

Sardar Patel University
Guide lines for providing seed money for Minor Research Project for University
Teachers (2016-2017)

1. OBJECTIVES

To promote and active the working teachers (permanent/temporary) of the University departments to initiate or continue their research activities, particularly in the areas of interdisciplinary nature. Keeping this objective in mind, Sardar Patel University provides financial support to meet their partial requirements for collaborative research in specialized areas of interdisciplinary nature.

This is a seed grant to help to initiate a new research project and not to augment the ongoing work. The work done with the seed grant should develop into a full major research project to be funded by UGC or other funding agencies.

2. ELIGIBILITY/TARGET GROUP:

Sardar Patel University will provide financial assistance to working teachers preferably Assistant Professors (Lectures) who wish to undertake, along with their teaching work, a Minor Research Project of interdisciplinary nature with a collaborator from other than their own PG department.

A working teacher can avail seed money for only one project/scheme of the University at any given time.

It would be the responsibility of the Principal Investigator and the host Department for total accountability of the project. After completion of the project (date of finalization of accounts of the project), the principal Investigator should publish atleast one research paper in a reputed journal in the form of Books/Article/Presentation in seminar etc. from the outcome of the sanctioned project.

Application in the same format of the UGC minor project needs to be duly filled and to be forwarded through the PI's Head of the Department.

If the PI is a temporary faculty member then one of the Co-PI must be a permanent faculty member of the same Department.

Department forwarding the proposal should extend adequate research facilities in support of the minor research project.

3. NATURE OF ASSISTANCE:

The quantum of assistance for the seed money will be as under:

Minor Research Project in Science including Engineering & Technology, Pharmacy, Biomedical, Defence, Earth Science, Energy Science etc. - Rs. 1.50 lakh (max).

Non-Recurring Grants: Nil

- a. Equipment: Nil
- b. Books and Journals : Nil

Recurring Grant**(a) Hiring Services**

This is meant for specialized technical work, such as simple analysis, computer maintenance for which the University/Institution either has no infrastructure or such services are available on payment basis.

(b) Contingency

The admissible contingency grant may be utilized on spares for apparatus, photo-stat copies and microfilms, typing, stationary, postage, telephone calls, internet fax, computation and printing needed for the project. Computational needs, cartridges, storage device etc.

(C) Chemicals and Consumables

To meet expenditure on chemicals, glassware, and other necessary consumables items.

(d)Travel assistance: to meet the travel assistance towards field work and visits to nearby (within the state) institute of higher learning for consultancy, data collection, analysis and interactions.

(e) Tenure and Implementation

Two years. The effective date of implementation of the project will be mentioned in approval-cum sanction letter.

4. PROCEDURE FOR APPROVAL

The received proposals duly forwarded by the Head of the PG Departments will be assessed with the help of a subject expert committee by the Hon. Vice Chancellor at his office. The final decision will be taken by the University on the basis of recommendation made by the Committee and the availability of funds under the seed money scheme.

5. PROCEDURE FOR RELEASE OF GRANTS

The first instalment of the grant shall comprise of 50% of the total Recurring grant approved by the University for the total duration of the project. On receipt of Annual Progress Report, statement of expenditure and utilization certificate of 1st instalment of grant, the 40% of the total recurring grant will be released as final reimbursement:

1. Copy of the final report of project along with soft copy.
2. A Consolidated item wise detailed statement of expenditure incurred during the complete project period in the prescribed proforma duly signed and sealed by the Head and the Principal Investigator.
3. The unutilized grant if any may be refunded immediately through demand draft drawn in favour of the Joint Secretary of the concerned Regional Office of UGC.

It is mandatory to submit the Executive summary of the report, Research documents, monograph, academic papers published under the Research Project on the website of the University/Department. The Principal Investigator/Departments are expected to settle the accounts immediately on completion of the project.

6. GENERAL

- a) After finalisation of the selection procedure of the Research projects the names of the selected PIs will be posted on the University website. The PIS should check their names and send their acceptance certificate duly forwarded by the Head of the institutions immediately to the concerned office to enable the University to send the approval/sanction letters.
- b) Project is not transferable in any case.
- c) No extension in tenure is permissible in any circumstances.

SARDAR PATEL UNIVERSITY
FORMAT FOR SUBMISSION OF THE PROPOSAL FOR GRANTING SEED MONEY
TOWARDS INITIATING AN INTERDISCIPLINARY RESEARCH WORK

PART – A

1. Broad Title of the project proposal:
2. Specialized Subject area involved:
3. Duration
- 4.A. Principal Investigator
 - i. Name:
 - ii. Sex: M/F
 - iii. Date of Birth:
 - iv. Category (GEN/SC/ST/OBC)
 - v. Qualification:
 - vi. Designation:
 - vii. Address: Office:
Residence:
Email and Phone No.:
- 4.B. Co- Investigator – I (Other than the PI's Subject area)
 - i. Name:
 - ii. Sex: M/F
 - iii. Date of Birth:
 - iv. Category (GEN/SC/ST/OBC)
 - v. Qualification:
 - vi. Designation:
 - vii. Address: Office:
Residence:
Email and Phone No.:
- 4.C. Co- Investigator – II (Other than the PI's Subject area)
 - i. Name:
 - ii. Sex: M/F
 - iii. Date of Birth:
 - iv. Category (GEN/SC/ST/OBC)
 - v. Qualification:
 - vi. Designation:
 - vii. Address: Office:
Residence:
Email and Phone No.:
5. Name of the Institution where the project will be undertaken:
 - (a) Department:
 - (b) College:
 - (c) Affiliating University:
6. Teaching and Research Experience of Principal Investigator:
 - (a) Teaching experience: PG _____ Years
 - (b) Research experience:
 - (c) Publication:
No. of Papers Published: and PI's h-index
(Please enclose the list of papers and books published and/or accepted

PART – B

Proposed Research Work

8. (i) Project Title
(ii) Introduction
(iii) Objectives
(iv) Methodology
(v) Year-wise Plan of work and targets to be achieved.

9. Financial Assistance required

Item Estimated Expenditure

- i. Books and Journals
ii. Accessories, if needed
iii. Field Work and Travel
iv. Chemicals and glassware
v. Contingency (including special needs)
vi. Hiring Services
Total:

10. Whether the teacher has received similar support for the research project from the University under the seed money earlier?

If so, please indicate:

- i. Title of the project for which assistance was approved
ii. Sanction letter No. and date under which the assistance was approved
iii. Amount approved and utilized
iv. In case the project was completed, whether the work on the project has been published
v. If the project has not been completed, please state the reasons

12. Any other information which the PI may like to give in support of this proposal

To certify that:

- a. General physical facilities, such as furniture/space etc., are available in the Department.
b. I shall abide by the rules governing the scheme in case assistance is provided to me from the University for the above project.
c. I shall complete the project within the stipulated period. If I fail to do so and if the University is not satisfied with the progress of the research project, the Commission may terminate the project immediately and ask for the refund of the entire amount.
d. The above research Project is not funded by any other agency.

Signature of Principal Investigator

**Head
(Seal)**

**Signature of co- Investigator-I
Signature of co- Investigator-II**

ACCEPTANCE CERTIFICATE FOR RESEARCH PROJECT

Name _____

No. F. _____ dated _____

Title of the Project _____

1. The research project is not being supported by any other funding agency.
2. The terms and conditions related to the grant are acceptable to the Principal Investigator and the Department/Institution.
3. The date of implementation of the project is _____

Principal Investigators

Participating Departments:

**Head
(Seal)**

**Head
(Seal)**

Date: _____