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Dr. S.K. Singh
Director

F.No.ICAR/ATARI-6/FFP/2016 Dated: 5th Nov., 2016

To,

The Hon'ble Vice Chancellor
Navsari Agricultural University,
Navsari - 396 450.

Sub: Request for submission of project proposal as per format under Farmer First Programme of Division of Agricultural Extension, ICAR, New Delhi.

Sir,

As you are aware that Division of Agricultural Extension, Indian Council of Agricultural Research, New Delhi is implementing Farmer First Programme in a holistic approach. Council has again forwarded guideline and Performa for preparation of project proposals and same has to be submitted **upto 17.11.2016** to ICAR-ATARI, Jodhpur for screening as well as onwards transmission to council for approval and necessary action.

Therefore, I humbly request you to kindly direct to concern Director of Extension Education for **formation a team of Scientists of major disciplines of Agriculture to prepare a project proposal as per guideline and performa** of Farmers First Programme (FFP) with in schedule time (**upto 17.11.2016**).

Thanking you,

Yours Faithfully

(S.K. SINGH)

Enclosure: Guideline & Format of Farmer First Programme.

Copy to: Director of Extension Education for providing necessary technical inputs and guidance for preparation of project proposal as well as timely submission to ICAR-ATARI, Jodhpur.

INDIAN COUNCIL OF AGRICULTURAL RESEARCH

(Division of Agricultural Extension)

KRISHI ANUSANDHAN BHAVAN-I

PUSA, NEW DELHI 110 012

F.No. A. Extn.26/10/2015-AE Dated the 3rd November, 2016

Subject: Inviting fresh project proposals by Agricultural Extension Division of ICAR for funding under Farmer FIRST Programme reg.

The Indian Council of Agricultural Research (ICAR) New Delhi has launched Farmer FIRST Programme (FFP) for implementation during the XII plan as part of the Krishi Vigyan Kendra (KVK) Scheme. At Zonal level, the programme shall be monitored through Zonal Programme Implementation Units (ZPIUs) headed by Directors of Agricultural Technology Application Research Institutes (ATARIs).

There will be a Zonal Programme Management Committee (ZPMC) under the Chairmanship of Directors of ATARIs. The ZPMC will screen the project proposals received from the Agricultural Universities and ICAR Institutes as per guidelines and provide guidance for further improvement with regard to its suitability for funding under FFP. The ZPMC shall forward the suitable proposals for consideration of the PMC along with its comments and recommendation.

The fresh project proposals for funding under Farmer FIRST Programme (FFP) are invited from Agricultural Universities and ICAR Institutes in the prescribed format available on ICAR website. The ICAR Institutes/AUs which have already been sanctioned a project under FFP are not eligible to submit another fresh proposal for funding.

The project proposals should be as per Approach and Guidelines of FFP which must be as per aims and objectives of the programme and cover its four components viz. i) Enhancing Farmer-Scientist Interface; ii) Technology assemblage, Application and Feedback; iii) Partnership and Institution Building; iv) Content Mobilization. The detailed guidelines are hosted on ICAR website. The duly signed hard copies (10) of project proposals are to be sent to Directors of respective ATARIs on or before 17.11.2016 by e-mail. One hard copy may also be sent to Dr. V.P. Chahal, Assistant Director General (Agril. Extension), ICAR, KAB-I, Pusa, New Delhi- 110012 along with a soft copy on the email: farmerfirst706@gmail.com or chahalvp@gmail.com.

V. P. Chahal
Assistant Director General (AE)

Copy to:1.Project Director, DKMA, KAB-I, New Delhi for hosting the information on ICAR website

2.All Directors of ATARIs for information to ICAR Institutes and Agricultural Universities in their respective zones.

FARMER FIRST PROGRAMME
(Approach and Guidelines for Funding Projects)

A. Approach of Farmers FIRST Programme

The Farmer FIRST Programme (FFP) is an ICAR initiative to move beyond the production and productivity, to privilege the smallholder agriculture and complex, diverse and risk prone realities of majority of the farmers through enhancing farmers-scientists interface. There are concepts and domains that are new in emphasis like resource management, climate resilient agriculture, production management including storage, market, supply chains, value chains, innovation systems, information systems, etc. The Farmer FIRST as a concept of ICAR is developed as farmer in a centric role for research problem identification, prioritization and conduct of experiments and its management in farmers' conditions. The focus is on farmer's Farm, Innovations, Resources, Science and Technology (FIRST). Two terms 'enriching knowledge' and 'integrating technology' qualify the meaning of Farmer FIRST in Indian context. Enriching knowledge signifies the need for the research system as well as farmers to learn from each other in context to existing farm environment, perception of each other and interactions with the sub-systems established around. Technology integration is looked from the perspective that the scientific outputs coming out from the research institutions, many times do not fit as such in the farmers' conditions and thus, certain alterations and adaptations are required at field level for their acceptance, adoption and success.

1. Why Farmer FIRST Programme

The past efforts brought lot of success in terms of raising production and productivity and addressing issues of the farmers and the technology was considered as a vital factor in the production system and farmer as a recipient of the technology outputs. The knowledge and innovations of the farmers were not valued much and their presence was relegated at most as a participant but not as a partner in the experimentations. The wisdom available with the farmers was also not channelized so much to derive suitable options for different production systems. The participation of multiple stakeholders was also not taken up in perspective for technology development, integration and adoption. Now the situation has changed drastically in terms of increased number of smallholders, growing proposition of women-led agriculture, need for higher return per unit area and addressing the changing socio-economic environment, etc. This necessitates new approach for project development involving innovation and technology development with the strong partnership of the farmers for developing location specific, demand driven and farmer friendly technological options.

2. Applying Farmer FIRST Approach

Farmers tend to face problems related to production and natural resource management but they might not have found out solutions to overcome them. In such situations, Farmer FIRST is an opportunity for the researchers, extension professionals and farmers to work together and find appropriate ways through assessing different solutions. During the production process, farmers often evolve new ideas to improve their cultivation and natural resource management activities. This creates a space for researchers, extensionists and farmers to design and organize new experiments. Farmer FIRST can be applied not only at household level but also at village and community level as community experimentation.

Usually, the experiments are managed at the individual farmer's level who are involved in the project or who are selected by the village as the representatives to conduct experiments. In

addition, there are some cases where experiments focus to solve problems of the whole village. Farmer FIRST is a concept in which the farmers participate in the research process with scientists. Research questions are found out together with selected farmers or the whole village and villagers' participation in monitoring experiments with scientists. The aim is to find out new ways of doing and bringing in synergy of the stakeholders. The experiments need to be adapted to specific conditions of a farming system and to have the participation of farmers as well as scientists. Especially they must acknowledge local wisdom as a vital element for the development of useful innovations. The role of extensionists is to ensure implementation.

Farmer FIRST will create linkages between farmers-researchers and extensionists to support farmers to conduct appropriate experiments selected by them. It will help researchers and extensionists understand and know real needs of villages. In this process, priority does not come from researchers or extensionists but from the end users of results of research and technology development.

3. Role of Stakeholders

Farmers

- Actively manage, implement and monitor experiments/trials.
- Use labour and available resources to conduct experiments/trials.
- Closely link with extension and research in the process.
- Share their experiences with other farmers

Researchers/teachers

- Researchers have responsibilities to implement research and technology development in reality.
- Study local knowledge, analyse issues of farmers together with them, identify and prioritize problems.
- Participate in the whole process together with farmers and extensionists, provide technology information, scientific knowledge to support the implementation.
- Involve farmers in monitoring, documentation and evaluation of experiments.

Extensionists

- Create farmer-scientist interface, organize farmer to farmer experience exchange, developing literature and extension materials based on experiment results and disseminating results.

Benefits

Farmers and villagers

- Farmers get an opportunity to solve their problems or try out new ideas that they themselves could not do without the support of the researchers and extensionists.
- Improve experimenting and technology development capacity.
- Learn and share production experience with outside actors and other farmers.
- Better access to extension programmes, services and information about technologies, markets, prices, etc.

Researchers and teachers

- Learn local wisdom through working with the farmers and extensionists
- Implement research that suit farmers' conditions.

- Improve research methods and facilitate field based learning.
- Improve knowledge and skills in participatory research approaches.

Extensionists(Field Extension Officials)

- Learn new extension tools and methods which satisfy farmers' needs.
- Improve their capacity through close monitoring of experiments, a learning-by-doing process.
- Better access to scientific and local knowledge.
- Get support of the farmers for better spread of results through "farmer-to-farmer" sharing.

4. Aims and Objectives of FFP

'Farmer FIRST' programme aims at enhancing farmer-scientist interface for technology development and application. It will be achieved with focus on innovations, technology, feedback, multiple stakeholder's participation, multiple realities, multi method approaches, vulnerability and livelihood interventions. The specific objectives are:

- To enhance farmer-scientist interface, enrich knowledge and facilitate continued feedback;
- To identify and integrate economically viable and socially compatible technological options as adoptable models for different agro-ecological situations;
- To develop modules for farm women to address drudgery reduction, income enhancement and livelihood security;
- To study performance of technologies and perception of the farmers about agriculture as a profession in the rural settings;
- To build network of linkages of organizations around the farm households for improving access to information, technology, input and market.
- To institutionalize Farmer FIRST process.

5. Components of FFP

(i) Enhancing Farmer –Scientist Interface

Enabling involvement of researchers for continuous interaction with farm conditions, problem orientation, exchange of knowledge between farmers and other stakeholders, prioritization of problems and setting up of research agenda.

- This component will create a strong farmer-scientist bond for continuous exchange of idea, innovations, resources, feedback for development of appropriate technology and human resource development.
- Identification of farm innovators and grooming them as technology agents for farmer to farmer technology dissemination, up-scaling and out-scaling.
- Regular visits of project team and other scientists to project site for orientation of problems and ground realities.
- Multi stakeholders' participation in building strong farmer-scientist interaction.
- Regular interactions of farmer-scientist at institute and project site through trainings, visits, workshops, interfaces, extension activities, etc.

(ii) Technology Assemblage, Application and Feedback

- Integrating components of technology for application in different agro-ecosystems will focus on innovations and feedback.

- Crop based modules will focus on intensification and diversification of existing systems with introduction of new varieties and technologies to substantially enhance income. On site input management like seed production by farmers through training, timely supply of quality seeds and resource management may be major activities.
- Horticulture based module will focus on seed production and nursery management, vegetable, fruit production, floriculture, post-harvest management, poly house technology and adoption of new technologies.
- Livestock based module will focus on raising the production and productivity of existing livestock, introduction of new breeds, animal health management, development of viable milk production units, poultry and fisheries. The livestock related different modules are to be developed as per the micro farming situations and socioeconomic status of the farmers.
- Enterprise based module will cover various income generating activities like seed and other inputs production, bee keeping, mushroom production, vermi-compost production, handicraft, processing and value addition, marketing through federating farmer groups etc. The farmers, youth, landless and farm women may be important target groups.
- NRM based module will have the insight to work upon natural resource management, climate resilient agriculture, use of resource conservation technologies, water harvesting and micro irrigation, micro-organisms, land races and bio diversity etc.
- Integrated Farming Systems (IFS) module emphasise different categories of land holders based on resource availability, socioeconomic conditions, risk bearing capacity, market availability etc.

(iii) Partnership and Institution Building

Building partnerships involving different stakeholders, development of rural based institutions, agro-ecosystem and stakeholders analysis and impact studies.

- Creation of models of partnerships
- Institution building for bringing professionalism, leadership, marketing ability, organizing capability among farmers, database creation on perception, attitude and agricultural scenario.

(iv) Content Mobilization

Project platform having institutions as partners will be used to develop specific contents for e-enabled knowledge sharing.

- Identification and pooling of available transferrable technologies available with different institutions.
- Project outcome to be utilized as part of content.
- Preparation of knowledge models as network representation of agricultural knowledge.
- Content management platform enabling off and online access.

6. Project Implementation, monitoring and evaluation

i) Operational Area and Participating Institutions

ICAR Institutes and AUs may take part in implementation of the project at field level. One institute will adopt about 500-1000 farm families spread over in nearby cluster of 2-4 villages. The farmers will be the major target groups with emphasis on small and marginal farmers and farm women. The four ICAR institutes like NAARM, NIAP, IASRI and DKMA will provide

support to the project in development of processes and methodologies, content development, database creation and regular assessment and impact evaluation.

ii)Project Team

The Head of institution will lead the project with support of a Nodal Officer/ Principal Investigator nominated for the purpose. A project team headed by a PI and 4-5 related associated scientists as Co- PIs as per requirement of the project will be nominated by the institute. PI and Co-PIs will be from the project implementing institution. However, one or two scientists may be opted from other institutions as collaborating scientists or Co-PIs by the specific institutions to support the other requirements of the farmers. A Principal Scientist/ Professor may act as PI. PI will be responsible for project planning and implementation. The composition of 4-5 scientists essentially include one social scientist preferable from the discipline of Agricultural Extension or Agricultural Economics. It will be the responsibility of the Head of the institute to nominate Nodal Officer/PI and constitute the project team. The project team will launch the programme in selected villages on different thematic areas and conduct interface programmes at project site, institute or other places. The project team will involve other scientists of the institute/ Universities for their participation in seasonal interfaces, project planning, diagnostic and monitoring visits.

The scientists of the institute/university other than the project team, may form sub-teams of 4-5 scientists and develop sub-projects/ components as part of the main project, plan and implement the activity in the villages involving small groups of farmers. Thus, there may be number of sub- teams in the institute/university to work on different technology modules.

7. Farmer FIRST Process

i) Preparation phase

The Project team/sub teams (including researchers, extensionists and farmers) will identify villages and conduct baseline survey of selected villages, analyse issues and opportunities in the selected villages and identify priority areas for undertaking activities in partnership with farmers. The team will also prepare benchmark report and understand about organizational aspect and develop rapport in the village.

ii) Initiation phase

This is an important phase of the Farmer FIRST Process in which problems shall be identified, appraised and selected for experimentation. The team in collaboration with farmers design individual and community experiments. Farmer Interest Groups will be formed to start designing their expected experiments. There are 5 steps in this stage: 1) identification of problems, priorities & technology options; 2) clarification on problems & priorities; 3) selecting prioritized problems for experiments; 4) selecting individual farmers or community/commodity groups to conduct the experiments; and 5) designing the experiments with specific reasons, indicators and technologies.

iii) Implementation phase

The project team will develop action plans, visit schedules and collaboratively implement the programme. The farmers will work as team member with extensionists and researchers during the experimentation process.

iv) Monitoring and documentation phase

In terms of time, this is implemented simultaneously with the implementation stage but because of its importance it is mentioned as a separate component. In this phase, stakeholders will be involved in monitoring and documentation of all emerged issues and lessons learnt. The indicators identified in the experiment will be recorded by farmers and researchers. Comments of outsiders and other farmers will also be recorded. Documents, regular reports will be produced and provided to related interested people in and outside the village. One key step in this stage is participatory monitoring and documentation of the process.

v) Finalization phase

It is actually an event rather than a stage, but it plays an important role in synthesising experiences. The objective of this phase is to evaluate and identify whether the intervention is successful or not? The farmers who conduct the experiment, prepare and explain their experiences and results to other stakeholders and farmers. This stage includes 1) organization of participatory evaluation in the field, and 2) documentation and report writing.

vi) Dissemination phase

Experiences, innovations and other outputs should be disseminated. "Farmer to farmer" extension will be useful for dissemination and experience sharing with other farmers and villagers. This stage includes two main steps: 1) develop extension materials and 2) organize different extension activities to spread out the results. The network of centres can also be used for dissemination of proven technologies.

8. Implementation matrix of Farmer FIRST Process

Matrix: (I) Situation analysis, problem identification, and preparation of Farmer FIRST project activities

Objectives	Implementation process	Methods and tools	Duration	Participants
A. Situation Analysis				
• Stakeholders have common understanding on village conditions; • Identify opportunities and problems; • Sharing the project and its process with the farmers. Clarify benefits and responsibilities of different partners. • The researchers create reliable relationship with farmers.	• Organize rural assessment • Selection of village and farmers based on village representing the agro-ecological situations and socio-economic priorities of the region and its approachability • The farmers identified should represent different socio-economic group,	RRA, PRA, Problems tree, Benchmark survey, Meeting and discussion with farmers and local authority	4– 6 days	Key farmers, extensionists researchers and other stakeholders
B. Selection of problem priorities				
• Presenting general information about Farmer FIRST to villagers. • The participation of villagers is agreed upon. • The issues, problems and priorities are agreed upon. • The programme for Farmer FIRST in villages is agreed. Core farmers involved in Farmer FIRST initiation are identified (sex, age, commodity groups, resource groups, associations etc).	• Introduction of Farmers FIRST project to farmers. • Clarifying stakeholders' responsibilities, benefits • Problems are identified • Making the plan • Selecting farmers for initiation.	Village meeting	3-4 days	All villagers and village leaders; extensionists, researchers and other stakeholders

Matrix (II): Selection of Technology Assessment and Application modules

Objectives & Expected results	**Implementation process**	**Methods/ Tools**	**Duration**	**Participants**
Modules are presented to all villagers and are screened carefully.	• Screening technology modules • Selection of modules	Group discussion with core farmers	1 day	All villagers, Extensionists, researchers and village leaders
Formation of Interest Groups/ Commodity Groups and selection of households for experiments				
• To form small commodity specific Interest Groups of farmers, farm women, landless, for example goat growers, basmati rice growers group, marketing group, apple growers, dairy group, women group, honey producers group, etc • Develop criteria for selecting households	• Criteria for selecting households are agreed by villagers	• Brainstorming to develop criteria for selecting households • Discussing in the meeting • Farmers association with different commodity groups to be identified	1/2 day	• Villagers, extensionists and researchers

Matrix (III): Action plan development and implementation

Objectives	Procedure	Methods/ Tools	Duration	Participants
A. Action plan				
• To develop specific action plan for each experiment, that is suitable to local situation involving all the stakeholders . • The action plan clearly defines responsibilities of each actor, time, necessary inputs, and contributions of farmers.	• Planning development with the participation of stakeholders • Sharing action plan with other relevant stakeholders	• Facilitate the commodity/ interest group to develop the action plan. • Use of Planning matrix tool	1 day	Commodity/ Interest groups, extensionists and researchers
B. Action Plan Implementation				
• The researchers and extensionists help the farmers to implement the experiment following the designed plan.	• Making the schedule for visits. • Together implementing the experiment and work in the field	Use of technology modules	Number of visits and duration according to the action plan	Farmers, extensionists and researchers

Matrix (IV): Monitoring/experiment evaluation, and report writing

Objectives	Procedure	Methods/ Tools	Duration	Participants
A. Monitoring, recording and documentation				
• Participatory monitoring and evaluation is organized and carried out during the experiment process. • Results and experiences are recorded, documented and provided to related organizations.	• Organize participatory monitoring and evaluation • Document experiment procedure/ process	• Monitoring diary of farmers. • Experience exchanging between farmers. • Document the process in different types: reports, documents, farmer diaries, pictures, video tapes.	During experiment implementation	Farmers, researchers, extensionists, other farmers and interested stakeholders
B. Experiment evaluation				
• Experiments are evaluated with the participation of relevant stakeholders and farmers • Results are analyzed and consolidated to draw the experience.	• Preparing for the evaluation by the farmers • Evaluation at the experiment site	• Data analysis • Participatory evaluation at experiment site • Using criteria to evaluate the experiment	1 day	• Farmers in the village and in other villages • Households involved in the experiment. • Extensionists, researchers and other relevant stakeholders
C. Report writing				
• A final report of the experiment is completed, in which the experiment process and lessons learnt are presented. • The report meets the	• Make a report outline for each specific target user. • Write the report	• Developing the outline with the participation of farmers • Documentation	1 week	• Researchers, extensionists and farmers

information demand of relevant actors. • The report is distributed to related organizations and farmers				

Matrix (V): Dissemination of successful project outputs

Objectives	Procedure	Methods/ Tools	Duration	Participants
• New technology developed from the experiment are consolidated and made available for other farmers. • Diverse approaches for dissemination are organized and facilitated by the farmers and extension system.	• Organize field experience sharing • Cross-visit activity • Support other farmers to apply the experiment results.	• Farmer to farmer • Mass media system • Cross-visit • Meeting in the field • Development of extension material • Farmer to farmer exchange • Project site meetings and interaction • Distribution of literature	Project Period	• Farmers and Extensionists facilitate the dissemination process • Researcher take lead in consolidation of learnings with the help of farmers and extensionists

Matrix (VI): Criteria of a good Farmer FIRST Project

Stages	Steps	Criteria of a good Farmer FIRST project
Preparation	1. Situation analysis	• The researchers, farmers and extensionists have a common understanding about the situation of the village. • The researchers and extensionists create a trustworthy relation with the village
	2. Project orientation	• The villagers are provided with information about Farmer FIRST and it is agreed by the relevant actors.
Planning	3. Prostem Prioritization	• Researchers spend sufficient time (up to 20%) in the village and walk with different farmer groups to the field and forest for identifying problems and priorities • Innovativeness should be the Key • Priorities are developed with the farmers in the

		field. • The ideas are presented clearly to all villagers by the key farmers. • Risks and benefits of the experiments are analyzed. • The ideas experimented are ranked and selected by villagers.
	4. Selection of households to conduct the experiments	• Criteria for household selection are defined by the villagers. • Households voluntarily participate in the experiment implementation and are selected by the villagers.
	5. Development of field experimentation 6. Development of database	• The design of the experiment is based on local and scientific knowledge. • The trials include sufficient number of criteria. • The trials are developed with interested groups. • Primary database on agriculture, acceptability of technologies, farmers perception, problems & priorities are developed.
Implementation of experiments	7. Development of action plan	• The action plan is suitable with local and farmers' conditions. • The action plan identifies clearly responsibilities of relevant actors, time, necessary inputs and contributions of farmers.
	8. Implementation of project activities	• The researchers and extensionists are present when the farmers start the experiment and visit the field regularly according to the action plan. • The researchers and extensionists help farmers to solve problems in techniques and organization which are raised during the experiment process.
	9. Extrapolation	• The network of institutions and project centres are utilized for content mobilization, exchange of knowledge and outputs for scaling up the results.

9. Major milestones

- Institutes/AUs to work with 500- 1000 farm-families at one location involving 2-4 or more cluster of villages.
- Engaging at least 20% time of scientists for interface and project work.
- The project team may undertake number of visits as and when required. However, other scientists of the Institute to undertake required number of visits of the project site in a year and get involved in different project activities related to problem identification, prioritization, technology assessment, refinement, technology development, input production and management and impact assessment.
- Participation of project team and institute/University scientists at institute, village, district and state level interfaces with farmers and other stakeholders.
- Directory of prioritized problems and development of technology modules with

farmer's participation.

- Awareness and capacity building of farmers and other stakeholders in important areas concerning agriculture and allied sectors.
- Production of farm level technology inputs.
- Socio-economic development of farm-households with focus on small, marginal and women farmers.
- Development of database, information system and rural based institutions for technology, input, market and product management.
- Creation of networks for production of seed and germplasm collection and characterization.
- Development of strong linkage of NARS vis-à-vis farmers, development departments and other agencies.

10. Human Resource Development

At the national level a group of experts will be identified and oriented in project implementation strategy and related processes and methodologies. It will be responsibility of trained experts to orient scientists of all the participating centres in different batches in methodology of project implementation; stakeholder, vulnerability and livelihood analysis; impact evaluation; building database and developing case studies, monitoring and reporting, etc. The project centres will also take up various HRD programmes on knowledge sharing, skill development, farm innovation and innovators led technology up scaling for the participating farmers and other stakeholders before start of crop seasons.

11. National Advisory Panel

There will be a National Advisory Panel (NAP) under the Chairmanship of Secretary, DARE and Director General, ICAR for reviewing the Progress of the project on half yearly basis and providing direction to National and Zonal Programme Implementations Units (PIU) and ZPIUs. The panel will have members like Secretary ICAR; Financial Advisor, ICAR; DDGs; ADG (AE); Director ATARIs; 2 experts and 2 farmers. ADG (AE) shall act as Member Secretary. The panel will conduct periodical review and provide directives for proper implementation of project. The Directors of ATARIs shall present the progress of the projects being implemented in their Zone during the meetings of NAP. The panel will be empowered to take decisions for improvement, modification, continuance, or closure of the projects.

12. **Programme Implementation Unit (PIU)**

The programme shall be implemented through a Programme Management Committee (PMC) under the Chairmanship of DDG(AE). The PMC shall be supported by a Programme Implementation Unit (PIU), at the Agricultural Extension Division of ICAR. The PMC shall finalize, approve, sanction and monitor the progress of projects. The PMC will meet on quarterly basis to review the progress of projects and accord sanctions to the projects submitted through Zonal Programme Management Committees and also apprise the National Advisory Panel (NAP) about the progress of the projects.

13. Zonal Project Implementation Unit (ZPIU)

At Zonal level, the programme shall be monitored through Zonal Programme Implementation Unit (ZPIU) headed by Directors of ATARIs). There will be a Zonal Programme Management Committee (ZPMC) under the Chairmanship of respective Directors of ATARIs. The ZPMC shall screen the project proposals received from the ICAR Institutes and Agricultural Universities

as per guidelines and provide guidance for further improvement with regard to its suitability for funding under FFP. The ZPMC shall forward the suitable proposals for consideration of the PMC along with its comments and recommendations. The ZPMC will also review the half yearly progress of the projects being implemented in the Zone.

14. Institute Advisory Committee (IAC)

The Head of the institute will chair this committee which will have the representation of project team, Heads of the Departments, 1-2 line department officials. The committee will meet twice a year before major crop season and provide guidance for preparation of technical plan project formulation, implementation, reporting, etc. PI shall act as Member Secretary to the IAC. Besides, there will be Project Implementation Cell (PIC).

15. Site Plan Implementation Group (SPIG)

Site Plan Implementation Group will operate at village level with 6 to 8 members from different villages and representing enterprises/ commodities and socio economic groups; project team to act as its member, 1 to 2 scientists from Institute as member, 1 representative from panchayat, line department, farmers associations, etc. The group will meet thrice in a year to identify the problems, priorities and suggest for project formulation and implementation.

16. Priority Interventions by Participating Institutions

ICAR Institutes (multi-commodity focused)	Directorates/NRCs	National Bureaus	SAUs/CAU
• Research problem identification and prioritization	• Research problem identification and prioritization	• Create public awareness	• Research problem identification and prioritization
• Technology assessment and refinement	• Collaborating with one/more SAUs/ICAR Institutes for covering other aspects of technology requirement for the particular areas	• Human resource development	• Technology assessment and refinement
• Development of household specific technology modules	• Technology assessment and refinement	• Collaborating with KVKs and regional research stations of ICAR/SAUs	• Development of household specific technology modules
• Development of information system	• Development of household specific technology modules	• To identify, collect and characterize genetic resources in the area in collaboration with partners	• Development of information system
• Creation of database	• Development of information system	• To develop information network	• Creation of database

• Content mobilization	• Creation of database	• Recognize efforts of farmers and others in genetic resource preservation and development	• Content mobilization
• Orientation of students to field situation	• Content mobilization	• Creating linkages with all the Farmer FIRST project teams for creating database	• Orientation of students to field situation
• Field orientation of all the scientists as part of their job chart	• Field orientation of all the scientists as part of their job chart	• Identification of micro organisms • Assessment and application	• Field orientation of all the scientists as part of their job chart
• Involving its regional centers for larger farmer-scientist interface	• Involving its co-operating centers for larger farmer-scientist interface	• Provide microorganisms for experimentation	• Involving its regional centers for larger farmer-scientist interface
• Collaborating with one/more SAUs/ICAR Institutes for covering other aspects of technology requirement for the particular areas	• Establishing linkages with line departments and private agencies in the project area	• Suitable reward and recognition	• Collaborating with one/more SAUs/ICAR Institutes for covering other aspects of technology requirement for the particular areas
• On-site input production and management	• On-site input production and management		• On-site input production and management
• Conducting field studies on socio-economic perspective and impact evaluation	• Suitable reward and recognition		• Conducting field studies on socio-economic perspective and impact evaluation
• Suitable reward and recognition			• Suitable reward and recognition

B: GUIDELINES FOR FORMULATION, SCRUTINY, PROCESSING, SANCTION, IMPLEMENTATION AND MONITORING OF PROJECTS UNDER FARMER FIRST PROGRAMME

I. Eligibility of Implementing Agencies

- During XII Plan period ICAR shall sponsor and support result-oriented projects under Farmers FIRST Programme (FFP) for resolution of farmer's problems under different production systems through enhanced farmers-scientists interfaces for technology assemblage and application in actual field conditions. The Projects for funding can be submitted by ICAR Institutes and Agricultural Universities.
- Under this project, the institute/ university should submit a project as per farmers needs and requirements of the selected villages. Since it would be an institutional project, therefore the proposed project should be run by the institute/ university and not through KVKs and or the regional stations.
- The institute /university must have teams of multidisciplinary qualified Scientific and Technical staff for undertaking the multi-disciplinary nature of project work. In case of non-availability of qualified scientific manpower in the implementing institute in a given discipline, it may propose to associate a scientist in that discipline from other nearby institute or university for the project activities with the permission of the heads of both the institutions/universities. It would be ensured that the subject areas of the project are in line with the approved mandate of the implementing and collaborating institute/university. The Project villages should have adequate basic facilities such as water, electricity, road connectivity, etc.
- The Scientists (Professor/Principal Scientist/Associate Professor/ Senior Scientist; Assistant Professor/Scientist with Ph.D. or M.Sc. with three years of experience) will be eligible to be associated in the project. The associated scientists must have minimum three years of remaining service for superannuation at the time of submission of the project. The Nodal Officer/Principal Investigator (PI) should operate the projects from the locations at which they have been sanctioned and should not be disturbed/ transferred till the completion of the project. Further, the associated scientists may not be allowed to remain absent from the project for a long duration on account of study leave/long term training/ other reasons.

II. Financial Assistance under FFP

- There will be an overall budget ceiling of Rs 10,000/per farm family. For example for covering 500 farm families the ceiling cost of the project should not exceed Rs. 50.00 lakh for the entire duration of the project. Therefore, the total budget estimates may be proposed according to the number of farm families to be covered.
- The ICAR shall fund for the Project activities as approved in their technical programme. The implementing agency may also take-up additional complementary activities, if funding from other sources is available. However, it may be ensured that the additional activities complement/ supplement the project activities.
- The assistance is available for expenditure on remuneration of contractual staff like one Senior Research Fellow (SRF @ Rs 25000/- or as per ICAR norms + HRA) and two Field Assistant (@ Rs 15000/- per month consolidated); need based equipments like computer with printer and other accessories, photocopier, television, rotavator, zero-till drill , power weeder and livestock/fisheries related equipments; need based office furniture; recurring contingencies/operational costs; T.A. (for Nodal Officer/PI, Associated Scientists and contractual project staff only); very small items of works, if approved by the PMC and

institutional charges (not more than 5% of the total recurring costs). The operating contingency may also include budget for workshops/trainings/ farmer – scientist interface/ exposure visits/diagnostics/ on-site input production etc.

- No permanent /regular appointments are to be made under the project. Staff recruited under the Project are to be treated as co-terminus with the project on consolidated salary. The remuneration/ norms of Senior Fellowships, as notified by the Agricultural Education Division of ICAR will be applicable. The SRFs/other contractual staffs will be eligible for TA/DA and Leave as per the prevalent rules of the Council.
- The funds under FFP for creation of Capital Assets for civil works will be provided only in exceptional cases based on full justification and essentiality under the project. It will be critically examined by PMC. Re-appropriation of funds from General to Capital head and vice-versa will not be permissible. However, for re-appropriation of funds within General or Capital" may be considered by the PMC, keeping in view the clear-cut justifications/merits.

III. Preparation and Submission of Proposal

- The Project shall be prepared as per proforma prescribed by the Council (available on ICAR website). Each Project will have a Nodal Officer (Directors of ICAR Institutes (Joint Directors in case of ICAR deemed Universities)/Directors of Extension of AUs who would be responsible for formulating the proposal and its implementation. The nodal officer shall monitor the day to day progress and guide the Pl and the project team.
- More than one Co-PI within the same discipline shall normally be not allowed. In case of associating scientists from other institutions, the administrative and technical issues related to implementation of the project shall be addressed between the two institutions. Except TA/DA, no separate budget (except TA/DA of associated scientist) shall be provided to the cooperating institute.
- The envisaged objectives and activities of the Project should be as per the FFP approach. The technical programme of the Project should be as detailed as possible outlining work allocation, and annual work plan under different components. Technical programme must include a detailed quarterly activity schedule.
- The Head of the Institute/University shall certify that the- (i) Project is in line with the approved mandate of the implementing institute (ii) PI and Associated Co-investigators are technically competent to undertake the project (iii) Equipment and other infrastructure proposed under the project are either not available with the institute or the available facility cannot be extended to the project activities. (iv) Basic facilities such as Telephone/ Fax/ Photocopier/ Generators etc. will be provided by the implementing agency. However, operational cost for these activities will be met from the institutional charges sanctioned under the Project.
- The costs of equipment and other infrastructure proposed under the project should be realistic and based on the prevailing market rates. Justifications and clear specifications for the equipment and other infrastructure asked for should be reflected in the proposal.
- Ten copies of the proposal complete in all respects shall be forwarded to the Director of the Agricultural Technology Application Research Institute (ATARI) in the concerned zone and one hard copy and a soft copy to Assistant Director General (Agricultural Extension), KAB-I Pusa, New Delhi-110012. The Director, ATARI will forward the proposals to ADG (AE), Agricultural Extension Division, ICAR Hqrs, KAB-1 Pusa, New Delhi with his comments after examining the suitability as per recommendations of the ZPMC.

IV. Procedure for Processing and Approval

- The PMC under the Chairmanship of DDG (AE) will examine the proposals for their suitability as per FFP approach and decide whether the Project needs any revision. Final view on sanction/modification/rejection will be taken by the PMC on the basis of comments of the ZPMC and Experts. The Nodal Officer/ PI will be requested to comply with the revision, if required, with regard to Non-recurring Contingencies, Recurring Contingencies and other demands made in the proposal.
- The Projects recommended for approval shall be referred to the Financial Adviser (DARE/ICAR) for his concurrence. On receipt of concurrence of FA (DARE/ICAR), sanction of the Project will be issued with the approval of the Competent Authority.
- Provision for Institutional Service Charges shall be limited to 5% of the total recurring costs which will be used by the grantee for supporting the project. However, utilization of these Institutional charges will be limited to 5% of the actual expenditure under recurring head.

V. Implementation and Monitoring

- The Project under FFP will be covered under the one time Umbrella MOU signed between the Council and the Institutions concerned. No separate MOU will thus be required with Agricultural Universities or ICAR Institutes. In case of non-implementation of the sanctioned project under FFP, the grantee institution shall refund the whole amount received by it along with penal interest.
- After a new Project has been approved by Council, its sanction will be conveyed by the Agricultural Extension Division (AED) to Nodal Officer/PI asking for acceptance of the offer and the date of start of the project.
- The PI will send the letter of acceptance to ADG (AE) with a copy to the Director, ATARI of the concerned Zone. On receipt of this information, the first release of the year will be made by the Director, ATARI based on receipt of acceptance letter, under intimation to the AED. Release of funds is not to be linked with appointment of SRF and other contractual staff. For subsequent release, an authorization for release will be prepared by Director, ATARI and approval of DDG (AE) shall be sought based on the satisfactory Annual Report(s), Utilization Certificate and Statement of Accounts in respect of proceeding instalment.
- The grantee Institution will be expected to submit the Audit Utilization Certificate of the preceding year within stipulated time. This is to comply with the GFR 2005 – requirements to account for unspent amount of previous financial year.
- In the final year of the project, the first instalment for six months will include the funds required for salary and contingency of SRFs for the entire year. The grant towards operating costs for the final six months will be released together with salary of contractual staff, once the firm commitment of the host institution is received for final submission of the report.
- The implementing agency would ensure that final report is submitted to the Council within one month of completion of the project. The payment to contractual staff will however, be made on monthly basis, after the controlling authorities at the host institution have satisfied themselves that the work for the month has actually been put in by the concerned person.
- As regards all other items of expenditure namely-NRCs, other recurring costs, and institutional fees, funds for only first six months will be released in the first instalment. The remaining amount in respect of each of these three items will be released only after settlement of the accounts and furnishing of AUCs and all other required documents like Final Progress Report, etc. The AUCs will be submitted by the concerned Institutes/AUs immediately after completion of audit to the AED.

- Final examination/acceptance of AUCs will be the responsibility of Finance Division. Being Plan funds, releases will be made on quarterly basis after taking into account unspent balances out of the previous releases, if any. For this purpose, monthly Statement of Expenditure (SOE) will have to be submitted by each implementing unit to the concerned Director, ATARI who would then compile the expenditure on monthly basis and send overall monthly expenditure figures.
- Releases to be made by concerned Director of the ATARI, will be regulated as per GFR provisions regarding submission of UCs and AUCs. After the close of financial year, a provisional UC will have to be submitted by the Head/ Comptroller for enabling the Council to authorize first release in the next financial year. However, AUC will be required to be submitted for any subsequent release. Till the time the audit is done by the Statutory Auditors, AUC issued by CA firms will be accepted for the purpose of release. However, final AUCs issued by Statutory Auditors such as C&AG/State AGs will have to be submitted.
- All Projects shall be implemented within three months of conveying of the sanction, failing which the sanctions accorded shall stand withdrawn. Extension in this period shall not be given. Procurement of equipment and infrastructure development to be completed as per the GFR provisions. The Nodal Officer/PI of the project will enjoy functional autonomy and will exercise powers at par as delegated to Heads of Divisions. The host institution shall issue an office order to this effect. The Nodal Officer/PI shall have full powers for purchase of equipment and other items approved under the Project, appointment of contractual staff and tours for self and staff under the project.
- PI shall submit quarterly/half yearly/ annual progress reports as per prescribed proforma to the concerned Director of the ATARI with a copy to ADG (AE) at the ICAR Hqrs, New Delhi. The Director, ATARI and ADG (AE) shall review regularly the progress of the Projects. The periodical and Annual Reports shall be critically examined at the level of the Director ATARIs and ADG (AE).
- The ZPMC, PMC and National Advisory Panel will monitor regularly the progress of the implementation of the Project. The progress of the Project should also be reviewed in the workshop/review meeting organized for the purpose. The final progress report should be submitted within three months of completion of the scheduled tenure of the Project. Presentation of the final report by the PIs shall be done in the Zonal/national Workshops.
- Release of funds will be withheld in the event of non-receipt of Reports in time or unsatisfactory progress of work. On the completion of the Project, the PI shall submit a final report in the prescribed proforma which shall be examined by ZPMC and PMC for identifying specific results achieved, their significance, and follow-up required for sustaining the project gain during the post project period and up- scaling the technologies.
- The salient achievements of the Projects shall be extracted by the Director, ATARI for publication as Annual Compendium of completed Projects during the year. The FFP Project files be maintained in the institutions wherever these are located and records be kept in the custody of the host/grantee institutions in the event of PIs leaving the institution/university.
- Implementation and monitoring of FFP projects for technical, financial and administrative matters will be done by PIU at AED in ICAR Hqrs. The Unit will be provided with two Consultants and three SRFs. Similarly for implementation, coordination and monitoring at Zonal level, there will be a ZPIU in each of the eight ATARIs which shall also be supported by Consultants and SRFs.
- The MAARM, NCAP, IASRI and DKMA shall provide process and methodological support including impact assessment and evaluation, data base creation and content management etc. All these institutes shall be permitted to hire Consultants for this purposes.

VI. Proposal for Additional Grants & Extension of Period

- Separate proposals shall be submitted for seeking additional grants and or for extension of duration of the Project. In each case six copies of the proposal should be sent to the concerned Director of the ATARI for examination by ZPMC. Proposals seeking extension of the project should reach the Director, ATARI concerned at least three months prior to the scheduled completion date of the project. Proposals seeking extension up to three months without any additional grant shall be approved by PMC on the recommendation of the ZPMC. Extension beyond three months, within the same plan period, will require recommendation of PMC, concurrence of AS& FA (DARE/ICAR) and approval of DG, ICAR.

VII. General Guidelines

- In case of transfer/leaving of PI, the head of the implementing agency shall nominate a new PI preferably not below the rank of Principal Scientist/Professor.
- All proposals and reports for initial sanction, requests for extension of period and additional grants progress reports, shall be routed through the Nodal Officer duly counter signed by the Head of Institutions/AUs.
- The PI will be required to submit the expenditure statement periodically.
- The Scientists of the Project will acknowledge the Council's support received in all reports/ publications published based on the work done in the Project and send three copies of each publication to the ADG (AE) of the Council for reference and record.
- The equipment purchased from the non-recurring contingencies of the Project may remain with the respective institutions/ Universities for use in the other Projects. After the termination of the Project the expenditure in maintenance, upkeep of the equipment will be met by the grantee institution and the Council will not bear any liability in this regard.
- All IPR issues including patents shall be jointly addressed by the ICAR and the implementing agency. In case of any dispute, the ruling of the ICAR shall be binding and final.

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FORMAT FOR FULL PROJECT PROPOSAL FOR FUNDING UNDER

Farmer FIRST PROGRAMME

Part A

Title of Project

Name of Principal Investigator

Institution:

Mailing Address

Telephone Number (With STD Code):

Fax No.

Email:

Mobile No.

Project Duration (in years):

Total cost (Approx.) :

Project Team

S. No.	Name of the CoPIs	Designation	Address with Phone, Fax, mail

Part B

1.0 Introduction (Briefly describe the area selected, (urban, peri-urban rural-District, Blocks and Villages, demographic details of the target group etc.), statement of major production system

2.0 Rationale:

3.0 Objectives:

4.0 Constitution of Institute Advisory Committee

5.0 Constitution of Site Plan Implementation Group

6.0 Methodologies:

6.1 Agro-eco System Analysis

6.2 Technological gaps, Research problem identification and prioritization

7.0 Work Plan

7.1 Enhancing Farmer –Scientist Interface (Appropriate methodology/process/activities to be indicated for continuous exchange of idea, innovations, resources, feedback for development of appropriate technology and human resource development).

7.2 Technology Assemblage, Application and Feedback (Identification of technological intervention for technology assessment and refinement on the basis of prioritized problems identified)

Crop based Modules:

Name of crop:

1. Name of Technology	
2. Micro –Farming Situation	
3. Problem	
4. Potential Solutions	
5. Nature of Intervention	

6. Source of Technology	
7. Expected Out put	
8. Plot Size	
9. No. of Farm Families	
10. Critical Inputs	
11. Cost of each intervention	

Performance Indicators

a. Technical Observations	
b. Economic indicators	
c. Farmers reaction	

Horticulture based Modules:

Name of crop:

1. Name of Technology	
2. Micro –Farming Situation	
3. Problem	
4. Potential Solutions	
5. Nature of Intervention	
6. Source of Technology	
7. Expected Out put	
8. Area	
9. No. of Farm Families	
10. Critical Inputs	
11. Cost of each intervention	

Performance Indicators

a. Technical Observations	
b. Economic indicators	
c. Farmers reaction	

Livestock based Modules:

Name of animal/bird:

1. Name of Technology	
2. Problem	
3. Potential Solutions	
4. Nature of Intervention	
5. Source of Technology	
6. Expected Out put	
7. No. of animals/birds	
8. No. of Farm Families	
9. Critical Inputs	
10. Cost of each intervention	

Performance Indicators

a. Technical Observations	
b. Economic indicators	
c. Farmers reaction	

Enterprise based Modules:

Name of enterprise:

1. Name of Technology	

2. Problem	
3. Potential Solutions	
4. Nature of Intervention	
5. Source of Technology	
6. Expected Out put	
7. No. of units	
8. Critical Inputs	
9. Cost of each intervention	

Performance Indicators

a. Technical Observations	
b. Economic indicators	
c. Farmers reaction	

NRM based module

Name of enterprise:

1. Name of Technology	
2. Micro –Farming Situation	
3. Problem	
4. Potential Solutions	
5. Nature of Intervention	
6. Source of Technology	
7. Expected Out put	
8. Plot Size/Area to be covered	
9. No. of Farm Families	
10. Critical Inputs	

11. Cost of each intervention	

Performance Indicators

a. Technical Observations	
b. Economic indicators	
c. Farmers reaction	

Integrated Farming Systems (IFS) module

Name of enterprise:

1. Detail of IFS	
2. Micro –Farming Situation	
3. Problem	
4. Potential Solutions	
5. Nature of Intervention	
6. Source of Technology	
7. Expected Out put	
8. Plot Size/Area	
9. No. of Farm Families	
10. Critical Inputs	
11. Cost of each intervention	

Performance Indicators

a. Technical Observations	
b. Economic indicators	
c. Farmers reaction	

7.3 Partnership and Institution Building (Models of partnerships and institution building)

7.4 Content Mobilization (Available technology options, its validation and up-scaling mechanism)

7.5 Activity milestones and phasing schedules for different activities

8.0 Linkages with other organisations and their specific roles to be delineated

9.0 Monitoring /experiment Evaluation of the project

9.1 Monitoring Indicators

S. No.	Expected outcome	Type	Measurement	Method of monitoring	To be done by	when	Linkage monitoring by

9.2 Expected Outcome/ Deliverables

9.3 Impact indicators and scope for horizontal spread of technologies

10.0 IPR issues (Are any Intellectual Property Rights (IPR) Issues expected to come up during the course of this research work? If yes, give a brief description as to how the IPR Issues will be tackled.

Part C

11.0 Budget:

Item	**Budget**		
	Year 1	**Year 2**	**Total**
A. Recurring			
1. Contractual Services (indicate designation, scale of pay and no. of persons)			
2. Consumables			
3. Travel Allowances			
4. Workshops/trainings			
5. Other costs			
Total (A)			
B. Non-Recurring:			
Equipment/Infrastructure			
Grand Total (A+B)			
C. Institutional overheads			
Grand Total (A+B+C)			

Note: Details of the above mentioned budget with justification is to be given separately.

Part D

DECLARATION/CERTIFICATION

It is certified that

a) The same project has not been submitted to any other agency/agencies for financial support/or already not completed with the financial support from other funding agencies.

b) The institute welcomes participation of..... as the Principal Investigator and
..... as the Co-Investigator for the project and that in the unforeseen event of discontinuancy by the Principal Investigator, the Co-Investigator will assume responsibility of the fruitful completion of the project (with due intimation to the Council).

Signature of Project team

PI

Co-PIs

Signature of Executive Authority

of Institute/University with Seal with date