

WESTERN REGIONAL CENTRE ICSSR, MUMBAI

**PROFORMA FOR SEEKING FINANCIAL ASSISTANCE
TO ORGANISE**

RESEARCH METHODOLOGY COURSE / CAPACITY BUILDING PROGRAM

1. Name and address of the Organiser

2. Name of the Institution:

3. Details of RMC/ CBP

4. Proposed Dates

5. Venue

6. No. of expected Participants:

Local	From State & Other States	Total

7. Amount expected from the WRC

(Budget allocation details for RMC & CBP is provided in Information Annexure)

8. Other Source of funding

Other Sources of Funding	Amount expected

9. Justification for organising the proposed program / Workshop:

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10. Kindly enclosed the following: (As Appendix)

<p>(A) Concept Note (at-least 1 page) (B) List of Resource Persons with address & confirmation (C) Programme details: Date-wise and session-wise break-up of themes including inaugural and closing address</p>

<p>Date</p> <p>Place</p> <p>Name and Address of Programme Coordinator</p>	<p>Signature Stamp</p>
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Information Annexure:

- 1. Budget Allocation of RMC (10 days)**
- 2. Budget Allocation of RMC (10 days - Online)**
- 3. Budget Allocation of CBP (12 days)**
- 4. Budget Allocation of CBP (12 days)**

**1. Budget Allocation for RMC
Duration (Day):10 working days**

S. No.	Expenditure Head	No.	Unit Cost (Rs.)	Maximum Limit (In Rs.)
1.	Travel Outside the state Resource Persons (5 within & 5 outside the state)	10	--	1,15,000/-
	ICSSR Observer (s) Participants (10 within & 10 outside the state)	20		20,000/-

2.	Honorarium Outside the state Resource Persons per session (5x2=10x3000= 30000/-)		3000/ per session	30,000/-
	Within the state Resource Persons per session(5x2=10x3000= 30000/-)		3000/ per session	30,000/-
	Local Resource Persons per session (5x2= 10x2500= 25,000/-)		2,500/ per session	25,000/-
	Course Director		1000/ per day	10,000/-
	Co-Course Director		500/ per day	5,000/-
3.	Stay Costs Outstation Resource Persons Participants			1,00,000/-
4.	Food charges (Rs.500 per day, per person)			1,50,000/-
5.	Course material			15,000/-
6.	Field work			20,000/-
7.	Contingency (including paper, stationary, photocopying, advertisement costs etc.	--	--	20,000/-
8.	Overhead charges payable to organising institution		--	10,000/-
	TOTAL			5,50,000/-

*The duration of each session is one and half hour (90 Minutes). Number of sessions 30**. The total Resource Persons from outside the state can be 5, from the state can be 5 & local Resource Persons can be 5 to 8. Resource Persons from outside the state and from the state will be assigned two (2) sessions each, while local Resource Persons may be assigned 1 to 2 session/s subject to a maximum limit of 10 lectures in all the three categories.*

**2. Budget Allocation for Online RMC
Duration (Day):10 working days**

S. No.	Expenditure Head	Unit Cost (Rs.)	Maximum Limit (In Rs.)
1.	Honorarium		
	Outside the state Resource Persons per session (5x2=10x2500= 25000/-)	2500/ per session	25,000/-
	Within the state Resource Persons per session (5x2=10x2500= 25000/-)	2500/ per session	25,000/-
	Local Resource Persons per session (5x2=10x2000= 20,000/-)	2,000/ per session	20,000/-
	Course Director	500/ per day	5,000/-
	Co-Course Director	400/ per day	4,000/-
2.	Contingency (including stationery, course material, technical support, online publicity etc.)	--	12,000/-
3.	Overhead charges payable to organising institution	--	6,000/-
	TOTAL		97,000/-

*The duration of each session is one and half hour (90 Minutes). Number of sessions 30**. The total Resource Persons from outside the state can be 5, from the state can be 5 & local Resource Persons can be 5 to 8. Resource Persons from outside the state and from the state will be assigned two (2) sessions each, while local Resource Persons may be assigned 1 to 2 session/s subject to a maximum limit of 10 lectures in all the three categories.*

3. Budget Allocation for CBP
Duration (Day): 12 working days

S . No.	Expenditure Head	No.	Unit Cost (Rs.)	Maximum Limit (in Rs.)
1.	Travel Outside the state Resource Persons (6 within & 6 outside the state) ICSSR Observer	12		1,34,000/-
	Participants (10 within & 10 outside the state)	20		65,000/-
2.	Honorarium Outside the state Resource Persons per session (6x2=12x3000= 36000/-) Within the state Resource Persons per session(6x2=12x3000= 36000/-) Local Resource Persons per session (6x2=12x2500= 30,000/-)		3000/per session 3000/per session 2500/ per session	36,000/- 36,000/- 30,000/-
	Course Director Co-Course Director		1000/per day 500/per day	12,000/- 6,000/-
3.	Stay Costs Outside the state Resource Persons Participants			2,00,000/-
4.	Food charges (Rs.500 per day, per person)			2,00,000/-
5.	Filed Work			25,000/-
6.	Course Material			14,000/-
7.	Contingency (including paper, stationary, photocopying, advertisement costs etc.			30,000/
8.	Overhead charges payable to organising institution			12,000/
	TOTAL			8,00,000/-

*No. of resource persons 18 (6 Local, 6 within the state and 6 outside the state). The duration of each session is one and half hour (90 Minutes). Total sessions 36. ** The total Resource Persons from outside the state can be 6, from the state can be 6 & local Resource Persons can be 6 to 8. Resource Persons form outside the state and from the state will be*

assigned two (2) sessions each, while local Resource Persons may be assigned 1 to 2 session/s subject to a maximum limit of 12 lectures in all the three categories.

4. Budget Allocation for Online CBP

Duration (Day):12 working days

S . No.	Expenditure Head	Unit Cost (Rs.)	Maximum Limit (in Rs.)
1.	Honorarium	2500/per session	30,000/-
	Outside the state Resource Persons per session (6x2=12x2500= 30000/-)		30,000/-
	Within the state Resource Persons per session (6x2=12x2500= 30000/-) “ (other them local resource person)	2500/per session	
	Local Resource Persons per session (6x2=12x2000= 24,000/-)	2000/ per session	24,000/-
	Course Director	500/per day	6,000/-
	Co-Course Director	400/per day	4,800/-
2.	Contingency (including stationery, course material, technical support, online publicity etc.)		15,000/-
3.	Overhead charges payable to organising institution		6,000/-
	TOTAL		1,15,800/-

No. of resource persons 18 (6 Local, 6 within the state and 6 outside the state). The duration of each session is one and half hour (90 Minutes). Total sessions 36. ** The total Resource Persons from outside the state can be 6, from the state can be 6 & local Resource Persons can be 6 to 8. Resource Persons form outside the state and from the state will be

assigned two (2) sessions each, while local Resource Persons may be assigned 1 to 2 session/s subject to a maximum limit of 12 lectures in all the three categories.