



सत्यमेव जयते  
Government of India  
Department of Science & Technology  
Ministry of Science & Technology

**NIDHI – PRAYAS**  
PRomoting and Accelerating Young and ASpiring innovators & startups



**This is a sample form for reference only and not for submission.**

**Registration Form**

**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)
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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>	
<b>TOTAL</b>	
<b>11.b. Operational Expenditure</b> <i>(Total: should not exceed INR 20 Lakhs)</i>	
<b>Particulars</b>	
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	
<b>TOTAL</b>	

## 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

## Uploads on portal

- 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.

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