

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**