



KERALA BIOTECHNOLOGY COMMISSION, KSCSTE
BIOTECHNOLOGY TRAINING AND WORKSHOP (BTW)

Guidelines

1. Introduction

Kerala Biotechnology Commission is operating a programme called “Biotechnology Training & Workshop” as a part of Human Resource Development as well as R & D activities in the area of Biotechnology. The main objective of the training programme is to impart hands on training in techniques in Biotechnology. Besides demonstrating the techniques, participants should be encouraged to carry out the techniques/laboratory exercises themselves. These courses should be designed to train post graduate students, Doctoral students, Post Doctoral students, Young faculty and mid-career Scientists.

2. Who can apply ?

The Proposal can be submitted by University/Colleges, Central and State R&D institutions/ Organizations within the state for conducting the training programme. The proposal should consists of at least 3 scientists including (1) a Course Co-ordinator who have expertise in the research area of the proposed course (2) two others chosen as Core Faculty from the host institute and their consent regarding the participation in the course indicated in the proposal. The course should be designed to impart hands-on training in research techniques to post graduate students, Doctoral students, Post Doctoral students, Young faculty and mid-career Scientists so that participants can apply the skills in their research programmes.

3. Time slot to apply ?

Applications are invited twice every year – January and July.

4. How to apply ?

The applications are to be submitted online when notified.

5. Apply in prescribed format

- Format for budget proposal

Sl No	Item	Amount	Justification
1.	Honorarium		
2.	Organizing Expenses		
3.	Chemicals & Reagents		
4.	Training Manual		
5.	Publicity Materials		
6.	Travel Expenses		
7.	Refreshment		
Grand Total			

- relevant documents

6. Maximum grant amount:

Up to a maximum of Rs. 1.5 lakh

7. Procedure of operation of the scheme.

Scrutiny of the Application:

- The project proposal will be acknowledged with a reference number and other instructions, if any.
- The project proposal as per the format and norms of KSCSTE will be placed in the expertcommittee for final decision.

Peer review

- The PI may be called for presentation before Expert Committee Presentation before Expert Committee.
- The expert committee assesses the content and objectives of the proposed project and recommends the nature and quantum of assistance to be provided to each project.

The decision of KSCSTE based on the recommendations of the expert committee on such proposals shall be final.

8. Issuing Sanction Order

- **Date of Start of the Project:**

The schedule of the training programme should be given wide publicity. The information regarding course should be circulated to all the relevant R&D centres/universities.

At least 4 weeks time should be given to the candidates for submitting applications through their institutes. No registration fee/training fee should be charged from the course participants.

However a nominal fee can be collected from the participants to meet the cost of food, accommodation and transportation if necessary.

Partial financial assistance (70% of the total cost) before the date of commencement of training programme and the balance (30%) will be released only after the successful conduct of the programme

- **Submission of Progress Reports**

A brief report and a copy of the laboratory manual along with relevant details such as name and address of participants, feedback of faculty and participants also to be submitted with the SE&UC to the Kerala Biotechnology Commission/KSCSTE. The laboratory manual for training

programme should be made available to the participants at the beginning of the courses. Apart from giving detailed protocols for lab. Exercises / techniques, the manual should also include a brief theory of the practical, abstracts of the lectures illustrations, diagrams, if any to explain the techniques/protocols, references of important research papers published by the course coordinator and his group

- Progress Monitoring/Review procedure

The KBC reserves the right to terminate the project at any stage if it is convinced that the grant has not been properly utilized or appropriate progress is not made.

- Periodic submission of SE & UC

Institutes will be required to furnish statement of expenditure and utilization certificate within 1 month of completion of the course.

9. Release of further instalment of grant

The recipient institution shall forward a utilization certificate and audited statement of Expenditure (UC & SE) countersigned by the Head of the Institution to the Chairman, KBC, KSCSTE on completion of the project. The un-utilized portion of the grant amount at the end of the project period shall be refunded to the KSCSTE forthwith by DD in favour of the Member Secretary, KSCSTE payable at Thiruvananthapuram.

10. Project Completion Report

- How many copies to be submitted: One copy through e-mail.
- Asset Transfer Certificate: not necessary
- Project Closure Certificate: not necessary

11. Final review of the Project Report

A brief report and the laboratory manual along with relevant details such as name and address of participants, feedback of faculty and participants also to be submitted with the SE&UC to the Kerala Biotechnology Commission/KSCSTE. The remaining portion of Financial assistance (30%) sanctioned will be released to the Head of the Institution, only after the successful conduct of the Programme and subject to the submission of required documents as above.

12. General Conditions

The KBC reserves the right to terminate the project at any stage if it is convinced that the grant has not been properly utilized or appropriate progress is not made. Any form of canvassing shall disqualify the application.

Contact:

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