

Guidelines

Eligibility

- Any Indian citizen having an original idea/invention/know-how can apply. These proposals can be made by independent innovators or by start-up firms.

Scope & Support

- Proposals to convert an original idea/invention/know-how into working prototype/process.
- Proposals to demonstrate novel delivery models to take S&T innovations to rural India.
- Maximum support under this category is Rs 15,00,000/- subject to 90% of approved project cost.

Mechanism

- Initially, the proposals will be screened at the point of receipt by TePP secretariat or TUC.
- The proposals after initial Screening are assigned to officers at DSIR and TIFAC(DST) for evaluation or will be evaluated by the concerned TUC.
- The evaluated proposals are put forth to TSC for consideration. The TSC recommends the proposal for TePP support, while TPB gives approval for TePP support on file for release of necessary grant.
- The applicant has to sign "Terms & Conditions" prior to the actual release of grants-in-aid.
- For grant above Rs 5 lakhs, project will be divided into phases with clear deliverables at the end of each phase. The project will be continued into the next phase only if the performance in the preceding phase was satisfactory.
- The first release is based on assessment of need by TSC and subsequent releases are based on assessment by project monitoring committee/ authorized TUC.
- Project completion/ closure will be reported to TSC for feedback and record.

Limiting conditions

- The proposals involving software development, only patenting and for basic scientific research having no immediate commercial implications will not be accepted for consideration under TePP. Software Embedded projects and patenting along with prototype development are eligible for support. Innovative S&T delivery models will also be eligible.
- Faculty/student research projects will not be supported, however faculty start-ups and student entrepreneurs will be eligible if they have the right to commercially exploit the technology.
- Proposals of grass root innovators, herbal products (developed by grass root innovators), school children projects will be taken by NIF and not under TePP. Proposals to scientifically test the efficacy and toxicity of herbal formulations developed by innovator (other than grass root innovator) will be eligible for support. Process standardization will also be eligible for support after proving efficacy and non-toxicity.
- The proposals from the owner of a 'Start-up' company/industry may be considered for TePP support, if the annual turnover of the company/industry doesn't exceed Rs. 45.00 lakhs per annum.
- Individuals working in organizations & having innovative ideas may apply for TePP support by furnishing a 'No Objection Certificate' from their employer.
- Manpower costs are based on actual & not exceeding 20% of the total project cost. Innovator's salary and rental expenses for use of own facilities are not eligible for support.
- Travel costs are based on actual & not exceeding 5% of the total project cost.



TePP



Ministry of Science and Technology

TECHNOPRENEUR PROMOTION PROGRAMME (TePP)

Application for seeking support under TePP Project Fund (TPF)

1. Title of the proposed project:
2. a. Name of the applicant :
b. Father's name/Husband's name:
c. Postal address:

Present :

Permanent :

1. Please provide Pin Code, Telephone numbers, Fax and e-mail address, if any
2. (Please enclose residence certificate issued by Sub-Divisional Magistrate(SDM)/District Magistrate(DM) or a copy of ration card or any other document regarding proof of residence.

d. Nearest Railway Station & District Headquarters:

e. Profession of the applicant Technician Engineer Architect
Please tick _/ as applicable Artisan Doctor Scientist
 Housewife Student Farmer
 Any other _____(specify)

f. Date of Birth: _____
YY/MM/DD

g. Educational status: _____

h. Experience / Employment status of the applicant

(if employed in industry or in any other organization, 'No Objection Certificate' from the employer is to be enclosed)

i. Annual Income of the applicant:

(If you are an Income Tax Payer, please provide Your PAN No. and attach a copy of the latest Income Tax Returns you filed)

j. In case the application is initiated / forwarded through an organization, please indicate the Name and address of the organization, along with their PAN No. and details of Income Tax returns filed

3. Brief write-up giving broad details of the original idea/ invention/ IPR/ Know how available with the individual(s), highlighting its originality/Novelty and the scientific principle involved therein (Please use a separate sheet if the space is not sufficient and attach with the application)

4 .Status of the work already carried out (if any) such as;

- Literature survey/patent search
- Development work done so far, if any, including involvement of agencies, consultation with experts, please give details including IPR generated or ownership thereof.
- Patenting of the innovation
- Sponsored subcontracted work with any external agencies,
- Techno-economic / market feasibility studies /reports, if any,
- Consumers / users feedback, if any.

5.(a) End product / process / output-resulting from the idea/ invention/ innovation (including specifications, performance requirements/standards it is expected to meet)

(b) Potential major applications and users

6. Details of proposed project

a) Objectives

b) Duration/Time schedule

c) Please tick major activities to be undertaken and agencies such as

- Design engineering
- Working model/prototype development
- Lab/bench scale process development
- Research consultancy
- Trial and demonstration of developed product, environmental/safety measures and testing
- Any other (Please specify)_____

d) Proposed costs and time frame *

Sl. no.	Items	Project Cost		Duration	Assisting Agencies if any
		Own Share	TePP support sought		
1	R&D/Design Engineering/Consultancy				
2	Lab/bench scale Equipment /Instrumentation/test rigs***				
3	Raw material/ Accessories(for Prototypes/process trials)				
4	Fabrication (for prototypes)				
5	Manpower**** (Based on actual & not exceeding 20% of the total project cost)				
6	Testing and trials				
7	Travel (Based on actuals & not exceeding 5% of the total project cost)				
8	Any other				
	Total Cost				

Please note:

- * Please indicate basis of above cost against each item in a separate Annexure.
- ** Please indicate the sources from which the expenditure for the project would be met. Please enclose the supporting documents.
- *** Please attach a list of equipment/instruments etc. and with their respective costs in a separate Annexure. Please note that as far as possible, the equipment required for the project may be on rental basis unless it is absolutely essential to purchase them. The reasons for such purchase should be given.
- **** This cost is only towards meeting the expenses of manpower directly involved in Prototype/process development.
- ***** The rent of own house/own accommodation, own salary/stipend, rent of own workshop, salary of assistants etc. Are not payable out of TePP grant.

7. Any further information/ guidance required from TePP regarding external assistance, e.g., through labs/workshop/agencies? Please specify.
8. Please comment on the environmental and safety aspects of the project and related products/ processes?
9. Expected market potential (Domestic/Export)- indicate the basis:
10. Have you received /sought support from any other body/any other financial support (a) for your present work and (b.) for any other work? *(if so, please furnish details)*
11. Have you got any award for your innovation/for proposed work? If so, give details.
12. Any other information relevant to the project:
13. Referees:

14. Declaration :

I declare that all the statements made in this application are true, complete and correct to the best of my/our knowledge and belief. In the event of any information, found false or incorrect, my/our candidature will stand cancelled and all my claims will be forfeited.

Place:

Signature of the applicant(s)

Date:

Terms & Conditions for TePP Project Fund (TPF)

Ministry of Science & Technology

Technopreneur Promotion Programme

Terms & conditions for the grant for the projects considered for support under Technopreneur Promotion Programme (TePP) (category above Rs. 75,000)

Name of the project	-
Name of the applicant / organization	-
Amount approved	-
Duration of the project	-

FINANCIAL CONDITIONS:

1. Approval of the sanctioned project and the amount being provided therefor is for the specific project sanctioned and the amount approved should be exclusively spent on the project within the project period. Any unspent balance out of the amount sanctioned must be surrendered to the *Ministry of Science & Technology (MOST) (Department of Scientific and Industrial Research (DSIR) or Technology Information Forecasting & Assessment Council (TIFAC) as the case may be). However, depending on the progress of the project, unspent funds may be carried forward to the next financial year for utilization for the same project but only with the specific prior approval of the MOST. (DSIR or TIFAC as the case may be).
2. Approval of the sanctioned project and the release of amount to individual innovators employed in industry / any other organization is subject to a "No Objection Certificate" which should include specific permission to Technopreneur by the employer to accept the financial assistance under the programme and which should be submitted to MOST by the innovator while applying for assistance under TePP.
3. The project will become operative w.e.f. the date on which the first financial sanction is issued by the MOST (DSIR/TIFAC).
4. The amount received from the MOST would be kept in a separate account, the details of which shall be intimated to the MOST (DSIR or TIFAC). Transactions from the account shall only be for the purpose of the approved project. Any interest earned on the amount granted is adjustable by the MOST, against the cost of the project. It is necessary that separate audited books of accounts be maintained for the expenditure incurred on the project and these books should be freely available to Government Auditors whenever required by them.

Note:-

* The Technopreneur Promotion Programme(TePP) is supported by Department of Scientific & Industrial Research(DSIR) & Technology Information Forecasting and Assessment Council(TIFAC) of the Department of Science & Technology(DST). The relevant terms may be read in reference to DSIR or TIFAC who has released the money for the project.

5. For permanent and semi-permanent assets, acquired wholly or partly out of the grant, an audited record should be maintained in the form of a register which should be made available to Government Auditors whenever demanded. The term "assets" will mean: (i) all immovable property; and (ii) movable property of a capital nature where the value exceeds Rs.10,000/-. The amount will not be utilized for construction of any building / acquiring land by purchase; lease etc. / permanent asset like machinery required for augmenting general production facilities. Pilot plants, test equipments, test rigs, jigs, tools and fixtures, etc., required for building prototypes and testing the same can, however, be built/made/acquired out of the MOST grant, if so identified in the approved project proposal or subsequently approved by the MOST.
6. The assets, if any, wholly or partly acquired out of the MOST amount during the course of implementation of the project, shall not be disposed off without the specific written permission of the MOST. The sale proceeds, if any, arising out of such disposal shall be intimated to the MOST and shall be deposited in the account maintained for the amount received from the MOST.

The above mentioned assets acquired from the amount released by the MOST will be deemed to be owned by the Technopreneur only after the project is declared successful by the MOST.

TRANSFERABILITY OF THE PROJECT:

7. While the whole project cannot be transferred to any other organization, a part of the work of the project can be sub-contracted, based on needs, to a research institute or industrial unit, in which case the payment made to such organization shall be on the basis of the quantum of work done for the project without seeking any further escalation in the MOST's financial support in the sanctioned project.

MONITORING:

8. The project will be periodically monitored through a group of experts nominated by the MOST.

USE AND LICENSING OF KNOW HOW:

9. Ownership of the IPR generated through the project, patent rights, licensing the know-how and the use of the know-how generated through the project shall rest with the individual innovator(s). The MOST does not own any responsibility of disputes arising out of the IPR issues, however, the rules and regulations of NRDC or PFC of TIFAC will apply for those projects supported for patents by them.

REPORTING:

10. It is required that Statement of Accounts duly audited by a Chartered Accountant, should be sent to the MOST, as of 30th September of each financial year, so as to reach the MOST by 31st October of that year. The audited annual statement of accounts of the project along with utilization certificate also shall be sent to the MOST within 90

days of the close of each financial year. Annual reports of the progress of technical and physical work content of the project shall also be sent to the MOST.

11. A Completion Report shall be submitted to the MOST within 90 days of the conclusion of the project. This Report shall be in two parts (i) Technical and (ii) Financial, the latter consisting of a consolidated audited statement of accounts of all monies spent on the project, from the MOST project amount released and Certificate of Utilisation of all such monies (**Annexure-I**), along with a certificate from the auditors.

ESCALATION:

12. Any escalation in the cost of the project above the approved cost of the project will be borne by the innovator / sponsoring agency.

TERMINATION OF THE PROJECT:

13. The MOST will have the right to terminate / close the project at any stage
 - if it is convinced that the monies released have not been properly utilized, or
 - appropriate progress on the project is not being made, or
 - the project is not being carried out as per the terms and conditions and / or as per the nature and scope of the work as defined in the approved project proposal.

In case of termination of the project for not proper utilization / unsatisfactory progress of the project / violation of terms as given above, the entire amount of the grant together with interest, as applicable under the provision of GFR, and the amount received by disposal of the assets will be returned to MOST.

The MOST will have the right to recover, at any time, the entire monies disbursed by the MOST for the project along with the interest accrued, if any, as per the GFR of the Govt. of India if the project is abandoned without prior approval of the MOST.

If the project is abandoned for any techno-economic or any reason other than the above, based on the recommendations of the monitoring committee set up by the MOST and approved by the MOST, any unspent money from the MOST amount released to the project as well as any interest accrued thereon and / or any amount recoverable by way of disposal of assets procured out of funds released by the MOST shall be paid back to the MOST.

MODIFICATION OF TERMS & CONDITIONS:

14. The above terms and conditions may be modified by the MOST through mutual agreement.

UNDERTAKING OF THE INNOVATOR AND / OR COLLABORATING / SPONSORING ORGANISATION

I / We agree to the above terms and conditions in connection with MOST grants to our project concerning _____

Name :

Signature

Designation and :

Thumb Impression

Organization
(If representing the sponsoring organization)

Place:

Date:

**UTILISATION CERTIFICATES (TWO COPIES)
FOR THE FINANCIAL YEAR ----- (ENDING 31ST MARCH)**

1. Title of the project
2. Name of the
 - a) Innovator
 - b) Collaborating / sponsoring agency, if any.
3. MOST(DSIR/TIFAC) Letter No. & date of sanctioning the project
4. Head of account as given in the original sanction letter
5. Amount brought forward from the previous financial year quoting the MOST's letter no. & date in which the authority to carry forward the said amount was given.
 - (i) Amount
 - (ii) Letter No.
 - (iii) Date
6. Amount received during the financial year (please give No. & date of the MOST's sanction letter for the amount
 - (i) Amount
 - (ii) Letter No.
 - (iii) Date
7. Total amount that was available for expenditure (excluding commitments) during the financial year. (Sl. No. 6+7) Rs.
8. Actual expenditure (excluding commitments) incurred during the financial year up to 31st March. Rs.
9. Balance amount available at the end of the financial year. Rs.
10. Unspent balance refunded to the MOST if any (Please give details of Cheque No. etc.) Rs.
11. Amount to be carried forward to the next financial year (if applicable) Rs.

ANNEXURE – I (continued)

UTILISATION CERTIFICATE

Certified that out of Rs. _____ of grants-in-aid sanctioned during the year _____ in favour of _____ through the MOST's letter No. _____ and Rs. _____ on account of unspent balance of the previous year carried forward, a sum of Rs. _____ has been utilized for the purpose of _____ for which it was sanctioned that the balance of Rs. _____ remaining unutilized at the end of the year has been surrendered to Government (vide challan no. _____ dt. _____) / has been surrendered to TIFAC / will be adjusted towards the grants-in-aid payable during the next year / will be carried forward to the next year.

Signature of Project
Manager with Date and
Seal

Signature of
Chartered Accountant/
Accounts Officer with Date
and seal

Signature of
Head of the Executing agency
with Date and Seal

2. Certified that I have satisfied myself that the conditions on which the grants-in-aid was sanctioned by the MOST have been fulfilled / are being fulfilled and that I have exercised the following checks to see that the money was actually utilized for the purpose for which it was sanctioned.

Kinds of checks exercised.

- 1.
- 2.
- 3.
- 4.
- 5.

Signature of Chartered Accountant /
Accounts Officer with Date and Seal