

SANSKRITI UNIVERSITY

FOR EXCELLENCE IN LIFE

Notification

Ref. No. SU/RO/2017-18/004

Date: 06.11.2017

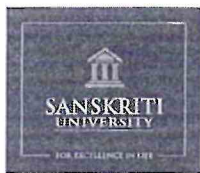
With the objective to encourage faculty members to be engaged in research & innovation activities supported with financial assistance, Seed Money Grant Scheme has been framed under the University regulations and approved by the Executive Council during its Third meeting held on 03.10.2017. Its purpose is to be implemented with effect from the date of notification.

SEED MONEY SCHEME (POLICY AND PROCEDURE)

Preamble

Sanskriti University encourages its faculty members to involve in research and innovation, activities to nurture research culture and promote research practices with emerging issues by which they will be confident and competent enough to translate their research capabilities into major research projects to avail funding from external agencies (either government or private sources). It is expected that the faculty members will be simultaneously involved to increase the IP wealth of the university in the form of publications, patents and copyright, etc. using research findings for the ultimate users. With this background, the University introduced Seed Money Grant Scheme in the year 2018 to facilitate and support research projects to be carried out objectively and systematically in line of university's vision statement. Research is a systematic, exhaustive and intensive investigation and study of a topic, often employing hypothesis and experimentation, to discover new knowledge, facts, theories, principles, and laws as solutions to the problems. Being a comprehensive and multi-disciplinary University, Sanskriti University embraces the journey like research and





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innovation in a symbiotic ecosystem across the schools using the state-of-the-art laboratory facilities, good stock of digitalized library materials, resource centers and world-class educational practices.

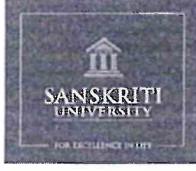
Objectives

- To motivate the faculty members with financial assistance to be engaged in research activities to discover the solutions for immediate problems
- To attract and retain research intellect among faculty members
- To increase generation of IP product/process development
- To promote faculty members for developing and sharpening research capabilities through this platform of Seed Money Scheme of the university to accelerate the possibility of applying high value projects from external agencies in the future
- To encourage inter-disciplinary collaborative research
- To develop proof of concept or prototype for a novel research idea
- To disseminate research findings by organizing workshops/conferences/ seminars

Guidelines and Procedure

- All full-time faculty with Ph.D. Degree serving atleast one year in Sanskriti University, are eligible to apply for seed money assistance.
- Faculty member's project proposal must be in line with research on thrust areas of the university.
- Faculty needs to submit research project proposal to the R & D Cell in the prescribed Proforma (Annexure-I) for review and final approval by the competent authority.
- Sanction letter shall be issued to the Principal Investigator (PI).





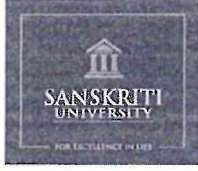
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- The duration of the project shall be for two years during which the PI has to complete all the formalities up to submission of report.
- Seed Money Grant shall not exceed a maximum of Rs. 5,00,000/-
- Second year grant will be sanctioned only after submission of the First year progress report.
- PI needs to file the patents, publications and copyrights, etc. as IP wealth and enhancing image of the university.
- All expenses related to Seed Money Grant shall be maintained in a separate file as per the university statutory laws and taxes.
- The periodic progress report of the research project will be submitted by PI to R & D Cell (Annexure-II).
- All items procured under Seed Money Grant Scheme shall be the property of the university.
- After completion of the project, a final report must be prepared and submitted to Dean, Research within the prescribed time limit (Annexure-III).
- All the bills shall be submitted to Accounts Department.
- Seed Money Grant Utilization Certificate needs to be submitted to R & D Cell (Annexure-IV).
- Any unutilized amount needs to be deposited back to the Accounts Department.

By virtue of Seed Money Grant Scheme, a viable ecosystem can be created to carry out individual or inter-disciplinary collaborative research across the university by engaging researchers consistently and pro-actively for ultimate solutions of national importance.





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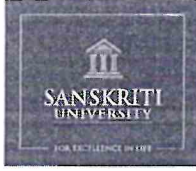
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Annexure -1

Format for Research Proposal (Not more than 2000 words)

1	Name of Principal Investigator:
2	Employee ID:
3	Department /Schools:
4	Date of Joining:
5	Research Experience (in year):
6	Name of Co-PI (if any):
7	Employee ID:
8	Department /Schools:
9	Date of Joining:
10	Research Experience (in year):
11	Title of the Research proposal :
12	A) Aims: B) Objectives : a. b. c.
13	Background study and Rationale (not more than 250 words)
14	Literature Review (National and International Status) (not more than 250 words)





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15	Description of the project (not more than 500 words)
16	Envisaged Outcomes and deliverables (not more than 100 words) a. b. c.
17	Explain Reasons on How can Department and Faculty/ be benefitted from the proposed Research (not more than 100 words)
18	Proposed budget (Total) a. Recurring b. Non - Recurring
19	Project Timeline

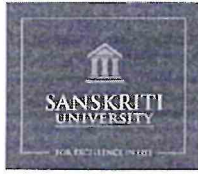
Declaration:

I hereby declare that the particulars mentioned above are true to the best of my knowledge . I am aware that if any of the information is found falls, my application may be disqualified. I have read the policy and procedures for Seed Money Grant and agree to all the rules mentioned therein.

Signature:

Date:





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Decision of the Review Committee

Reviewer 1

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Reviewer 2

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Remarks of Dean, Research

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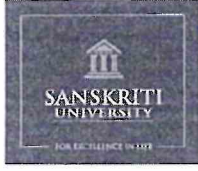
Signature & Seal

Remarks of Vice Chancellor

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Signature & Seal





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Annexure –II

Progress Report (I/II/III/IV)

- 1) Name of Principal Investigator:
- 2) Name of Co-Principal Investigators (if any):
- 3) Title of the Project:
- 4) Project Start Date:
- 5) Duration of Project:
- 6) Total Sanctioned Cost of the Project:
- 7) Total Expenditure:
- 8) Details of work carried out & outcomes:
- 9) Details of Expenses:

Sr. No.	Item	Bill No.	Date	Amount

Signature of Principal Investigator

Signature of Dean/ HOD

Reviewer Remarks

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Remarks of Dean, Research

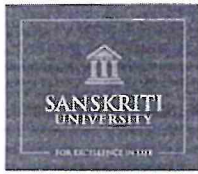
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Overall Remarks of Vice Chancellor

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Project Completion Report

1) Name of Principal Investigator:

2) Name of Co-Principal Investigators (if any):

3) Title of the Project:

4) Project Start Date and End Date:

5) Duration of Project:

6) Total Sanctioned Cost of the Project:

7) Total Expenditure:

8) Summary Report:

9) Specific benefits/Outcomes:

10) Final Project Expenses details:

Sr. No.	Item	Bill No.	Date	Amount

Signature of Principal Investigator

Signature of Dean/ HOD

Reviewer Remarks

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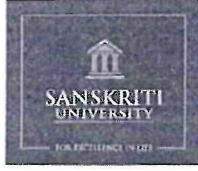
Remarks of Dean, Research

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Overall Remarks of Vice Chancellor

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Annexure -IV

Seed Grant Utilization Certificate

- 1) Name of Principal Investigator:
- 2) Title of the Project:
- 3) Project Start Date and End Date:
- 4) Duration of Project:
- 5) Total Sanctioned Amount:
- 6) Total Released Amount:

Sr. No.	Item	Amount
1	Recurring	
2	Non Recurring	

Signature of Principal Investigator

Signature of Finance Officer

