

# Guidelines for the submission of a proposal

## **Bilateral Scientific Seminars: India/Russia**

### **General remarks**

Applications may be submitted on the Indian side by any scientists eligible for support in the framework of DST's general funding scheme. Similarly, on the Russian side, applications may be submitted by any scientists from Russian academies, universities and other related institutions eligible for the RFBR support.

A proposal is subdivided into:

1. Administrative and financial details
2. Scientific and further details
3. Appendices

The following documents - which can be obtained from the RFBR Website (<http://www.rfbr.ru>) - are needed for the elaboration of a proposal:

- Proposal form: "Bilateral Scientific Seminar"
- Guidelines for the submission of a proposal: "Bilateral Scientific Seminars: India/Russia"

The proposal is to be addressed in **two copies, loose-leaf** and print quality to:

© Department of Science and Technology ( DST)  
International Division  
Technology Bhawan, New Mehrauli Road, New Delhi - 110016

A corresponding version of the proposal (in **two copies, loose-leaf** and print quality) needs to be submitted by the Russian co-organiser to:  
Russian Foundation for Basic Research (RFBR)  
Department of international programs  
Leninsky Prospekt, 32A  
119991, Moscow, Russia

The proposal needs to be submitted to the DST and to the RFBR in **English** by the **deadline as fixed in the Call for Proposals**.

### **Further information:**

DST: International Division  
Mr. Rajiv Kumar  
Phone/fax: +91-11- 26862418/26868242;  
e-mail: [rajivarc@nic.in](mailto:rajivarc@nic.in)  
URL: [www.dst.gov.in/www.stic-dst.org](http://www.dst.gov.in/www.stic-dst.org)

RFBR: Department of international programs  
Mrs. Asya Mirzabekova  
Phone +7 (495) 938-54-58

e-mail: [asya@rfbr.ru](mailto:asya@rfbr.ru)

RFBR Web-site: <http://www.rfbr.ru>

### **Administrative details**

Abbreviations: DST = Department of Science and Technology;

RFBR = Russian Foundation for Basic Research.

### **Basic data**

- [1] State whether the proposal submitted is a new initiative or the follow-up of a former Indian-Russian Seminar. If it is a follow-up, the number of the preceding proposal is to be entered in the field provided.
- [2] Title (max. 260 characters, not including spaces). If, additionally an acronym is used, it should be placed after the title.
- [3] Enter: "DST"
- [4] Total of the funding requested from DST (in Rupees, Rps) and RFBR (in Russian Roubles, Rbs), respectively, as indicated on page 3 of the proposal form.
- [5] Possible venue of the seminar. If the organisers are willing to hold the seminar *either* in India *or* in Russia, it must be mentioned which venue is of first priority.
- [6] Possible date of the proposed seminar: The seminar must be held during the period as mentioned in the Call for Proposals. It should provide for a duration of normally not more than three days. However, the stay of the participants from the sending side may be completed with visits of research institutes and facilities in the host country for another three days at maximum.
- [7] The Indian applicant acts together with the Russian applicant as co-organiser of the seminar. He signs and submits the proposal to the DST, thus applying for funding of the Indian part of the seminar.  
The Russian applicant (co-organiser) of the seminar submits a corresponding version of this proposal to the RFBR, thus applying for funding of the Russian part of the seminar.
- [8] The Indian and the Russian applicant's curriculum vitae giving details on the academic career, the membership in societies, bodies as well as the current position.
- [9] e.g. list of relevant publications of the Indian and Russian applicant dating back five years at maximum.

### **Budget**

- [10] The preliminary budget needs to be divided into an Indian part (calculated in Rupees, Rps) to be born by the DST and into a Russian part (calculated in Roubles, Rbs) to be born by the RFBR.

If the organisers are willing to hold the seminar *either* in India *or* in Russia, different budgets for the two potential venues need to be submitted.

The hosting organisation - the RFBR in the case of seminars held in Russia and the DST in the case of seminars held in India - will bear the costs of the organisation and execution of the Seminar, including hotels, meals and inland transportation of participants from the guest country up to half the total number of participants. It may also cover the subsistence and national travel costs of up to twelve participants from the host country.

The sending organisation - the DST in the case of seminars held in Russia and the RFBR in the case of seminars held in India - will bear the international travel costs of participants from its country up to half the total number of participants.

[11] Indian part in Rps: all amounts which are being requested by the Indian applicant from the DST.

[12] Russian part in Rbs: all amounts, which are being requested by the Russian applicant from the RFBR.

### **Scientific and further details**

In order to keep the proposals comparable, the given table of contents must be adhered to. The sheet "Scientific and further details" (page 4 of the proposal form) is to be placed in front of this proposal section as a coversheet when submitting it.

[13] The summary must permit quick access to the research topic of the seminar (one page at maximum).

[14] Describe the objectives of the seminar (one page at maximum).

[15] State why it is important for future Indian-Russian scientific co-operation to hold this seminar (one page at maximum).

[16] Summarise the expected scientific impact of the seminar (one page at maximum).

[17] The list must include title, name, surname, position, full professional address and date of birth of the Indian and Russian participants.