



**MINISTRY OF LABOUR  
AND EMPLOYMENT**

Government of India

## **Application Form Seeking Grant in Aid for Research Studies**

**(To be submitted in two copies. In case the space shown against any column is found to be insufficient, separate sheet (s) may be attached and signed)**

- 1(a) Name of the Institution/Organisation.
  - (b) Mailing Address
2. Title of the project
3. Status of the institution/organisation (Professional Institutions, Employers' & Employees' organisations deemed University or any other to be stated specifically)
4. Nature of Function of the Institution/Organisation (Teaching, Examining, Research Funding other organisations)
5. Manner in which the Institution/Organisation was established (Act of Parliament, Act of State Legislature, Registered under Societies Registration Act, 1860)
- 6.(a) In case established under an Act of Parliament/State legislature the nature of the statute , No. of Act & year.
  - (b) In case established under the Societies Registration Act, the place, Registration No. & Date of Registration.
7. If Semi-Govt. Organisation, the name of the Government/ Department to which it is attached.
- 8.(a) Whether Organisation has a source of income.
  - (b) Whether it runs on no profit-no loss basis.
9. Brief history of the Organisation
10. Whether the Organisation has any previous experience in the field mentioned in Item I
  - (2); if so, details thereof;

**( Portion II, III and IV of the Application Form should be filled in accordance with the details shown in para 8 of the Scheme)**

II. PROJECT OUTLINE:

1. Objective
2. Justification for taking up the study mentioned in Item I(2)
3. Relevance to the Scheme Objective
4. Approach & Methodology
5. Details of Data Collection and Analysis proposed
6. Estimated time in which project will be completed.

III. STAFFING PATTERN:

1. a) name of the Project Director  
b) Position held by the Project Director in the Organisation mentioned in Item I(1) & Elsewhere, at present  
c) Major positions held by Project Director previously  
d) Curriculum vitae of the Project Director ( to be attached )  
e) Field of Specialisation of Project Director  
f) Projects completed by Project Director previously and organisation for which undertaken  
g) List of Publications in last 3 years ( to be attached )  
h) Names of other project in hand of the Project Director and names of their Commissioning Agencies.
- 2) Other Staff:  
Number of persons to be employed (Designation, Remuneration, Duration of employment to be specified); in case of senior staff, bio-data may be attached.

**III. BUDGET ESTIMATES:**

1. i) Remuneration for Project Director,  
Staff/Individual Researchers,  
etc.  
  
ii) Travelling Allowance  
  
iii) Stationery & Printing of  
Questionnaires, Schedules &  
Forms  
  
iv) Contingencies  
  
v) Computer & Tabulation  
  
vi) Overhead expenses
2. The extent of contribution by  
Organisation To the study in terms of  
staff and other Matters including  
financial support (mayb be Quantified in  
financial terms

**IV. ADDITIONAL INFORMATION:**

1. Whether the  
institution/Organisation is itself  
aware of any study having been  
done in regard to the Project shown  
in Item I (2)
2. Any other remarks.

**V. LIST OF DOCUMENTS TO BE ATTACHED  
WITH EACH COPY OF APPLICATION FORM**

1. Memorandum of Association and  
Rules/ Constitution.
2. Composition of Board of  
Governors/Executives Or Governing Body.
3. Latest available Annual Report.

(Signature of Authorised Person)  
Telephone No.

Date:  
Place: