. Full audited Utilization certificate will be submitted at the end.

**Name and Signature
Principal Investigator**

KERALA STATE BIODIVERSITY BOARD

Format for Short Term Research and Documentation Projects

A. Project Summary

- 1 Title of the Project
- 2 Broad subject of Project / Documentation
3. Objective of the Project/ Documentation
- 3 Duration
- 4 Principal Investigator -
 - i. Name -
 - ii. Designation
 - iii. Qualification
 - iv. Address
 - v. Office /Residence
 - vi. E-mail Address
5. Financial Assistance sought
6. Break up of financial assistance sought
- 7 Deliverables

Declaration

1. I / We shall abide by the rules governing the project in case assistance is provided to me/us from KSBB for the above project
2. I/ We shall complete the project within stipulated period. If I/we fail to do so and if Board is not satisfied with progress of research/ documentation project Board may terminate the project and ask for refund of amount received by me/us.
3. The above research project is not funded by any other agency.
4. Full audited Utilization certificate will be submitted at the end.

**Name and Signature
Principal Investigator**