

CDLU Seed Money Policy for Promotion of Research and Innovation

1. OBJECTIVE

Purpose of the *CDLU Seed Money Policy for Promotion of Research and Innovation* is to encourage its faculty members to engage in the activities of research and innovation so as to increase the intellectual wealth of the University. The policy document shall govern the allocation and release of seed grant and financial assistance to University faculty for promotion of research and innovation activities.

2. ELIGIBILITY CRITERIA

All regular teachers of the University, having left at least two and half years of service in this University on the date of allocation of research project, shall be eligible to receive the seed fund grant under the policy/scheme in capacity of Principal Investigator (PI). Assistant Professor (contract) working in CDLU may be associated as Co-PI in the Research Projects under this policy. The PI/Co-PI must have earned a PhD degree and a substantial research work (published articles in reputed journals) at the time of applying for research grant under Seed Grant Funding.

3. BUDGET AND ACCOUNTING

A separate Budget Head in the name of "Seed Grant Fund" shall be created for funding Research Projects under this policy. A provision of Rs. 20, 00,000/- (Twenty Lakhs) per year shall be made in the University Budget under this head. Under the provisions of *CDLU Seed Money Policy for Promotion of Research and Innovation*, one project per Department may be sanctioned every year. For each research project, the maximum amount would be Rs 3,00,000/- (Three Lakhs) for the faculties of Physical Sciences, Life Sciences and Engineering & Technology and for Rs 1,50,000/- (1.5 Lakhs) for rest of the faculties.

The PI/Co-PI may undertake travel anywhere in India for company visits, collaborating partner institutional visits, field study, data collection, material procurement and other project related activities. However, travel expenses are subject to University norms and shall be restricted to a maximum of 15 % of the total project budget.

The grant sanctioned for research projects under this policy shall be utilized only according to budgetary heads under which the Seed Grant Funds are allocated. However, the Vice-Chancellor may re-appropriate the budget on the recommendations of Principal Investigator.

Accounts Branch of the University shall maintain the financial records of the released/sanctioned amount and the financial expenditure made. Fifty per cent of the sanctioned money plus the equipment grant, if any, will be released in the first phase. The funds in the second phase will be released only after the satisfactory report of Mid-term evaluation.



4. PROJECT DURATION

Duration of the research project would be two years, with a provision of two extensions. Each of three months, without any financial liabilities. Once a faculty member receives grant (as PI/Co-PI) under this scheme, there would be a gap of minimum two years before she/he can apply again.

5. EXTERNAL EXPERT AND PROJECT ASSISTANT

Involvement of one outside expert from the relevant field may be allowed at the discretion of Principal Investigator. Total amount payable to mentor, including sitting allowances and travel expenses, will be a maximum of Rs 25000/- .

Temporary appointment of one Project Assistant with a consolidated remuneration of Rs 10,000/- may be allowed. The notice regarding the appointment of a Project Assistant in a research project would be displayed on the department notice board and University Website. The committee for selection of Project Assistant shall comprise of three members and shall be constituted by PI and duly approved by the Vice Chancellor.

6. RESEARCH PROJECT PROPOSALS

Proposals for Research Projects under this policy shall be submitted in a format comprising following budget heads:

- i. Consolidated remuneration for Project Assistant (@ Rs 10,000/- per month)
- ii. Equipments, if any
- iii. Consumables (chemicals/glassware etc.)
- iv. Contingency
- v. TA/DA
- vi. Sitting charges/travel expenses for outside expert, if any

Proposals submitted under this policy shall be evaluated and approved by a Project Approval Committee having following composition:

Project Approval Committee

- | | |
|--------------------------------------|----------|
| 1. Dean Research | Convener |
| 2. Dean, concerned Faculty | Member |
| 3. Chairperson, concerned Department | Member |

In case members at #(2) and/or #(3) in the Project Approval Committee happen to be the PI, then the senior most teacher from amongst the remaining teachers of Faculty will replace the member at #2 and the senior most teacher from amongst the remaining teachers of the Department will replace the member at #3. And, in case the Convener of the above Committee is the PI, Dean Academic Affairs shall convene the meeting of the Project Approval Committee.



The projects would be selected/approved on the bases of innovation, quality, societal value, contribution in the field and potential for future expansion for getting external funding from various agencies.

Mid-term evaluation of the project shall be made - after completion of one year of the project - by the Project Approval Committee, The project would be revoked if the progress is found unsatisfactory by the committee.

Any change in the status of the project regarding change in the PI, Co-PI, Project Assistant shall be approved by the Vice Chancellor on the recommendations of Project Approval Committee.

7. MISCELLANEOUS

- Publication/acceptance of one research paper from the project work in a UGC approved journal shall be required before submitting the final report.
- The equipments and other non-consumable items purchased in the project shall be the property of the University.
- PIs shall ensure that the laboratory-based work be conducted in the Department itself. However, if the concerned facility is not available in the University, payments can be allowed for getting the work done in centralized laboratory facilities of other Central/State institutions.
- The PI/Co-PI shall follow University rules and regulations.
- After completion of the project, PI/Co-PI shall submit a final project report along with a copy of one research paper (accepted/published) to the committee on or before the last date of the project duration. Further, PI/Co-PI shall submit an audited Utilization Certificate and return the balance amount, if any, within three months of the last date of the project.
- The R&D Cell of the University shall issue a 'Project Completion Certificate' after all the above-mentioned conditions are met.
- If the PI, after completion of one project under Seed Funding Policy brings external funding for carrying out related project, she/he would receive, as an incentive, 50% of the overhead charges of the related externally funded research project(s).
- In case of any doubt regarding interpretation of rules provided in this policy, Vice Chancellor shall be the final arbitrator.

