**INDEX**

**MANUAL FOR**  [**(BIONEST)**](http://birac.nic.in/user/userdashboard.php?scheme=1)

|  |  |  |
| --- | --- | --- |
| S. No | Title | Page |
| 1 | **Basic Information** | 2 |
| 2 | **Particulars of the Applicant Organization** | 3 |
| 3 | **Principal Investigator** | 7 |
| 4 | **Applicant Team Members** | 8 |
| 5 | **General Information** | 9 |
| 6 | **Project Information** | 11 |
| 7 | **Proposal Objectives** | 12 |
| 8 | **Budget Breakup (BIRAC Contribution)** | 13 |
| 9 | **Budget Breakup (Applicant Contribution)** | 15 |
| 10 | **Total Budget** | 17 |
| 11 | **Additional Uploads** | 18 |
| 12 | **Final Submit** | 19 |

**Step 1: Basic Information**

**Basic Information**

\* Name Of The Organization

--Select--

*Select the organization name from the select box.*

Title of Proposal

\* Title of Proposal

*Write the brief name of proposal which is not exceeding 250 characters.*

--Select--

\* Category

*Please refer to the funding modality section in the rfp before selecting the category.*

--Select--

\* Type of Organization

*Please select your organization type*

--Select--

\* Subcategory

*Please select the subcategory*

--Select--

**\*** Duration (In Years)

 Please select the years.

Save and Continue

 Save your form.

Reset

Reset all your fields.

#### Step 2: Particular of the Applicant(s)

#### Particulars of the Applicant Organization

**Applicant Details**

####  Name of the Applicant User Name

**Contact Details**

####  Address1: RZ-3B/215, Address2: J Block

####  Street/Village Mathura Road City/Town New Delhi

####  State Delhi Country India

####  Pin/Zip code 110003 Landline +91-11-24389600

####  Fax +91-11-24389611 Website www.userwebsite.com

#### Above details are automatically comes while you are in applicant details page. These are the details which you filled at the time of registration.

#### \*Address1: Address2:

**Details of the Project Implementation Site**

#### Address3: City/Town:

India

--Select State--

#### Country: State:

**Pin/Zip Code: Landline:**

**Mobile Fax:**

Fill all the details under details of the project implementation site.

dd-mm-yyyy

**Brief Background of the Applicant**

Date of Incorporation of the Applicant

Set date of incorporation of the applicant in format: dd-mm-yyyy

**\*R&D Activity**

**\*Manufacturing**

**\*Trading / Imports & Marketing**

Fill all the details under Details of the Project Implementation Site.

#### Applicant Registration Details

* **\*Applicant Type** Public Limited Private Limited

Select Applicant Type accordingly.

Browse

**\*Registration Details**

Browse the Registration details file. Make sure your file is in PDF format.

Browse

**Annual Report for Previous Three Financial Year**

Browse the file. Make sure your file in PDF Format.

* **Are the Shares of the Company Held to the extent** YesNo

**Of 51% By Indian Citizens (including NRIs)?** Select your option accordingly.

* **Promoters Background Including Association**

Browse

**With Other Industries and Contribution In**

 **Those Industries** Browse file. Make sure your file in PDF format.

* **CA certified share holding pattern of the**

Browse

**Company** Prescribed Format

Browse file. Make sure your file in PDF format. Click on link “*Prescribed Format*” for prescribed format.

* **\*Please attach a scan copy of the PASSPORT**

Browse

**(First and last page only) or ADHAAR Card**

**Of all the shareholders holding more than**

**10% of company shares** Browse file. Make sure your file in PDF format.

#### Project Implementation Details

* **\*Incubation with any of the Yes No**

**Recognized Incubation Facility?**

If you choose yes, an additional browse box and text area will be appeared. You have to browse a related file and write some description about it.

Browse

**\*Upload**

#### Outstanding Loan

* **Are There Any Outstanding Loans? Yes No**

Browse

**\*Please Upload Details in**

**Prescribed Format**

If you choose “Yes”, a file browser box will be appeared. You have to browse a related file.

For prescribe format just click on “*Prescribed Format*” link.

* **Has The Applicant Received Yes No**

**/Applied For Funding From
 Government/Any Other Agency?
 If yes then details of research**

**Projects executed by the company in last 3 years.**

If you choose “yes”, a “Number of Times” select box will appeared. You have to choose the number and click on “Enter Details” button.

Enter Details

--Select--

**\*Number of Times**

After clicking on “Enter Details” button a “Funding Details” box will be appeared according to your selection in “Number of Times” select box.

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Project Title** | **Funding Agency** | **Total Project Cost (Rs. In Lakhs)** | **Present Project Status**  | **Date of Start** | **Date/Due Date of Completion** | **Amount Received As Grant-In-Aid (Rs. In Lakhs)** | **Amount Received As Loan (Rs. In Lakhs)** | **Total Approved Cost (Rs. In Lakhs)** |
|  |  |  | Select |  |  |  |  |  |

#### Funding Details

Fill all the details accordingly.

 If you don’t want to save this form now. You save it next time with modification.

Save

Save as Draft

Save your form.

Reset all your fields.

Reset

Cancel your form and it return you to main page

Cancel

(Proposal Submission form).

#### Step 3: Principal Investigator

--Select--

#### Principal Investigator Details

####  \*Title

#### \*First Name Last Name

DD-MM-YYYY

#### \*Designation \*DOB

#### \*Gender Male Female \*Highest Qualification

#### \*Email

#### \*Address1 Address2

#### \*Street/Village \*City/Town

#### Pin/Zip Code

#### \*State Country

India

--Select--

#### Landline

#### Mobile

Browse

#### Please Upload Resume in Prescribed Format

#### Note: Please download to fill the details and signed copy to be uploaded in PDF format.

#### Please Upload Industry’s Authorisation Letter to for Submission of Proposal in Prescribed Format

Browse

#### Note: Please download to fill the details and signed copy to be uploaded in PDF format.

#### \* Fill all the mandatory details for Primary key investigator details.

#### If you don’t want to save this form now. You save it next time with modification.

Save

Save as Draft

#### Save your form.

Cancel

#### Cancel your form.

#### Step 4: Applicant Team Members

#### Applicant Team Members

####

Close

Add New

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| S. No. | Name | Designation | Email | Landline | Mobile | Resume | Edit |
| 1 | User Name | User Designation | user@email.com | 011-24389600 | 9999999999 | View File | Edit |

####

The table data automatically added when you fill the form, which is appeared when you clicked on “Add New” button.

#### Key Investigator Details

#### \*Title

--Select--

#### \*First Name

#### \*Last Name

#### \*Gender Male Female

#### \*Designation

#### \*Landline

#### \*Mobile

#### \*Email

#### \*Please Upload

Browse

#### Resume in Prescribed Format (Click for the prescribed format)

#### Fill all the mandatory fields accordingly.

If you don’t want to save this form now. You save it next time with modification.

Save

Save as Draft

 Save your form.

Close

 Close the form.

**Step 5: Bionest Information**

**General Information**

**Is it a new initiative in your university /institution/Incubator/Hospital?**

 **Yes No**

**Name of Project Leader: Nodal person who will be handling the project and his /her competence.**

**Demonstrated experience in incubation in general. Any experience in bio‐business startup incubation**

**What is the demand for such facility at your Institution/Organization**

**What difference the proposed bio-incubator would make in nurturing and mentoring the Biotech start-ups originating in and around proposed facility?**

**What are the existing facilities and programs to support Biotech entrepreneurship?**

**Existing area dedicated for bioincubation**

In square feet

**What common instrumentation facility exists in the university/ institution/ incubation centre? Will this common instrumentation facility be available to the start‐ups in the proposed BioNEST?**

**Total no. of startups/incubatees supported till now?**

Select Number

After clicking on “Select Number” button a “Incubatee Details ” box will be appeared according to your selection in “Number of Times” select box.

|  |  |  |  |
| --- | --- | --- | --- |
| **S. No** | **Incubatee Name** | **Contact Details** | **Other Details** |
| **1.** |  |  |  |
| **2.** |  |  |  |

**Additional new start-ups that can be accommodated apart from the existing ones**

Select Number

According to your selection in “Number of Times” select box.

**What are the main strengths of the organization/institute that you would leverage for BioNEST in terms of - IPR, Wet labs, Business/tech expertise, legal, industry interaction platforms etc. which will be available to the startups/incubatees? Give details?**

 **Yes No**

**Please provide upload copy of approval from Host Institute for the same**

Browse

#### (Click for the prescribed format)

#### Upload the list of dedicated mentors who would help the start-ups companies

Browse

**Have you received any other grant from Govt. for establishing an incubator?**

 **Yes No**

**Please Specify**

Fill all the mandatory fields’ details accordingly.

If you don’t want to save this form now. You save it next time with modification.

Submit

Save as Draft

 Submit your form

**Step 6: Bionest Information**

**Project Information**

**Summary of the proposed project**

**Focus area of the proposed BioNEST**

**Operational Model for the proposed facility**

**Operational strategy/ Business strategy to be followed**

**Details of the governance model to be adopted**

**Sustainability model of the proposed project**

**The revenue projections from various streams**

**Total project cost (Rs. in Lakhs)**

|  |
| --- |
| **Applicant Contribution** |
| Financial |  |
| Space |  |
| Any Other Services |  |
| BIRAC Contribution: |  |

**Refurbishing/renovation and Recurring Cost: Certified cost of the refurbishing and renovation has to be provided**

Total area dedicated for the facility

**Distribution of the area under various activities**

|  |  |
| --- | --- |
| **Activity** | **Area (Sq. Feet)** |
|  |  |

Add Row

Delete Row

**Cost for refurbishing/renovation per Sq. Feet**

Fill all the mandatory fields’ details accordingly.

Submit

Save as Draft

**Step 7: Details of proposal: Key goals, Timelines**

**Project Objective**

**Objective**

**Timeline Of Activities For Bio-Incubator**

|  |  |  |
| --- | --- | --- |
| Year  | Activities  | **Deliverables - tangible and intangible** |
| Year 1 |  |  |
| Year 2 |  |  |

Fill all the mandatory fields’ details accordingly.

If you don’t want to save this form now. You save it next time with modification.

Submit

Save as Draft

 Submit your form

**Step 8: Budget Details**

**Budget Breakup – BIRAC Contribution**

**Budget break up under refurbishment and renovation**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Year** | **Area of refurbishment** | **Renovation and refurbishing of space** | **Lab furniture** | **Lab equipment** | **Total Area (In Lakhs)** |
| **Year 1** |  |  |  |  |  |
| **Year 2**  |  |  |  |  |  |
|  |  |  |  |  |  |

**Cost of Maintenance/Repair of Equipment’s/Chemicals**

|  |  |  |  |
| --- | --- | --- | --- |
| **Year** | **Maintenance/Repair of Equipment’s** | **Consumables & Chemicals** | **Total (In Lakhs)** |
| **Year 1** |  |  |  |
| **Year 2**  |  |  |  |
| **Total** |  |  |  |

**List of equipment proposed to be procured under the Project \*.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Instrument**  | **Approximate price per unit** | **Required units** | **Total Approximate price (In Lakhs)** |
|  |  |  |  |

\* *Invoice for each equipment will be required at approval stage.*

Delete Row

Add Row

**Administrative/Operational expences (Electricity, Furniture, Travel, Consumables & Contingency)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Year** | **Electricity, Water,Internet, Telephone,****consumables, etc** | **Travel** | **Workshop** | **Contingency** | **Total (In Lakhs)** |
| **Year 1** |  |  |  |  |  |
| **Year 2**  |  |  |  |  |  |
| **Total** |  |  |  |  |  |

**Manpower to be hired**

|  |
| --- |
| **Manpower** |
|  | **Monthly** |  |
| **Designation** | **No.** | **Pay (Rs.) Employee** | **Salary for Year 1** | **Salary for Year 2** | **Total (In Lakh)** |
|  |  |  |  |  |  |

\* *Provide rationale for hiring of manpower as proposed above.*

Delete Row

Add Row

Fill all the mandatory fields’ details accordingly.

If you don’t want to save this form now. You save it next time with modification.

Submit

Save as Draft

 Submit your form

**Step 9: Budget Details**

**Budget Breakup – Applicant Contribution**

**Budget break up under refurbishment and renovation**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Year** | **Area of refurbishment** | **Renovation and refurbishing of space** | **Lab furniture** | **Lab equipment** | **Total Area (In Lakhs)** |
| **Year 1** |  |  |  |  |  |
| **Year 2**  |  |  |  |  |  |
|  |  |  |  |  |  |

**Cost of Maintenance/Repair of Equipment’s/Chemicals**

|  |  |  |  |
| --- | --- | --- | --- |
| **Year** | **Maintenance/Repair of Equipment’s** | **Consumables & Chemicals** | **Total (In Lakhs)** |
| **Year 1** |  |  |  |
| **Year 2**  |  |  |  |
| **Total** |  |  |  |

**List of equipment proposed to be procured under the Project \*.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Instrument**  | **Approximate price per unit** | **Required units** | **Total Approximate price (In Lakhs)** |
|  |  |  |  |

\* *Invoice for each equipment will be required at approval stage.*

Delete Row

Add Row

**Administrative/Operational expences (Electricity, Furniture, Travel, Consumables & Contingency)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Year** | **Electricity, Water,Internet, Telephone,****consumables, etc** | **Travel** | **Workshop** | **Contingency** | **Total (In Lakhs)** |
| **Year 1** |  |  |  |  |  |
| **Year 2**  |  |  |  |  |  |
| **Total** |  |  |  |  |  |

**Manpower to be hired**

|  |
| --- |
| **Manpower** |
|  | **Monthly** |  |
| **Designation** | **No.** | **Pay (Rs.) Employee** | **Salary for Year 1** | **Salary for Year 2** | **Total (In Lakh)** |
|  |  |  |  |  |  |

\* *Provide rationale for hiring of manpower as proposed above.*

Delete Row

Add Row

Fill all the mandatory fields’ details accordingly.

If you don’t want to save this form now. You save it next time with modification.

Submit

Save as Draft

 Submit your form

**Step 10: Budget Details**

**Total Budget Required**

**BIRAC Contribution**

|  |  |  |
| --- | --- | --- |
| **Recurring Budget** | **Non Recurring Budget** | **Total (In Lakhs)** |
|  | **0** | **0** |

**Applicant Contribution**

|  |  |  |
| --- | --- | --- |
| **Recurring Budget** | **Non Recurring Budget** | **Total (In Lakhs)** |
|  | **0** | **0** |

**Total Budget of the Proposal**

|  |  |  |
| --- | --- | --- |
| **BIRAC Contribution** | **Applicant Contribution**  | **Total Budget (In Lakhs)** |
| **0** | **0** | **0** |

\*Your data is already uploaded. Hence details verify accordingly.

**Verify**

**Step 11: Additional Uploads**

**Additional Uploads**

**\* Upload File – 1**

Browse

**\* Upload File – 2**

Browse

Browse

**\* Upload File – 3**

**\* Upload File – 4**

Browse

Browse

**\* Upload File – 5**

Fill all the mandatory fields’ details accordingly.

Save

Save your form

Cancel

 Cancel you form

**Step 12: Final Submission**

#### Final Submit

\* Review all your forms whom status is “DONE” after review click on “Final Submit” Button.

\* Make sure all the forms has status “DONE”, before you click on “Final Submit” Button.