**TEMPLATE FOR THE TERMS OF REFERENCE FOR THE R&D PROJECTS**

(*Refer to the Guidelines on R&D Projects issued vide note SCMD/R&D dated xx-09-23*)

**1. Title of the Project**: Mention the title of the project.

**2. Background:**

a) Mention the Technical Committee and Division Council the project is related to;

b) Mention the standard / document no. for the standard under development or review

 to which the project is related to;

c) Briefly explain the rationale for the commissioning of the project.

**3. Scope**: Mention the scope of the project.

**4. Expected Deliverables**: Mention the outcome of the project.

**5. Research Methodology**:

Mention the essential components of the methodology like mid-term review, focus group discussions, visits to the manufacturing units and/or laboratories, collection and testing of samples etc. with the details of the sample size for them as applicable.

**6. Requirement for the CVs:**

Mention the requirement for the CVs of the persons to be engaged for the project.

**7. Timeline and Method of Progress Review:**

Suggest the stagewise timelines including that for the submission of the first draft, final draft and the report and the mechanism for the review of the progress.

**8. Support BIS will Provide:**

Indicate the support BIS may provide in terms of the standards, other publications, information regarding manufacturers and labs etc.