



PROFORMA PSF-I ®

**SUBMISSION OF RESEARCH PROPOSAL FOR FINANCIAL  
ASSISTANCE  
TO PAKISTAN SCIENCE FOUNDATION**

**Name & Address of the Institution:** \_\_\_\_\_

**Title of Research Proposal:** \_\_\_\_\_

**Main Field of Study:** \_\_\_\_\_

**Nature of Research:** (a) Basic \_\_\_\_\_ (b) Applied \_\_\_\_\_

**\* Principal Investigator:** \_\_\_\_\_  
(Attach Biodata with list of publications)

**\*\* Co-Principal Investigator (in case of Multidisciplinary projects only):**

\_\_\_\_\_  
(Attach Biodata with list of publications)

**Proposed Duration (months):**

\_\_\_\_\_

**Total Funds Requested:**

\_\_\_\_\_  
(Not more than 2.0 million)

**ENDORSEMENT:**

Signature

\_\_\_\_\_  
**Principal Investigator**

\_\_\_\_\_  
**Institutional Head\*\*\***

Official Stamp

Date:

\* S/He will be responsible for the implementation of the project and will participate in it.

\*\* S/He will be provided only in projects involving multi-disciplinary research.

\*\*\*S/He would commit the Institution to the conduct and management of the project.

**1. Project Title:**

**2. Project Abstract (Summary):**

**3. Project Narrative:**

- i) Significance of the proposed research duly supported with review of literature and bibliography to indicate current trends in the proposed field of study
  - ii) A brief account of work done in Pakistan/papers published thereof. and relationship of the proposed research to the socio-economic development of the country.
  - iii) Specific Objectives and expected results.
  - iii) Description of research methodology/techniques to be used including critical or difficult phases or factors and how these will be investigated.
  - iv) Year-wise plan of work.
  - v) Expected benefits of the proposed study.
4. Scientific personnel required for the project.
5. Existing institutional facilities.
6. State if the scheme has been submitted to some other aid giving agency for financial support. If so, with what results?
7. Patentability of the project results.
8. End user (s) of the project results in case of applied research project (attach letter (s) of intent from the end user (s).
9. Indicate, as per details given below, other research projects being conducted or previously guided by the Principal and Co-Principal Investigator, if any.

Sr. No	Project Title	Duration	Total Amount Of Grant	Funding Agency
1.				
2.				
3.				
4.				
5.				

10. **Research Proposal Budget:**

**TABLE-I**

**Estimated Cost of the Project in Rupees (Table-II to V)**

Year:	Recurring (Salary/honorarium and allowances)	Non-Recurring (Equipment and Res. Materials)	Total
1 <sup>st</sup> Year:			
2 <sup>nd</sup> Year:			
3 <sup>rd</sup> Year:			
Grand Total:			

**TABLE-II**

**Expenditure on Salaries and Allowances**

Post & Scale of Pay	No. of Posts	1 <sup>st</sup> Year	2 <sup>nd</sup> Year	3 <sup>rd</sup> Year	Total
<b><u>Honoraria</u></b> - Principal Investigator (@Rs.50,000/- per year)  - Co-Principal Investigator (in case of only multidisciplinary projects @ Rs. 30,000 per year)					
<b>(II) <u>Allowances:</u></b> -Professional/Technical Personnel -Other Personnel (if any)  i) Research Associate (if any): Must be at least M.Sc. or equivalent @ Rs. 13,000/-, 10,000/- per month respectively if registered for Ph.D or MS/M.Phil, otherwise only Rs. 8,000 per month)  ii) Typist-cum-Accountant (part time) @ Rs.1,000/- per month)  iii) Lab/Field Assistant (if any- part time @ Rs. 1,500/- per month)					
<b>(III) <u>Travel within country:</u></b> (For projects involving field work only)					
Total:-					

**Note: Please give full justification for the staff as well as for travel within country.**

**TABLE-III****Expenditure on Equipment & Supplies**

Sr. No.	Item	1 <sup>st</sup> Year	2 <sup>nd</sup> Year	3 <sup>rd</sup> Year	Total
1.	Permanent Equipment				
2.	Chemicals				
3.	Glass-ware				
4.*	<b>Stationery</b>	<b>6,000/-</b>	<b>6,000/-</b>	<b>6,000/-</b>	<b>18,000/-</b>
5.*	<b>Literature</b>	<b>5,000/-</b>	<b>5,000/-</b>	<b>5,000/-</b>	<b>15,000/-</b>
6.*	<b>Contingencies, Postage etc.</b>	<b>5,000/-</b>	<b>5,000/-</b>	<b>5,000/-</b>	<b>15,000/-</b>
7.*	<b>Report writing/Publications</b>	<b>----</b>	<b>10,000/-</b>	<b>10,000/-</b>	<b>20,000/-</b>
8.*	<b>Advertisement Charges</b>	<b>4,000/-</b>	<b>----</b>	<b>----</b>	<b>4,000/-</b>
9.	Any other (provide details and justifications)				
Total:					

*\* Rates of these heads are fixed as per PSF Policy.*

**TABLE-IV****Receipts, if any from other sources for this Proposal**

Sources			
Year	(a)	(b)	(c)
1 <sup>st</sup> Year:			
2 <sup>nd</sup> Year:			
3 <sup>rd</sup> Year:			
Total:			

**TABLE-V****List of Permanent Equipment Required for Proposed Work**

Sr. No.	Item:	Quantity	Approx. Cost
Total:			

**Important Notes:**

1. All procurements must be done by following codal formalities as per PPRA Rules 2004 ([www.ppra.org.pk](http://www.ppra.org.pk))
2. Please provide: i) Justification for each item of permanent equipment(s).  
ii) Specifications of equipment.  
iii) Equipment cost be supported by proforma invoices from Principal Suppliers.

## **GUIDELINES FOR COMPLETION OF PROFORMA PSF-I**

**Project Title:** The project title should be clearly worded and be self-explanatory.

**Project Abstract:** The summary of the research proposal should include the need for proposed investigations, objectives to be achieved, and its socio-economic or other benefits.

**Project Narrative:-** It should be easily understandable by persons with scientific training who may not be specialists in the scientific field covered by the proposal. It should deal with scientific problem to be investigated; review of relevant literature with special reference to Pakistan to justify the need for proposed research; specific objectives to be achieved; importance of proposed investigations with particular reference to its linkage with socio-economic development of Pakistan; research methodology to be adopted; duration and year-wise plan of work for the achievement of the proposed objectives. (A detailed and well prepared plan of work would facilitate appraisal of the research proposal).

**Scientific Personnel:-** In addition to the Principal Investigator, who is a full time employee of grantee organization, a list of professional, technical and other personnel to be engaged in the project alongwith their qualifications, experience and duties should be given. The Biodata of Principal Investigator and Co-Investigator should be attached with the proposal to judge the competence of Investigators to undertake the proposed research.

A post of full time Research Associate @ Rs.13,000/- or Rs.10,000/- p.m. if registered in PhD or M.Phil respectively otherwise only Rs. 8,000 p.m (fixed) having M.Sc. or equivalent as basic qualification is generally provided in all PSF project. Appointments of Lab. Attendant/Naib Quasid are not admissible. An allowance of Rs.1000/- (fixed) per month is allowed for typing cum-accounts work. Technician or Field Assistant, wherever needed, is provided @ Rs.1,500/- p.m. (fixed).

**Existing Institutional Facilities:** The Pakistan Science Foundation assumes that institutions/organizations, where proposed research project is to be carried out, has the basic laboratory and library facilities. However, a list of general and specialized equipment related to the proposed research should be given.

**Status of the proposal, if submitted to some other Funding Agency:**

The investigators often submit their proposals to more than one funding agency. It is therefore appropriate to provide the information to avoid any complications.

**Other Projects being conducted by Principal and Co-Principal Investigators:**

Self explanatory.

**Project Budget:** It should be in the form of Table-I-V, which may be filled up according to the instructions given as under:

**Honoraria and Salaries:** The Principal Investigator and Co-Principal Investigator, (if any), are entitled to Rs.50,000/- and Rs.30,000/- per project year respectively.

Annual salary estimates for technical and other staff should be based on admissible rates. Salary figures should be shown for only that period when an employee is actually expected to work on the project.

**Travel within the country:-** Travel is admissible mainly for projects involving field work. It should be described by giving number of trips, purpose, dates and places to be visited. The P.O.L/TA and DA should be worked out as per Government Rules.

**Permanent Equipment:-** The equipment costing a sum of Rs.10,000/- or more for each items and expected service life of one year or more, such as machinery, instruments and apparatus should be listed in Table-V. The need for each item of permanent equipment should be specified and its cost be supported with proforma invoice from the Principal Suppliers.

The cost of Fixture/Fitting and construction/contractual services is not allowed.

**Expendable Equipment:** Expendable items include consumable special materials/ kits. etc. which are not covered under chemical or glassware or equipment.

**Chemicals and Glassware:** Budget allocation under these heads is made according to the nature of project.

**Stationery:** An amount of Rs.6,000/- per year is provided for stationery

**Literature:** An amount of Rs.5,000/- per annum is provided for the purchase of relevant literature reprints.

**Contingencies, Postage etc:** An amount of Rs.5,000/- per year is provided for postage and unforeseen expenses.

**Report writing/Publications:** An amount of 10,000 per year is provided in 2<sup>nd</sup> and 3<sup>rd</sup> year of the project for the compilation of the reports of the project.

**Advertisement Charges:** An amount of Rs 4,000/- is provided in 1<sup>st</sup> year of project for the advertisement of the post of Research Associate for the project in classified columns of two National Dailies.

**Audit Fee:** The Foundation will pay 2% of the total expenditure in each project as audit charges to the institution concerned who may pay suitable remuneration to their auditors depending upon the volume of audit work involved in each project. The audit charges @ Rs.2% is not to be paid to the auditors as a matter of routine.

**Over Head Charges:** The Foundation will pay 5% of the total expenditure in each project as over head charges to the institution after the successful completion of the project.

**Note:** Information required under each head/item may be provided in detail. Sketchy proposals with missing information will not be processed.

## **PROPOSED REVIEWERS OF THE PROJECT**

Names and addresses of three reviewers/referees having sufficient research experience relevant to the proposed study may be provided on a separate sheet of paper.