



## Madhya Pradesh State Biodiversity Board

### Guidelines for Research and Documentation Project

#### I. Background

As per the provisions of MP State Biodiversity Rules, 2004 (Rules 14 (viii) and (xi) the Madhya Pradesh State Biodiversity Board strives to promote research and documentation on various facets of biodiversity.

#### II. Objectives of financial assistance for projects

- a. Promote research in gap areas of Biological Diversity and collate existing information to build a sound database.
- b. To collate and integrate biodiversity information from diverse sources into State level database on different components of biodiversity.

#### III. Focus areas for Research and Documentation

S. No.	Focus areas
<b>A</b>	<b>Floral-faunal Diversity and Ecosystem Services Assessment</b>
	<ol style="list-style-type: none"><li>1. Intensify survey, identification, and inventorization of State floral, faunal and microbial biodiversity with special attention to hitherto unexplored areas for conservation of Keystone, Umbrella, Rare, Threatened, Endangered, Endemic and other important species.</li><li>2. Promotion of target research on taxonomy and in critical gap areas pertaining to biodiversity conservation and management along with Lesser-known groups of floral, faunal biodiversity (like-Indian pangolin, Indian Skimmer, Carnivores small &amp; medium, Black bellied tern, Great Indian-bustard, Lesser Florican, Caracal, Forest owlet, River dolphin, Otters Ghariyal).</li><li>3. Identification and inventorization of biodiversity indicators of pollution (like- Aquatic micro and macro invertebrates, fishes, birds, and lichens).</li><li>4. Identification and inventorization of biodiversity indicators of habitat quality (Based on different habitat types, e.g. birds and butterflies are indicators of the quality of forest habitats).</li></ol>

S. No.	Focus areas
	<p>5. Identification, inventorization, and monitoring of exotic invasive species (such as Parthenium, Eupatorium, Lantana, Water Hyacinth, African Catfish, etc).</p> <p>6. Documentation of Ecosystem Services assessment</p> <ol style="list-style-type: none"> <li>a. Specifically, head water protection of major rivers and tributaries.</li> <li>b. Integrate climate change adaptation strategies into biodiversity conservation project, focusing on enhancing the resilience of ecosystems and species to changing environmental conditions.</li> <li>c. Support research initiatives aimed at understanding the impacts of climate change on biodiversity and developing adaptive management measures to mitigate its effects on vulnerable ecosystems and species resilience studies linking to Biodiversity conservation.</li> </ol>
<b>B</b>	<p><b>Agro-biodiversity</b></p> <ol style="list-style-type: none"> <li>1. Establishment of community seed banks, conservation measures for traditional varieties and wild cultivars of different crops.</li> <li>2. Documentation of lost and vanishing fruits and vegetables and climate resilient risk hedging agronomic practices and other related fields.</li> <li>3. Pilot studies on promotion of organic agriculture and green markets.</li> <li>4. Issues related to soil health and organic farming.</li> </ol>
<b>C</b>	<p><b>Aquatic Biodiversity</b></p> <ol style="list-style-type: none"> <li>1. Documentation and conservation of native aquatic species (like otter, River dolphins, Indian Skimmers, Ghariyal, Black bellied tern, riverine turtles, etc).</li> <li>2. Aquatic biodiversity issues specific to M.P.</li> </ol>
<b>D</b>	<p><b>Traditional Knowledge</b></p> <ol style="list-style-type: none"> <li>1. Traditional knowledge documentation encompassing all types of biodiversity.</li> <li>2. Wild edible Food of tribes/local communities.</li> <li>3. Livelihood practices of tribal/indigenous communities that include Biodiversity.</li> <li>4. Partnerships with indigenous communities to conserve traditional practices and knowledge for ecological sustainability.</li> <li>5. Documentation of sacred groves.</li> </ol>

S. No.	Focus areas
E	<p><b>BD Act implementation areas</b></p> <ol style="list-style-type: none"> <li>1. Strengthening and Capacity Building Biodiversity Management Committees and updation of Peoples biodiversity registers.</li> <li>2. Documentation, biodiversity assessment and management practices of biodiversity hot spots.</li> <li>3. Documentation, conservation and management practices of Probable/declared Biodiversity heritage sites.</li> <li>4. Any other area which may be relevant time to time, in accordance with Biodiversity aspects.</li> <li>5. Implementation of Access Benefit Sharing mechanism.</li> <li>6. RET species focus areas under section 38 of BD Act. (like- <i>Batagur kachuga</i>, <i>Roorchestes sanctisilvaticus</i>, <i>Litsea glutinosa</i> (Lour), <i>Oroxylum indicum</i>(L), etc.</li> </ol>

IV. **Nature of Projects, assistance and tenure** - The financial assistance for projects is categorized as major and minor projects.

Particular	Minor Project	Major Project
<b>Tenure</b>	Up to 1-2 years	For a period of 2-5 years
<b>Financial Limit</b>	The minor projects comprise of project cost up to Rs. 5.00 lakhs.	The major project comprise of project cost ranging from 5 Lakh to 50 lakhs.

V. **Procedure for applying** - Government Departments/Universities (Public & Private)/ organizations/Institutions/NGO Research practitioners/ Individuals, who wish to avail financial assistance for project should submit their proposal in the prescribed format as under

- I. Major Research & Documentation Projects MPSBB/RP/Form-1
- II. Minor Research & Documentation Projects-MPSBB/RP/Form-2
- III. Traditional Knowledge/ Field related survey/ Capacity building Project- MSBB/FP/ Form-3
  - a. Project investigators of Government Departments/Universities (Public & Private)/ organizations/Institutions/NGOs, sending project proposal for financial assistance to MPSBB, shall route the projects through their head of the Department/ University/Organization.

- b. All project proposal of Individuals/ Research practitioners (Project investigators) routed through shall be routed through concerned Divisional Forest Officer (Ex-officio Assistant Member Secretary of MPSBB) of the study area selected in the project.
- c. The proposals may be sent any time during the year.
- d. Project investigators of Government Departments/ Universities (Public & Private)/Research organizations/ Institutions/NGOS/ Research practitioners/ Individuals shall have to submit the project proposal along with 02 recommendation letters from relevant authorities working in respective field areas/ subject matter expert/ specialist for selection procedure.

## **VI. Procedural Steps for Approval of Project**

### **A. Major Projects**

The major Research and Documentation proposal received in the Board will be sanctioned as per the procedure given below (Major proposals will be evaluated by the Board, twice in a year preferably in months of January and July).

#### **1. Screening of the Project**

The project proposal received in the Board shall be primarily evaluated by the Project Screening Committee. Thereafter, the proposal shall be forwarded to Subject Matter Experts for vetting. The Subject Matter Experts shall evaluate the proposal on the basis of the criteria mentioned in Annexure-I (Table-1). Each proposal shall be assessed on a total score of 10 marks, and only those proposal securing a score of 6 marks or above shall be considered for placement before the Project Approval Committee (PAC).

#### **2. Presentation before PAC**

- a) The selected proposal will be placed before the PAC
- b) The Principal Investigator (PI) will be invited to make presentation before the Project Approval Committee (PAC) of the Board. No. TA/DA would be paid to the PI. Proposal will not be considered in absentia.
- c) The PAC will give recommendation for the sanctioning the projects.

#### **3. Approval of Chairman of MPSBB**

The project proposal having project cost of Rs 50.00 lakhs and above will be sent to chairman of MPSBB for approval.

### **B. Minor Project**

- a) Initial screening of the project proposal received from project investigator, will be done by Project screening committee (PSC) of Board.
- b) The project involving scientific research / major goals, will be evaluated based on the presentation given by Project Investigator (PI).
- c) Screened project proposal by PSC, will be forwarded for evaluation to subject matter expert.

- d) The evaluation of the project will be done on the basis of criterion mentioned Annexure1 (Table-1). The proposal will be assessed on a score of 10. Only proposal getting score 6 or above will be considered for approval by the Board.

**C. Sanction by Member Secretary**

- a) The final decision will be taken by the member secretary keeping in view the recommendations made by PAC in major project and by Board Project screening committee (PSC) in minor project, along with availability of funds.
- b) The Member Secretary will issue administrative and financial sanction after the completion of due process.

**VII. Mandatory legal permissions in connection with execution of the project**

- a) The Principal Investigator shall obtain mandatory permissions required for under taking project in protected areas under Wildlife Protection Act, 1972 from the Chief Wildlife Warden and Principal Chief Conservator of Forests, M.P. prior to initiation of the project.
- b) The Principal Investigator shall obtain specific permission for handling of any Wildlife or collection of samples from the Chief Wildlife Warden and Principal Chief Conservator of Forests, M.P. prior to initiation of the project.
- c) The Principal Investigator shall be responsible for obtaining any other legal permission required under any other law applicable for the execution of the project.
- d) The PI shall submit undertaking in the form of affidavit in prescribed format to respective authority and also to Board, while conducting research/study/survey in areas exposed to high risks (For instance- if PI is conducting research in core area of the forest that is rich in wildlife, need to write undertaking to Chief Wildlife Warden, PCCF and to Board prior to initiation of work). The Board shall not be responsible to any risk/injury/loss/damage cause to person while exposing himself to the risk exposed areas.

**VIII. Monitoring and Evaluation**

- a) In case of Minor Project- Six monthly and annual progress reports must be submitted to MPSBB.
- b) In case of Major project- Board shall organize quarterly, midterm review and final review after completion of the projects, where the PI will be invited for presentation of work being done before an expert committee.
- c) Principal Investigator (PI) will submit the final report in 03 hard bind-coloured copies and soft copy via Email/Pen Drive with relevant photographs, along with executive summary of project.
- d) High-resolution photographs and/or videography undertaken during the implementation of the project shall be submitted to the Board along with the project deliverables.
- e) The progress report/final report shall be sent to subject matter expert by MPSBB for the evaluation. Final report of the project will be marked on a scale of 10 based on criterion mentioned in Annexure 1 (Table-2).

**IX. Terms and conditions for release of grants**

- a) The grant for project shall be released in suitable instalments as determined by the Board.
- b) The subsequent instalment will be released on submission of progress report prepared in line with vis a vis objective, along with utilization certificate duly certified by Registrar/Principal/Head of the institute, a timely review presentation, and after incorporation of the comments received by subject matter expert.
- c) A consolidated audited utilization certificate for the amount actually utilized towards the project, duly signed and sealed by Government Auditor/Chartered Account, should be submitted at the end. An audited utilization certificate is mandatory to submit.
- d) Unutilized grant if any, should be refunded immediately through demand draft in Favor of Member Secretary, M.P.S.B.B. payable at Bhopal.

**Note-** The Final instalment of project will only be released, keeping in view the following:

Achieving a minimum overall score of 6 out of 10, as per the marking scale, based on the various criteria outlined in the marking scheme. In case, the final report gets a score of below 6, the final instalment of the project will not be released.

**X. Other Mandatory terms and conditions**

- a) Project Investigator (PI) of Government Departments/Universities (Public & Private)/Research organizations/ Institutions/NGOs/Research practitioners/ Individuals will only be considered, having minimum 3 years of relevant experience in handling such/similar Scientific and research projects.
- b) The Project Investigator (PI) shall submit affidavit that the proposal for the present project has not been submitted before any other Board/authority earlier and further declare that this project will be a stand-alone project.
- c) In case the project is not a stand-alone project, the PI shall fully disclose the complete financial details of the entire project, including the sources of financial assistance received or proposed to be received from other Boards/authorities/organizations, the component(s) of the project for which financial support is being sought from the Madhya Pradesh State Biodiversity Board (MPSBB), and the details of other organizations/institutions involved in the project.
- d) Project Investigator (PI) shall give an undertaking regarding legal compliance of the project mentioned in prescribed format of the Board.
- e) Only one project at a time will be sanctioned to any agency Before completion of ongoing project, no new proposals will be entertained, except in case of urgent requirement by Board under special circumstances.
- f) Extension for any project can be considered by the Board only under exceptional circumstances.
- g) If the project progress is found to be unsatisfactory, the MPSBB reserves full rights to terminate the project and recover the Grant released.

- h) Physical inspection will be carried out by officials of MPSBB/ concerned forest officials and subjects experts to assess the progress of the project at any point of time.
- i) The Board must be acknowledged in all the publications related to the project. It is mandatory for the agency/individual to take prior permission for any publication with regards to the project.
- j) In case it is found at any stage that the applicant organization/individual has misled the Board, furnished false or misleading information, or committed any act of misrepresentation or fraud, the proposal shall be rejected forthwith and the concerned organization/individual shall be blacklisted by the Board.

Further, in such cases, the Board shall have the right to recover the entire or part of the financial assistance released, and in case of a sanctioned project, the organization/individual shall be liable to refund the amount already released, along with any other action deemed fit by the Board.

  
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Table - 1 Criteria for Evaluation of Project Proposal

S. No.	Criteria for Evaluation	Score
1.	<b>Innovation and Value Addition</b> Degree of novelty in approach, tools, methodology, outputs or outcomes; clarity on how the project adds new knowledge, practices or solutions beyond existing work.	02
2.	<b>Relevance to Biodiversity Act, 2002</b> Alignment of project objectives with provisions, mandates and priority areas of the Biological Diversity Act, 2002 and associated rules/guidelines.	02
3.	<b>Contribution to Identified Gaps in Biodiversity Conservation/ Documentation</b> Extent to which the proposal addresses clearly identified gaps, unmet needs, or priority areas in biodiversity conservation, documentation, or sustainable use at local/state level.	02
4.	<b>Technical Soundness and Methodology</b> Clarity, feasibility and scientific robustness of proposed methodology, study design, sampling framework, work plan, timeline, and adequacy of literature review.	02
5.	<b>Institutional Capability and Prior Experience</b> Demonstrated experience of the agency/PI in similar or related studies, availability of technical expertise, infrastructure, and past performance in the proposed or comparable geographic area.	02
	<b>Total Score</b>	<b>10</b>

Table - 2 Criteria for Evaluation of Progress (Final Report)

S.No.	Criteria for Evaluation	Score
1.	Alignment with proposed objectives.	02
2.	Quality of field work/ data collected. (field activities (GPS tagged photos) and outcomes)	01
3.	Methodology and Approach including stakeholder engagement.	01
4.	Progress and timely reporting (includes presentations)	01
5.	Deliverables/outcomes of Study	01
6.	Linkage with Biodiversity Act 2002	02
7.	Overall performance	02
	<b>Total Score</b>	<b>10</b>

  
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