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**Manual for**  [**(PCP Proposal)**](http://birac.nic.in/user/userdashboard.php?scheme=1)

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**Step 1: Basic Information**

**Basic Information**

* Name Of The Organization

--Select--

Select the organization name from the select box.

* Type Of Organization

--Select--

Select type of organization

* Product/Technology developed

Write the brief about Product/Technology developed.

--Select--

* Relevant Area

Enter Relevant Area.

* Technology Readiness Level

TRL Definition as per BIRAC.

* National relevance of Product/Technology developed

Please provide a brief title not exceeding 250 characters.

* Funding Support Requested through PCP Fund

Fill all the details accordingly.

Save and Continue

Save your form.

Reset all your fields.

Reset

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

#### Particulars of the Applicant Organization

**Applicant Details**

#### Name of the Applicant Applicant Name

**Contact Details**

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

#### Street/Village West Sagarpur City/Town New Delhi

#### State Delhi Country India

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

#### Fax +91-11-24389611 Website [www.test.in](http://www.test.in)

#### 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:

#### Country: State:

**Pin/Zip Code: Landline:**

**Mobile Fax:**

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

dd-mm-yyyy

**Details of the Project Implementation Site**

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

* **\*Incorporation Certificate**

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(Company Letter Head)**

**Valid Upto**

Mm/dd/yyyy

**Name of incubation center**

If you choose No, a field will open.

**Having adequate in-house facility to address the project implementation aspects (which shall be evaluated during the site visit)**

**Yes No**

If you choose Yes, Upload is needed.

**Upload**

Browse

#### 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 Key Investigator Details

#### Principal Key Investigator Details

#### Title

--Select--

#### First Name Last Name

DD-MM-YYYY

#### Designation DOB

#### Gender Male Female Highest Qua.

#### Email

#### Address1 Address2

#### Street/Village City/Town

#### Pin/Zip Code

#### State Country

--Select--

--Select--

#### Landline

#### Mobile

BrowseDeveloped Technology/Product (File Upload)

#### Please Upload Resume in Prescribed Format

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

#### Please Upload Organization 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 6: PRODUCT/TECHNOLOGY DETAILS**

**Technology Development / Commercialisation**

#### 

#### \*Brief details of the developed Technology/Product

#### \*Validation Status

----Select----

Select Validation Status according to dropdown

#### \*Developed Technology/Product (File Upload)

BrowseDeveloped Technology/Product (File Upload)

#### Brief details of validation

#### \*Support required from BIRAC for further technology development / Commercialisation

#### Validation (File upload)

Browse

**PRODUCT/TECHNOLOGY**

* **Unique Selling Point of your technology**
* **Comment on affordability**
* **Competitive landscape**
* **Does your product address a major import substitution**
* **Does your product address a major import substitution**

**Yes No**

**If yes, Please provide detail**

**IP and Technology Licensing**

* **Details of IP filed**
* **Any support needed from BIRAC for IP protection**
* **Are you interested in licensing out the technology**

**Yes No**

**If Yes,**

**Please mention prospective licensors**

**National Global**

* **Specific help needed from BIRAC for licensing**

**Regulatory Status**

**List the regulatory approvals needed to bring your technology/product to market â€“National as well as International (along with current status of each approval)**

|  |  |  |
| --- | --- | --- |
| **Approval** | **Status of Approval** | **Date of applying/Grant of approval** |
|  | ---Select--- | Click to select date |

Delete Row

Add Row

* **Challenges faced during applying or seeking any of the above approvals**

**Company Strengths**

* **Brief comments on company strengths for manufacturing and marketing bio-products**
* **Company size (number of employees)**

--Select--

* **Has the company commercialized any product/technology before**

**Yes No**

**If yes,Details of such products/Technology**

* **Is the company offering any services**

**Yes No**

**If Yes, please provide details**

* **Do you have certified manufacturing facility in-house or do you propose to outsource manufacturing**

**Inhouse Out-source**

**If Inhouse tick**

**Location of the facility**

**Production Capacity of the in-house facility**

**Need for expansion of in-house facility**

**Yes No**

**If Yes,By how much %**

**If Out source tick**

**Details of the organization to which the outsourcing will be done**

**If inhouse and outsource both tick, then all options of inhouse and outsource will be seen**

**Market Readiness Assessment**

* **Comments on market readiness for the technology/product**
* **Is your product/technology in the market**

**Yes No**

**If yes,**

**Details of the places where the product is available including physical and e-market**

**Are you looking for geographical expansion of market places**

**Yes No**

**If yes,Describe the plan for geographical expansion**

**Support needed if any, from BIRAC for the above**

**If No,**

**Is your product/technology ready to enter the market**

**Yes No**

**If Yes,**

**By when do you expect to launch the product in the market**

--Dropdown of months---

**Any hurdles/challenges envisaged by you before launch of the product**

**Specific support needed from BIRAC for product launch**

**If No,**

**Provide details of the steps needed to reach the market**

**Time required to complete the above steps**

--Select---

**Fund raising strategy**

* **Provide details of funding gathered so far for development of this product/technology**

**Government funding Private Funding**

**If Government funding check,**

**Government Funding Details**

|  |  |  |  |
| --- | --- | --- | --- |
| **Source of funds (Agency)** | **Scheme** | **Amount** | **Year of Receipt** |
|  |  |  |  |

Delete Row

Add Row

**If Private funding check,**

**Private Funding Details**

|  |  |  |  |
| --- | --- | --- | --- |
| **Source of funds (Agency)** | **Scheme** | **Amount** | **Year of Receipt** |
|  |  |  |  |

Delete Row

Add Row

**If Government funding and Private funding both are checked,**

**Then both the tables would appear.**

* **Do you require more funds for further technology development, scale-up or commercialization**

**Yes No**

**If yes,**

**Specific activity for which funds are needed**

**Range of funds needed**

---Select---

**Type of funding/investment you are looking for**

---Select---­

**Other Information**

* **Business & Revenue Model (Brief write up)**
* **Projected Activities under Product Commercialization Fund (Brief write-up)**
* **Any other support required from BIRAC for product commercialization**

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

Save as Draft

Save

Save your form.

Close

Cancel the form

Reset all fields

Reset

**Step 23: 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.