

**NATIONAL INITIATIVE FOR
DEVELOPING
AND HARNESSING INNOVATIONS
(NIDHI)**

**PRomoting and Accelerating
Young and ASpiring
innovators & startups
(NIDHI-PRAYAS)**

**GUIDELINES
AND
PROFORMA FOR SUBMISSION OF PROPOSALS**



सत्यमेव जयते

Government of India
Ministry of Science & Technology
Department of Science & Technology
National Science & Technology Entrepreneurship Development
Board

Technology Bhawan, New Mehrauli Road
New Delhi-110016

(Original: May,2016 – Updated: October 2017, November 2019,
January 2021, April 2022)

National Initiative for Developing and Harnessing Innovations (NIDHI)

Background

National Initiative for Developing and Harnessing Innovations (NIDHI) is an umbrella programme conceived and developed by the Innovation & Entrepreneurship division, Department of Science & Technology, Government of India, for nurturing ideas and innovations (knowledge-based and technology-driven) into successful startups. The programme would work in line with the national priorities and goals and its focus would be to build an innovation driven entrepreneurial ecosystem with an objective of socioeconomic development through wealth and job creation.

NIDHI aims to nurture start-ups through scouting, supporting and scaling of innovations. The key stakeholders of NIDHI include various departments and ministries of the central government, state governments, academic and R & D institutions, mentors, financial institutions, angel investors, venture capitalists and private sectors. NIDHI is developed keeping in line the new national aspirations and on the basis of DST's experience of three decades, in promoting innovative start-ups.

The key components of NIDHI are –

1. NIDHI-GCC - **Grand Challenges and Competitions** for scouting innovations;
2. **NIDHI-PRomotion and Acceleration of Young and Aspiring technology entrepreneurs (NIDHI-PRAYAS) - Support from Idea to Prototype;**
3. NIDHI- **Entrepreneur In Residence (NIDHI -EIR)** - Support system to reduce risk;
4. NIDHI-**Technology Business Incubator (TBI)** - Converting Innovations to start-ups;
5. NIDHI-Accelerator - Fast tracking a start-up through focused intervention;
6. NIDHI-**Seed Support System (NIDHI-SSS)**- Providing early stage investment;
7. NIDHI **Centres of Excellence (NIDHI -CoE)** - A World class facility to help startups go global;

PRomoting and Accelerating Young and ASpiring technology entrepreneurs (NIDHI-PRAYAS)

Part – 1

1.0 Introduction

In the idea to market innovation chain while there are mechanisms and support available for R&D and also for commercialization, it is the early stage prototyping where the support is currently deficient. Lot of innovators loose interest and are not able to sustain this journey in absence of this critical support. National Science and Technology Entrepreneurship Development Board (NSTEDB) of the Department of Science and Technology, Government of India has promoted over one hundred sixty Science and Technology Entrepreneurship Parks (STEPS) and Technology Business Incubators (TBIs). STEPs and TBIs are primarily housed in and around academic, technical, management institutions, technology and research parks to tap innovations and technologies for venture creation by utilizing expertise and infrastructure already available with the host institution. Many of these STEPs and TBIs have an in-house seed funding mechanism supported by NSTEDB & Technology Development Board (TDB). Seed funds, by their very nature tend, to focus more towards commercialization and market side of venture, rather than on the technology development, idea formation, proof of concept, proto typing, IPR and other knowledge side of the innovative startup a client of the incubators.

There is a definite need to address the gap in the very early-stage idea/ proof of concept funding. The NIDHI-PRAYAS program focuses on addressing the idea to prototype funding gap. The emphasis is to foster indigenously developed innovations and product in alignment with the nation's "AtmaNirbharBharat Mission". This program would attract a large number of youngsters to come forward to try out their ideas without actually worrying about the failure. Eventually, such an approach would bring in a large number of potential ideas into the incubation programs, thereby increasing the flow of quality incubatee to the incubators. NIDHI-PRAYAS is positioned as a pre- incubation initiative. DST aims to promote upto 10 PRAYAS Centres in incubators every year for next few years. However, more number of PRAYAS Centres may be supported depending upon the fund availability and merit of the incubator.

2.0 Objectives of NIDHI-PRAYAS

- › To enable translation of an innovative idea to a prototype.
- › To provide a platform for faster experimentation and modify approaches in the idea to market journey.
- › To indigenously generate innovative solutions relevant to the local and global problems.
- › To attract a large number of youth who demonstrates problem solving zeal and abilities to work on their new technology/knowledge/innovation-based startups.
- › To enhance the pipeline in terms of quality and quantity of innovative start ups to the incubators.
- › To build a vibrant innovation ecosystem, by establishing a network between innovators, academia, mentors and incubators.

3.0 Proposed model of a PRAYAS Centre

The NIDHI-PRAYAS grant would be handled by the PRAYAS CENTRE (PC). The PC would be a place where innovative ideas are supported through physical infrastructure, technical guidance, business mentorship and a prototype grant for converting the idea into a prototype. A furnished and well-equipped space of about 3000 sq.ft. (which includes the fab lab and common working space for innovators) will be set up at the host incubator. The innovators would approach one of the PC for seeking support under the programme. Each PC would seek applications from innovators in a common template. The PC would setup a transparent screening mechanism for selecting the innovators based on the potential of the idea/innovation. The selected innovators would get access to the infrastructure, prototype grant and mentorship. The selection of PC would be made as detailed out in subsequent sections.

4.0 Expected outcome:

The outcome of the PRAYAS program will be analyzed based on any of the following parameters.

- 1) 60% of the innovators should have the working prototype within 18 months.
- 2) Progress towards IP filing, commercialization in form of licensing or start up
- 3) Funding/Investment received
- 4) Expression of interest from manufacturers

5.0 Support Structure and Mechanism

The host incubator would provide the furnished space for the PC. The quantum of prototype grant per innovator would be a maximum of Rs 10.00 lakhs and each centre would get 10 innovators per year. Thus, a support of Rs. 1.00 crore per year for five years shall be provided as prototyping grant to each PC.

In addition to this, Rs. 1.00 Cr grant as one-time support under capital for setting up a Fab Lab with the required equipment shall be provided to the PC in the first year of establishment of PC. The total cost of Rs. 1.00 crore would include the equipment and the infrastructure/refurbishing cost. However, for the infrastructure/refurbishing cost would be only 10% of the approved amount of the fab lab grant. Hence maximum of only 10 lakhs to be used towards infrastructure/ refurbishing expenses.

For annual operations, management of Fab Lab including a dedicated team, technical experts etc, furnishing costs, I.P databases, consumables, utilities and administrative costs for management of PRAYAS program by PC, an amount of Rs. 20.00 lakhs per year for five years shall be provided to PC. Thus, DST would invest Rs. 7 .00 Cr per PC in 5 years time frame which includes Rs. 2.2 Cr in the first yr and Rs. 1.2 Cr/yr from 2nd to 5th yr.

A dedicated Fab lab is required to be set up in a PC to facilitate mechanical and digital fabrication (in case incubator does not have such facilities and infrastructure existing in the institute). This Fabrication facility to be supported under PRAYAS will be called as “**DST PRAYAS SHALA**” and the innovators supported under the grant will be called as “**PRAYASEES**”. Fab lab would enable innovators to go through a cycle of imagination, design, prototyping, reflection, and iteration as a part of process to find solutions to challenges or bring their ideas to reality. Few suggestive equipment in Fab Lab would generally include a laser cutter that makes 2D and 3D structures, a sign cutter that plots in copper to make antennas and flex circuits, a high -resolution numerically controlled milling

machine, PCB fabrication equipment and a suite of electronic components, microcontrollers and programming tools for low-cost prototyping, a 3D Printer, essential design softwares, basic manufacturing tools and any other equipment which a PC would require for prototype building. The proper capacity utilization of various equipment in the Fab Lab should be ensured by each PC. The support given for DST PRAYAS SHALA should not be used to create host institute assets. The charges of using the equipment and consumables/material specific to an innovator would be decided by PC and would be in built in the grant to be provided to the PC innovator. The condition and usability of the equipment in the Fab Lab would be reassessed at the end of five years for obsolescence and for possible replacement.

6.0 Proposed Implementation Framework - a Nodal Program Management Unit

The Department has identified Society for Innovation and Entrepreneurship (SINE), IIT, Bombay at the national level to act as the Program Management Unit (PMU) of the PRAYAS program. The PMU would be empowered to steer the entire process of PRAYAS, which includes creation of an online portal for submission of proposals, selection of PRAYAS centres, fund disbursement, utilization of funds, monitoring and evaluation, organizing annual PC meets, creation of MIS, documentation of innovation successes and failures, and innovator grievance redressal mechanism in consultation with NSTEDB, DST and in line with DST norms and PRAYAS Guidelines. The PMU would present and report about the functioning of the program on six monthly basis to DST and also to the Prayas Management Committee (PMC), as defined herein below clause (11), annually. The Program Management Expenditure @ 5% of total funds, subject to a minimum of Rs 50.00 lakhs, will be sanctioned annually under the program for management of the whole program including all the activities as a part of the overall process highlighted above. The PMU would also be provided a grant of Rs 5.00 lakhs for creation of interactive on-line portal and Rs. 10 lakhs for the annual maintenance and management of the portal including dedicated manpower for portal and data management.

7.0 Targets and outcome

The program would target to facilitate and enable minimum 100 innovators annually across the country in translating their ideas into prototype through funding support to maximum 10 PRAYAS Centres in the country.

8.0 Eligibility for Submission of a Proposal of PC

- a. Existing and operational incubators promoted or recognized by any State or Department of Central Government of India are eligible to apply under the NIDHI-PRAYAS program.
- b. The incubator should be in existence for at least three years, with proven track record of incubation. The years of existence for each incubator will be counted from the
 - Date of registration as a legal entity OR
 - Date of Sanction order as TBI by state or Department of Central Government of India whichever is earlier
- c. The applicant incubators especially created entirely by State or Department of Central Government of India will be relaxed the 3 year's period of existence.
- d. The applicant incubator should have minimum of 20 incubates

- e. The proposal to be submitted by the incubator with a proven track record in promotion of entrepreneurship, supporting innovations and startups. The incubator is supposed to have adequate expertise and infrastructure to support advancement of innovation and its commercialization (i.e., supporting innovators for progression of their idea from *TR level 2 to TR level 4-5)

*TRL – Technology Readiness Level - (As per NASA)

Deployment	TRL 9	Actual System Proven in Operational Environment
	TRL 8	System Completed and Qualified
	TRL 7	System Prototype Development in Operational Environment
Development	TRL 6	Technology Demonstrated in Relevant Environment
	TRL 5	Technology Validated in Relevant Environment
	TRL 4	Technology Validated in Lab
Research	TRL 3	Experimental Proof of Concept
	TRL 2	Technology Concept Formulated
	TRL 1	Basic Principles Observed

- f. The financial support for establishing a PC would be extended to the recommended incubator, essentially, a not-for-profit legal entity registered as a society/trust/section 8 company. DST encourages selected PC to collaborate with an industry, an academic institution and with other institutions of repute focusing on innovation, research, testing, validation, quality control, commercialization mentorship and start-up promotion to create the required eco system. *DST at present does not support for-profit incubators.*
- g. Preference will be given to the following –
- Incubators affiliated with technical/engineering academic institutions.
 - Incubators having full time CEO and Independent team managing TBI/incubator operations
- h. The support will be provided to selected PC at the following level
- ✓ Category 1: Funding support upto Rs. 1.2 cr, (**maximum support up to Rs. 10 lakhs per innovator and maximum Rs. 20 lakhs for consumable and administrative cost for management of PRAYAS program to PC**) where the PC is having all necessary infrastructure (labs/equipment) to implement the PRAYAS program
 - ✓ Category 2: Funding support upto Rs. 2.2 cr, (**maximum support up to Rs. 10 lakhs per incubate, maximum support up to Rs. 1 crore for the equipment & infrastructure cost and maximum Rs. 20 lakhs for consumable and administrative cost for management of PRAYAS program to PC**) where the PC does not have adequate infrastructure to implement the PRAYAS program. The incubator must provide detailed information on the equipment required and proper justification for requirement of such facility. The lab support to a PC will be provided for only first year.
- i. A pure R&D proposal for academic pursuits and industrial consultancy will not be eligible for support.
- j. The proposals which are not complete or do not meet eligibility criteria will not be considered

9.0 Submission of Proposal

- a. Proposal (one hard copy + online submission of application form) in the prescribed proforma which would be available at PMU Portal as well at <https://www.nstedb.com/new-programmes.htm> along with the necessary enclosures including consent for Terms & Conditions. The proposal should be forwarded by the Head of the incubator along with the endorsement to PMU as per the Annexure-I under intimation to DST at the following address: -

Incharge PMU, PRAYAS,
Society for Innovation and Entrepreneurship,
IIT Bombay, Powai, Mumbai 400 076
Email: nidhiprayas@sineitb.org
Website: www.sineitb.org
Phone: +91 22 2576 7016
Fax: +91 22 2572 1220

- b. Enclosures to be submitted in the PMU Portal with the proposal by the institutions:
 - I. Registration Certificate of incubator as a not for profit entity.
 - II. Write up on the past experience in handling such a programme.
 - III. Potential innovators in the pipeline.

10.0 Acceptance and Processing of Application

The call for proposals could be at intervals as decided by DST, wherein the period of one month would be given for submission of proposal after the date of call of proposal. Thereafter the PMC meeting would be convened by the PMU to scrutinize the application and shortlist the PCs and approve the funding.

11.0 Evaluation of Proposal

The proposals are evaluated based on the merit and the capability of the incubator in promoting innovations. The evaluation is done by the PRAYAS Management Committee (PMC) on PC, constituted by NSTEDB consisting of experts in the domain of R&D, technology development & commercialization, entrepreneurship etc. NSTEDB shall take a final decision to support the PC based on the recommendation of the Committee.

The following broad parameters are used for evaluation of the proposals –

- a) Preparedness of the incubator
- b) Qualification and Expertise of the Team proposing PC for promoting startups and innovations.
- c) Approach and Methodology to be adopted, innovative content and pipeline of potential incubatee.
- d) Assessment of incubator in terms of reaching projected milestones.

12.0 Pre-requisites for Release of Funds

Once the proposal for PC is agreed in-principle by DST, the process for the sanction of PC and subsequent release of funds would be taken up after ensuring the following preliminary

actions are taken by the incubator: -

- (i) Creation of a separate interest-bearing bank account under the name of PC scheme by the incubator
- (ii) Assigning of a project coordinator and a team for implementation.
- (iii) Constitution of a PC Monitoring Committee.
- (iv) Submission of work plan for the year.

13.0 Implementation

- (i) After in-principle approval of the Department of Science and Technology for supporting a PC, the grant would be first released by DST to PMU. Subsequently PMU would release grants to each recommended PC only after ensuring that all pre-requisites have been fulfilled.
- (ii) A Prayas Management Committee (PMC) would be constituted by NSTEDB, DST. The PMC needs to be chaired by the Competent person. PMU would organize meetings of PMC on periodic basis for consideration of proposals, monitoring the progress and taking appropriate decisions on continuation of funding support to the projects. The PMC should provide adequate autonomy and flexibility to the Chief Executive Officer (CEO) to make speedy & transparent decisions. Similarly, a Monitoring Committee (MC) would be set up in each PC Centre for consideration of proposals, monitoring the progress and taking appropriate decisions on continuation of funding support to the projects. Decisions of MC at PC Level would be updated to PMU and a consolidated report would be made available/accessible through portal to DST on six monthly bases.
- (iii) PC program management requires adequate skills in innovation management. Hence for its proper day to day operation and management, competent manpower must be made available. Each incubator would identify a Project Coordinator with adequate knowledge and management expertise for the PC program management.
- (iv) The incubator would evolve a **transparent system** for selection of projects under PC program. The selected applicants shall be incubated/preincubated at the incubator and the incubator should have executed appropriate grant agreement with incubatee.
- (v) Each incubator is required to have a web-site of its own and should update it on a regular basis but at least quarterly basis including the details of beneficiaries under PC and linked to PMU portal.

14.0 Monitoring

The continuation of support and annual funding to the incubator as PC is entirely performance based and will be reviewed by the PMU every year. The performance at the National level would be monitored by the PMC. As and when it is felt necessary, a team constituted by PMU/DST may be sent for monitoring the progress of the incubator. In case of significant shortfall in the progress, the support may also be terminated mid-term upon the recommendation of NEAC. The overall functioning of the PMU would be monitored by PMC as per DST and GFR norms.

Part 2 - GENERAL GUIDELINES

DST/ PMC has priority areas for supporting innovations under the PC. The current focus areas are manufacturing, agriculture, healthcare, clean-tech, energy, water and Internet of Things (IOT) and other technology areas.

- (i) To apply for hosting PC, the incubator should fulfill the criteria of eligibility as given in para 1.3.
- (ii) The proposal should be accompanied by both forwarding letter by the incubator and endorsement from the Head of the incubator.
- (iii) The release of grants after the first year and each subsequent year is subject to satisfactory performance of incubator and on recommendations of PMC. For this purpose, the progress of work under PC and achievement of milestones is to be sent by incubator to PMU and DST in the prescribed format.
- (iv) In case of any kind of problem in the implementation of the programme, the same needs to be documented properly and brought to the knowledge of the incubator's Governing Body, PMU and to DST as early as possible.
- (v) Non-performance and non-compliance to the conditions required for sustainable PC implementation may result in discontinuation of further support and refund of unspent DST grant.

Part 3 - TERMS AND CONDITIONS

PMU to ensure that all PCs follow the conditions as given below.

- (i) As per the latest instruction by Controller General of Accounts (CGA), Government of India, the grantee institution is required to register at CGA website (<http://pfms.nic.in>) to facilitate release of funds.
- (ii) The Governing Body of the incubator would put in place a proper mechanism for ensuring proper implementation and execution of PC. This mechanism is through a Committee known as the Monitoring Committee. This Committee consists of representatives of the incubator, technical experts and financial experts.
- (iii) The grant being released should be exclusively spent for the specified purpose for which it has been sanctioned within the stipulated time. Any unspent balance out of the amount sanctioned, including interest accrued, would be refunded to the Govt. of India by means of an Account's Payee Demand Draft drawn in favor of Drawing & Disbursing Officer, Department of Science & Technology, payable at New Delhi.
- (iv) The grantee shall furnish to Department of Science and Technology, utilization certificate and an audited statement of accounts pertaining to the grant as per the prevalent financial rules of Government of India.
- (v) The grantee is required to upload data and details in the PMU portal as a part of MIS of PRAYAS program and send two copies one to PMU and one to Department of Science and Technology at the end of each financial year as well as at the time of seeking further installments of the grant, if any.
 - a. Progress report (hard & soft copy);

- b. Audited statement of accounts relating to the amount sanctioned; and
 - c. Utilization certificate, in the prescribed proforma,
- (vi) All the assets acquired or created from the grant shall be installed in the premises of the incubator and not in any other department/Division of the host institute, unless specifically approved by the Department of Science and Technology on the recommendation of the PMC.
- (vii) Assets acquired wholly or substantially out of government grant, except those declared as obsolete and unserviceable or condemned in accordance with the procedure laid down in the General Financial Rules (GFR), shall not be disposed off without the prior approval of the Department of Science and Technology.
- (viii) Incubator would maintain a record of all the capital equipments procured and once these are unserviceable/obsolete/unusable they should be disposed with a prior permission for assets more than Rs.1.00 lakh from the Department of Science and Technology. The fund thus generated from disposal of capital equipments should be flowed back for incubator activities.
- (ix) Concerned officers of DST or its authorized representatives may visit the organization/ incubator for ascertaining the progress of work and attempt to resolve any difficulties that might be encountered in the course of implementation.
- (x) The Controller and Auditor General (CAG) of India at his discretion shall have the right of access to the books of account for the grant received from the Government.
- (xi) The grantee will maintain separate audited accounts for the grant. The funds released should be kept in a separate bank account earning interest, the interest earned should be reported to the Department of Science and Technology. The interest thus earned will be treated as a credit to the organization to be adjusted towards further installments of the grant, if any.
- (xii) The grantee must not entrust the implementation of the work for which the grant is being sanctioned to another institution and divert the grant receipts as assistance to the latter institution. In case the grantee itself is not in a position to execute or complete the project, it may be required to refund forthwith the Department of Science and Technology, the entire amount of grants-in-aid received by it.
- (xiii) DST reserves the right to terminate support to the project at any stage, if it is convinced that the grant is not being utilized properly or that appropriate progress in the project work is not being made.
- (xiv) Where support has been provided by DST under specific conditions accepted by a grantee institution and if it does not comply with these conditions, it will be liable to refund the grant already received in such a manner as may be required by the Government and no further DST grant will be allowed to such an institution.
- (xv) DST will not have any liability towards the manpower appointed by the grantee institution for implementation of the project.

- (xvi) DST will have no responsibility in case of any loss is caused to any life or property due to accident, fire or any other reasons. The Host Institute is required to take appropriate safety and insurance measures to safeguard against any loss to human life and property.
- (xvii) The DST will have no liability on account of any omission or commission of regulatory/statutory requirement by the incubator or its incubatees and their companies.
- (xviii) The Grantee will indemnify, defend and hold harmless the Department of Science and Technology (Grantor) from and against, and in respect to, any and all losses, expenses, costs, obligations, liabilities and damages, including interest, penalties and attorney's fees and expenses, that the Grantor may incur as a result of any negligent or willful acts or omissions of the Grantee.

Part 4 - Eligibility and Broad Terms for Innovators for PRAYAS support

NIDHI- PRAYAS Program aims at providing prototype funding to convert idea into prototype to young and aspiring innovators. Innovators should use the PRAYAS grant primarily convert their ideas into prototype of a product that has potential for commercialisation. The IP generated if any, should vest with the Innovator or the Start up. The maximum funding support to an innovator/startup will be upto 10 lakhs, however the final amount is subject to the approval of Monitoring committee of a PRAYAS centre

1. Eligibility criteria

- An individual innovator without having a startup or founder of a startup can apply for Prayas grant.
- In case of an applicant being an individual innovator without having a startup applying for PRAYAS:
 - The applicant has to be an Indian Citizen with a government approved proof of nationality such as a valid passport, voter's id etc.
 - The applicant should be minimum of 18 years of age, as on the date of application.
 - If the applicant works in a team with other innovators there has to be an agreement among the team about the lead innovator who would apply, and the funds will be transferred to the lead innovator's account (after selection). IP generated would vest with the innovator or with the team as per the agreement and it would be further taken for commercialization.
- In case of an applicant being a co-founder of a Startup applying for PRAYAS:
 - The applicant has to be an Indian citizen with a government approved proof of nationality such as a valid passport, voter's id etc.
 - The applicant should be minimum of 18 years of age, as on the date of application.
 - The startup should be incorporated in India with a minimum 51% of its equity held by Indian citizens. The startup should not be more than 7 years of existence.
 - The startup wants to develop the prototype for a new product, for which they have not received support from any other funding agency.

- The startup should not have annual turnover exceeding Rs. 25 lakhs for any of the financial years since its inception.
- IP generated would vest with the start up.
- PRAYAS grant is Proof-of-concept grant for converting idea and innovations into a prototype. Proposals for the products having crossed the prototype level are not eligible for support under NIDHI-PRAYAS.
- The ideas and innovations should be based on technology and science.
- The product prototype has to be a physical product
- Applicants can be individual innovators or early stage startups.
- Applicants will have ownership of the Project knowhow or IP of the proposed products or right to use knowhow or IP if it is owned by a third party.
- Prototype must be capable of being completed within 18 months.
- Innovators should have technical skills or background.
- Idea or Innovations should have a roadmap towards commercialization.
- The priority technology areas are manufacturing, agriculture, healthcare, clean-tech, energy, water and Internet of Things (IoT). Other technology areas may also be considered on strength or merit of the idea.
- Preference may be given to the innovators-
 - having bootstrapped or have co-investment commitments.
 - having clear roadmap for commercialization or start up creation
 - Women innovators
 - Young innovators

Additional terms for innovators in employment OR Students with any R&D organisation OR Academic Institution :-

The innovators in employment or pursuing students have to seek the NOC from their organisation or institution. The NOC should include:

- Permission to apply for PRAYAS and extending sufficient time to work on the PRAYAS project.
- Permission that IP generated would vest with the innovator.

Notwithstanding the above, the followings will not be considered under NIDHI-PRAYAS:

- Projects related to Pure Software development, e-Commerce, Service solutions, App based solutions.
- Funding research or student internship in Academic institutions or R& D organisations.

2. Guideline for Usage of funds

- a. Outsourcing Charges for R & D or Design Engg.or Consultancy or Testing or Expert cost
- b. Raw material or Consumables or Spares
- c. Fabrication or Synthesis charges of working model or process
- d. Business Travel and Event participation Fees (Ceiling 10% of approved project cost)
- e. Patent filing Cost – (PCT- Ceiling 10% of approved project cost)
- f. Contingency - (Ceiling 10% of approved project cost)

It will not be used:

1. To pay the grantee or their relatives.

2. To repay pre-existing loans or commitments of the innovator.
3. To pay usage charges to the Incubator from the PRAYAS grant. Grantee can use other funds to pay any such charges, if any.
4. To pay rent of own accommodation, creation of infrastructure facility like shed etc.
5. As a stop gap arrangement to support any other professional pursuits.

3. Terms and Conditions

1. PRAYAS support is in form of the grant which will be maximum upto Rs.10 lakhs.
2. PRAYAS applications will be subject to Decision of the committee members of the PC where innovator has applied. The decision of approval or rejection or reduced amount by the committee shall remain final and binding on the innovator.
3. The applicant will be fully committed to work towards the prototype development for which the support is being sought with an intention to commercialization.
4. The project duration is 18 months. Prototype has to be completed within maximum 18 months from receiving the first tranche of the grant.
5. For incomplete projects, PRAYASEE must return unutilized amount of the grant.
6. If innovator has already started a venture, Innovators should assign the IP ownership right to the startups.
7. Innovators or Start-up teams cannot avail NIDHI PRAYAS Support for more than once nor from more than one Centre. Innovators shall also not be supported in parallel under NIDHI-EIR and NIDHI-PRAYAS. Innovators will give declaration at the time of making application indicating that they have not received support under NIDHI-PRAYAS for the same idea or NIDHI-EIR.

PROFORMA FOR SUBMISSION OF PROPOSAL

*Please fill up the proforma completely, incomplete proposals are liable to be rejected.
Even if information is not available for a particular point please record that information is not available.*

1. Applicant Incubator Details:

Full Name of Incubator:
Address:
Landline Phone:
Fax Number:
E-mail:
Website:

2. Host Institution/Organization details:

Name of Institution:
Name of Head:
Designation:
Address :
Phone 1 :
Phone 2 :
Fax Number:
E-mail :
Website :

3. Details of the Head of Incubator

Name :
Designation :
Address :
Phone :
Mobile :
Fax :
E-mail :

4. Incorporation certificate(s) of Incubator

To be uploaded as annexure(s)

5. Bank Account Details of Incubator (Non – Mandatory):

Name as given in Account :
Account No.:
IFSC Code :
MICR Code :
Name of bank :
Branch Address :

6. Upload scanned copies of PAN Card

To be uploaded as annexure(s)

7. Incubators preparedness to host PC

7 (a) a1. Please mention Year when recognized by government authority

a2. Is your incubator recipient of NIDHI-TBI, if Yes, please provide the below details

Sanction Date	Equipment approved (Rs.) (If any)
---------------	-----------------------------------

a3. Mention the team information as below –

- Name of the Incubator Head / CEO –
- Is the CEO associated full time/ part time –
- Experience and Expertise of the Incubator Coordinator or probable CEO from Institution identified for the PC
- Total Team of the incubation centre –
- Other supporting team members identified for PRAYAS centre.
- Briefly explain the contribution of the proposed/recruited Incubator team for managing the PC.
- Upload the Brief CV / Biodata of PC Head/Manager with domain expertise and having conceptual understanding and deep interest for innovation and entrepreneurship

a4. Information on Incubatees

- Total no. of incubates/startups supported till date -
- Total current (Active) incubates in the incubator -
- Current (physical incubated startups)
- Current (Virtual incubated startups)
- Total graduate incubates till date -

From a1 to a4 To be uploaded as annexure(s). The annexure should contain all the details as given above.

7 (b) List best five physically incubated innovations supported during the last five years

Project Name	Sponsoring agency	Amount sanctioned (INR lakhs)	Amount released (INR lakhs)	Duration	Contribution of TBI towards Project	Outcomes

7 (c) Awards & Recognition during last five years: Details of Recognitions & Awards won by the Incubator (Max 1000 words)

7 (d) Brief on the TBI and feasibility of PC – (Max 1000 words)

- Should include - Current TBI infrastructure set up - including area, existing labs of the incubator, if any ,
- Other facilities available for innovation support, Host institute labs information etc.

7 (e) Other information about the Host Institution and the Incubator – (Max 1000 words)

- ARIIA ranking of the institution
- Key achievement of Incubator
- Top 5 awards of the Incubates
- No. of Patents generated by the startups incubated
- No. of Products commercialized by the startups.
- Social media presence of the incubator – please mention the social media handles

8. Feasibility of PC (Max 1000 words)

Reasons for the Incubator to promote PC, please include the information based on below pointers

- a. Strength of the Incubator in hosting PC,
- b. Specific Information on ecosystem network of your incubator (eg: Mentors, investors, industry / corporate connects) that can be leveraged for innovators/startups
- c. Details of any funding program managed by the incubator (eg : Seed Support etc.) (including past experiences of handling such programs, if applicable)
- d. Overall business and innovation environment of the Incubator host institute and ecosystem in the region
- e. Upload a list of potential innovators in a tabular format. Include the following details:
 1. Name of applicant
 2. Project Domain.
 3. Project title
 4. Details
 5. Project Cost (max 10 lakhs)

9. Potential services to be provided to Innovators (500 words)

- Assessment of innovators needs and entrepreneurial needs and how will these needs to be taken care of.
- Please mention Sources of tapping new innovative entrepreneurs from the given sources and elaborate on the same–
 - From Host Institute
 - Nearby Academic Institutes
 - Events Organized by Incubator
 - Applicant of other programs of the incubator
 - Social media handles

10. Mention the Implementation strategy for PRAYAS program (include - strategy plan to support & mentor the prayas innovators, if Incubator already have labs, please state the equipment available which would enable the prototype development (**Max 1000 words**))

11. Budget for Creating Fab Lab

11.a. Capital Expenditure

Particulars	Amount (INR lakhs)
Infrastructure <i>(The infrastructure/refurbishing cost would be only 10% of the approved amount of the fab lab grant. Hence maximum of only INR 10 lakhs to be used towards infrastructure/ refurbishing expenses)</i>	
Total Equipment Cost <i>(Mention the consolidated amount, Upload list of equipment and cost of each separately in the document upload section)</i>	
TOTAL	
11.b. Operational Expenditure	
<i>(Total: should not exceed INR 20 Lakhs)</i>	
Particulars	
Manpower for management of fab lab <i>(should not exceed 50% of the total proposed Opex amount)</i>	
Consumables and tools	
Utilities	
Maintenance	
Mentoring	
Review meetings	
Promotion	
Contingencies	
Overheads	
TOTAL	

12. Details of Availability of 3000 Sq ft for Prayas Centre (PC) at Incubator premises.

12a. Upload Layout plan of additional 3000 sq ft for PC.
To be uploaded as annexure(s)

13. Upload Annual accounts (Balance Sheet and Profit & Loss) for last 2 years
to be uploaded as annexure(s)

14. Upload the detailed equipment list, including costs, to be procured for the Fabrication Lab.

Do not include any consumables or furniture items or Audio-video systems. The list should confirm only to the prototyping equipment.
To be uploaded as annexure(s)

Covering and Endorsement Letters:

1. Upload scan copy of covering letter to DST, on Incubator letterhead.
2. Upload scan copy of covering letter to PMU, on Incubator letterhead.
3. Upload scan copy of endorsement letter to DST from Host Institution on HI letterhead

Endorsement Letter

Endorsement from the _____,for PRAYAS Centre at _____

1. We have gone through and agree to abide by the Terms and Conditions of the DST grant for NIDHI-PRAYAS.
2. We have not submitted, nor do we intend to submit this, or a similar project proposal, to any other agency for financial or other support. In case we submit a proposal to the other agency and get the support, we shall keep DST informed.
3. We undertake to submit progress reports, statement(s) of accounts, utilization certificates as required.
4. Certified that _____shall assume the responsibility of implementation of the activities at the PRAYAS Centre as per guidelines.
5. Certified that the 3000 sq. ft. facility, hardware, other basic requirements and such other administrative support required for successful running of the PRAYAS Centre will be extended to the _____by _____,as per terms and conditions of the grant.
6. If any of the above statements found to be incorrect by DST at any point of time, the organization takes the responsibility to refund the entire amount released by DST.

Date.....
Place.....
institution

Name and sign of
Head of Host

Annexure-II

FORWARDING LETTER FROM THE INCUBATOR (on the Letter Head)

I hereby forward the proposal of PC from our Incubator “” to be established atA built up area of..... sq. ft. would be provided as a dedicated facility to house PC in the incubator.

There shall not be request for additional financial support for procurement of these facilities and space.

It is agreed to abide by the terms and conditions of the DST grant.

The following documents are enclosed for consideration-

- i. Registration certificate of Incubator as a Not-for-Profit entity (Society/Trust/Section 8/25 company)
- ii. MoA or MoU (whichever applicable) with Host Institution
- iii. Letter of recognition/support by govt authority. (If there are multiple recognition letters from different govt. body (please merge all in one pdf and upload)
- iv. PAN Card of incubator
- v. Annual accounts (Balance Sheet and P&L) for last 2 years
- vi. CV/Bio-data of PC Head/Manager
- vii. Document on incubator preparedness for hosting PC.
- viii. List of potential innovators
- ix. Layout plan for 3000sqft for PC
- x. Detailed equipment list, including costs, to be procured for the Fabrication Lab
- xi. Reasons/Justification for the need of prototyping lab facility
- xii. Covering letter to DST, on Incubator letterhead.
- xiii. Covering letter to PMU, on Incubator letterhead.
- xiv. Endorsement letter to DST from Host Institution on HI letterhead.

Date :
Place:.....
Incubator

Name & Signature
of Head of