

# **Standard Operating Procedure (SOP) for Submission of Proposals: Hands-On Trainings/Workshops and Webinars**

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## **Background**

To enhance the capabilities of the Indian biotech industry, hands-on training/workshops, and webinars are supported by BIRAC to bridge the gap between academic training and industry needs. Over the years, BIRAC has provided several hands-on training/workshops and webinars specifically in food processing, nutraceuticals, synthetic biology, upstream/downstream processing, medical devices, and biopharmaceuticals.

For better outreach to the stakeholders, BIRAC welcomes 'conducting hands-on training/workshops and webinars' from the relevant organizations.

The applicants are encouraged to submit technically and scientifically intense proposals in biotechnology-related areas.

## **Application Submission**

- Applications must be submitted via the submission link on the BIRAC website only. No other modes of submission will be entertained.

## **Acknowledgment of Submission**

- Upon successful submission, applicants will receive an automatic acknowledgment via email. This acknowledgment will serve as confirmation that the application has been received.

## **Application Review Process**

The expert committee will review and shortlist applications every quarter of the financial year based on the following criteria:

- Eligibility (meeting the prerequisites of the event).
- Completeness of application materials as asked on the BIRAC website.
- Alignment of BIRAC's mandate with the event's objectives.
- A committee consisting of BIRAC officials and relevant experts will be evaluating the submitted proposals.

## **Key points to be considered prior to the proposal submission**

- The tentative budget of the proposed Hands-On Training/Workshops is restricted to a maximum of 25.00 lakhs only.
- The tentative budget for the proposed Webinar is restricted to a maximum of 1.00 lakh only.
- The proposal submitted by the applicant should be completed within 06 months post-approval of the proposed Hands-On Training/Workshops and Webinars.
- The submission tab will be active throughout the year on the BIRAC website.
- Each entity will be supported only once in a financial year.

- While submitting the application, the applicant should ensure that there is a fine gap of at least 5-6 months from when the proposal is put up to the actual date of the event.
- If the proposal is considered for financial support, the agenda and speakers may be finalized (before the event) in consultation with BIRAC.

### **For Hands-On Training/Workshops only**

- The proposed Hands-On Training/Workshops have to be a residential event for at least 3-4 days with equal stress on lectures and experiments.
- BIRAC-supported grantees have to be given a waiver of up to 20% on registration fees.
- The total no. of participants should not exceed 40 (including BIRAC-supported grantees, if any).
- Boarding/lodging for the participants should be made available (if required) although the payment may be done by the participants.

### **Communication of Results**

- Accepted proposals will be informed via email within the review timeline.
- Rejected proposals will also be notified, and they may be provided with feedback upon request.

### **Confirmation of Participation**

- Selected applicants must confirm their participation within 05 days of receiving the acceptance notification from BIRAC. If confirmation is not received, the spot may be offered to waitlisted applicants.

### **Record Keeping**

- All submitted applications, along with the corresponding documents, will be archived in the designated folder or system governed by BIRAC.
- BIRAC will maintain a record of accepted, waitlisted, and rejected applications.

### **Post-Event Feedback**

- Organizers are required to take feedback from all the participants. The same would need to be submitted to BIRAC at the end of the event.
- Feedback will be reviewed to enhance future events.

### **Special Circumstances**

- Any requests for deadline extensions, or special considerations must be submitted in writing to the organizing committee for review and decision.

## Contact Information

For any queries regarding the application process, please contact:

- Dr. Shilpi Gupta, Deputy General Manager (DGM), Technical Division, BIRAC ([sgupta.birac@nic.in](mailto:sgupta.birac@nic.in))
  - Dr. Sujit Das, Officer, Technical Division, BIRAC ([tech03@birac.nic.in](mailto:tech03@birac.nic.in))
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