VU_ Seed Money and Research Grant Policy

Policy Title	Seed Money and Research Grant Policy				
Policy Number	VU/Research/Policies/2020-21/02				
Functional Field	Research				
Related Policies	1. Research promotion policy 2. Research Mobilization policy 3. Plagiarism policy 4. IPR Policy				
Responsibility of	1. Office of Director Research 2. Office of Director IQAC				
Status	✓ Active	☐ In-revision		Proposed	
		Draft #		Draft #	1
Approved By	President , Vishwakarma University				
Approval Date	May 24, 2021				
Effective Date	Jun 01, 2021				

Revision History			
Number	**Date**	**By**	**Main Changes**
Revision # 1			
Revision # 2			
Revision # 3			
Revision # 4			
Revision # 5			

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POLICY TITLE

Vishwakarma University Seed Money and Research Grant Policy

1. PURPOSE

The purpose is to describe the policies and procedures of providing Seed Money required for generating preliminary results / proof of concept for submitting the research proposals to Government or Non-Government organization. The Research Grant will be provided to faculty, staff and other employees of the VU for encouraging young researchers.

2. SCOPE OF APPLICATION

The policy is applicable to all the VU personnel including but not limited to faculty members, researchers, students, other employees of VU. The policy applies to all forms of support extended in the form of in-house funding provided to VU personnel including but not limited to faculty members, researchers, and students, other employees of VU as Seed Money or Research Project Grant.

3. POLICY STATEMENT

Vishwakarma University has the Vision of Maximizing Human Potential to achieve this University is laying foundation for high quality research. To this effect VU has taken the initiative to financially assist and support faculty members, researchers, students, other employees for undertaking research projects (in-house) or submitting research proposals to Government or Non-Government organization.

Vishwakarma University is committed to foster the research culture by inculcating research aptitude among all the stake holders. To encourage young faculty, staff and other employees to undertake the research VU provides Research Grant.

4. PROCEDURE AND RESPONSIBILITIES

4.1 Seed Money (In-house Funding)

The faculty members can apply for Seed Money if they have submitted or in process of submission of a research project proposal to Government or Non-Government organization. The aim of Seed Money is to fund PI and Co-PI(s) to develop experimental setup / built proof of concept / develop prototype to generate preliminary results to the selection committee. The Seed Money is provided for the period of maximum 6 months. The norms about the amount of Research Project Proposal eligible for seed money along with cap of Seed Money is prescribed in (Annexure – I). The cap prescribed on Seed Money can be relaxed based on the approval of Vice Chancellor.

A. Guideline for Seed Money (In-house Funding)

Seed Money is an opportunity to faculty members to develop experimental setup / built proof of concept / develop prototype which requires funding. The procedure for the Seed Money are as follows:

- Seed Money proposal can be submitted throughout the year to Director Research office.
- The proposal should clearly state the objectives, methodology employed, plan of the research work, expected results and outcome of the project along with the budget estimate.
- PI and Co-PI(s) should mention details of Government or Non-Government organization to which Project Proposal is submitted or will be submitted
- The budget estimate should provide the details under different heads such as equipment / consumables / chemicals / field trials / contingency, etc.
- The PI and Co-PI(s) should submit the details of the outcome expected : a) Number of reserch publications (Journal / Conference) , b) Patents, and c) possiblility of commercialization
- The Director Research will propose the Vice Chancellor for formation of Expert Committee within 5 working days will facilitate the meeting within 10 working days.
- The Expert committee should consider the viability of research proposal, possibility of funding, and expected outcome. The report of the Expert Committee will be forwarded to Vice Chancellor for the final approval. Seed money will be provided to the PI and Co-PI(s) within 15 days from the submission of proposal.
- The PI and Co-PI(s) submit details of preliminary results obtained through experimental setup / proof of concept / prototype. PI and Co-PI(s) should also submit the copy of proposal.
- If research proposal is accepted for funding by Government or Non-Government organization then PI and Co-PI(s) should submit project sanction letter along with actual budget approved.

B. Expert Committee Composition for Granting Seed Money

Director Research will propose the Vice Chancellor for formation of Expert Committee after receiving a Seed Money proposal form any faculty member. Upon approval of Vice Chancellor Office of Director Research will facilitate the presentation of Proposal(s). The report of the Expert Committee will be forwarded to Vice Chancellor for the final approval. The Expert Committee will have following members

- Dean / Officer as Chairman (nominated by Vice Chancellor)
- 2-3 External Subject Matter Experts (nominated by Vice Chancellor)

4.2 Research Project Scheme (In-house Funding)

The aim of the scheme is to strengthen the research activity especially among the young faculty members which will act as a catalyst for them to apply to the various funding agencies for major grants.

The norms of the Research Project Scheme (In-house Funding) are given in Annexure – II to help the faculty in the preparation of the proposals.

A. Guideline for Research Project Scheme (In-house Funding)

Research proposal is an opportunity for young faculty members to start or continue their research work in the University. The procedure of applying for the Research Proposal Scheme is as follows:

- Research Project proposals can be submitted throughout the year to Director Research office. The selection committee will be setup periodically by Vice Chancellor Office to scrutinize the proposals.
- The selection of the projects will be based on scrutiny and presentation of short-listed proposals in front of Expert Committee.
- Research Project proposals from faculty members at Assistant Professor (preferably who has registered for PhD) would considered for acceptance.
- Proposals written in collaboration with faculty from other Departments / Faculty involving interdisciplinary and trans-disciplinary research areas are given preference.
- The PI and Co-PI(s) should submit the details of the outcome expected : a) Number of reserch publications (Journal / Conference) , b) Patents, and c) possiblility of commercialization
- Number of research proposals to be sanctioned per Department would be as per faculty strength of the Department on the prorate basis.

B. Expert Committee Composition for Granting Research Project

Director Research will propose the Vice Chancellor for formation of Expert Committee periodically. The committee will meet twice in a Financial Year based on number of project proposals received and availability of Fund. Upon approval of Vice Chancellor Office of Director Research will facilitate the presentation of Shortlisted Proposals. The report of the Expert Committee will be forwarded to Vice Chancellor for the final approval. The Expert Committee will have following members:

- Director Research : Chairman
- Dean(s) and HoD(s) from respective Department and Faculty
- Senior Faculty of Same Department (nominated by Vice Chancellor)
- Senior Faculty of Other Department (nominated by Vice Chancellor)
- External Experts (nominated by Vice Chancellor)

5. DEFINITIONS AND ABBREVIATIONS

1. University: Vishwakarma University as well as Extension Centers and/or Satellite Centers if any of VU as applicable in other countries

2. Principal Investigator (PI): VU Faculty Member responsible for the preparation, conduct, & administration of a research grant received form University or Government or Non-Government organization.

3. Co- Principal Investigator (Co-PI): VU Faculty Member or Student or Collaborator from other University / Research Organization / Industry

4. Seed Money: Seed money also known as seed funding is financial support provided by VU for initial result generation / field work for submitting a Research Proposal to Government or Non-Government organization.

POLICY OWNER

Office of Director Research

The policy is administered by Office of Vice Chancellor.

APPROVAL BODY

This policy is approved on this………………day of ……………….month in Year………… by the University Council.

RESPONSIBILITY FOR IMPLEMENTATION

Office of Director Research and Office of Director IQAC will be responsible for implementation of the Research and Development Fund.

Office of Vice Chancellor will be responsible for administering of the Research and Development Fund.

Annexure – I

Norms and Guidelines of Seed Money

1. Seed money proposal from PI and Co-PI(s) will be considered for funding if they have submitted a research project proposal to Government or Non-Government organization for the amount of 10 Lakh or above.
2. The PI and Co-PI(s) should submit the details of the outcome expected : a) Number of reserch publications (Journal / Conference) , b) Patents, and c) possiblility of commercialization
3. The research project proposal not yet submitted to Government or Non-Government organization may as well be considered but this requires prior approval of Vice Chancellor.
4. The maximum grant available for each project is Rs. 1 lakh and the duration of the project is for maximum six month.
5. The budget estimate should provide the details under different heads such as equipment / consumables / chemicals / field trials / contingency, etc.
6. Every bill must be signed by PI, HoD of the concerned department before submission of Research projects for audit.
7. Dead stock/consumable stock entry is necessary.

Annexure – II

Norms and Guidelines of Research Project Scheme (In-house Funding)

1. The maximum grant available for each project is Rs. 3 lakhs and the duration of the project is for maximum two years.
2. Research proposals from faculty members at Assistant Professor level(preferably who has registered for PhD) as PI would considered for acceptance. The Professor or Associate Professor (preferably PhD advisor of the candidate form Vishswakarma University) can be Co-PI.
3. Proposals written in collaboration with faculty from other Departments / Faculty involving interdisciplinary and trans-disciplinary research areas are given preference.
4. The proposal should clearly state the objectives, indicate current national and international status, methodology employed, plan of the research work, expected results and outcome of the project along with the budget estimate for two years.
5. The budget estimate should provide the details under different heads such as equipment, consumables / chemicals / reagents / supplies, contingency, books, etc.
6. The PI and Co-PI(s) should submit the details of the outcome expected : a) Number of reserch publications (Journal / Conference) , b) Patents, and c) possiblility of commercialization
7. The release of the funds as a second installment will depend on quality as well as the performance of the work done at first stage and also utilization of 75% funds released for the first stage.
8. The PI and Co-PI(s) needs to present progress of research proposals every 3 monts in front of Expert Committee.
9. The PI and Co-PI(s) should submit annual progress report to the Director Research along with the statement of accounts and utilization certificate at the end of financial year for the release of the subsequent grant.
10. Every bill must be signed by PI, HoD of the concerned department(s) before submission of Research projects for audit.
11. Dead stock/consumable stock entry is necessary for purchase on Research project.
12. Library's Accession No. is important on purchased books
13. Travelling and food expenditure will be sanctioned based on the prior approval of Vice Chancellor.
14. The final report of research project to be submitted in Soft Copy form should include
    a. Technical Report (Annexure III)
    b. Paper(s) published, presented, accepted
    c. Statement of Expenditure (Annexure IV)
    d. Statement of Expenditure on Field Work & Travel (Annexure V) : if applicable
15. The central audit will be organized at the end of financial year for financial assessments of research projects.

Annexure – III

Technical Report Research Project Scheme

TITLE OF THE RESEARCH PROJECT
(Font size 22, All Capital & Bold letters, Centre alignment)

Report Submitted as a fulfillment of
University Research Project Scheme to
VISHWAKARMA UNIVERSITY
(Font size 16, All Capital & Bold letters, Centre alignment)

By

NAME OF THE PRINCIPAL INVESTIGATOR & CO INVESTIGATOR
(Font size 16, All Capital & Bold letters, Centre alignment)

PROJECT PERIOD
(Font size 16, bold letters, Centre alignment)

TITLE OF THE PROJECT

TABLE OF CONTENTS

TITLE OF THE RESEARCH PROJECT

Abstract (max. 500 words)

Entire Report to be written in Font Size 12 Justified Aligned

DRAFT 1

Annexure – IV

Statement of Expenditure

1. Name of Principal Investigator / Co- Principal Investigator _____
2. Name of the Department(s) _____
3. Title of the Research Project _____
4. Effective year of starting the project _____
5 Period of Expenditure: From _____to _____
6 Details of Expenditure

Sr. No	Particulars	Budget Provision (Rs)	Expenditure Incurred (Rs)
1	Equipment		
2	Books & Journals		
3	Chemical & Consumables / Consumable		
4	Hiring Services		
5	Field Work & Travel (Annexure – V)		
6	Contingency		
	TOTAL		

DRAFT 1
Annexure – V

Statement of Expenditure on Field Work & Travel

1. Name of Principal Investigator / Co- Principal Investigator _____
2. Name of the Department(s) _____
3. Title of the Research Project _____
4. Effective year of starting the project _____
7. Period of Expenditure: From _____to _____
8. Details of Expenditure

Sr. No	Name of Place Visited	Duration of the Visit		Mode of Journey	Expenditure Incurred (Rs.)
		To	From		
1					
2					
3					
4					
5					
6					
	TOTAL				