

Guidelines for Biodiversity Research and Documentation Projects

- I. Introduction:** - Biodiversity is a multidisciplinary subject cutting across disciplines of science, humanities and social sciences. KSBB supports research projects on prioritized thematic areas relating to Biodiversity documentation, conservation, sustainable utilization and benefit sharing subject to availability of funds.
- II. Eligibility**
- Scientists and Academicians from recognized R&D Institutions, Universities, Academic Institutions and Government Departments, from Kerala with experience in the relevant field.
 - The PI should have more than three years of service period at the time of submission of the project.
 - In case of PIs who would be superannuating during the duration of the project, association of an "in service" Co-Investigator should be ensured.
- III. Tenure:-** The duration of Short term and Long term projects will normally be 1 year and 2-3 years respectively. However, extension for the long term project can be considered by the Board under exceptional circumstances with no additional financial commitments. In case of short term projects no extension will be entertained.
- IV. Nature of Assistance:-** The quantum of assistance will be as under
- Long Term Research & Documentation Projects:- A financial assistance above Rs. 2.00 lakhs, subject to a maximum of Rs 10.00 lakh/ year
 - Short Term Research & Documentation Projects:- A financial assistance of up to Rs. 2.00 lakhs.
- The Principal Investigator (or any of the other investigators) who is employed and already receives a salary will not be paid any salary or honorarium from the funds sanctioned for the project.

- The assistance shall cover salary of research personnel's appointed for this purpose, travel, contingency grant of 5 % of project cost, Institutional overhead to a maximum of 10% of project cost. Expenditure for furniture or equipment's shall not be met from the amount. The expenditure for printing of reports shall be met from the contingency grant.
- Re-appropriation of allotted funds shall be done only with the approval of the Board
- The grant for 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 of project.

V. Procedure for applying:-

- All Institutions/Universities/NGOs/Individuals who wish to avail financial assistance for research project should submit their proposal in the prescribed proforma
- Proposals should be forwarded through the head of the Department/University/Organization.
- The applications will be called for normally during May.

VI. Procedure for Approval: -

- The proposals received in the Board will be screened by a Screening Committee and short listed
- The Principal Investigator (PI) of the shortlisted research projects will be invited to make presentation before the Project Approval Committee (PAC) of the Board.
- In the absence of Principal Investigator, the project proposal will not be considered further for funding. No TA/DA would be paid to the PI.

- The final decision will be taken by the Board keeping in view the availability of funds.

VII. Procedure for release of grants:-

- The PI has to execute an agreement to undertake the project with the sanctioned budget and the conditions prescribed.
- The project becomes operative with effect from the date of sanction order or receipt of the first instalment by Draft/NEFT/RTGS transfer by the implementing Institution

VIII. Monitoring and Evaluation: -

- Half yearly and annual progress reports must be submitted. Board shall organize Mid Term review meeting of all the projects, where the PI will be invited for presentation of work being done before an expert committee.
- The principal investigator on completion of the project may submit the final report in hard (3 copies) and soft copy. Final grant of a project shall be released only upon recommendation of the expert committee.

IX. Unutilized grant if any should be refunded immediately in favour of Member Secretary, KSBB.

- X.** The Board should be acknowledged in publications related to the project.