

Faculty Seed Grant Policy



Jain Vishva Bharati Institute

(Declared Deemed-to-be University Under Section 3 of The UGC Act, 1956)

Ladnun - 341306 (Raj.)

POLICY FOR FACULTY SEED GRANTS

(Seed Money for conducting Research)

INTRODUCTION

Creation of knowledge through research, and dissemination of a better understanding through teaching, are the primary objectives of a University. While both teaching and research are central to the realization of the objectives of these places of higher learning, research is often neglected in the Institute, particularly in India. Research and Development is a systematic process of basic and applied research to discover a solution for problems faced by society or creating new knowledge. It may result in the form of patents, research publications and copyright etc. Taking note of steep decline in the research environment in Indian Universities, JVBI has taken several initiatives to arrest this trend and strengthen Basic Scientific Research in the Institute.

Seed Money Scheme (SMS) has been initiated by the Institute through this policy document to provide research grant in different areas to motivate faculty members and enhance their research interests, which may lead to major research proposals for submission to National/ International funding agencies.

SCOPE OF THE POLICY

- The primary objective of this scheme is to support faculty members in developing research resources in the area of expertise and to develop innovative or interdisciplinary approaches or methodologies. The program shall help generate preliminary data that provides Technological/Software developments, translation into prototypes/patents/copyrights/publications.
- The Institute faculty members (regular) will be encouraged to submit minor research proposals based on their innovative ideas. The applicant will clearly and convincingly demonstrate that the proposed project represents a new research direction in an area likely to generate external funding. In case of very promising proposals, teachers engaged on a contractual basis would also be made eligible for consideration, which would be decided case by case by the competent authority.
- The primary goal of the Faculty Seed Grant program is to provide support for research and creative projects that will lead to proposals submitted to external funding agencies.
- The provision of seed money grant is for the maximum period of two years, accounting to the grant of Rs. 1 Lakh (50,000 /per year).

- A maximum of 20 research projects would be funded every year.
- The Principal investigator would submit half yearly report of the work done to Vice-chancellor. The second year grant will be sanctioned only after considering the progress report about the achievements made during the first year with substantial proof.
- After completion of the research project, a final report must be prepared in regard of achievements and submitted to the Vice-chancellor.
- The Principal investigator will ensure that project is completed within the stipulated period of time and the final report is accordingly submitted. The follow-up would be to get the outcome of the research published in peer reviewed Journals of repute. In case of failure to achieve the desired project outcome, the Principal investigator will be liable to be debarred by the Institute for such seed money for next two years.

Priorities

Funding shall be prioritized for work that:

- represents new or expanded research and development activity for the Institute;
- falls within both the Institute's and the academic unit's identity, goals and mission;
- expands the knowledge and understanding of the academic community;
- is disseminated, through professional review, outside of the Institute; and
- represents a new research area for which external funding will be sought; or moves an existing research project to a new level of competitiveness for external funding or supports scholarly activities that contribute to general discipline knowledge, but are not expected to lead to external funding.
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Objectives

Seed Money Minor Research Projects/Research Grant shall be allocated for creating specialized research resources in the area of expertise of the Faculty Member with the following objectives:

- ❖ To develop innovative or interdisciplinary approaches or methodologies, Technological/ Software developments, translation into prototypes/patents/copyrights/ publications.
- ❖ Grant Amount: Normally, the Seed Money Minor Research Projects/Research Grant shall be limited to Rs. 1.0 lac, however, in exceptional cases; it may go up to Rs. 3.0 lacs with the approval of Vice-Chancellor.

- ❖ Eligibility: Regular faculty members would be eligible to apply under the scheme. However, in exceptional circumstances, Vice Chancellor may consider the staff working under other categories, including the non-teaching employees/officials.
- ❖ Content of the Proposal: As per the attached Format for Seed Money Research Projects/Research Grant.
- ❖ Process: Seed Money Research Projects/Research Grant shall be allocated only in creating specialized research resources in their area of expertise duly recommended by Proposal Evaluation Committee, constituted under the Chairmanship of the Vice Chancellor. Other members would be appointed by the Vice Chancellor. This committee shall comprise of two subject experts preferably from outside the Institute.
- ❖ Guidelines for Seed Money Research Projects/Research Grant:
 - Seed Money Research Projects/Research Grant shall be sanctioned only for creating specialized research resources in their respective area of expertise.
 - Only one application per cycle as lead faculty shall be allowed
 - All funds must be used in the time period they are awarded. In case of any difficulty the matter may be referred to the Vice Chancellor, who would take an appropriate decision.
 - Funds may be used to support research, creative activity, or course improvement or any other purpose, as decided by the Vice Chancellor
 - The project is limited for a maximum of two years.
 - Progress report for every six months need to be submitted to Vice Chancellor detailing out the utilization of budget in terms of achieving the objectives.
 - The Research Proposals must be received in the office of the Registrar, JVBI on or before the last date of submission decided with due approval of the Competent Authority, for seeking such proposals from all Faculty members as per the prescribed format.
 - All such Research Proposals would be scrutinized by an Institute level Research Project Evaluation Committee under the Chairmanship of the concerned Head of the Department. The committee may adopt any suitable criteria before recommending a given Research Proposal.

- No TA/DA/Registration-fee would be permitted for incurring expenses by Faculty Member for participation in any Workshop/Training Program/ Conferences/ meetings/ out of the Seed Money Research Projects grant.

❖ **In addition, non-allowable costs would include the following items exclusively**

- Organizing a Conference or meeting registration fees of any one
 - Faculty salary or overload
 - Organization membership fees
 - Publication fees
 - Meals/reception
 - Advertisement/promotional activities
 - Retroactive charges for expenditures incurred, if any, would be met with prior to award approval
- ❖ All the Faculty Members after getting sanction order would be expected to work for timely execution of their Research projects by following institute procurement and payment norms. In case of any difficulty whatsoever, the concerned Faculty Member should report the matter as per norms to respective HOD's well in time. Concerned HOD's would discuss the matter with concerned officials with a view to resolve the problem. This would ensure timely completion of Research projects as per set deliverables and outcomes in larger interest of institute & to honor the very spirit of allotment of the Seed Money Minor Research Projects/Research Grant.
- ❖ The Project Evaluation Committee shall monitor the planned research outcome/ performance in respect of each Seed Money Research Project through an annual review meeting.
- ❖ There would be no violation of financial rules of the Institute.
- ❖ All items procured under a given Research Project shall remain within concerned Department for use by other faculty members/students after completion of the project.
- ❖ The Faculty Members may seek help of IPR committee for further support to enhance visibility of research findings by using institutional linkages, infrastructure, patent filings, copyright etc.

- ❖ Any expenditure on Travel of External Experts (if any) shall be adjusted through allotted grants for a given Seed Money Research Projects/Research Grant.
- ❖ These guidelines have been framed with a view to strengthen key information base related with utilization of Seed Money Minor Research Projects Grant. The Institute has right to add/withdraw or modify the guidelines at any time.

Review Process and Criteria

The review process for the Faculty Research Awards shall have two stages:

- An initial review will be conducted to ensure that proposals are in compliance with all guidelines. Proposals deemed non-compliant will be returned to the applicant and will not be reviewed further. This would be done at the Department's level.
- The Project Review Committee, constituted under the chairmanship of the Vice Chancellor will determine the annual budget for awards distributed through the program.

The committee will conduct peer review to evaluate the grant proposals and select the proposals for funding. Reviewers will be asked to consider several factors when reviewing your proposal, including:

- Significance of project
- Clarity of proposal
- Well-justified methodology
- Contribution to discipline/field
- Realistic and feasible budget and timeline
- Project's scholarly/creative outcomes
- Connection of project to faculty's past and future work
- Feedback will be provided to interested applicants whose proposals are not funded.



Jain Vishva Bharti Institute (Deemed-to-be University)

Ladnun-341306, Rajasthan

Faculty Seed Grant Application

All full-time faculty are eligible to apply. Applicants must discuss their proposal with their HOD first

A. APPLICANT INFORMATION

Name: _____

Department / College: _____

Faculty Rank: _____ Professor _____ Associate Professor _____ Assistant Professor _____ Lecturer

If this is a joint application, provide Name, Department, College and Designation of Co-PI:

B. PROPOSAL INFORMATION

- **Project title** (less than 10 words)
- **Summary** – brief review of proposed project, program or travel (50 words max)
- **Detailed proposal** (750 words max, must include all of the items below)
 - Discuss the overarching theme, research question or area of scholarship to be addressed
 - Address the direct benefit to students
 - Address the impact on the field, faculty involved and/or Institute
 - Detail the timeliness and/or time-sensitivity of the funding
- **Measures of success** (250 words max)
 - Discuss goals, expected impact and/or related deliverables

C. BUDGET

- Provide line items of estimated expenses *with justification*
- Refer to programme guidelines for allowable and non-allowable costs

Description of Item	Cost
TOTAL	

- **Budget Justification** (*Explain how the requested items will be used in the execution of this project*)
- If applicable, indicate total project budget and where the rest of the funding will be obtained

Recommendation of the concerned HOD assigning reasons

Date Signature of the Principal Investigator

FLOW CHART : Process Flow Chart for Seed Money Research Proposal

