

Ref No: IUD/RDC/SeedMoney/2023-24/01

Date: 09-08-2023

Notification

Subject: Call for Research Project Proposals for Seed Money Funding of IUD

The ICFAI University, Dehradun announces the opportunity to submit research project proposals for Seed Money Funding from the University. The Seed Money initiative provides a platform for testing new ideas, exploring uncharted territories, and initiating projects that have the potential to develop into larger endeavors and publish quality research work. All interested and eligible faculty members are required to submit a proposal and completed Application Form (in both Hard and Soft Copy) to the Research and Development Cell, IUD by September 30, 2023. The Policy & Standard Operating Procedure for Seed Money for Research Projects along with the application form are attached.

If you have any questions or require further clarification, contact: research@iudehradun.edu.in



Registrar

The ICFAI University, Dehradun

CC to the following for information:

1. Vice-Chancellor, The ICFAI University, Dehradun
2. Members, Research Committee, The ICFAI University, Dehradun
3. Research Coordinator, Research and Development Cell, The ICFAI University, Dehradun
4. IQAC Coordinator, The ICFAI University, Dehradun
5. Chairperson, FRC of IBS/ILS/ITS/IEdS, The ICFAI University, Dehradun
6. All faculty members, IUD
7. IUD Website Coordinator with a request to upload on the University Website
8. Notice Board, Research and Development Cell, The ICFAI University, Dehradun





**Draft Policy & Standard Operating Procedure
for Seed Money
for Research Projects**



Recognised under Section 2(f) of UGC Act

**The ICFAI University, Dehradun
August 2023**



1 INTRODUCTION

The ICFAI University, Dehradun (hereafter referred to as IUD) encourages its faculty & staff to undertake research projects, in order to extend their research work and gain professional experience at the University. In the pursuit of academic excellence and fostering a dynamic research environment, providing seed money to faculty members has emerged as a pivotal strategy for institutions worldwide. As an initial financial investment, seed money empowers faculty to explore new ideas, undertake groundbreaking research, and tackle real-world challenges. This funding serves as a catalyst, fostering a culture of curiosity and creativity among faculty, while also facilitating interdisciplinary collaboration. By supporting faculty-led projects, institutions aim to elevate academic excellence, attract top-tier talent, and make a meaningful impact on society. Seed money initiatives demonstrate a commitment to advancing knowledge and nurturing a dynamic research environment that drives positive change and scholarly contributions. Research grants from national and international funding agencies can be obtained through these projects, which can provide incentives to the staff and provide stepping stones to obtaining funding.

2 OBJECTIVES

The primary objective of providing seed money for research projects to faculty members is to foster a culture of innovation and research within the academic community. By allocating financial support for their initial projects, we aim to motivate faculty members to explore new ideas, embark on groundbreaking research, and pursue innovative solutions that can contribute to advancing knowledge and addressing real-world challenges.

3 CONDITIONS FOR PI/CI

- 3.1 PI should be a regular faculty member of IUD with a Ph.D. degree and a proven track record of at least two research papers published in reputable journals, though exceptions may be made based on project quality.
- 3.2 The PI can only submit one application at a time but can be a CI in multiple proposals. Priority is given to research proposals from younger faculty members, and PIs are expected to successfully complete the project on time; failure to do so may require them to refund the entire amount to the university along with any purchased materials.
- 3.3 At the time of submitting the application, the PI should not be currently leading any ongoing project funded by the seed-funding scheme. When faculty member applies for seed money, they commit to successfully completing the project within the stipulated timeframe.
- 3.4 In the event that the PI leaves IUD (on their own) without fulfilling the project to the satisfaction of the Seed Money Project Evaluation Committee (SMPEC), they agree to refund the entire amount to the University and return any books, journals, or equipment purchased using the project funds.
- 3.5 The upper age limit of PI for applying for a seed money project grant shall be preferably less than 65 years on the date of application.

4 BUDGETS

The seed money project grant will be of a maximum of Rs.2,00,000/- (Rs. Two Lakhs and only). A higher amount may be considered by the Vice Chancellor for approval in exceptional cases on recommendations by the Seed Money Research Project Evaluation Committee (hereafter referred to as SMRPEC).

5 PROCEDURE FOR APPLICATION AND ALLOCATION OF GRANT

The Application Form & "Research Project Proposal Form" given in Appendix A and B respectively, duly completed must be submitted along with the declaration given in Appendix C. Proposal will be submitted to the Research Coordinator, Research and Development Cell. After receiving sufficient proposals, Research Coordinator will arrange the interview for shortlisting the arrangement. The SMRPEC will take the interviews/presentations and approve the quality projects for a grant.



The proposal will be presented by PI only. After obtaining approval from the Vice-Chancellor, Research Coordinator will hand over a sanctioning letter to the PI. While making an estimate of the fund required for the project, the following budget heads may be taken into account:

1. Equipment/Software - 60%
2. Consumable - 20%
3. Travel - 5%
4. Conference, FDP/Workshop - 10%
5. Miscellaneous - 5%

The sanctioned amount will be expended under the above heads only. Any deviation in the above distribution requires a prior recommendation from the SMRPEC and approval from the VC.

6 GENERAL GUIDELINES

- 6.1 All purchases under the grant shall be made after taking financial approval from the authority. The project expenditure for equipment and consumables will be maintained in a separate stock register by PI.
- 6.2 The travel rule will be as per IUD norms.
- 6.3 It is the responsibility of the PI to submit a progress report on the project after every 3 months
- 6.4 Due care should be taken so that such projects undertaken do not interfere with or affect any routine teaching or examination work.
- 6.5 Duration of any project should not be more than two years.
- 6.6 If the PI is unable to complete the project in the specified duration, an extension can be given for another 6 months after obtaining approval through the proper channel.
- 6.7 After completion of the project, the Seed Money Project Competition Report and Utilization Certificate Appendix-E) will be submitted by the PI along with the final report (Appendix D).
- 6.8 After completion of the project, the final report should be submitted to the Research and Development Cell in both hard and soft copy.
- 6.9 A completion certificate should be obtained by the PI from the Research and Development Cell for the successful completion of the project based on which the project account will be closed with intimation to the VC. The project file will be closed after the approval of the VC.
- 6.10 The PI/CI is required to publish at least a paper at a conference or journal or file a patent based on the work carried out in the research project.
- 6.11 All publications resulting from the project shall contain an acknowledgment of the seed grant from IUD and the author's affiliation with IUD.
- 6.12 Intellectual property rights of any patents or copyrighted material that will result from the research project will rest with IUD and the PI/CI will assign such rights to the IUD as when required for the purpose by IUD.

7 COMPOSITION OF SMRPEC

The composition of the Seed Money Research Project Evaluation Committee (SMRPEC) will be as under:

- ✓ Vice Chancellor - Chairperson
- ✓ Research Coordinator/ VC Appointee Nominee - Member Secretary
- ✓ Registrar - Member
- ✓ Dean /HoD of Respective School - Member
- ✓ One Senior Faculty Member of the Respective School, Invitee

The SMRPEC will look monitor the progress of the research project.



8 RESIDUAL CONDITIONS

- 8.1 Any person who himself or any of his relatives, as defined below, is a candidate under consideration shall not participate at any level of the decision-making process: Spouse, son, daughter, brother, sister, spouses' brother/sister, brother son/daughter, sisters' son/ daughter, first cousin, grandson, granddaughter.
- 8.2 The Vice-Chancellor may grant exemption in exceptional cases, from the operation of any of the SOPs, where necessary in special cases with valid reasons and without diluting academic standards
- 8.3 Notwithstanding anything stated in these SOPs, for any unforeseen issues arising, and not covered by these SOPs or in the event of differences of interpretation, the Vice-Chancellor may take a decision, after obtaining, if necessary, the opinion/advice of a committee consisting of any or all the Deans/Academic Coordinators/other officers of the University. The decision of the Vice-Chancellor shall be final.

9 REVIEW PERIOD

The policy will be reviewed as and when required.

10 DEFINITIONS

- **"IUD"** means The ICFAI University, Dehradun.
- **"SMRPEC"** means Seed Money Research Project Evaluation Committee.
- **"PI"** means Principle Investigator.
- **"CI"** means Co-Investigator.
- **"VC"** means The Vice-Chancellor of The ICFAI University, Dehradun.
- **"RDC"** means Research and Development Cell of The ICFAI University, Dehradun.



Format of Research Proposal Application

- 1. School
2. Name of PI
3. Name of CI
4. Major Field/Area of Study
5. Proposed Title
6. Duration of The Project (in Months)
7. Proposed date of start of research work
8. Probable date of completion
9. Place where research will be conducted
10. Nature of research work

Experimental Analytical Both Experimental and Analytical.
Other Specify

- 11. Are the required research facilities (Equipment, Material, etc.) at the place of research?
Fully Partially Not Available
available available at all

(Give on separate sheets the details i.e. Cost of the material, equipment etc. required)

- 12. Is any out-of-town travel required for the research work such as a collection of data, materials?
No. Yes. (Give on a separate sheet the details i.e. cost of travel)

- 13. Is any expenditure required to be incurred on miscellaneous items?
No. Yes. (Give on a separate sheet the details of such expenditure)

- 14. Key publications published by the Investigators pertaining to the theme of the proposal during the last 5 years:

Names & Signatures of Applicants:



Research Project Proposal Format

1. Title of research proposal:
2. Introduction of research proposal:
3. Origin of research problem:
4. Interdisciplinary relevance:
5. Review of research and development in the subject:
 - (a) International status
 - (b) National status
6. Significance of the study in the context of current status:
7. Objectives:
8. Methodology:
9. Year wise plan of work and targets to be achieved (expected time schedules for the various activities of a proposed investigation):

S. No.	Expected target to be achieved	First Year			Second Year		
		4 Months	4 Months	4 Months	4 Months	4 Months	4 Months

10. References

Declaration



Appendix-C

To certify that:

- (a) General physical facilities required for proposed research work are available in the school, where project will be undertaken.
- (b) I/We shall abide by the *Policy and Standard Operating Procedure for Seed Money for Research Project, 2023*, and accept to be governed by all the terms and conditions laid down for this purpose in case assistance is provided to me/us for the said project.
- (c) I/We shall complete the project within the stipulated period. If I / We fail to do so and if the SMRPEC is not satisfied with the progress of the said research project, SMRPEC may terminate the project immediately and ask for a refund of the amount received by me/us.
- (d) The above research project is not funded by any central government/state government/public sector agency during the period to which the grant relates. I will write the name of The ICFAI University, Dehradun as an affiliation on any outcome of the research project work in terms of publication and patents.

Date:

Place:

Co-Investigator
(Name and Signature)

Principal Investigator
(Name and Signature)



Appendix-D

SEED MONEY PROGRESS/COMPLETION REPORT

1. Faculty Name:
2. Department Name:
3. Faculty Employee Code:
4. Date of joining IUD and present post
5. Seed Money granted, Date of Sanction and utilisation (year-wise):
6. Title and main objectives (<50 words) of the project:
7. Output (during/ after the seed project period):
 - a) Publication/patent with details:
 - b) Ph.D. guided (during project period):
 - c) Sponsored project(s) earned during or after this project:
 - d) Conference/seminar presentation:
 - e) National-level award/recognition, if any (during the project period):
 - f) Teaching record (Course No., Year, No. of students, any additional information):
 - g) Facility created:
 - h) Collaboration, if any:
8. Acknowledgement in papers/conference/website/report:
9. Progress Level (in %):
10. Date of completion, if applicable:
11. Most important scientific achievement (50 words):

Signature of the CI

Signature of the PI

(with Date)



Appendix E

UTILIZATION CERTIFICATE

Certified that the grant of Rs.(Rupeesonly) received from The ICFAI University, Dehradun the Seed Money Scheme entitled _____ vide letter Nodated has been fully utilized for the purpose for which it was sanctioned and in accordance with the terms and conditions laid down by the IUD.

Signature of the Principal Investigator	
Signature of Concerned Officer from A/C section, IUD	

Signature of the CI

Signature of the PI

(with Date)