

## ANNEXURE II

### PROFORMA I PROFORMA FOR NEW RESEARCH UNIVERSITY RESEARCH PROJECT PROPOSAL (Single copy only)

1.	Name of the Dept. / Research Station	:		
2.	Title of the university research project	:		
3.	Source of funding			
	a. Head of Account	:		
	b. Expenditure to be incurred			
	I st year	:		
	II nd Year	:		
	III rd year	:		
	<b>Total</b>			
4.	Name and designation of the Project Leader(s)	:		
	e- mail ID	:		
	Contact number	:		
5.	Period (Month and Year)	:	From	To
6.	Objectives	:		
7.	Brief review of work done	:		
8.	Technical programme (Objectivewise & yearwise)	:		
	i. Location of the experiment ( If located outside the university/college/station campus specify the reason)	:		
	i. Details of laboratory and field experiments to be conducted	:		
	ii. Data / observations to be recorded	:		
	iii. List of statistical methodology to be adopted	:		
9.	Give time schedule chart indicating the month wise progress or activities(Pert chart)	:		

10.	Ecosystem (Whether irrigated or dry)	:	
11.	List out Technology / Process / Product / Methodology / Concept expected or proposed to be developed	:	
12.	Whether the outcome will be amenable for patenting	:	
13.	Indicate key words of the research programme (crop and area of research eg, Rice, Nutritional studies, Pest management etc.)	:	

**Signature of the Project Leader(s )**

- 1) Necessary funds for undertaking the above university research project will be provided.
- 2) This project did not form a part of any other scheme or project funded by ICAR or externally funded agencies/private agencies/student fellowship etc.,

**Signature of the Head of the Dept. / Research Station**

**Controlling University Officer**

**RPAC comments :**

**Recommended/ not recommended**

**Technical Director/Dean**

**Approved project No. :**

**Director of Research**

**PROFORMA II**

**PROFORMA FOR EXTENSION PROPOSAL  
(Single copy only)**

1.	University research project No. and Title	:		
2.	Name of the Dept./ Research Station	:		
3.	Name and designation of the Project Leader(s)	:		
4.	Period	:	From	To
5.	Objectives	:		
6.	Progress made so far (No. of objectives achieved)	:		
7.	Period of extension required	:		
8.	Justification for extension	:		
9.	Future programme during the period of extension with objectives	:		

**Signature of the Project Leader(s) : Signature of the Head of the Dept. / Research Station**

**Controlling University Officer**

**RPAC comments :**

**Approval of Technical Director / Dean**

**Director of Research**

**PROFORMA III**

**PROFORMA FOR THE COMPLETION OF UNIVERSITY RESEARCH**

**PROJECTS (Single copy only)**

1.	University research project No. and Title	:		
2.	Name of the Dept./ Research Station	:		
3.	Name and designation of the Project Leader(s)	:		
4.	Period ( month and year to be indicated)	:	From	To
5.	Objectives	:		
6.	Details of experiments conducted (objective wise / year wise) (Data on pooled analysis wherever necessary attach tables with CD values and BC ratio / partial budgeting	:		
7.	Salient findings ( with reference to the objectives not exceeding 200 words)	:		
8.	Conclusion ( not exceding 50 words) <b>If technology is to be disclosed or commercialised attach Proforma VII</b>	:		
9.	Whether the objectives proposed were carried out without deviation	:		
10.	If not, reason for deviation	:		
11.	Constraints if any, in carrying out the objectives	:		
12.	If so, suggestions for overcoming such constraints	:		
13.	a. Deliverables proposed in the project	:		
14.	b. Deliverables achieved in the project	:		
15.	Suggestion for future research	:		

16.	Publication made from the project (copies to be enclosed)  a) Research b) Popular	:  : :	
17.	Whether one page note in English and Tamil enclosed	:	

**Signature of the Project Leader(s)**

**Signature of the Head of the Dept. /  
Research Station**

**Controlling University Officer**

**RPAC comments :**

**Recommendation of the Technical Director / Dean:**

**Recommended/ not recommended**

**Technical Director / Dean**

**DIRECTOR OF RESEARCH**

**(WITH THE APPROVAL OF THE VICE - CHACELLOR)**

**PROFORMA IV**

**PROFORMA FOR PROJECT DELETION/ABEYANCE PROPOSAL/MIDTERM CORRECTION**

(Single copy only)

1.	Name of the Dept / Research Station	:	
2.	University Research project No. & Title	:	
3.	Period	:	
4.	Scope and objective	:	
5.	Salient findings, if any	:	
6.	Nature of the publication issued ( if published)	:	
	(1) Research Paper	:	
	(2) Popular articles	:	
7.	Reasons for deletion/abeyance * / Midterm correction proposed	:	
8.	Project Leader (s)	:	

\* The project will be kept in abeyance for a period of one year afterwhcin if the project is not revived, the project will be automatically deleted.

**Project  
Leader**

**Professor  
and Head**

**Controlling  
University Officer**

**Technical  
Director/ Dean**

**Director of  
Research**

## PROFORMA V

### PROFORMA FOR CHANGE OF PROJECT LEADER (Single copy only)

Name of the Dept./ Research Station	:	
University research project No. and Title	:	
Name and Designation of the present Project Leader(s)	:	
Name and Designation of the proposed Project Leader(s)	:	
Duration as per sanction	:	
Period left out	:	
Reason for change of project leader	:	

**New  
Project  
Leader**

**Professor  
and Head**

**Controlling  
University Officer**

**Technical  
Director/ Dean**

**Director of  
Research**

**PROFORMA-VI**

**ANNUAL PROGRESS REPORT FOR CROP SCIENTIST MEET**

**(UNIVERSITY RESEARCH PROJECTS/AICRP EXPERIMENTS /EXTERNAL AGENCY FUNDED PROJECTS)  
NOT EXCEEDING TWO PAGES INCLUDING TABLES PER PROJECT - ONE COPY TO BE SENT THROUGH -  
E - MAIL TO THE LEAD CENTRE **20** DAYS BEFORE EACH CROP SCIENTIST MEET**

1. Name of the Department/Station :
2. Project no
3. Project title :
4. Project Period (Month/Year) :
5. Name(s) of the Scientist(s) with Designation :
6. Objectives :
7. Progress of work :
8. Salient Findings (Not exceeding 100 words) :

**SIGNATURE OF THE PROJECT LEADER // SIGNATURE OF THE HEAD OF OFFICE**



## PROFORMA-VII

### Technology Disclosure Form I

#### 1. PLANT CULTURE / LINE DISCLOSURE FORM

(Completed form should be submitted to the Directorate of Research *via* the concerned Technical Director)

- I. **Plant Name with Line/accession number and Experimental details**
- II. **Crop and its botanical name**
- III. **Type (Annual /Perennial)**
- IV. **Nature of Pollination and Propagation**
- V. **Brief Description of the plant/ parental materials:** Describe the important characteristics of this plant material (add attachments if needed).
- VI. **Details of Evolution (Breeding method(s) followed)**  
*(Indicate the individual contributions of scientists involved)*
- VII. **Details of Evaluation [State (research stations, OFTs, ARTs) and National Level (AICRP trials)]**  
*(Indicate the individual contributions of scientists involved)*
- VIII. **Improvements available in the proposed plant material over the existing plant varieties**
- IX. **Specific quality improvements over the existing plant varieties (provide specific analytical details)**
- X. **Adoptability and marketability of the plant material developed**
- XI. **Funding Sources and/or Sponsorship:** List the funding source(s) and relevant contract number(s) (if available) for work that led to the development of this plant material.
- XII. **Publications:** List the name and date of the first publication(s) made on the plant material.
- XIII. **Is any component of the plant material owned by a third party?**  
*(In case if the plant material is an Essentially Derived Variety)*
- XIV. **Additional Information:** If available, provide an attachment(s) containing a complete description of the plant material (including origin and breeding history, objective description, and trial data).
- XV. **Breeder Information:** (the term “breeder” shall mean the person who directs the entire process of crop breeding for creating a variety or who discovers and develops a variety. If the actions are conducted by an agent on behalf of a principal, the principal, rather than the agent, shall be considered the breeder. The term does not include a person who redevelops

or rediscovers a variety the existence of which is publicly known or a matter of public knowledge or which falls under the category of extant variety).

**XVI. Name of Primary Breeder (*Please note that the Primary Contact is the person who will provide information about the plant material*)**

**Breeder Data (1)**

*Name:*

*Title:*

*Email ID:*

*Phone:*

*Fax:*

*Department/Station/College:*

**Breeder Data (2)**

*Name:*

*Title:*

*Email ID:*

*Phone:*

*Fax:*

*Department/Station/College:*

(To be submitted by all the contributing scientists)

**XVII. Breeders' Signature:**

I (we) hereby assign all right, title, and interest in and to this plant material to TNAU and agree to execute all documents as requested to assign my (our) rights to TNAU in and to any patent, plant variety protection certificate application or other statutory form of intellectual property protection filed in connection with this disclosure, and to cooperate with TNAU in securing protection of the disclosed plant material.

I (We) hereby declare this Disclosure for plant material is complete and accurate to the best of my (our) knowledge.

I (We) hereby assure that I (we) had contributed for the development of this technology and any objection about this technology if arises at a later stage, I(we) are bound to the actions to be taken by the University and the decision of the University in this regard would be the final and binding.

**(Signatures of Breeders Involved)**

**Counter signed**

**Head of the Department/Station**

**Controlling University Officer**

**Technical Director**

## Technology Disclosure Form II

### 2. TECHNOLOGY/INVENTION DISCLOSURE FORM

(Completed form should be submitted to the Directorate of Research *via* the concerned Technical Director)

#### I. Title of the Technology/Invention

#### II. Description of the Technology/Invention

Background of the invention and related technologies (the problem that the invention solves)

- a. Are there existing products that address the same problem that the Invention solves? Please name and describe them.
- b. List all relevant publications, patents and competing inventors or labs that you are aware of.

Unique features of the invention

- a. List all of the features that distinguish the invention over the related Technologies.

Detailed Description of the invention including reliability and repeatability

- a. How to make and use the invention
- b. Best mode of making the invention
- c. Drawings or pictures of all aspects of the invention
- d. Possible alternative versions of the invention
- e. Probable uses of the invention
- f. The occasion of disclosure of invention made (crop scientists' meet)

#### III. Funding and/or Sponsorship:

Please include all outside agencies, foundations, organizations, or companies and the applicable contract or grant number(s) that provided funding to any inventor for the research that led to the invention. Please also include any companies that have supplied materials in exchange for intellectual property rights. (If there is no funding or sponsorship, then mark *None*.)

- a. Was this work done using a facility in TNAU?
- b. Was this invention developed using funding from the TNAU or from any other funding source?
- c. Was any third party biological material used in the course or in the performance of the research that led to the invention? If yes, please provide a copy of the Material Transfer Agreement under which the third party's material was transferred to TNAU.
- d. Was any **third party technology/software** included in the invention? If yes, please provide the information on the source of the third party **technology/software** and any constraints on its use in the current invention.

#### IV. Record of Invention (If no information is available, then mark *None*.)

- a. Date of conception
- b. Date of documentation
- c. Form of documentation
- d. Location of documentation
- e. Invention reduced to practice?
- f. Date of first reduction to practice
- g. Prototype Available?

#### V. Publication(s):

Please provide a copy of all materials disclosed or anticipated to be disclosed in the near future in any of the forms. (If no information is available or no plan for disclosure in the near future, please state “*None*”.)

**VI. Commercial Interest:** Please list the specific contacts if you have them, or simply list some companies that are the type of company that you think might be interested in this invention. (If no information is available, then mark *None*.)

#### **Inventor Information Section:**

- Please list all inventors. Inventorship is a matter of law and is different from authorship on a scientific paper.
- As per Patent Law, an inventor is someone who contributed intellectually to the conception of the invention as claimed in a patent application.
- Genuine inventorship therefore also depends on the specific claims to be made in a patent application on the invention.
- Neither the expression of the need of an invention, the funding of a project, supervising the execution of a project, nor performing work as a “pair of hands” at other’s instructions to reduce an invention to practice is sufficient to qualify someone as an inventor.
- If you have one or more collaborators, either at TNAU or at other institutions, and you are not absolutely sure whether they are qualified as inventors according to patent law, it is advisable to not simply assume all of them as inventors but to list them in a separate attachment to this disclosure (each with contact information) and to describe each individual’s contribution to the work from which this invention arose so that TNAU and its counsel may have the opportunity to, based on the facts presented, determine each individual’s contributions to the claims in the eventual patent application for the invention TNAU may file. This is a good practice because faulty inventorship may compromise the value of a patent.

#### VII. Inventors:

##### **Name of Primary Contact for TNAU regarding this invention:**

Please note that the primary contact is the person who will provide information to and interact with Directorate of Research regarding the invention, related patent applications, and potential licenses. The primary contact can be modified when the circumstance changes in the future.

### **Inventor Data (1) (Lead Inventor)**

*Name:*  
*Title:*  
*Email ID:*  
*Phone:*  
*Fax:*  
*Department/Station/College:*

### **Inventor Data (2)**

*Name:*  
*Title:*  
*Email ID:*  
*Phone:*  
*Fax:*  
*Department/Station/College:*  
(To be submitted by all the contributing scientists)

### **VIII. Inventors' Signature(s):**

I (we) hereby assign all right, title, and interest in and to this technology/innovation to TNAU and agree to execute all documents as requested to assign my (our) rights to TNAU in and to any patent, plant variety protection certificate application or other statutory form of intellectual property protection filed in connection with this disclosure, and to cooperate with TNAU in securing patenting/protection of the disclosed invention.

I (We) hereby declare this Disclosure for technology/innovation is complete and accurate to the best of my (our) knowledge.

I (We) hereby assure that I (we) had contributed for the development of this technology and any objection about this technology if arises at a later stage, I(we) are bound to the actions to be taken by the University and the decision of the University in this regard would be the final and binding.

**(Signatures of Inventors Involved)**

**Counter signed**

**Head of the Department/Station**

**Controlling University Officer**

**Technical Director**