

**EOI GUIDELINES**  
**&**  
**APPLICATION FORMAT**  
**FOR**  
**INVITING R&D PROPOSALS**



**CENTRE FOR HIGH TECHNOLOGY**  
**(MINISTRY OF PETROLEUM & NATURAL GAS)**  
**OIDB BHAWAN, TOWER 'A', 9<sup>TH</sup> FLOOR,**  
**SECTOR-73, NOIDA – 201 301 (U.P.)**  
**([www.cht.gov.in](http://www.cht.gov.in))**

## EOI Guidelines & Application Format for Inviting R&D Proposals

Centre for High Technology (CHT) established as dedicated technology cell of MoP&NG, is engaged in promoting indigenous technologies through sponsoring R&D projects and their commercialisation in the downstream sector. CHT co-ordinates activities related to “Scientific Advisory Committee (SAC) on Hydrocarbons of MOP&NG”. SAC consists of eminent scientists / academia / industry professionals and its mission is to Promote Application of Science and Technology in the Downstream Hydrocarbon Sector.

For broader participation, mechanism of inviting research proposal through Expression of Interest (EOI) route has been introduced since July, 2016. New R&D project proposals are taken up in the identified areas for grant-in-aid and aimed at development of new product or process, or major improvement in an existing process or product with attractive commercialisation potential. The proposals are received from R&D and academic institutions/organisations & presented before Scientific Advisory Committee (SAC) on Hydrocarbon of MoPNG for recommendation and approval from Executive committee (EC)/Governing Council (GC).

Following are the guidelines for inviting R&D proposals through EOI:

### Objectives

- a. Development of innovative product and process technologies for hydrocarbon / oil sector and alternate energy fuels
- b. Strengthening the interface between R&D establishments and Industry
- c. Accelerating commercialization of products/ processes successful at lab stage

### Sectors of Interest

Downstream Hydrocarbon sector, Alternative & Non-conventional fuels for Transport

### Project Proposals

CHT invites new R&D project proposals through EOI twice in a year. Projects should aim at development of a new product or a process, or major improvement in an existing product or process, with attractive market potential. The projects should result in significant benefits to hydrocarbon sector / oil industry.

### Schedule of activities

	I	II
• Publication of EOI in newspaper/website	– June	Jan
• Receipt of project proposals	– August	March
• Screening by Select Committee of SAC	– September	April
• Approval by the SAC	– October	May
• Approval by EC/GC of CHT	– December	July
• MOU signing for the approved project proposal	– December	July

### Nature of Proposals

- Refinery Residue to Clean Fuels
- Desulphurisation of Diesel and Gasoline

- Coal / Gas / Biomass Gasification
- Low Level Heat Recovery
- Alternative Energy: Bio-fuels and Hydrogen
- Carbon Capture
- Molecular Engineering
- Hydrogen as Fuel - Production and Storage
- Process Intensification
- Photo Synthesis

### **Activities Supported**

Partial financial support is provided by CHT primarily to cover development, cost of pilot plant, cost of process equipment, consumable cost, test and evaluation of products, user trials etc. The proposal deliverables should have innovative element and preferably address the following aspects:

- a. Development of a new or improved product resulting in prototype development and ending with demonstration in commercial environment
- b. Development of a new or improved process resulting in establishment of process / technology know-how, development of process equipment and demonstration in a pilot plant
- c. Indigenization of imported technology
- d. Technology development projects for improvement of products / processes
- e. Development & demonstration of technologies for use by cluster of industries

### **Eligibility Criteria**

- Oil industry (PSUs / Private) organisations
- DSIR recognised Research Institutes / CSIR Labs/ Educational Institutes of repute (like IIT, NIT, etc.) with financial commitment from one of the PSU oil companies
- Individuals with financial commitment from one of the PSU oil companies

### **Evaluation Procedure**

- The project proposals are initially scrutinized in-house by CHT. During initial examination, proposal is evaluated from eligibility point of view along with expected outcome and its relevance with scheme objectives outlined in guidelines. Required additional information is sought from applicants, wherever necessary.
- CHT proposes Chairman SAC to nominate Steering Committee for shortlisting the proposals for consideration by SAC.
- The applicant is required to give a detailed presentation for 15-30 minutes before the Steering Committee describing the features of the R&D Project and the expected outcome with time-lines. The Committee also deliberates upon cost involved and likely benefit to the target group.
- The Committee scrutinises all the proposals, advise modifications, if required and shortlists for consideration of SAC.
- Applicants of projects which are not approved by Steering Committee are informed along with reasons.

- SAC deliberate on all the shortlisted proposals and recommend the same for approval by Executive Committee (EC) / Governing Council (GC) of CHT.
- CHT signs Memorandum of Understanding (MOU) with participating agencies and a nodal agency is decided among participating agencies by CHT. Subsequently based on project cost, CHT forms Project Monitoring Committee (PMC) / Project Steering Committee (PSC) by taking one coordinator from each participating agency for monitoring of the project progress.
- Grant-in-aid is released based on the expenditure, utilization certificate and the project elements as defined in MOU.
- The progress of the project is reviewed regularly by PMC/PSC and the status is presented to SAC.
- Project closure/foreclosure are decided by SAC.
- Based on SAC recommendations, nodal agency submits the final report to CHT.

**APPLICATION PROCEDURE:**

Application format for submitting project proposal is given in **Annexure-A**. Proposals (in 2 hard copies and 1 soft copy) on the above lines are invited from Individuals, R&D Establishments, Technical Institutions and Industries as per the eligibility criteria. Proposals should be forwarded by the Director/ Head of the organization, by **31<sup>st</sup> August, 2017**, to:

**Executive Director**

Centre for High Technology  
9<sup>th</sup> Floor, OIDB Bhawan,  
Plot no. 2, Sector – 73,  
NOIDA – 201 301 (U.P.)  
Ph: 0120-2593701

**APPLICATION FORMAT FOR SUBMITTING PROJECT PROPOSAL**

***The various factors that are needed to be addressed in the R&D Project Proposal submitted to CHT, for funding by OADB through Scientific Advisory Committee, should cover the following points.***

1. Project Title
2. Executive Summary of the Proposal
3. Principal Co-ordinators & Investigators, Likely Partners and their particulars + brief CVs
4. Objective
5. Introduction and background
6. Current Status / developments in the proposed area
7. Novelty of the Proposal
8. Proposal details and Methodology
9. Project schedule / timeframe with milestones
10. Cost estimates / phasing of expenditure – covering detailed break-up about recurring & non-recurring costs like equipment costs (with justification), Manpower/Salaries, Consumables, Travel, Contingency/Overheads, Consultancy, etc.
11. Scope of Work and Work Plan (Activity-wise)
12. Resources Utilization (internal & external like infrastructure/facilities/manpower)
13. Responsibilities of other Collaborators, if applicable
14. Bar chart of Activities & milestones
15. References
16. Commercialisation Potential of the Proposed study
17. Deliverables (product, technology, report, software, IPR, data, etc.)
18. Payment Terms, if any (Normally CHT terms are followed)
19. Whether the research lab under the Institution, recognized by Government / DSIR

**DECLARATION**

I/We hereby declare that

- i) I/We have not undertaken this project earlier with any other organization
- ii) I/We have not taken any financial help for this project from any other institution
- iii) In case of receipt of grant-in-aid from CHT, financial help shall not be taken from any other govt. organization against this project.
- iv) Items, which are to be purchased, are listed with estimated cost of each.

Signature

Date: Principal Investigator

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