

## INDIAN COUNCIL OF AGRICULTURAL RESEARCH

**RESEARCH PROJECT PROFORMA FOR MONITORING ANNUAL PROGRESS****(RPP- II)**

(Refer for Guidelines ANNEXURE-XI (E))

1. Institute Project Code
2. Project Title
3. Reporting Period
4. Project Duration: Date of Start -                      Likely Date of Completion –
5. Project Team (Name(s) and designation of PI, CC-PI and all project Co-PIs, (with time spent for the project) if any additions/deletions

S. No.	Name, designation and institute	Status in the project (PI/CC-PI/ Co-PI)	Time to be spent (%)	Work components assigned to individual scientist

6. (a) Activities and outputs earmarked for the year (as per activities schedule given in RPP-I)

Objective wise	Activity	Scientist responsible	% of activity envisaged to be completed as per RPP-I	% achieved as targeted
1.	1			
	2			
	.			
2.	1			
	.			
.				

- (b) If shortfall/addition, reasons for the same and how to catch up with the intended activities

7. Annual Progress Report (research results and achievements in bullets)
8. Output During Period Under Report
  - a. Special attainments/innovations
  - b. List of Publications (one copy each to be submitted with RPP-II)
    - i. Research papers
    - ii. Reports/Manuals
    - iii. Working and Concept Papers
    - iv. Popular articles

- v. Books/Book Chapters
- vi. Extension Bulletins
- c. Intellectual Property Generation  
(Patents - filed/obtained; Copyrights- filed/obtained; Designs- filed/obtained; Registration details of variety/germplasm/accession if any)
- d. Presentation in Workshop/Seminars/Symposia/Conferences  
(relevant to the project in which scientists have participated)
- e. Details of technology developed  
(Crop-based; Animal-based, including vaccines; Biological – biofertilizer, biopesticide, etc; IT based – database, software; Any other – please specify)
- f. Trainings/demonstrations organized
- g. Training received
- h. Any other relevant information

9. Constraints experienced, if any

10. Lessons Learnt

11. Evaluation

(a) Self evaluation of the project for the period under report by the PI with rating in the scale of 1 to 10

(b) Evaluation by PI on the contribution of the team in the project including self

S. No.	Name	Status in the project (PI/CC-PI/Co-PI)	Rating in the scale of 1 to 10
			<input type="text"/>

12. Signature of PI, CC-PI(s), all Co-PIs

13. Signature (with specific comments on progress/achievements, shortfall and constraints along with rating of the project in the scale of 1 to 10) of Head of Division/Regional Center / Section

14. Comments of IRC

15. Signature (with specific comments on progress/achievements, shortfall and constraints along with rating of the project in the scale of 1 to 10) of JD (R)/ Director

## INDIAN COUNCIL OF AGRICULTURAL RESEARCH

## CHECKLIST FOR SUBMISSION OF FINAL RESEARCH PROJECT REPORT (RPP-III)

(For Guidelines Refer ANNEXURE – XI (F))

1. Institute Project Code
2. Investigators as approved in RPP-I, If any change attach IRC proceedings:

Principal Investigator	CC-PI	Co-PI

3. Any change in objectives and activities Yes/No  
(If yes, attach IRC proceedings)

4.	Date of Start & Date of Completion (Actual). If any extension granted enclose IRC proceedings		Yes	No
5.	Whether all objectives met		Yes	No
6.	All activities completed		Yes	No
7.	Salient achievements/major recommendations included		Yes	No
8.	Annual Progress Reports (RPP-II) submitted	1 <sup>st</sup> Year	Yes	No
		2 <sup>nd</sup> Year	Yes	No
		3 <sup>rd</sup> Year	Yes	No
		nth year	Yes	No
9.	Reprint of each of publication attached		Yes	No
10.	Action for further pursuit of obtained results indicated		Yes	No
11.	Report presented in Divisional seminar (enclose proceedings & action taken report)		Yes	No
12.	Report presented in Institute seminar (enclose proceedings & action taken report)		Yes	No
13.	IRC number in which the project was adopted		IRC No:	
14.	Any other Information			

15. Signature:

Project Leader

Co-PI

Co-PI...

Co-PI...

HOD/PD/I/c.

**(For Guidelines Refer ANNEXURE – XI(G))**

1. Institute Project Code
2. Project Title
3. Key Words
4. (a) Name of the Lead Institute  
(b) Name of Division/ Regional Center/ Section
5. (a) Name of the Collaborating Institute(s)  
(b) Name of Division/ Regional Center/ Section of Collaborating Institute(s)
6. Project Team(Name(s) and designation of PI, CC-PI and all project Co-PIs, with time spent)

S. No.	Name, designation and institute	Status in the project (PI/CC-PI/ Co-PI)	Time to be spent (%)	Work components assigned to individual scientist

7. Priority Area
8. Project Duration: Date of Start - \_\_\_\_\_ Date of Completion – \_\_\_\_\_
9.
  - a. Objectives
  - b. Practical utility
10. Final Report on the Project (materials and methods used, results and discussion, objective wise achievements and conclusions)
11. Financial Implications ( ` in Lakhs)
  - 11.1 Expenditure on
    - (a) Manpower
    - (b) Research/Recurring Contingencies
    - (c) Non-Recurring Cost (Including cost of equipment)
    - (d) Any Other Expenditure Incurred

## 11.2 Total Expenditure

### 12. Cumulative Output

- a. Special attainments/innovations
- b. List of Publications (one copy each to be submitted if not already submitted)
  - i. Research papers
  - ii. Reports/Manuals
  - iii. Working and Concept Papers
  - iv. Popular articles
  - v. Books/Book Chapters
  - vi. Extension Bulletins
- c. Intellectual Property Generation  
(Patents - filed/obtained; Copyrights- filed/obtained; Designs- filed/obtained; Registration details of variety/germplasm/accession if any)
- d. Presentation in Workshop/Seminars/Symposia/Conferences  
(relevant to the project in which scientists have participated)
- e. Details of technology developed  
(Crop-based; Animal-based, including vaccines; Biological – biofertilizer, biopesticide, etc; IT based – database, software; Any other – please specify)
- f. Trainings/demonstrations organized
- g. Training received
- h. Any other relevant information

### 13. (a) Extent of achievement of objectives and outputs earmarked as per RPP-I

Objective wise	Activity	Envisaged output of monitorable target(s)	Output achieved	Extent of Achievement (%)
1.	1.			
	.			
2..				

(b) Reasons of shortfall, if any

### 14. Efforts made for commercialization/technology transfer

#### 15. (a) How the output is proposed to be utilized?

(b) How it will help in knowledge creation

### 16. Expected benefits and economic impact(if any)

### 17. Future line of research work/other identifiable problems

### 18. Details on the research data (registers and records) generated out of the project deposited with the institute for future use

### 19. Signature of PI, CC-PI(s), all Co-PIs

### 20. Signature of Head of Division

### 21. Observations of PME Cell based on Evaluation of Research Project after Completion

### 22. Signature (with comments if any along with rating of the project in the scale of 1 to 10 on the overall quality of the work) of JD (R)/ Director

## INDIAN COUNCIL OF AGRICULTURAL RESEARCH

(For Guidelines Refer ANNEXURE – XI(H))

**PROFORMA FOR RESEARCH PERFORMANCE EVALUATION OF INDIVIDUAL SCIENTIST**

1. Institute Project Code \*

2. Evaluation by PI on the contribution of the team in the project including self

S. No.	Name	Status in the project (PI/CC-PI/Co-PI)	*Rating in the scale of 1 to 10
			<input type="text"/>

3. Signature of PI

\* Individual scientists participating in the project would be assessed for their performance through an appraisal system in a scale of 1 to 10 for each of the following attributes:

S. No.	Criteria	Marks
1.	Percentage of the assigned activity completed	40
2.	Quality of the completed activity	10
3.	Authenticity/reliability of the data generated	10
4.	Enthusiasm and sincerity to work	10
5.	Inferences made	10
6.	Collaboration and cooperation demonstrated in performing the task at hand	10
7.	Amenability to scientific/academic/laboratory discipline	10
	Total Score	100

## INDIAN COUNCIL OF AGRICULTURAL RESEARCH

(For Guidelines Refer ANNEXURE – XI(I))

**PROFORMA FOR EVALUATION OF A RESEARCH PROJECT AFTER COMPLETION BY PI**

1. Institute Project Code

2. Evaluation research project after completion by PI

S. No.	Criteria	Methodology	Marks (output)	Self Evaluation by PI
1.	Achievements Against approved and stipulated outputs under project	<b>Qualitative and quantitative assessment of objectives and stipulated outputs under the project will be carried out</b>  a) Activity Input /Projected Output/ Output Achieved b) Extent to which standard design methodology, experimental designs, test procedures, analytical methods followed c) Does the data justify the conclusions? d) Innovativeness and creating of new knowledge e) Additional outputs over those stipulated under the project f) Creation of linkages for commercialization of technology developed under the project g) Is scientific input commensurate to output (manpower, Financial input and time duration)?	<b>75</b>   35 10 05 10 05 05 05	
2.	Publication/ awards	Assessment will be done in respect of: Research papers; Reports/Manuals; Working and Concept Papers; Books/Book Chapters/Bulletins. Quality of publication (s) and Awards /Scientific recognitions received	<b>10</b>	
3.	Additional facilities created	Facilities created in terms of laboratory. Research set-up, instrumentation, etc. during the project.	<b>05</b>	
4.	Human Resource Development (Scientific and Technical)	Scientist trained in different areas	<b>05</b>	
5.	Revenue generated under the project/ avenues created for revenue generation	Resources and revenues generated	<b>05</b>	

6.	Product/Processes/Technology/IPR / commercial value of the technology developed	Details to be provided on a) Products b) Process c) Technology d) IPR e) Registration of the varieties	10	
7.	Quality of available documents of the project duly authenticated	Research Project Files, Data, Reports etc.	05	
Total Marks			115	
8.	Timelines of execution of the project	Marks will be deducted if extension sought over the approved project duration beyond recorded and officially granted extension with recorded reasons	Marks to be deducted	
		Up to 5%	01	
		Up to 10%	02	
		Up to 30 %	03	
		Beyond 30 %	05	
Net Score: Score obtained to be counted out of 100 to compensate for activities not relevant to the project			100	

However, looking into the requirements of different research institutes and disciplines, IRC may modify the indicators, their weights and total scores. The time gap for assessment of different indicators may also be decided by IRC.

### 3. Signature of PI



- | S. No. | Name, designation and institute | Status in the project (PI/CC-PI/ Co-PI) | *Time to be spent (%) | #Work components to be assigned to individual scientist |
|--------|---------------------------------|---|-----------------------|---|
|        |                                 |   |                       |   |

6. (a) Activities and outputs earmarked for the year (as per activities schedule given in RPP-D)

Objective wise	Activity	Scientist responsible	% of activity envisaged to be completed as per RPP-I	% achieved as targeted
1.	1			
	2			
	.			
2.	1			
	.			
3.				

% achieved as targeted: Out of the proposed target, it is the percentage of achievement during period under report. This percentage may be greater than, equal or may be less than the proposed targets. In case of greater than or equal to the proposed targets, it is fine; otherwise for the shortfalls, reasons need to be mentioned under (b) given below.

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## 7. Annual Progress Report

The research results and achievements during the period under report must be mentioned in bullets form. It should include only the salient research accomplishments with regard to the proposed activities during the period under report.

## 8. Output During Period Under Report (Self explanatory ...)

- a. Special attainments/innovations
- b. List of Publications (one copy each to be submitted with RPF-II)
  - i. Research papers
  - ii. Reports/Manuals
  - iii. Working and Concept Papers
  - iv. Popular articles
  - v. Books/Book Chapters
  - vi. Extension Bulletins
- c. Intellectual Property Generation  
(Patents - filed/obtained; Copyrights- filed/obtained; Designs- filed/obtained; Registration details of variety/germplasm/accession if any)
- d. Presentation in Workshop/Seminars/Symposia/Conferences  
(relevant to the project in which scientists have participated)
- e. Details of technology developed  
(Crop-based; Animal-based, including vaccines; Biological – biofertilizer, biopesticide, etc; IT based – database, software; Any other – please specify)
- f. Trainings/demonstrations organized
- g. Training received
- h. Any other relevant information

## 9. Constraints experienced, if any

A paragraph on the constraints experienced during the period under report with reference to the objective and the activities that could not be executed because of manpower/finance/administrative/technical and/or any other reasons.

## 10. Lessons Learnt

Lessons and experiences gained during the course of the execution of the project activities. Suggestions and/or precautions for future research accomplishments, if any.

## 11. Evaluation

(a)Self evaluation of the project for the period under report by the PI with rating  in the scale of 1 to 10

(b)Evaluation by PI on the contribution of all the team members in the project including self by giving rating in the scale of 1 to 10.

S. No.	Name	Status in the project (PI/CC-PI/Co-PI)	Rating in the scale of 1 to 10
			<input type="text"/>

**12.** Signature of PI, CC-PI(s), all Co-PIs

**13.** Signature of Head of Division/Regional Center / Section (with specific comments on progress/achievements, shortfall and constraints along with rating of the project in the scale of 1 to 10) ☐

**14.** Comments of IRC

**15.** Signature (with specific comments on progress/achievements, shortfall and constraints along with rating of the project in the scale of 1 to 10) of JD (R)/ Director ☐

## ANNEXURE – XI (F)

### GUIDELINES FOR FILLING - CHECKLIST FOR SUBMISSION OF FINAL RESEARCH PROJECT REPORT- (RPP-III)

1. Institute Project Code: (Self Explanatory)
2. Investigators as approved in RPP-I, If any change attach IRC proceedings:  
(Self Explanatory)

Principal Investigator	CC-PI	Co-PI

3. Any change in objectives and activities  
(If yes, attach IRC proceedings) Yes/No  
(Self Explanatory)

4.	Date of Start & Date of Completion (Actual). If any extension granted enclose IRC proceedings		Yes	No
5.	Whether all objectives met		Yes	No
6.	All activities completed		Yes	No
7.	Salient achievements/major recommendations included		Yes	No
8.	Annual Progress Reports (RPP-II) submitted	1 <sup>st</sup> Year	Yes	No
		2 <sup>nd</sup> Year	Yes	No
		3 <sup>rd</sup> Year	Yes	No
		nth year	Yes	No
9.	Reprint of each of publication attached		Yes	No
10.	Action for further pursuit of obtained results indicated		Yes	No
11.	Report presented in Divisional seminar (enclose proceedings & action taken report)		Yes	No
12.	Report presented in Institute seminar (enclose proceedings & action taken report)		Yes	No
13.	IRC number in which the project was adopted		IRC No:	
14.	Any other Information			

15. Signature

Project Leader

Co-PI-I

Co-PI-II...

Co-PI-n

HOD/PD/I/c.

## ANNEXURE-XI(G)

## GUIDELINES FOR FILLING - FINAL RESEARCH PROJECT REPORT (RPP- III)

(Guidelines for filling Item 1 to 9 below are as in RPP-I)

1. Institute Project Code
2. Project Title
3. Key Words
4. (a) Name of the Lead Institute  
(b) Name of Division/ Regional Center/ Section
5. (a) Name of the Collaborating Institute(s)  
(b) Name of Division/ Regional Center/ Section of Collaborating Institute(s)
6. Project Team(Name(s) and designation of PI, CC-PI and all project Co-PIs, with time spent)

S. No.	Name, designation and institute	Status in the project (PI/CC-PI/ Co-PI)	Time to be spent (%)	Work components to be assigned to individual scientist

7. Priority Area
8. Project Duration: Date of Start - \_\_\_\_\_ Date of Completion – \_\_\_\_\_
9.
  - a. Objectives
  - b. Practical utility
10. Final Report on the Project  
  
(in addition to the above details materials and methods used, results and discussion, objective wise achievements and conclusions)
11. Financial Implications (` in Lakhs)
  - 11.1 Expenditure on
    - (a) Manpower
    - (b) Research/Recurring Contingencies
    - (c) Non-Recurring Cost (Including cost of equipment)

(d) Any Other Expenditure Incurred

11.2 Total Expenditure

12. Cumulative Output

- a. Special attainments/innovations
- b. List of Publications (one copy each to be submitted if not already submitted)
  - i. Research papers
  - ii. Reports/Manuals
  - iii. Working and Concept Papers
  - iv. Popular articles
  - v. Books/Book Chapters
  - vi. Extension Bulletins
- c. Intellectual Property Generation
  - i. (Patents - filed/obtained; Copyrights- filed/obtained; Designs- filed/obtained; Registration details of variety/germplasm/accession if any)
- d. Presentation in Workshop/Seminars/Symposia/Conferences
  - i. (relevant to the project in which scientists have participated)
- e. Details of technology developed
  - i. (Crop-based; Animal-based, including vaccines; Biological – biofertilizer, biopesticide, etc; IT based – database, software; Any other – please specify)
- f. Trainings/demonstrations organized
- g. Training received
- h. Any other relevant information

13. (a) Extent of achievement of objectives and outputs earmarked as per RPP-I

Objective wise	Activity	Envisaged output of monitor able target(s)	Output achieved	Extent of Achievement (%)
1.	1.			
	2.			
	.			
2..				

Envisaged output of monitorable target(s): These are to be mentioned exactly the same as proposed in RPP-I whereas in output achieved one has to state the output achieved after completion of the project. The variations need to be mentioned, if any.

(b) Reasons for shortfall, if any

14. Efforts made for commercialization/technology transfer

Here enumerate the efforts made for commercialization/technology transfer. The list of the activities executed may also be given like organisation of awareness programmes.

15. (a) How the output is proposed to be utilized?  
(b) How it will help in knowledge creation?
16. Specify whether the project requires submission of RPP-IV for up scaling of research output.
17. Expected benefits and economic impact(if any)
18. Future line of research work/other identifiable problems
19. Details on the research data (registers and records) generated out of the project deposited to PME Cell for future use
20. Signature of PI, CC-PI(s), all Co-PIs
21. Signature of Head of Division
22. Observations of PME Cell based on Evaluation of Research Project after Completion
23. Signature (with comments if any along with rating of the project in the scale of 1 to 10 on the overall quality of the work) of JD (R)/ Director ☐

**INDIAN COUNCIL OF AGRICULTURAL RESEARCH**  
**RESEARCH PROJECT PROFORMA FOR UPSCALE OF**  
**RESEARCH OUTPUT TO THE END USER (RPP- IV)**

1. Institute Project Code
2. Project Title
3. (a) Name of the Lead Institute  
 (b) Name of Division/ Regional Center/ Section
4. (a) Name of the Collaborating Institute(s)  
 (b) Name of Division/ Regional Center/ Section of Collaborating Institute(s)
5. Project Team(Name(s) and designation of PI, CC-PI and all project Co-PIs, with time spent)

S. No.	Name, designation and institute	Status in the project (PI/CC-PI/ Co-PI)
1.		
2.		

6. Details of Research Outputs

- a. Details of research output (Product, Process, Technology, Methods, Tools, Software etc.) developed (Crop-based; Animal-based, including vaccines; Biological – biofertilizer, biopesticide, etc; IT based – database, software; Any other – please specify)
- b. Intellectual Property Generated
  - i. Patents - filed/obtained;
  - ii. Copyrights- filed/obtained;
  - iii. Designs- filed/obtained;
  - iv. Registration details of variety/germplasm/accession, if any
- c. Publications
  - i. Research Papers
  - ii. Reports/Manuals
  - iii. Working and Concept Papers
  - iv. Popular Articles
  - v. Books/Book Chapters
  - vi. Extension Bulletins



**7. Efforts made for commercialization of Research Output/ Technology transfer (with reference to item 15 of RPP - III)**

Enumerate the efforts made for commercialization of research output/ technology transfer. The list of the activities executed like organization of awareness programmes may also be given.

S. No.	Detailsofthe research output	Expected end users	Efforts made for transfer of research output to clientele	Outcome of the efforts
1.				
2.				
.				

**8. Economic Benefits and Impact (with reference to those identified under item 14 of RPP - I and item 16 of RPP - III )**

**9. Research work undertaken on the problems identified as future line of research work**

**10. Signature of PI, CC-PI(s), all Co-PIs**

**11. Signature of Head of Division**

**12. Observations of PME Cell**

**13. Signature of JD (R)/ Director**