

# PARC

Pakistan Agricultural Research Council

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***ALP SECRETARIAT, DIRECTORATE OF PLANNING***

# PARC

Pakistan Agricultural Research Council

## PAKISTAN AGRICULTURAL RESEARCH COUNCIL

### ISLAMABAD

#### *AGRICULTURAL LINKAGES PROGRAMME (ALP)*

#### **INTRODUCTION**

*The Government of Pakistan and Government of the United States of America recalling the close ties in scientific and technological cooperation which have developed over several decades have gone into an agreement to create an Agricultural Linkages Program (ALP) to reap the mutual benefits of agricultural research through joint research projects and exchange of scientists. The covenant of the Agreement provides that the local currency generated through the sale proceeds of the wheat will be used by Pakistan Agricultural Research Council (PARC) to establish the ALP for promoting research cooperation between Pakistan and the USA in the areas of agricultural sciences. The Government of Pakistan allowed PARC to establish an Agricultural Research Endowment Fund (AREF) where all proceeds raised from the sale of US wheat shall be transferred. Fund received will be invested in government's approved schemes/institutes. The income thus generated shall be used for ALP activities/projects in line with the Pakistan's long-term research/development goals for the agriculture sector. The goals focus on food security, poverty alleviation and promoting broad based equitable and sustainable agriculture.*

*The Fund provides for all the operational research and development expenditure including supplies and material and local travel for the research personnel to be deployed under the projects. Non-recurring expenditure on items of non-expendable equipment, capital goods, structures and transport facilities having anticipated usefulness beyond fixed duration of each project will be purchased sparingly.*

#### **OBJECTIVES**

*The objective of the ALP is to promote and support agricultural research and development activities in accordance with the Pakistan's long term development goals and to promote long term scientific cooperation between Pakistan and the United States in agricultural sector.*

## **SCOPE OF COOPERATION**

*The scope of agricultural research and development activities, which the ALP may promote and support shall cover all scientific activities related to agriculture including production, processing, marketing and agricultural services. The ALP shall give emphasis, but need not limit to its efforts to the support of strategic research, which improves farm and animal productivity, and in the areas which directly or indirectly affect the achievement of these objectives.*

## **POWERS OF ALP FUND**

*The ALP Fund shall be an independent entity and shall possess all of the powers necessary to carry out its objectives including but not limited to the powers to:*

- promote and support, by funding or otherwise agricultural research and development projects of mutual benefit;*
- encourage and support the exchange of agricultural scientists and other type of agricultural experts.*

## **OPERATIONS**

*Pakistan Agricultural Research Council is responsible for operation of ALP Fund. The ALP Fund's operations mainly consist of selection, processing, approval, monitoring, evaluation and coordination of projects supported in whole or in part by the Fund. The primary source of such Funding shall be from the income of the Fund. The Fund shall minimize in annual operational costs in order to permit the maximum utilization of its resources to support agricultural research and development and will do so by using effectively the existing mechanisms of PARC. The Fund shall accept proposals for research and development grants from all public or private entities which demonstrate needed research and development (R&D) capabilities and financial responsibilities. The Fund shall encourage project proposals to be developed and submitted jointly by the Pakistani and US scientists. The ALP operations also include:*

- the Fund will assist applicants who submit proposals singly to identify collaborators in the other country;*
- proposals may cover any or all R&D phases including initial feasibility (pre-research and pre-development), research and development;*
- all proposals shall be submitted to the Director Planning, PARC, Executive Director, ALP;*
- all proposals for R&D projects and feasibility studies are to be judged and evaluated by the technical experts/referees in Pakistan and overseas collaborating scientists. The final*

ranking will be made by the Technical Advisory Committee (TAC); and

- the recommendation of TAC will be submitted to BOD for final approval and allocation of ALP annual budget

## **MANAGEMENT SYSTEM**

A management system will establish the ALP Fund's Programme and Priorities and its financial and managerial policies. Board of Directors shall be the governing body of ALP Fund and shall be responsible for the Fund's programme and its financial and managerial policies. The Board shall consist of:

### **Board of Directors (BOD)**

- |   |                  |
|---|------------------|
| • Chairman, PARC                                    | Chairman         |
| • Provincial Addl. Chief Secretaries (4)            | Member           |
| • Senior Chief (Agri. and Food Sec.) P & D Division | Member           |
| • Agricultural Development Commissioner, MINFAL     | Member           |
| • All Members, PARC                                 | Member           |
| • Representation of Stakeholders (2)                | Member           |
| • Director Planning, PARC                           | Member/Secretary |

### **Terms of Reference (TOR) of BOD**

- adopt bylaws, rules, and procedures for the conduct of its activities;
- establish the organizational frame-work of the Fund;
- appoint Technical Experts and Reviewers and Technical Advisors for review and evaluation of the proposals.
- accept contributions of property , funds, and services; and
- exercise and delegate any other powers of the Fund not otherwise specifically assigned by this document.

### **Technical Advisory Committee (TAC)**

- |                              |                  |
|------------------------------|------------------|
| • Chairman, PARC             | Chairman         |
| • All Members, PARC (5)      | Members          |
| • Provincial DG Research (4) | Members          |
| • Eminent Scientists (4)     | Member           |
| • Director Planning          | Member/Secretary |

### **ALP Secretariat**

*The Planning Directorate of PARC will act as ALP Secretariat. Necessary manpower and logistic facilities will be drawn from within PARC resources and the necessary operational expenditure will be met out of ALP fund.*

### ***Executive Director***

*The Director Planning, PARC will be the Executive Director of ALP and will act as Administrative Officer (AO) of the Fund. The Executive Director will be responsible for the administration and operation of the Fund under the authority and powers assigned by BOD. The office of the Executive Director will be located at PARC. The Executive Director shall exercise all powers delegated to him/ her by the BOD. The Executive Director shall, among other things:*

- refer proposals submitted for ALP funding to the Technical Expert/Reviewer and TAC.*
- based on recommendations of the Technical Expert and TAC, prepare and submit to the Board for its approval the annual research and development program, their annual budget, and long-term plans for the utilization of the Fund's resources;*
- compile annual reports, organize monitoring, review and evaluation of ALP projects and compile the audit and financial reports;*
- the Executive Director may organize and facilitate various activities falling under the Fund's objectives; and*
- Executive Director shall maintain an appropriate system of internal control, books and records (technical and financial).*

### ***MODE OF SUBMISSION OF PROJECT PROPOSALS***

*Initially concept papers will be invited on the prescribed proforma through advertisement. After preliminary evaluation of the concept papers, the sponsor will be requested to submit a detailed, full blown project proposal for final evaluation and processing by the ALP Secretariat. Successful sponsor will be notified and an agreement to implement the project will be signed between the sponsor and PARC.*

### ***PROCESSING OF THE PROJECTS***

*The project proposals will be processed in accordance with the procedures approved by the BOD of ALP Endowment Fund. The project approval process will include:*

- Inviting the concept papers, not exceeding 3-4 pages with one page budget estimates from the scientists through advertisement in priority areas of national importance;*

- *concept papers appraisal by ALP Secretariat through technical divisions of PARC;*
- *invitation of detailed proposals in the light of recommendations by the technical division, PARC;*
- *review of detailed proposals by the cooperating scientists and two national referees;*
- *submission of detailed project proposals to TAC alongwith recommendations of national and international referees for concurrence;*
- *implementation Agreement between the sponsor and PARC; and*
- *issuance of Administrative approval of the project.*

### ***DURATION***

*The Fund shall support research and development projects generally for a period of up to 3 years. Extensions beyond three years will require approval of the Technical Advisory Committee. Each project incharge shall submit to the Director Planning, PARC an annual progress report for review. Funding of projects that do not show adequate progress may be withheld.*

### ***MONITORING AND EVALUATION***

- *monitoring, review, and evaluation of the projects will be organized by the Planning Directorate, PARC; and*
- *annual review of ALP will be carried out by BOD.*

### ***REPORTING AND DISSEMINATION OF RESEARCH RESULTS***

- *the Executive Director will make sure that the Incharge of ALP project will submit financial and technical progress reports timely and regularly to PARC on the prescribed proformae;*
- *on termination of the project, final financial report and completion report are to be submitted for evaluation and settlement of accounts with ALP Sectt., PARC;*
- *the project incharge will submit any additional information required by the ALP Secretariat; and*
- *the projects findings are to be disseminated to all the stake- holders and public & private institutions.*

### ***RECRUITMENT IN THE PROJECT***

*As a general policy, ALP does not provide for recruitment of regular staff. ALP assumes that the host institutes have sufficient trained human resources and with some essential operational/financial support, the institute will successfully run the project. However, under specific and unavoidable situations, restricted contract appointments shall be allowed as per prevalent govt. policy.*

## **FINANCIAL AND ACCOUNTING SYSTEM**

*The PARC financial, accounting and auditing system will be adopted for the implementation of ALP.*

## **HONORARIUM**

*An honorarium equal to one month's salary will be given to the incharge of the project per year. Honorarium to other officers/project staff associated with ALP will be admissible with the approval of BOD.*

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## *Chaptet-2*

### **PRELIMINARY PROPOSAL/CONCEPT PAPER**

At the first stage preliminary proposals in form of concept papers will be invited normally once in a year through advertisements in the national newspapers of repute. All proposals should be addressed to the Executive Director (ALP) ALP Secretariat, PARC on the following format. (Annexure-II).

#### **Title**

Title should be brief accurate and be self-explanatory.

#### **Applicant's Details**

Principal Investigator will be responsible for implementation and will participate in it and Co-Principal Investigator will be provided only in the project involving interdisciplinary research. In addition to the Principal Investigator, a list of professional, technical and other personnel to be engaged in the project along with their qualifications; experience and duties should be given. The Bio-data of Principal Investigator and Co-Investigator should be attached with the proposal to judge the competence of Investigators to undertake the proposed research.

#### **Overseas Cooperative Scientists/Organization**

which will be directly involved in research in Overseas or those which will provide technical services for Identify any Overseas Scientists/Organization willing to cooperate in the proposal i.e.those which no funds are required from GOP budget. Also elaborate how the linkages & coordination with cooperating organization will be



strengthened.

### ***Abstract/ Justification***

A brief statement of the problems/issues to be researched and its significance for sustainable agriculture and explains how the proposal is important to the society and benefit agriculture in Pakistan –estimated number of beneficiaries. Also give a brief statement of prior work that supports the need to do this work and on which the work proposed in this application is based (if any).The proposal should be well oriented and well focused for finding a solution to a problem .Please also review the similar work being done elsewhere or already done, particularly in Pakistan and that there is no duplication

### ***Duration***

Give time (Months) required for completion of the proposal. A period of 36 months would normally be appropriate.

### ***Objectives***

Objective represents the desired future situation giving solution to the identified problems. The objectives should be in quantitative terms. Please do not give statement like, “*it will increase agricultural production in the country.*”

### ***Plan of Work***

Briefly state the major activities year-wise and their location and brief description of the research methods to be used. It is valuable to break-up the activities into specific tasks, which can each be assessed for outcome and linked to proposal objectives and benefits. This is not a restatement of the objectives. This section should describe, in technical terms, how the project objectives will be achieved.

### ***Proposed Budget***

Mention total budget requirement according to the Table.

### ***Operating Cost***

It includes Research Fellow / Contractual Staff, Supplies / Materials, Transportation of Goods, Travel Cost (Both domestic and international), Rents, Contractual Services, Indirect Cost, DPLs, Honoraria etc

### ***Capital Cost***

It includes, permanent research equipments, animals etc. Capital assets should not exceed 40%of the total cost. Building construction is not an item covered by the grant

program.

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*Chaptet-2*

## DETAILED PROJECT PROPOSAL

The sponsors of the selected preliminary proposals will be requested to develop and submit the ten copies of the detailed project to the Executive Director, ALP, on the prescribed proforma (Annexure-III) for final evaluation and funding. Then successful sponsors will be required to sign an agreement with PARC for execution of the project. While preparing the detailed proposals the following points should also be carefully observed along with the instruction /format given below:

- *Only active and working scientists/researchers should be associated with the project.*
- *Project sponsors are required to identify the overseas cooperating scientists. PARC/USDA may help the sponsors in identifying the cooperating overseas scientists. Foreign exchange costs are normally not covered under the program. However, detailed justification for travel aboard is essential for consideration.*

### ***Title***

Title should be brief accurate and be self-explanatory.

### ***Applicant's Details***

Principal Investigator will be responsible for implementation and will participate in it and Co-Principal Investigator will be provided only in the project involving inter-disciplinary research. In addition to the Principal Investigator, a list of professional, technical and other personnel to be engaged in the project along with their qualifications, experience and duties should be given. The Bio-data of Principal Investigator and Co-Investigator should also be annexed with the proposal to judge the competence of Investigators to undertake the proposed research.

### ***Overseas Cooperative Scientists/Organization***

Identify any Overseas Scientist/Organization willing to cooperate in the proposal i.e. those which will be directly involved in research in Overseas or those which will provide technical services for which no funds are required from GOP budget. Also elaborate how the linkages & coordination with cooperating organization will be strengthened.

### ***Total Cost***

Mention total budget requirement according to *the* Appendix-I. (Annexure-III)

## **Location**

Give details of Research Institute / Department and field locations where the work will be done.

## **Duration**

Give time (Months) required for completion of the proposal. A maximum period of 36 months would normally be appropriate.

## **Existing Situation, Justification, Scope, and Issues to be Researched**

A brief statement of the problems/issues to be researched and its significance for sustainable agriculture and explains how the proposal is important to the society. Also give a brief statement of prior work that supports the need to do this work and on which the work proposed in this application is based (if any). The proposal should be well oriented and well focussed for finding a solution to a problem. Please also review the similar work being done elsewhere or already done; particularly in Pakistan and that there is no duplication. Attach a list of research publications carried out by the **PI** and his organization over the past 5 years.

## **Objectives**

Objective represents the desired future situation giving solution to the identified problems. The objectives should be in quantitative terms. Please do not give statement like, “it will increase agricultural production in the country.”

## **Methodology proposed**

Brief description of the research methods to be used. For schedule of activities use a Gantt chart format (Bar Chart). Give details of the type of data to be collected and analyzed. It is valuable to break the activities up into specific tasks, which can each be assessed for outcome and linked to proposal objectives and benefits.

## **Planning Matrix**

List each objective briefly and clearly resulting in a single **output** according to Appendix-II. (Annexure-II).

## **Output**

The output comprises of the distilled results highlighting the effect of a particular intervention.

## **Benefit**

The benefit is the gain in terms of social, economic and environmental terms due to practical use of the output. Please indicate how the output benefits the end users and what technology transfer method should be adopted.

### ***Assumptions***

The assumptions are the external factors affecting the proposal's output and are normally not under the control of P.I. or action by other agencies required to support achievement of project activities, results and purpose.

### ***Plan of Work***

Briefly state the major activities year-wise and their location and the scientist incharge.

### ***State if the scheme has been submitted to some other aid-giving agency for financial support. If so with what results?***

The investigators often submit their proposals to more than one funding agency. It is therefore; appropriate to provide the information to avoid any complication.

## **PREPARATION OF BUDGET**

### ***Budget Summary***

This contains only the two lines summary items of funds required from the ALP. Full budget details are required according to the Appendix-I. Include a brief justification for the purchase of any capital equipment item over Rs. 25,000/- and for any overseas travels requested.

### ***Operating Cost***

It includes Research Fellow / Contractual Staff, Supplies / Materials, Transportation of Goods, Travel Cost (Both domestic and international), Rents, Contractual Services, Indirect Cost, DPLs, Honoraria etc.

### ***Capital Cost***

It includes, permanent research equipments, animals etc. Capital assets should not exceed 40% of the total cost. Building construction is not an item covered by the grant program.

### ***Budget Details***

For budget details a self-explanatory head wise Proforma is annexed with this

detailed project performma at appendix –I.

***Certification***

The PI of the project is required to certify; that the information given in the proposal is accurate and the proposal will be executed in accordance with the agreement with PARC. That PI will complete the proposed work plan and the results/ outcomes of the project will be shared with PARC.

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## Chapter-3

### PROJECT REPORTING PROCEDURE

All Project Incharges/ Project Leaders are required to furnish the progress and fiscal reports on the following formats:

#### **MID YEAR PROGRESS REPORT**

The mid year research report to be submitted six months after the start of the project on prescribed proforma (Annexure-IV).

#### **INSTRUCTIONS/FORMAT FOR PREPARATION OF MID YEAR REPORT**

##### **A. Title Page**

The following information (1– 8) should be tabulated on the title page:

- *Project Title*
- *Name of the Principal Investigator*
- *Overseas Cooperating Scientists/Organization*
- *Project Duration*
- *Project Status*
- *Total Cost*
- *Expenditure during the reporting period*
- *Objectives*

##### **B. Accomplishments**

List objective wise activities briefly and clearly resulting in a single output.

##### **Output**

The output comprises of the distilled results highlighting the effect of a particular intervention.

##### **Benefit**

The benefit is the gain in terms of social, economic and environmental terms due to practical use of the output. Please indicate how the output benefits the end users and what technology transfer method should be adopted.

*(Note: The accomplishments should not comprise more than two pages).*

**C. Significant Finding**

Give details of significant finding if any, during the Reporting period.

**D. Endorsement**

Principal Investigator and Institutional Head or a person authorized on his behalf should sign the report.

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## **ANNUAL PROGRESS REPORT**

The annual research report to be submitted one year after the start of the project and on prescribed **proforma** (Annexure-V) and annually thereafter except at the end of the final year of the grant, when a final report is prepared.

### ***INSTRUCTIONS/FORMAT FOR PREPARATION OF ANNUAL PROGRESS REPORT***

#### ***A. Title Page***

The following information (1 –8) should be tabulated on the title page:

- Project Title
- Name of the Principal Investigator
- Overseas Cooperating Scientists/Organization
- Project Duration
- Project Status
- Total Cost
- Expenditure during the reporting period
- Objectives

#### ***B. Progress Summary***

A clear and concise statement in non technical language, including an explanation of the research problem and results achieved during the report period be given on a separate page.

#### ***C. Detailed Progress Report***

This section of the report should be prepared in a style similar to scientific papers for publication, except that it should contain more substantiating data and other details than would normally be used in such a publication. The detailed report should consist of the following:

##### ***Statement of Problems***

A concise statement of the problem, a brief summary of previous knowledge in the field of research and specific objective to be achieved during the report period.

##### ***Experiment Procedures/Design***

The procedure/methodology used for research work during the report period be described. There is no need to give every individual experiment or the routine techniques where identifications by name or reference would be sufficient. If new procedures have been developed, old procedures modified or unusual measurements or calculations made, these should be described with

sufficient details to enable other trained scientists to conduct similar experiments. In case new or modified equipment has been developed, its detailed description, preferably with drawings, should be included.

***Results And Expected Benefits***

The accomplishments made during report period in achieving the project objectives be described alongwith pertinent data. The benefits of the accomplishments may also be described.

***Conclusions***

A brief statement of one or two paragraphs, describing the conclusions drawn from the data collected/results achieved, be given.

***Future Plan Of Work***

A brief outline of the research to be undertaken and the approach to be used for achieving the project objectives during the next year be given.

***Publications***

State if the project results so far achieved are published/submitted for publication during the report period. If so, the details thereof be given.

***Graduate Students/ Degrees***

Indicate whether the research staff under this project is registered for M. Phil./ Ph.D. Degrees. If So, The topic of their thesis alongwith copy of their registration certificate is provided.

***List of Scientists Involved In This Project***

Scientists and other personnel who have been actively involved in this project alongwith percentage of their time devoted during the report period are listed here.

***National/International Linkages Developed***

A brief outline of National/International Linkages developed during the reporting period may be described.

***D. Endorsement***

Principal Investigator and Institutional Head or a person authorized on his behalf should sign the report.

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## FINAL/ COMPLETION REPORT

Final reports are considered as public information, therefore, a good final report is essential to indicate the successful completion of a project on prescribed **proforma** (Annexure-VI). The report should be prepared as to provide a complete and logical story of the research accomplishments including the project objectives and significance of the results obtained. Data obtained during the early years of the project should be-evaluated in the light of later experiments, to ensure that no important points have been overlooked or given improper emphasis in earlier reports.

### ***INSTRUCTION/FORMAT FOR DEVELOPING FINAL REPORT***

#### ***A. Title Page***

The following information should be tabulated on the title page:

- *Project Title*
- *Name of the Principal Investigator*
- *Overseas Cooperating Scientists/Organization*
- *Project Status*
- *Total Cost*
- *Expenditure during the reporting period*
- *Objectives*

#### ***B. Project Summary***

A clear and concise statement in non technical language, including an explanation of the research problem and results achieved during the report period be given on a separate page.

#### ***C. Detailed Progress Report***

This section of the report should be prepared in a style similar to scientific papers for publication, except that it should contain more substantiating data and other details than would normally be used in such a publication. The detailed report should consist of the following:

##### ***Statement of Problems***

A concise statement of the problem, a brief summary of previous knowledge in the field of research and specific objective to be achieved during the report

period..

### ***Experiment Procedures/design***

The procedure/methodology used for research work during the report period be described. There is no need to give every individual experiment or the routine techniques where identifications by name or reference would be sufficient. If new procedures have been developed, old procedures modified or unusual measurements or calculations made, these should be described with sufficient details to enable other trained scientists to conduct similar experiment. In case new or modified equipment has been developed, its detailed description, preferably with drawings, should be included.

### ***Results and Expected Benefits***

The accomplishments made during report period in achieving the project objectives be described alongwith pertinent data. The benefits of the accomplishments may also be described.

### ***Conclusions***

A brief statement of one or two paragraphs, describing the conclusions drawn from the data collected/results achieved, be given.

### ***Future Plan of Work***

A brief outline of the research to be undertaken and the approach to be used for achieving the project objectives during the next year be given.

### ***Publications/ Patent Application***

All publications resulting from this research be listed by giving exact title, authors, journals, volume, page number and date. Whether the manuscripts and reprints have been submitted/ accepted for publication patent applications filed/ to be filed may also be identified.

### ***Graduate Degrees***

Indicate whether the research staff under this project is registered for M. Phil./Ph.D. degrees. If so, the topic of their thesis alongwith copy of their Registration Certificate be provided.

### ***List of Scientists Involved in this Project***

Scientists and other personnel who have been actively involved in this project

alongwith percentage of their time devoted during the report period be listed here.

***National/International Linkages Developed***

A brief outline of National/ International Linkages developed during the reporting period may be described.

***D. Need for Additional Research***

Any phase of the research on which further work is desirable, including observations on work, which could not be pursued, be identified.

***E. Endorsement***

Principal Investigator and Institutional Head or a person authorized on his behalf should sign the report

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*Chaptet-3*

**SIX MONTHLY FINANCIAL REPORT**

This report to be submitted in original and four copies on the prescribed ALP Proforma (Annexure-VII). It should accompany the mid year progress report. Fiscal reports should be submitted promptly at the conclusion of each reporting period since additional grant funds to continue the research cannot be made available until such reports have been received. The report should include the expenses for which actual payments have been made.

***INSTRUCTIONS/FORMAT FOR PREPARATION OF SIX MONTHLY FINANCIAL REPORT***

***A. Title Page***

Following information should be tabulated on the title page:

- *Project Title*
- *Name of Principal Investigator*
- *Overseas Cooperating Scientists/Organization*
- *Project Duration*
- *Project Status*
- *Total Cost*
- *Expenditure during the reporting period*
- *Cash in hand*
- *Total liabilities*
- *Balance amount*
- *Expected Expenditure for next*
- *Period, if project is on-going*
- *Special equipments Purchased*
- 

***B. Budget Details:***

**Budget details should be submitted on ALP expenditure proforma annexed (Annex-viii)**

***C. Endorsement:***

Principal Investigator and Head of Account of Institutional /organization or a person authorized on his behalf should sign the report.

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### *Chaptet-3*

## **MONITORING, REVIEW AND EVALUATION OF ALP PROJECTS**

Monitoring, Review and Evaluation of projects funded under ALP will be conducted and organized by ALP Secretariat of PARC. It is the responsibility of project in charge to keep on tract the activities of project. The project in charge will ensure timely supply of resources and inputs (human, financial and material etc.) to deliver the desired results and outputs.

### ***MONITORING:***

The Technical Divisions of PARC will also monitor the progress of ALP projects. The Project Incharge will submit the progress of the project to the Directorate of Planning/ALP Secretariat on six monthly and annual bases. The six monthly progress/technical reports will be provided within 15 days after six month of the project is over. The reports will be examined by the Technical Division with reference to the work plan and suggest recommendation/ changes if required. The Planning Directorate and Technical Divisions will visit the projects activities to help the projects operation, provide technical advice and solve their problems. Releases to the projects will also be made on the basis and performance of the report to be recommended by the concerned Technical Division.

### ***ANNUAL REVIEW:***

The Planning Directorate/ ALP Secretariat of PARC will organize annual review. The Project Incharge will prepare annual report of the project consisting progress, achievements and results of the project for the period under report. The Planning Directorate will organize review meeting to be attended by the members of the Technical Advisory Committee (TAC) of ALP. The TAC will review the annual progress reports of the projects and offered their observation and suggest recommendations for any changes modification. The Planning Directorate will prepare and compile one or two pages summary of each project showing the project's outcome, observations and recommendations of TAC. These will be submitted to the members of Board of Directors (BOD) of ALP for final recommendations and decisions. The Planning Directorate and concerned Technical Division of PARC in collaboration will also review the progress at their own and see their on farm and field or lab. activities in the concerned institutions.

### ***EVALUATION:***

Evaluation is an integral part of the planning process and play key role in project success. It is necessary to know the outcome and effect of project. It helps to

know whether the desired objectives are achieved and also to learn lesson for further strategy and planning.

Mid term evaluation of ALP projects will help to know whether the projects are going in right direction and achieving the desired objectives. The projects will, therefore, be evaluated during the mid period or before their completion. The Planning Directorate will organize the evaluation. Services of subject specialists/experts of related field will be obtained for the purpose. The reports will be submitted to PARC, TAC and BOD for compliance and other necessary action.

A report format is given at Annexure-VIII. This report to be submitted by the PI as and when required by ALP Secretariat for review and evaluation of the project.

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#### *Chapter-4*

### **GUIDELINES AND REQUIREMENTS FOR TRAVEL (OVERSEAS)**

When travel outside the country is necessary to aid the effective completion of the project, a travel request should be submitted well in advance of travel/tour. The PI should provide extensive justification for foreign travel. All proposals for tour abroad will be examined by the ALP Secretariat, PARC in accordance with separate guidelines formulated for this purpose.

Although purpose and cost estimates for such travel may have been included in the initial research proposal and subsequently rectified by the negotiation, steps again be taken during the course of the research to request PARC and USDA consent for travel outside of Pakistan.

The travel of the PI/Scientists to overseas is authorized for the primary purpose of consultation with USDA and other scientists who are qualified in the field of research specified in the ALP Fund. Application for such travel or tour will be considered and permitted if the benefit to the ALP is clearly recognized.

- ***Requests For Authorization To Travel:***

Request for authorization to travel outside Pakistan must be received by ALP Secretariat at least three months in advance of the proposed tour. Timely request is required for the approval of the tour.

All requests for travel/tour authorization should be submitted in an original and three copies according to the proforma (Annexure-IX).

- ***Notification Of Authorization For Tour:***

Notification that travel has been authorized will include specific persons or places to be visited. The traveler is obligated to include such visit in the final itinerary for the tour. Several actions by the traveler are necessary after receiving the notification that the proposed tour is approved. Taking into consideration suggestions and requirements to visit specified in the authorization for travel. The traveler should prepare a final itinerary indicating firm dates and the amount of time to be spent at each place.

The traveler should communicate directly with various individuals to be visited well in advance of actual departure date. Traveler should given approximate dates of proposed visits and subject matter to be discussed. A confirmed itinerary should be forwarded at least two weeks in advance to actual departure to the ALP Secretariat.

- ***Travel/Tour Expenses:***

ALP funds may not be used to pay the expenses of any travel which has little or no direct relationship to the research being carried out. Authorization to use ALP funds will not be issued when the proposed travel is solely to attend an international seminar/conference except under unusual and special conditions.

Expenditure for the purchase of tickets will be met out of project proposed budget and boarding & lodging expenditure will be paid/born by the USDA.

- ***Failure To Travel:***

If a traveler is unable to perform authorized and approved travel to the US or any other country because of illness or for other reasons. Such travel/tour may be rescheduled upon approval of the Chairman PARC/BOD. This approval would be contingent on continued validity of the itinerary and value to the project.

- ***Report Of Tour/Visit:***

A good tour report is essential to be prepared on successful completion of foreign tour/visit on the prescribed proforma (Annexure-X). The PI/Scientist should narrate in detail the issues discussed, accomplishment/out put and decisions or conclusion reached.

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## **Grant Negotiations Format**

*Proposal Identification No.*

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**Title of the Project:** \_\_\_\_\_

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**Person authorized to sign for your institution accepting grant:** \_\_\_\_\_

*(i.e. Head of Institution/ Organization)*

**Objectives:**

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**To whom should payment checks be drawn:** \_\_\_\_\_

*(i.e. Head of Institution/ Organization)*

**Please identify outputs of the proposed research project in the form of:**

***Production and Research Technologies***

- *improved plant/animal varieties*
- *improved laboratory methods*
- *crop related technologies (irrigation, pest control, plant nutrition, etc.*
- *livestock-related technologies ( animal-feed formulas, embryo-transplant methods, artificial-insemination method, etc.)*

***Crop/Livestock Management Practices***

- *post harvest recommendations*
- *plant protection recommendations*
- *animal health recommendations*

- nutrition management recommendations
- feeding management recommendations

### ***Publications and Reports***

- books
- journal articles
- research reports
- conference proceedings
- consultancy reports
- training manuals
- advisory leaflets
- maps
- posters

### ***Training Events***

- farmer training
- extension training
- researcher training

### ***Dissemination events***

- field days
- open days
- farm trials
- exhibitions
- media events
- workshops and seminars

### ***Public Services***

- surveys (pest, disease – monitoring, etc.)
- land-use mapping
- germplasm conservation
- seed production and distribution
- vaccine production and distribution
- quarantine services
- quality-control services
- policy studies, recommendations
- student supervision

*Note: This framework for output identification needs to be tailored to the activities of individual projects.*

**Explain briefly how results of this research will benefit your country and the U.S. Indicate how they will improve production and/or increase general agricultural or scientific knowledge:** \_\_\_\_\_

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**Note changes, if any, in the Plan of Work differing from the original proposal or approved revision. Write “None” if there are none:**

Original Plan	Changes

**Means Available for Research at the Host Institute:**

***I. Proposed facilities:***

***a. Laboratory and Office Facilities:*** List below the number and dimensions of rooms available for laboratory, office, and storage for use on this project; (describe per cent share of the available facilities to be used for the present project):

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***b. Availability of Land:*** If applicable, describe the land available for experimental work (area, location etc.)

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***c. Availability of Equipments :*** List below the major items of equipment available in your Department/ Institution which would be available for use on the project; describe in terms of percentage terms if possible:

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***d. Library Facilities:*** Briefly describe your Department/Institutional library (number of volumes, number of journals subscribed). Also identify other libraries which are to be consulted, if necessary:

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**e. Transport Facilities:** Briefly describe transport facilities that may be provided by the host institute to carryout the project activities:

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**f. Others (Please specify):**

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**II. Scientific Manpower:**

Summarize briefly the capabilities and experience of the Principal Investigator and the Co-Principal Investigator (if any), the percentage of time they intend to devote to this project and the kind of supervision they will exercise (daily or overall).

**a. Principal Investigator:** \_\_\_\_\_

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**b. Co-Principal Investigator:** \_\_\_\_\_

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**c. List other scientific positions available for work under this project, giving briefly the education and experience and duties for each position; indicate percent time spent on the project:**

i. \_\_\_\_\_

ii \_\_\_\_\_

**Reporting Dates:**

**Preferred Starting Date:** \_\_\_\_\_

	1st	2nd	3rd	4th	5th	6th
Dates of 6-monthly Technical and Financial Reports						
Dates of Annual Technical Reports						

For each six months of the grant, a fiscal/financial report showing the grant funds spent (financial report is to be related to the Financial Year being followed in the country i.e. July-June; hence two reports are to be submitted i.e. (i) July-December and (ii) January-June). Two technical reports showing six monthly and annual progress of research are to be submitted.

### Preparation of Project Budget:

Basis of cost estimates of the project may be described in detail keeping in view the Budget Head codes of the Budget Proforma enclosed herewith. Following points are made for your kind consideration.

10.a **Establishment Expenses:** Other benefits-officers honorarium is to be included here; one month salary per annum is to be included for the P.I as well as Co-P.I. It is admissible on completion of full twelve months. If YI is less than six months, please include in the next year.

10.b **Operating expenses:**

**10.b.1 Transportation charges:** Expenses like TA/DA, Conveyance Charges, Running Cost of Vehicle and Transportation of goods are to be covered. Following details may please be provided:

### Travel Cost:

Explain briefly the travel contemplated within the country preferably based on the project activities envisaged under the plan of work (who will travel, how many times a year, purpose, modes of travel to be used alongwith the cost estimates on each travel, please also arrange it on yearly basis following the financial year i.e. July-June):

Project activities for which the travel is envisaged	No. of Days	Cost of Travel			Total Cost
		TA/DA	Running Cost of Vehicle	Others	

### Transportation of goods:

(What will be transported and where (e.g. samples of raw material, equipments, animals,

germplasm/seeds etc.).

Items	Quantity	From & To	Cost/Year

**Estimated Cost:** \_\_\_\_\_

**10.b.2 Communication:** Expenses like postage and telegram, telephone and trunk calls and e.mail & Internet are to be indicated.

**10.b.3 Utilities/Office Supplies/Rent:** Expenses like utilities, stationary, printing and publication, rent of land, machinery and buildings, consumable stores are to be covered here. Following information may please be provided:

**Rent and Utilities:**

Estimates under this cost category should be developed only when it is necessary to rent lands/ buildings and heavy machinery from other individual or company and electricity when metered separately, etc.

S.No.	Items	Area rented	Period of rent	Cost

**Consumable Stores/Supplies/ Materials:**

Some of the items included under this category are glassware, chemicals, POL, feed, pamphlets & reference materials, surgical & medical supplies and office or laboratory supplies etc. Please provide following details:

S No.	Items	Unit	Quantity	Rate per Unit	Cost (Rs.)
1.					
2.					

**10.b.4 Repair & Maintenance:** Expenses upon repair and Maintenance of office buildings (Animal Sheds etc.), Research Equipment & Machinery, Computer and Office Equipment, Furniture & Fixture and Vehicles are to be covered here.

**10.b.5 Other Services:** Other services lime consultancy payment to other agencies, Daily Paid Labour and other Contractual Services are to be covered.



**Contractual Services:**

Illustrative services performed under contractual arrangements with individuals or organizations for which direct payments are made.

S No.	Items	Quantity	Cost (Rs.)
1.			
2.			

**10.b.6 Other charges:** Other charges like publicity and advertisement, seminar/workshop, foreign delegation, delegation abroad, fellowship/stipend to Research Fellows/Associates proposed to be recruited under the project and unforeseen expenses are to be covered.

**Research Fellow/ Contractual Staff:**

As a general policy, ALP does not provide funds for recruitment of regular staff, however, under specific and unavoidable situation restricted contract appointments shall be allowed.

**Delegation Abroad:**

Is out of the country travel contemplated? If so, show details below:

**Name of the Proposed Traveller:** \_\_\_\_\_

**Country (s) to be visited:** \_\_\_\_\_

**Purpose and justification of the proposed visit:** \_\_\_\_\_

**Name of Scientist and Institution to be visited:** \_\_\_\_\_

**Proposed travel dates and duration: Begin:** \_\_\_\_\_

**End:** \_\_\_\_\_ **Days** \_\_\_\_\_

*(Provide a work plan, separately for every single day)*

**Means of Transportation:** \_\_\_\_\_

**Transportation cost: (Air tickets):** \_\_\_\_\_

**Subsistence cost:** (Boarding and Lodging expenses, per diem, purchase of utilities, chemicals if any laboratory work is contemplated and others if any): \_\_\_\_\_

Total foreign travel cost: \_\_\_\_\_

Will full cost be charged to grant:

Yes	No
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Is it included in the project budget:

Yes	No
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If No – who will provide :

*Note: Foreign visit may not exceed 10 days.*

**Foreign Delegation :**

*Will technical assistance be required beyond correspondence from the specialist assigned to serve as “cooperating scientist” for this project? Please tick appropriate box.*

Yes	No
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*Has the cooperating scientist’s visit been envisaged in the project document for review and consultation? If, so, when would such a visit be most useful (e.g. Kharif season, third year of the grant, etc).*

Yes	No
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*If yes visit plan may be described briefly alongwith cost estimates indicating transport cost and subsistence costs as in case of P.I.*

*Mention also the name of cooperating scientist in the field of your research with whom you have had consultations in person or through correspondence. Write his full name, address, phone, fax and E.mail address.*

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**10.b.7 Support to other Institutes/overhead charges:** Payment to the host institution @ 10% of operational budget/expenses to be indicated here; capital and establishment expenses are not be included while working out this amount.

**10.c Capital Expenses:** Expenses upon the proposed purchase of research equipment and machinery, computer and office equipment, furniture and fixture and other assets, livestock etc. are to be covered here. Please provide following details:

**Capital Assets/ Durable Goods:**

*Include under this category property of a durable nature costing more than Rs. 5000/= for each item. This includes lab. equipment, machinery, instruments & apparatus, and special types of structure and any remodeling and alteration of existing structures to meet the needs of the research. Please also provide justification for each item of permanent equipment(s) along with their specifications:*

<i>S No.</i>	<i>Items</i>	<i>Justification</i>	<i>Specifications</i>	<i>Quantity</i>	<i>Rate per unit</i>	<i>Cost (Rs.)</i>
<i>1.</i>						
<i>2.</i>						

**Principal Investigator**

**Head of Department /Institute/ Organization**

\_\_\_\_\_

\_\_\_\_\_

**(Name)**

**(Name)**

\_\_\_\_\_

\_\_\_\_\_

**(Seal and Signature)**

**(Seal and Signature)**

Date: \_\_\_\_\_

Date: \_\_\_\_\_

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