No: G-1/SEED GRANT/2016-17/ 68

To,
The Head
Department of  ..................
Sardar Patel University
Vallabh Vidyanagar-388 120.

Sub: submission of proposal for research project under SEED GRANT

Sir,

Our University has decided to encourage and promote research by its faculty members. For this purpose, proposals for the SEED GRANT for research project are invited from The faculty members of basic Sciences and Humanities and Social Sciences departments who have so far not tried for external funding or who do not have active funding during last two years.

The faculty Member who has availed the benefit of this grant earlier may not submit his/her Proposal.

Interested faculty members are requested to prepare research proposal indicating the following.

(a) Academic work plan of research as per the guidelines enclosed (not more than two A4 pages.)

(b) Budgetary proposal including estimated Sub-head break up for books,( but not for Journals) contingency, Consumables and Travel.

The proposal in duplicate recommended by the Head of the Department must be submitted to this office on or before 20 May 2016.

As instructed by our Honorable Vice Chancellor, all Heads are requested to encourage Faculty members in this direction.

Thanking You,

Yours Faithfully

Deputy Registrar

Encl as above : The guidelines and Proforma for the seed money grant.
This Guidelines and Proforma also available on university website : www.spuvyn.edu.
Sardar Patel University
Guide lines for providing Seed money for Minor Research Project for University
Teachers (2016-2017)

1. OBJECTIVES

To promote and activate 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 (Lecturers) 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.

Applications in the same format of the UGC minor project need 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.

Departments 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 Sciences including Engineering & Technology, Pharmacy, Biomedical,
Defence, Earth Science, Energy science etc. - Rs. 1.50 lakh (max)
For social sciences, Humanities' limit will be - 75,000/-

Non-Recurring Grants: Nil
a. Equipment : Nil
b. Books and Journals: Nil
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. Address: Office:
             Residence:
             Email & 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. Address: Office:
             Residence:
             Email & 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. Address: Office:
             Residence:
             Email & 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 the 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
   vi. 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

Annexure – II
Recurring Grant
(a) Hiring Services
This is meant for specialized technical work, such as sample 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 devices etc.

(c) Chemicals and Consumables
To meet expenditure on chemicals, glassware, and other necessary consumable items.

(d) Travel assistance: to meet the travel assistance towards field work and visits to nearby (within the state) institutes 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 constituted by the Hon. Vice Chancellor at his office. The final decision will be taken by the University on the basis of recommendations 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 second instalment. Remaining 10% will be released on receipt of following completion documents 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 Offices 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 Investigators/ 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.
(d) No extension in tenure is permissible in any circumstances.
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: __________