



**VIJAYANAGARA SRI KRISHNADEVARAYA UNIVERSITY**  
**Jnanasagara, Vinayaknagar, Cantonment Ballari-583 105**



# **Guidelines for Seed Money Project Grants for Young Faculty**

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**VIJAYANAGARA SRI KRISHNADEVARAYA UNIVERSITY**  
**Jnanasagara, Vinayaknagar,**  
**Cantonment, Hospet Road,**  
**Ballari – 583 105.**  
**Karnataka, India.**

**Vijayanagara Sri Krishnadevaraya University, Ballari**  
**Guidelines for Seed Money Project Grants for Young Faculty**

## **I. Preamble:**

Research and technology development is an integral part of a University's success. This also helps students and faculty to understand the learning process and outcome in real life through solving problems in different disciplines such as Basic Science/ Applied Science/Life Science/Social Science/Business Studies/Languages/Law. The faculty can incorporate the learning outcome through this process in their classroom teaching and publishing their work in good international/national journals, patents, and other forms of expression of creative works. The primary objective of seed money grant is to facilitate further financial support from industry or government funding agencies related to research and consultancy assignments. Preference will be given to young talented faculty members.

VSKU is pleased to extend the Seed Money Project Grants for faculty members beginning 01<sup>st</sup> October, 2020.

## **II. Eligibility Criteria:**

All teachers who are appointed at the level of Assistant Professor against the permanent post in the faculties of Basic Science/Life Science/ Applied Science/Social Science/Business studies/Languages/Law, following the specified procedure of university will be eligible to receive financial support under the scheme. The faculty should normally have completed at least a year of their service in VSKU at the time of applying for research grant. However, a shorter period of service at VSKU can also be considered in exceptional cases based on project quality. The faculty must have a Ph.D. degree / substantial research work (published articles in reputed journals) at the time of applying for research grant in Basic Sciences/Life Sciences/Social Sciences/Business Studies/Languages. However, this requirement may be waived in some professional areas. The faculty applying for the research grant is sole Principal Investigator (PI).

## **Budget:**

1. Normally, the seed money project grant is approved by the Syndicate. The amount may vary from time to time as per the directions of the syndicate. A higher amount may be considered by the Vice Chancellor for approval in exceptional cases on recommendations by an external subject expert.. All acceptance letters will be sent by the Registrar (ADM) on behalf of the Research Project Development Committee (RPDC), depending on the merits of the proposal after evaluation by the blind review.
2. The PI may 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. Travel expenses will be restricted to a maximum of 15 % of the total budget of the project.

3. All travel and sundry expenses shall be with prior approval of the Registrar.
4. The request for the project proposal has to be submitted to the Registrar as per the proposal format (Annexure-I).
5. This scheme not extended to book writing or any similar project.
6. The project proposal submitted by the faculty members is scrutinized thoroughly by the external subject expert /blind review.

### **III. Proposal Format:**

The proposal format should largely follow the format of any funding agency (e.g. UGC, DST, VGST, DSIR, ICSSR, BRAC, ISRO's RESPOND scheme, others) targeted for full external grant application using the outcome of the seed money project as foundation. For Details see **Annexure-I**.

### **Duration of the Project:**

The duration of the project is of 18 months. In exceptional cases maximum up to six months extension may be given on the recommendation of RPDC.

### **IV. Review and Recommendation of the Seed Money Project Proposal**

The External subject expert (blind review) will review the proposal for its feasibility and acceptance. Based on the recommendations by the subject external member, the project will be accepted/rejected. The Vice Chancellor will approve/reject the project on the recommendation of the external subject expert. The letter of approval/rejection of the project proposal will be issued to the Principal Investigator by the Registrar clearly mentioning feedback/suggestions given by the external subject expert in case of approval/ rejection.

### **V. Research Project Development Committee (RPDC)**

The mandate of the RPDC, appointed by the Registrar (ADM) in consultation with the Vice-Chancellor is to provide oversight and technical and managerial support to the PI in executing the proposal. The RPDC will consist of the following:

Vice-Chancellor(Or VC's nominee)	-	Chairperson
Registrar (ADM)	-	Member
Dean (Respective Faculty)	-	Member
IQAC Director	-	Member
Chairman of the Department	-	Member

The PI has to make a presentation of his/her Progress Report (Annexure-II) to the RPDC every 6 months after approval. If the progress/presentation is found to be unsatisfactory, the project may be terminated pre-maturely. On completion of the project, the faculty member is required to submit a detailed completion report including the minimum of two research articles published in UGC care list journals with good impact factor (journals without article processing fee or/and page charges), Utilization Certificate and make a presentation of the findings to the RPDC, within one month of the scheduled completion date. The research outcome can be used to develop project proposals for further research to be submitted to external funding agencies.

#### **VI. Procedure for release of grant**

Administrative approval is issued to the selected projects. For the smooth implementation of the project all the Principal Investigators procure necessary items by taking prior approval from the concerned authorities as per the University's rules. Further, quotations/bills must be in the name of "The Registrar", VSK University, Ballari".

#### **VII. Outcome of the Research Project**

The outcome of the project should lead to a minimum of two publications ( out of which one should be published + another proof of communication) in UGC-CARE list journals (journal should not levy any article processing charges/paid charges).The objective of seed money grant is to facilitate further financial support from industry or government funding agencies related to research and consultancy assignments.

#### **VIII. Other Considerations:**

1. Unless extension is sought explicitly, the project is assumed to have been completed on the termination date specified, and no further expenses/extension shall be permitted.
2. The PI is responsible for ensuring that the expenses are within the budget. between budget heads within the same overall budget should be approved by the concerned authorities of university. Upon completion of the project, a final statement of expenses and variance report duly certified by the PI is prepared by the finance section within one month of the completion of project. Any unaccounted expenses shall be adjusted as personal.
3. Fresh Research project would be sanctioned only after the successful completion of the previous project. The research outcomes are to be documented (experimental setup, working paper, case study, or submission of article to a Scopus/ Web of Science indexed journal for review/publication, or patent application filed) and the expenses are to be audited and settled.

4. Stock Register should be maintained in the departmental office for the purchase of books/journals/software(s)/chemicals etc.
5. Utilization Certificate has to be certified by the internal auditor of VSK University, Ballari.

Annexure-I



## **VIJAYANAGARA SRI KRISHNADEVARAYA UNIVERSITY**

**Jnanasagara, Vinayaknagar, Cantonment Ballari-583 104**



(Proposal Format)  
(Two Copies)

1. Name of the P.I.
  - a) Mobile:
  - b) E-mail (official):
  - c) Educational qualifications: (PG onwards in the specified format)
2. Faculty:
3. Department:
4. Title of the Research Project:
5. Statement of the Problem:
6. National and International Status(maximum of one page):
7. Significance of the study
8. Project Objectives:
9. Methodology/Technical / Management Aspects of the project:
10. Budget with break-up with the necessary justifications:  
Time management with schedule in months illustrated in a standard format (Gantt chart).
11. Project Outcome (Deliverables):

The outcome of the project should lead to a minimum of two publications ( out of which one should be published + another proof of communication) in UGC-CARE list journals (journal should not levy any article processing charges/paid charges).

12. Any other information:

Signature of the PI

Signature of the Chairman

Sl.No	Particulars	Percentage of Budget Allotment
1	Books/Journals	15
2	Equipment/Software	30
3	Contingency	10
4	Travel	15
5	Chemicals/Plasticware/Glassware/Biological Specimen/Spare Parts/ Field Work	20
6	Miscellaneous	10

Note: Equipment does not include Computer, Laptop and Printer.

This information should be followed by a clear and concise description of the objectives and technical/management approach of the proposed research. The application should be minimum five pages and should not exceed twenty five pages, with a text font size of 12 point and margins no smaller than one inch on all sides with a line spacing of 1.5. Faculty may include optional figures and references, but they must fit within the page limits. CV of PI has to be attached at the end of proposal. The filled project proposal format ( 02 copies) should submit to the Registrar's office within the stipulated time.

## **Annexure-II**

### **(Progress Report)**

#### **FIRST PROGRESS REPORT**

First Progress Report should be submitted and presented before RPDC which should consist the following

##### 1) Particulars.

1. Grant Number and Year
2. Name of the P.I
3. Faculty
4. Department
5. Proposal Title
6. Statement of the Problem
7. Number of objectives achieved
8. Introduction
9. Methodology
10. Percentage of amount utilized against sanctioned amount.

Signature of the P.I

Signature of the Chairman.

#### **SECOND PROGRESS REPORT**

First Progress Report should be submitted and presented before RPDC which should consist the following

##### 2) Particulars.

1. Grant Number and Year
2. Name of the P.I
3. Faculty

4. Department
5. Proposal Title
6. Statement of the Problem
7. Introduction
8. Methodology
9. Number of objectives achieved
10. Percentage of amount utilized against sanctioned amount.

Signature of the P.I

Signature of the Chairman.

### **FINAL PROGRESS REPORT**

Progress Report should be submitted and presented before RPDC which should consist the following

1.
  1. Grant Number and Year
  2. Name of the P.I
  3. Faculty
  4. Department
  5. Research Project Title
  6. Statement of the Problem
  7. Number of objectives achieved
  8. Abstract
  9. Introduction
  10. Methodology
  11. Results and Discussion
  12. Papers Published\* (National & International Journals) in UGC-Care list.
  13. Utilization Certificate

Signature of the P.I.

Signature of the Chairman

Note:



1. Kindly submit the same (Soft Copy) in the PDF or word format to The Registrar, VSKUB along with the hard bound book.
2. \*The outcome of the project should lead to minimum of two publication ( out of which one should be published + another proof of communication) in UGC-CARE list journals (journal should not levy any article processing charges/paid charges).

Annexure-III

## **UTILIZATION CERTIFICATE**

**Program Name:**

**Project Title:**

Certified that Rs. \_\_\_\_\_ of grant-in-aid under (Program Name) was released by Vijayanagara Sri Krishnadevaraya University (VSKUB) in favour of \_\_\_\_\_ vide letter No. \_\_\_\_\_ as stated above during the year 20...-..... The above grant was sanctioned towards Project Title " \_\_\_\_\_". Out of sanctioned grants, a sum of Rs. \_\_\_\_\_ has been utilized for the purpose of which it was sanctioned and Rs. \_\_\_\_\_ remained unutilized at end of the financial year 20...-..., to be carried forward (if the program is continued) or to be refunded (if the program is completed) whichever the case is applicable. ***Expenditure incurred for the purpose for which the grant was sanctioned is verified with the vouchers produced before me.***

Certified that I have satisfied myself that the conditions on which the grant-in-aid was sanctioned have been fulfilled and that I have exercised the following checks to see that the money was actually utilized for the purpose for which it was sanctioned.

**Signature of the Principal Investigator**

**Signature with Seal of the  
Chartered Accountant/ Internal Auditor**

**Signature of the Finance Officer, VSKU Ballari**

**Signature of the Registrar , VSKU Ballari**

**Annexure-IV**

**Proposal Evaluation\***

Name of the Principal Investigator:

Title of the Research Proposal:

Department/Faculty:

Sl.NO	Particulars	Rating (1 to 5)
1	Relevance of the Project title in the current scenario	
2	Statement of the Problem	
3	National and International Status	
4	Significance of Study	
5	Project Objectives/deliverables	
6	Methodology/Technical/Management Aspects	
7	Justification of Budget	

Overall rating of the Research Proposal:

Comments/Suggestions on the Research Proposal:

Recommendation for the Project Proposal for Seed Money: Accepted/Rejected

Name , Designation and Signature of the subject Expert:

\* Evaluation is based on 5 points scale rating (1.Very Poor 2. Poor 3.Average 4. Good and 5.Excellent) for the above components appear in the Project Research Proposal for the Seed Money.