

Proforma for submission of proposal for financial assistance by the establishments registered with CCSEA for conducting Workshops/ Conferences/ Seminars etc.

1. Name and address of establishment:
2. Registration number and date of registration:
(The establishment should be registered with CCSEA)
3. Validity of Registration:
4. Topic of Workshop/ Conference/ Seminar:
5. National event or International event:
6. Proposed date:
7. Venue:
(The conference should be conducted in physical mode)
8. Aim of Workshop/ Conference/ Seminar:
(Aim of Workshop/ Conference/ Seminar should be related to Laboratory Animal Care/ Ethics / welfare/ 3Rs in animal experimentation and welfare)
9. Target group/ Audience:
 - i. Total number of participants:
 - ii. Number of Participants from the establishment:
 - iii. Number of Participants from outside the Establishment:
(Students, Researchers, Faculty Members, Scientists, Veterinarians, Laboratory Animal Technicians and other professionals involved in laboratory animal care and experimentation should be invited from the establishments engaged in Bio-medical research, breeding and trading of laboratory animals)
10. Tentative Schedule with Names of the Expected Speakers and Faculties:
11. Title of the proposed lecture related to CCSEA:
(A slot should be kept for the representatives nominated by CCSEA in the schedule to discuss the guidelines and extant rules of CCSEA. The representative will be appointed by CCSEA after considering the proposal)
12. Budget details (In Rupees):
 - i. Estimated expenditure:
(Item-wise cost should be provided)
 - ii. Support from home institution:
 - iii. Support from other funding agencies:
 - iv. Other sources of revenue:
 - v. Amount of Financial assistance required from CCSEA:
(The CCSEA in no case will provide the financial assistance of more than one-third of the total cost proposed by the institution and which shall be limited upto Rs. 2,00,000/- for National events and upto Rs. 4,00,000/- for International events)
13. Details of financial assistance received from CCSEA in past:

Name:.....Signature:.....Seal with date.....
(Head of Department/ Institute/ Organization)

Note:

- i. A soft copy of the proposal is required to be submitted in word format through the E-mail on cpcsea-mef@gov.in.
- ii. The proposals received in the office of CCSEA for financial assistance will be considered on first come first serve basis.
- iii. The proposal should preferably be submitted at least 3 months in advance to the date of conference/ seminar/ workshop.
- iv. Financial assistance will be provided subject to the availability of budget for this purpose.
- v. The proposal complete in all aspects shall only be entertained in CCSEA and the incomplete proposals shall be rejected without entering into any communication with the applicant.
- vi. The Committee may recommend any change in proposal considering the significance of the program and utility of the budget.