

## Procedure to apply for Research Studies

TRI & Media Division, Ministry of Tribal Affairs gives grant to the reputed Institutions, Universities, State Tribal Research Institutes (TRIs), Institutes affiliated with UGC / AICTE and State/UT recommended NGOs for award of research and evaluation studies, organizing and seminars/workshops and for publication of books.

### **Mode of Application and Selection:**

The reputed organizations who have experience of research or activities for welfare of the tribals can apply under the scheme by following the procedure mentioned below.

1. Organizations should go through guidelines for research studies ([https://tritribal.gov.in/Guidelines/ Guidelines\\_RP.aspx](https://tritribal.gov.in/Guidelines/Guidelines_RP.aspx)) to see their eligibility under the scheme..
2. Organizations are required to share project proposal Performa along with copy of presentation as per template given in **Annexure 1**.
3. Submission of Online Application Form, Project proposal, Copy of Presentation may be sent to [tri-tribal@nic.in](mailto:tri-tribal@nic.in) or TRI Division. There is no need to send hard copy.
4. **Screening and due Diligence Check by TRI Division** : The TRI Division will evaluate proposed project based on the technical merit, the capability of the organization (including research background), potential of the proposed project. The division would have preliminary discussion with the applicant Organization on objective, methodology, approach, location of project, target beneficiaries, past experience of organization, tentative budget, expected outcomes, etc. and would require all necessary help to organization in draft of final proposal and Presentation to be made to Project approval Committee headed by Secretary.
5. If required, TRI & Media Division may consult State Tribal Welfare Department /Tribal Research Institute to discuss the socio-economic impact of projects on local tribal communities and to check there is no duplicity of projects.
6. The shortlisted organizations will be called for PAC Meeting under the Chairmanship of Secretary, Tribal Welfare Department. The organiza-

tions which are not shortlisted will be communicated the reasons for not shortlisted.

7. Date of PAC meeting will be communicated to the shortlisted organizations by mail and placed on notice board of the TRI Portal.
8. The Project approved by the PAC is subject to concurrence by IFD Division of the Ministry.
9. After the concurrence of IFD, the Organization will be required to link their Bank account with EAT (Expenditure Advance Transfer) Module of PFMS.
10. The financial assistance will be released in three instalments in proportion of 40:40:20. 40% of the sanctioned grant will be released as 1st instalment on the allotment of project. The organization would be required to register on National Tribal Research Portal ([https://tritribal.gov.in/RsP\\_Reg.aspx](https://tritribal.gov.in/RsP_Reg.aspx)) and upload the sanctioned project detail with timelines etc on TRI portal and would update the quarterly progress of the project online.
11. The balance 40% will be released after the midterm review and receipt of the progress of project and 20 % will be released after the receipt of the final project report.
12. The organization would be required to submit the final report in the form of documentation, Video, Report etc as specified in the sanctioned letter, which will be approved by TRI Division. Organization would be required to upload the report on <http://repository.tribal.gov.in> for release of final Instalment.
13. Project Applications can be filed any time during the year.

## **Annexure -1**

### **Project Proposal Performa for Research Studies**

1. **Title** (Short & Focused not exceeding 15 words) :
2. **Sectors of Research** :  
(Pl. tick one or more boxes, as applicable)

Health & Nutrition	
Livelihood	
Forest Rights	
Migration	
Indigenous Practises	
Tribal Healers	
Other (Please specify)	

3. Name of organisation with complete address including contact number e-mail id:

4.

a. Type of organization:

Nature of Organization	
Academic institution	
Research organization	
Voluntary Organization	
Other (please specify)	

b. Collaboration, if any, give details of the institution(s).....

	Role & responsibility
a. Implementing Org.	
b. Collaborator(s)	

5. Name of Project Investigator, Project Co-Investigator, and Affiliation:

<b>i. Project Investigator</b>	
Name	
Organization	
City (with pin code)	
Highest qualification & subject	
E-mail	
Phone number	

<b>ii. Project Co-Investigator</b>	
Name	
Organization	
City (with pin code)	
Highest qualification & subject	
E-mail	
Phone number	

**6. Executive Summary (500 Words):**

**7. Background /Introduction ( 1000 Words ) :**

**8. Objectives (Only 4-5 focused objective that can be observed, measured or clearly assessable):**

A.
B.
C.

**9. Methodology (1000 words):**

(Describe how the project will leverage livelihood/economic opportunities and solve societal challenges in a sustainable way. Also, explain how, and in what way, the project will contribute to the advancement of knowledge in the subject/topic. Support with defined steps/relevant process details, e.g., flow chart, model, survey procedures, - as applicable to achieve the stated objectives)

**10. Work Plan (1000 words - Please also provide activities schedule – Gantt chart):**

**i. Phase wise work plan of action with timeline and deliverables in tabular form**  
(Describe how the proposal includes a plan for pilot application or trial in a realistic tribal environment)

**ii. Source of IT-based Platform:**

<b>S o u r c e</b>	<b>Name of agency/institution/individual expert</b>
Generated in-house by staff	
Generated in-house by employing outside experts	
Borrowed from an outside institution/expert	
Modification of technology/know-how being used by the beneficiaries	

Any other (please specify):	
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**11. Project Location /Area:**

<b>Project Area:</b> <input type="checkbox"/> Rural <input type="checkbox"/> Urban <input type="checkbox"/> Both
<b>Geographical Focus Area:</b> Village(s)/urban locality: _____ Block/Taluka: _____ District: _____; State: _____
<b>Project Area Profile</b> (Give following details along with a neatly drawn location map):
I. The geographical area covered, climate, land use pattern, crops & cropping patterns, availability of natural resources & raw materials, availability of special skills/trades, etc.
II. a. Socio-economic status (such as conditions and occupations of the target beneficiaries, availability of basic amenities and facilities such as water & sanitation, health centers, communication, roads, marketing facilities. b. Baseline datasheet which may be assessed annually with respect to results and deliverables during the implementation of the project activities (if it is to improve livelihood opportunities through improved agriculture practices, what are the present status in terms of soil conditions, crop productivity and disease management, etc.)

**12.**

12. Project Duration: \_\_\_\_\_ months

**13. Total Budget (Rs. in Lakhs):**

- i. Recurring Cost (Rs):
- ii. Non-Recurring Cost (Rs):

S. No.	Item	Budget (Rs. in Lakhs)
		<b>Total</b>
<b>A</b>	<b>Recurring</b> 1. Human resources 2. Consumables 3. Travel 4. Field testing, Demo/ Training expenses (if applicable) 5. Contingencies/Other costs 6. Institutional Overheads* 7. Any other item	
<b>B</b>	<b>Non-Recurring</b> 1. 2.	
	<b>Grand Total (A+B)</b>	



**14. Target Beneficiaries (For ST beneficiaries, please annex a list of beneficiaries with village and address details):**

<b>Type of Target Beneficiaries:</b> <input type="checkbox"/> Economically weaker section <input type="checkbox"/> Farmers <input type="checkbox"/> Labourers <input type="checkbox"/> Artisans <input type="checkbox"/> Women <input type="checkbox"/> Youth <input type="checkbox"/> Children <input type="checkbox"/> Disabled/senior citizens <input type="checkbox"/> Industrial workers <input type="checkbox"/> Any other: _____	<b>No. of Beneficiaries</b>
<b>Total Size of Target Group(s) indicating % of women/SC/ST of the total population in the project area:</b>	
<b>The present average income level at the household level:</b>	

**15. Expected Outcomes ( 1000 words):**

Note: Please also comments on the possible benefit of project outcomes for different stakeholders.

**16. Self-sustainability of the project after the Ministry of Tribal Affairs project support is over (500 words):**

**17. Possibility of replication of the project in similar areas (after the proposed technological solution is proven, how will it be distributed? Involving state govt. for large scale technology dissemination or via market or any other means - any entrepreneur or business person involved in the work in any manner?)- 500 Words**

**18. Suggest measurable indicators (10-12 tangible as well as non-tangible along with means of verification) for monitoring the effectiveness of project interventions with respect to the stated objectives and deliverables. The indices you choose must permit objective measurement and determination *vis-à-vis* timeline during the project cycle comparing with baseline data/control-list in the table is only indicative:**

S. No.	I n d i c a t o r s  ( a s  a p p l i c a b l e )
1	Increase in crop production
2	Increase in land productivity
3	Change in land use pattern
4	Increase in irrigated area and/or drinking water coverage
5	Increase in family income
6	Increased availability of resources (natural and/or physical) and assets
7	No. of beneficiaries using facilities created under the project
8	Increase in livelihood/ employment opportunities
9	Diversification of livelihood activities with a description
10	Improved linkages with banking/ financing institutions
11	Improved linkages with Distt. authorities/State Govt/ PRIs
12	No. of SHGs/technology user groups/cooperatives and/or enterprises formed
13	Improved linkages with market/ enterprises
14	Improved health of beneficiaries/ sanitation/ Less drudgery in work
15	Improved access to energy sources
16	No. of skilled/non-skilled workers trained
17	No. of new technologies/products/processes/ services developed/adapted
18	Adoption of newly developed product indicated by the number of adopters
19	No. of organizations motivated and mobilized for replication of project achievements



20	No. of publications produced (Title, Journal, issue, yr.)
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**19. Affirmative Action:** Whether your organization has been sanctioned Research/Socio-Economic projects /CSR Projects related to tribal community or by other central/state govt. deptt. Or from foreign funding agencies in the past (up to 10 years)? If yes, provide details of completed and ongoing projects (**Copy of Project Report & Sanction letter to be attached**):

S N	Title of th	Project Location	Sector	Sub Sector	Date of completion/ status	A m o u n t (R s l a k h )	Whether final UC/SE date)

**20.**

- a) Whether, your organization is receiving funding for research Project from the Ministry of Tribal Affairs, Govt. of India? \*Yes/No\*
- b) If yes, indicate whether activities of the present proposal are covered under the approved activities of core support provided to your organization by the Ministry of Tribal Affairs? Please also give a list of approved activities under the sanctioned project by the Ministry of Tribal Affairs, Govt. of India.

i.
ii.
iii.

**(Note:** Organizations must ensure to avoid duplication of activities. However, proposed intervention /objectives as a new proposal for identified core activity towards innovative interventions may be considered).

**CHECKLIST FOR PROJECT PROPOSAL APPLICATIONS**

*Before applying, please ensure that the proposal is complete in all respects as per the following list (Mark ✓ in the box if included in the proposal):*

Duly filled application form (complete with all Annexures)	
Annual reports & audited accounts of the organization for the previous three years- <b>one set only</b>	
Copy of <b>valid</b> registration certificate, Article & MOU with Bye-Laws/Trust Deed- <b>one set only</b>	
Techno commercial Proposal	
Presentation (At max 20 slides )	

\* Proposal does not complete in all respects and without supporting documents will not be entertained.