F. No. I-11011/1/2019-CC-MOSPI
Government of India
Ministry of Statistics & Programme Implementation
(Computer Centre)
*****

East Block–10, Sector-1,
R. K. Puram, New Delhi-110066
Dated: 23.07.2024

NOTIFICATION

With the approval of Competent Authority, the operational guidelines for the DI Lab component of Capacity Development Scheme are hereby notified. The DI-Lab component has been envisioned to promote innovation & adoption of Information Technology in the field of Official statistics and address challenges faced by the National Statistical System. The approved guidelines are enclosed herewith.

(Tapan Das)
Under Secretary to the Govt of India

Enclosure: As stated

To

1. All Secretaries to the Government of India (As per the list attached)
2. All Director Generals, MoSPI
3. All Divisional Heads of MoSPI
4. Additional Secretary, MoSPI
5. Joint Secretary, MoSPI
6. AS&FA, MoSPI
7. DDG (CICD), MoSPI
8. Web Unit, Computer Centre, MoSPI, with a request to upload the same on the Ministry's website

Copy to:

PPS to Secretary, MoSPI

DATA INNOVATION LAB (DI Lab)

Concept and Guidelines

Contents

ABBREVIATIONS USED

(I)	ADG:	Additional Director General
(II)	CC:	Computer Centre
(III)	DIID:	Data Informatics and Innovation Division
(IV)	DI Lab:	Data Innovation Lab
(V)	GC:	Governing Council
(VI)	IFD:	Integrated Finance Division
(VII)	IP:	Intellectual Property
(VIII)	ISI:	Indian Statistical Institute
(IX)	MeitY:	Ministry of Electronics & Information Technology
(X)	MoSPI:	Ministry of Statistics & Programme Implementation
(XI)	MoU:	Memorandum of Understanding
(XII)	NIC:	National Informatics Centre
(XIII)	NOC:	No Objection Certificate
(XIV)	NSO:	National Statistical Office
(XV)	NSS:	National Statistical System
(XVI)	PMU:	Project Management Unit
(XVII)	PoC:	Proof of Concept
(XVIII)	PSA:	Principal Scientific Advisor
(XIX)	QBS:	Quality-based Selection
(XX)	QCBS:	Quality & Cost Based Selection
(XXI)	RBI:	Reserve Bank of India
(XXII)	REOI:	Request for Expression of Interest
(XXIII)	RFP:	Request for Proposals
(XXIV)	SC:	Selection Committee
(XXV)	SDG:	Sustainable Development Goals
(XXVI)	SDRD:	Survey Design & Research Division
(XXVII)	SMD:	Subject Matter Division
(XXVIII)	SSD:	Social Statistics Division
(XXIX)	TAC:	Technical Advisory Committee

(i)   <u>Methodological studies</u>: Methodological studies refer to studies that aim to improve the quality of products of National Statistical System.

(ii)   <u>Beta Statistics</u>: Beta statistics involve new statistics developed which use innovative /alternative & emerging data source including administrative statistics, new & innovative data collection/processing/dissemination methodologies. Beta statistics may initially come with a higher margin of error as data/ methodologies used are experimental in nature.

1) INTRODUCTION

Ministry of Statistics and Programme Implementation (MoSPI) of the Government of India has taken a number of initiatives to transform the statistical data ecosystem which inter-alia include creation of a Data Catalogue Portal for dissemination of key data products of MoSPI, developing a Central Data Repository, E-sigma Solution for large socio-economic surveys, as well as a framework for measuring Sustainable Development Goals (SDGs).

Under the proposed IT initiatives of the Ministry, Computer Centre(CC) [erstwhile Data Informatics and Innovation Division (DIID)] of MoSPI has been mandated to facilitate imbibing new technology solutions in the field of Data Acquisition, Processing and Dissemination and other related field of Official Statistics. There is a requirement of continual improvement and innovation in the field of Official Statistics which can be achieved by setting a Data Innovation- Lab (DI Lab). This will provide a safe place for experimentations and create a network of institutions for strengthening the eco system for innovation. .

2) OBJECTIVE

Objective of Data Innovation Lab is to promote innovation, adoption of Information Technology in the field of official statistics including survey related methodology and address the challenges being faced by the National Statistical System (NSS).

Data Innovation Lab will create an ecosystem for experimentation, offering new ideas and their Proof-of-Concept through wider participation of individuals such as entrepreneurs/ researchers from National & International Organizations, and other organizations including start-ups, academic-research organizations and Institutes of National & International eminence, etc.

3) APPLICABILITY

This document contains the broad policy and contours for operational matters related to DI Lab. These following aspects are incorporated in the guidelines of the document:

1. Eligibility
2. Selection process
3. Project implementation
4. Periodic assessment
5. Likely Tenure
6. Exit procedure/ Verification protocol

4) GOVERNANCE/ ADMINISTRATIVE SETUP

The Governance framework of DI Lab would comprise:

(i)   Apex level governance & issuance of guidelines by **Governing Council** (GC);

(ii)   **Selection Committee** (SC) to select the project/ solutions to be undertaken in the DI Lab;

i.   Governing Council (GC) Constitution:

a.   Secretary, MoSPI- Chairperson
b.   Director General (C&A)- Member
c.   Director General (Statistics)- Member
d.   Director General (Survey)- Member
e.   AS&FA, MoSPI - Member
f.   Representative of Office of PSA, Govt. of India – Member
g.   Representative of ISI, Delhi – Member
h.   Representative of NITI Aayog
i.   Representative of Department of Science & Technology
j.   Additional Director General (CC) - Member Secretary

Quorum will comprise 6 members.

Terms of Reference of the GC:

1.   To decide the Guidelines/ framework for Data Innovation Lab
2.   To approve the Annual Action Plan of Data Innovation Lab including any mid-term correction/ change
3.   To select problem statements as recommended by the selection committee
4.   To conduct periodic review of the progress of projects
5.   To approve the financial assistance to the selected entity and to decide on other administrative and financial aspects related to running the DI Lab (e.g., remuneration to the mentors, etc.)
6.   Any other matter pertaining with DI Lab.

ii.   Selection Committee (SC) Constitution:

a.   Director General(C&A)- Chairperson
b.   Additional Director General (CC)- Member
c.   Additional Director General of concerned Division
d.   Director/ DS, IFD- Member
e.   Expert to be nominated based on Technology (from academic institutions of repute such as IITs, IIMs, etc.)
f.   Expert to be nominated based on Data analysis (from academic institutions of repute such as IITs, IIMs, etc.)
g.   Two technical experts as per need from pool of experts created for the purpose
h.   Deputy Director General (CC) - Member Secretary

The experts at (f) above will be nominated with the approval of Chairperson SC.

Note: Additional experts may be co-opted from Domain/pool of experts, if required. The Committee may be constituted as per the requirement of the projects and other than ex-officio members all other members will be co-opted accordingly.

Terms of Reference of Selection Committee:

1. Selection of the problem statement for DI Lab for consideration of the GC
2. Defining the criteria for selection of entities proposing solutions, prior to REOI/ RFP.
3. To recommend the selected entity along with financial assistance, to the GC.
4. Nomination/ Specifications for mentoring team/ pool of experts
5. To undertake Technical examination of DI-Lab proposals.
6. To give advice on technical matters to GC as required.
7. To nominate mentors for support and mentoring, if required for the selected project.
8. To define and recommend upon the deliverables with respect to specific problem statements
9. To define and recommend exit of a selected entity including under-performance, if required.
10. Any other matter as decided by Governing Council.

iii.   Pool of Experts:

A pool of experts from institutions/ organisations on various technological aspects related to ICT and other areas like data acquisition, data integration, data management, data retrieval, data dissemination, data storage, processing, analytics, visualization, security, archival & data governance. Real time data aggregation and dissemination through API integration with different systems. Microservices architecture for software development utilizing cloud managed services for compute, API gateway, load balancing, Database, CICD deployment, autoscaling and serverless technologies for cost optimization and performance Machine Learning models for anomaly detection, time series, predictive analysis etc. as per the data and use case, etc may be created . The above topics are indicative in nature and experts for additional topics may be considered based on the project requirements.

The institutions/ members may be identified based on their expertise and experience in handling technology/ data science tools/ data analytics/ statistics/ public policy related issues, etc. The suggested list of institutions proposed below are indicative and not exhaustive and can be extended with the approval of GC. A pool for experts may be constituted from the suggested list below.

- Reserve Bank of India (RBI)
- Academic institutions of repute such as ISI, IITs, IIMs, etc.
- National Payments Corporation of India (NPCI)
- Representative of NIC
- Representative from PSA

- National Association of Software and Service Companies (NASSCOM)
- Goods and Services Tax Network (GSTN)
- National Council of Applied Economic Research (NCAER)
- Eminent experts in official statistics, data sciences, survey methods and related aspects.

Grievance Redressal

The Public Grievances Redressal Machinery in MOSPI and all its Attached / Subordinate offices is functioning as per guidelines of the Department of Administrative Reforms and Public Grievances. (reference: https://darpg.gov.in/sites/default/files/PGR_Guideline.pdf) and the same will be the mechanism for grievance redressal of DI Lab as well.

Data Innovation Lab would be anchored at CC and will work under the overall supervision of Additional Director General (ADG), CC. The functions related to formation of DI Lab like creation of sand boxing environment/availability of Hardware and software etc. may be facilitated through appropriate partners/outsourcing.

DATA INNOVATION LAB: GUIDELINES

The DI Lab will be responsible for creating an ecosystem for innovation for strengthening of National Statistical System (NSS), which primarily include the strategic partnerships with institutes/ organizations of repute for their participation in the ecosystem, stakeholder consultation for identification of problem statements and work for technological solutions of the identified problem statement/ project. Activities such as DATATHON, Workshops etc. will also be organized for wider publicity and getting the capable and competent proposals on the problem statements. The indicative activities envisaged for strengthening of an ecosystem for innovation include, but not limited to the following:

STRENGTHENING OF ECOSYSTEM	
OUTREACH ACTIVITIES	
Collaboration for solutions to Problem Statements	Individuals such as entrepreneurs, researchers from National & International Organizations, and other organizations including start-ups, academic-research organizations and Institutes of National & International eminence, etc.
MoU	MoUs would be signed between the DI Lab and various academic institutions (mainly institutes of national importance) to build an ecosystem for partnership for sensitization of interested individuals/ participants towards various problems being faced by the NSO in the official statistical system as well as to encourage participation for identification of pertinent challenges to the NSS as well as building innovative solutions towards addressing the same. It shall cover the collaborative activities and roles/ responsibilities of both the parties and will be non-commercial. (Design & Problem statement).
Contract Agreement	Contract Agreement would be signed with selected entities in agreed Contract Agreement format where financial terms along with deliverables and timelines would be laid down. There is no bar on collaboration amongst institutions, they will identify a project lead amongst them. It may be noted that an individual researcher from an institution (e.g., a university) will be treated as institution for the purpose of this activity as s/he will be representing the University and shall sign the contract after taking NOC /approval from the University.

Workshops and Seminars	For sensitization and proactive participation, workshops and seminars including datathons will be organized with organizations working in the fields of technology and data science.
Access to data and software	To facilitate the selected organization/ individuals in extending role-based access for MoSPI data sets and software available with MoSPI. Solutions using open-source technologies and technologies which are cloud native shall be encouraged. An appropriate sandboxing environment for innovation and appropriate hardware and software may be made available through outsourcing or otherwise.
Building of an Electronic platform	Building of an Electronic platform (DI-Lab Portal) for wider publicity, dissemination of problem statements, seeking inputs on the area of challenge in the field of data science.

Problem statements/ Terms of Reference of various assignments shall be published online including on the Central Public Procurement Portal [https://eprocure.gov.in/cppp/] as part of Request for Expression of Interest [REOI]/ Request for Proposals [RFP] and solutions/ proposals shall also be received online through the same portal following agreed procedures as relevant Govt of India guidelines published in this respect from time to time.

5) ELIGIBILITY

Admission to the DI Lab is open for all desirous entities in the field of data science and technology and other areas related to official statistics including but not limited to following:

- Faculty members/ student teams from institutes/ universities of repute, individually or collaboratively/ other organizations and institutes from the relevant field
- Start-up companies
- Freelancing Data Scientists
- Data Science/ Big data related bloggers
- Research agencies
- International organizations aided entities in the relevant field
- Individuals with proven credence in the field of Data Science/Technology

A suitable safeguard may be built in selection criteria at the time of issuance of RFP etc to ensure selection of capable entities.

6) SCOPE OF PROBLEM STATEMENT/ IDEAS AND SALIENT FEATURES OF THE PROPOSED SOLUTIONS:

Scope of problem statements shall be elaborated in the form of a Terms of Reference and shall form part of REOI/ RFP.

EOIs/ RFPs and proposals in response to the same:

(i) shall need to be aligned for new innovative models of data Acquisition, Processing, Dissemination and Usage of data, and encouraged to explore new models of Data Representation (meaningful reference and interpretation for various levels of decision making), and/ or methodological studies;

(ii) may cover cross-cutting themes (to organically break the sectoral silos in data-sets; particularly relevant in the case of measuring implementation and impact of SDGs);

(iii) may propose research on methodological innovations. This would help in developing standards for data collection, collation and dissemination; producing useful macro and micro indicators and their proxy capture values; and increasing international comparability of Indian data sets; and

(iv) shall need to be submitted in the format attached to the REOI/ RFP template or other relevant formats as mandated.

7) SELECTION PROCESS

GC would be making the selections based on recommendations of SC.

Selection of problem statements/ solutions to selected problem statements would be strategically aligned to the requirement of the National Statistics Office (NSO) and other official statistics agencies including other government Ministries/ departments and state governments and would be elaborated through a Terms of Reference. We may deal with selection more strategically to capture the exact subset of target individuals and entities, but at the same time, flexible enough to encourage new models of engagements (for example, team-based/ consortium entries).

In cases where there is requisite clarity on the Scope of Work (SOW) for solutions to a problem statement, then the Request For Proposal (RFP) may be published without seeking any Expression of Interest (EoI). However, since the projects would require innovation in the proposed solution, hence clarity may be lacking in some case (in the scope of work). In such situations, an EoI may be made to gauge the available options and before finally arriving at the clear scope of work (which in turn may be used while publishing the final document). All areas of Official Statistics including Survey related methods may also be considered if a suitable response is received. Further, information sessions could also be conducted before launching the request for EoI/ RFP to scout for theme-based list of problem statements and target organizations. The PMU engaged with MoSPI may assist in management of the scheme including outreach and communications.

An EOI should be ISSUED under the following typical circumstances:

- Scope of work is not clear, hence, an EOI could help the Nodal Agency to define and refine the scope of work through discussions with potential Consultants
- To conduct a market assessment for possible advisory services and Consultants
- Multiple approaches are possible and hence require expertise in identifying the best approach
- Budget estimates are unclear (or flexible)
- For all consultancy contracts exceeding estimated cost of Rs. 25 Lakhs in case ministry decides to undertake consultancy for DI Lab.

7.1) EVALUATION PROCESS

EOI/ proposals against RFP would be invited online in a transparent and competitive manner in accordance with disclosed criteria and in accordance with procedures set out in guidelines of Government of India. After receiving the EoI/ proposal from the respective organizations/ agencies/ individuals/ start-ups, the evaluation process would be as follows:

(A) Preliminary Examination

DI Lab through PMU will undertake the preliminary examination of detailed EOIs/ proposals received to check for compliance with disclosed shortlisting and eligibility criteria based on the proposal received online (applications will be called on email till the development of online portal for DI Lab). The prequalification criteria will be evaluated to ascertain the completeness of the application. If required, further documents/ information may be sought by DI Lab from the applicant in case it is historical in nature, and only if it has been mentioned in the EOI/ RFP but supporting documentation has not been submitted by the applicant. For each application, a brief note covering the project objective, strategy, relevance and usability of the proposed solution for NSS will be prepared by Computer Centre with assistance from PMU..

(B) Detailed Screening by the Selection Committee (SC)

The Selection Committee would evaluate each proposal in two parts- (a) Technical Evaluation, and (b) Financial Evaluation. (Financial evaluation shall not be relevant under EOI process and is applicable only when the process moves to RFP stage. The objective of EOI shall be limited to identification of possible bidders and defining the scope with clarity).

Under Technical Evaluation, the Selection Committee will examine the proposal on multiple pre-defined metric and decide on the proposal's suitability, acceptability and feasibility in the context of improvising/ strengthening of National Statistical System. Additional experts may be co-opted, if required, by the Selection Committee.

Committee will mandatorily have a presentation from the proposer.

Under Financial Evaluation (applicable during the RFP stage), the Selection Committee will examine the financial support sought for vis-a-vis the efforts of the proposer and, if needed, may further discuss/ negotiate on the milestones and deliverables/ price, and sign the contract in agreed form of contract if negotiations with the selected entity are successful.

The most appropriate method will be arrived at based on the complexity of the problem statement and the related constraints.

Overall Project will be governed by the extant GFR, 2017.

The final recommendation of the SC will be sent to GC for their consideration.

(C) Redressal of Grievances

The Public Grievances Redressal Machinery in MOSPI and in the Ministry and all its Attached / Subordinate offices is functioning as per guidelines of the Department of Administrative Reforms and Public Grievances (reference: https://darpg.gov.in/sites/default/files/PGR_Guideline.pdf).

(D) Contract Agreement

The agreement between DI Lab, CC and selected entity will be finalized as per specific requirement of the problem statement, based on the conditions stated in bidding document/ ToR for a problem statement and the proposed solutions.

8) BUILDING PARTNERSHIPS

MoUs may be forged between the DI Lab and various academic institutions to build an ecosystem for partnership for sensitization of interested individuals/ participants towards various problems being faced by the NSO in the official statistical system as well as to encourage identification of pertinent challenges to the NSS and participation for building innovative solutions towards addressing the same. The MoU shall focus on overall intent of engagement with an organization and DI Lab, CC for working in furtherance of DI Lab mandate. It shall cover the collaborative activities and roles/ responsibilities of both the parties and will be non-commercial.

9) PROJECT IMPLEMENTATION

Selected entity will execute the project to offer a technological solution to the problem statement received/ floated by DI Lab. Desired support in terms of access to data, infrastructure (hardware and software)/Environment   and technical know-how available with the organization's domain expert along with mentorship, if required will also be

facilitated. Solutions using open-source technologies and technologies which are cloud native shall be encouraged. DI Lab will review the progress of the execution from time to time and its continuity/ closure, etc. will be recommended accordingly.

9.1) SUPPORT AS DECIDED BY GC

- Physical Infrastructure- Office Space, Shared resources such as Meeting rooms, Conference rooms etc.
- Utilities such as Electricity and Internet
- IT support- Software available with CC, Datasets of MoSPI, Sandboxing environment etc.
- Remuneration and funding as put forth in the proposal, and as approved by Governing Council
- Advisory and Coaching - Mentoring, advice from experts from related fields, if required

9.1.1) FINANCIAL SUPPORT

Financial Support for the innovative solutions is fundamental for encouraging prospective partners. Commercials/ financial assistance under DI Lab has been divided into three parts: -

9.1.1.1) REGULAR ACTIVITIES

DATATHONS/ WORKSHOPS/ EVENTS FOR SENSITIZATION AND AWARENESS Conduct events and competitions to create awareness and identify problem-solving groups	
Problem Statement	Identification of problem statements through stakeholder consultations Handling user interaction/ inquiries and maturing the communication.
Content Development	Each problem statement would be elaborated, explained through a self-explanatory video or any other means that would increase coherence.
Datathons/ Workshops/ Events	Large scale events will be organized at least once in a year. Need based small Workshops/ Sensitization program will be organized according to potential/ probable audience/ participation.

9.1.1.2) FINANCIAL SUPPORT TO THE SELECTED PROJECT

Contracts with Selected Entities: For implementation of the idea and generating beta statistics or implementing solution, a work order (sanction for each project) starting from Rs 5 lakhs and upto Rs. 1 crore may be issued after recommendation of the Selection Committee with the overall approval of the Governing Council.

Firms/ Research Institutes/ Universities/ Individuals etc. (refer section 5) who have been awarded a contract can be paid upto Rs.50,000 or 10 % of the contract amount, whichever is lower, upon submission of an Inception Report outlining the Proof of Concept of the solution, after recommendation of the Selection Committee and with the overall approval of the Governing Council. The contract will specify the milestones, timelines and deliverables along with the payment schedule and other terms of condition of the project implementation. In exceptional cases, based on complexities and required technological interventions, GC may relax the upper ceiling of Rs 1.0 Cr.

Honoraria: For non-official members in the DI Lab Committees honorarium and TA/ DA as per prevailing guidelines of DoE will be authorized/reimbursed. As on date, honorarium of Rs 4000/- per meeting and TA/DA entitlements as per DoE OM dated 14.09.2017.

A suitable honorarium for mentoring by non-official experts may be decided by the GC.

9.2) IMPLEMENTATION/ INCUBATION/ STABILISATION OF THE PoC/ APPROVED PROPOSAL

The ultimate aim is to imbibe the offered solution into the National Statistical System (NSS). For this to happen necessary process re-engineering and adoption of the innovation will also be supported through CC.

On the request of MoSPI and based on mutually agreed terms and conditions, the selected entity who has developed the solution will prepare the detailed mainstreaming plan for the solution and GC will decide on continuity of the proposal and financial support, if any, required for the same. However, CC in collaboration with user division of MoSPI, may also decide on continuity of the proposed solution at its own without having any formal engagement with the proposer of the solution.

The proposer may apply/ register the solution for its IPR and Patent jointly with MoSPI. In case, a proposer/ solution implementer/ agency gets the IPR or any patent then perpetually irrevocable/unrestricted and unlimited rights for using/ accessing the implemented solution with all its source code and technology will be extended to MoSPI without any further financial obligation. MoSPI will be free to advance/ amend/ change/ upgrade the implemented solution without any financial commitment for using IPR/ Patent of the solution implementer/ agency. Incorporation of the relevant clauses towards IPR/ Patent in agreement with solution implementer/ agency will be done by CC in the contract. However, MoSPI will not exploit any solution implemented in DI Lab commercially but it may facilitate/ extend all solutions of DI Lab to other ministries/ state govt/ autonomous entities/ to other organizations for Research and academical purpose. Any technology used for the purpose of providing solution to the problem statement

which is already patented by the entity shall considered to be available for use as part of the solution free of cost by MoSPI for any purpose as indicated above if needed.

Note:

a. *Financial Support to participants/applicants/proposer for developing and implementing the solution will be provided after due administrative and financial approval from competent authority.*

b. *Financial Aspect for continuity/stabilization of proposed solution may be dealt jointly by Innovation Lab and respective division of MoSPI and shall not be considered as part of initial solution.*

c. *REOI/ RFP would be called for. TORs/ problem statement shall also form part of the REOI/ RFP. Modifications if required can be done with the prior approval of governing council.*

10) PERIODIC ASSESSMENT

The CC will periodically evaluate the performance of the various projects in the DI Lab. GC will be updated on the status of projects. During the implementation of the deliverables of a problem statement, SMD/ Computer Centre would be closely involved in monitoring and review.

11) LIKELY TENURE

It is expected that each proposal accepted for implementation will be of a duration of 12 months. However, it may be extended on need and performance. Any extension beyond 24 months will be subject to approval of the GC.

12) EXIT

Exit from the DI Lab will take place under the following circumstances but not limited to:

- Completion of project duration.
- Underperformance of team or non-viability of the proposition.
- Irresolvable disputes.
- Any acquisition, change, merger, amalgamation or reorganization of the team involved.
- Non-compliance of the terms and conditions of DI Lab.
- Any other reasons for which the DI Lab may feel it necessary for the stakeholder to exit.

The decision of the GC of DI Lab regarding the exit shall be treated as final and not be disputed in any legal forum.

13) REQUEST FOR EXPRESSION OF INTEREST (EoI)

A tentative structure of the EoI is listed below. The details would be customised as per the problem statement in consideration following formats.

Data Innovation Lab:

Data Innovation Lab will create an ecosystem for experimentation, offering of new ideas and their Proof-of-Concept through wider participation of amongst others, entrepreneurs, start-ups, individual researchers and academic-research organisations. It will promote innovation, adoption of Information Technology in the field of official statistics, including survey related methodology and address the challenges of the National Statistical System (NSS) of MoSPI. Participation is called for submission of problem statements and solutions to published problem statements.

Expected Outcome:
Selected entity will execute the project to offer a methodological cum technological solution to the problem statement received/floated by DI Lab.

Eligibility Criteria:
Participation is open to Firm/Research Institute/University/Individual of India as indicated in section 5 with a proposal for problems statement.
 Multi-Disciplinary and Multi-Dimensional Team would be encouraged.

Submission of EOI Deadline:

Why Participate:
Technologically Innovative solution by DI Lab will strengthen National Statistical System (NSS) which envisages strategic partnerships with institutes/organizations of repute for their participation in the ecosystem.

Further details:
For further details on submission of problem statement and solution, please visit our website http://mospi.gov.in

14)   DRAFT PROPOSAL SUBMISSION FORM

The draft proposal form is highlighted below. However, the details to be sought would be customized as per the problem statement in consideration.

Personal details and contact information of lead researcher	
Date of Application:	
Entity Submitting Proposal (Organization/ Individual):	
Name of Organisation:	

Organisation type: *Put 'X' next to the relevant organisation type.*	(a) Academic institution: (b) Company: Whether start-up: (c) Research agency: (d) International organization: (e) Individual researcher: (f) Others (Please specify): *(Note: Each of these would be referred to as agency/ entity in this document.)*
Registered Legal Status (in case of an organization, e.g., Company, Society, etc.)	
Address:	
Phone Number:	
Email:	
Credentials of Core Team Members	
<Name (Designation)>: *(Please create an extra row for each core team member followed by his/her credentials including qualifications and experience, as appropriate and applicable)*	<credentials here>
References: *Indicate/ mention the attachment name of at least 2 persons who have notable works in the domain who are able to vet this proposal.*	
Summary of proposed research	
Project title:	
Proposed start date:	
Estimated duration of required access (months): *Whether facilities at DI Lab would be required or agency has own infrastructure/equipment*	

Brief description of the project: *Insight of what has been understood from the problem statement* *(Word limit: 1,000 words)*	
Aims of the study/research: *The results that will definitely be generated by agency.* *Also mention if any additional results may be provided.*	
How does your proposal contribute to the requirements of MoSPI? *Direct and indirect benefits may be provided*	
Approach for Project Execution (Technology/Research design and methods)	
Technology/Research design/methods: *Please provide a description of the approach for implementation of the project* *Details of the solution provided to the problem statement is being proposed* *Technology used, research design and methods you are planning to use and any other related information*	
Outputs	
Intended outputs: *Please provide details on the outputs you intend to produce*	

Deliverables and Timelines	
Clear deliverables and milestone along with the complete project frame. e.g.: 1st week: Task x to be completed. 	

Deliverable Description	Proposed Timeline for deliverable

Publication and IPR:	
Is agency ready to comply to agreement that IPR and external publication of any results produced from execution of this project would be joint effort of DI Lab and agency.	

Mentorship:	
(a) Whether mentorship is required? (b) If so, the details the type of mentorship required.	

Operational Detail

Details of Funding Requirements

Please mention in detail your indicative funding requirements, i.e., an overall budget, comprehensive detailing on the breakup etc., in the table below

<Funding requirement should clearly commensurate with efforts/investment towards development of the solution by the propose.

Requirement specified should be, to large extent, be measurable and verifiable through timelines and deliverables. >

Cost Category	Requested Funding (INR)
Manpower (Consultants, free-lancers, researchers, etc. with estimated person-months to be mandatorily provided)	
Services (Subscription charges)	
Travel (Training, workshops,	
Goods/Equipment/data tools (non-perishable)	

Deliverables, Milestones and Timelines	
Please chalk out a detailed work dissemination plan. Associating this block with the funding requirements is critical.	

Details of Project	Deliverable Description	Proposed Timeline for deliverable

Datasets	
MoSPI Datasets/Variables: *Please provide details on the datasets and variables you require for your projects*	
Data access need: *Please state any other datasets (not in public domain) which agency would need access to.*	
External Data sources: *Mention if datasets from other ministries are also required, whether they are in public domain etc.*	

Note:

a. *If IP of any other organization or institution is involved, NOC from the said organization or institution should be obtained. In any of the above cases, if there are anyone/ team who has worked on the IP and if any of them is not part of the start-up, NOC shall be obtained from such members for usage of the IP in the start-up. Any dispute arising due to use/ misuse of IPR the participants/entity will be fully liable for such dispute and Ministry will have no responsibility to any such dispute.*

b. *Attach the details of organisation related documents and credentials of the core team.*

c. *An appropriate scoring method based on the project objective and its various component as approved by GC will serve as a guiding principle in selection of the project along with the project statement/project details.*

d. The agency should not be receiving any other government grant for the same project/ problem statement

e. The agency/ entity shall shall provide appropriate documentation indicating a breakdown of Remuneration and Reimbursables in the contract form, commensurate with the indicative estimate presented in its EOI/ RFP.

15) STATEMENT OF PROBLEM

BACKGROUND/INTRODUCTION

ABBREVIATIONS USED

EXPECTED OUTCOMES/SOLUTIONS

DEFINITIONS USED

The above format is indicative in nature. Additional headings/ sub-headings may be added as per the requirement.