Sant Baba Bhag Singh UNIVERSITY

Village: Khiala: PO: Padhiana, Distt: Jalandhar 144030
Website: www.sbbsuniversity.ac.in   Phone: 0181-2711163   Fax: 0181-2711555

Ref. No. SBBSU/R&D/23/ 331

Date:22/3/2023

Circular

Project proposals are invited from the faculty members under seed money for research for the session 2022-2023. Interested faculty members are requested to submit the project proposals to the office of the undersigned by 27th March 2023 positively.

For detailed guidelines/ rules, the policy for grant of seed money for research projects is being attached with this notice.

Dr. Vikas
(Director R&D)

DIRECTOR (R&D)
SBBS UNIVERSITY

Copy to:

1. Vice Chancellor, SBBSU Jalandhar
2. Registrar, SBBSU Jalandhar
3. Dean Academics, SBBSU Jalandhar
4. Controller of Examination, SBBSU Jalandhar
5. Dean of the institutes, SBBSU Jalandhar for circulation among the HoDs/CoDs/and faculty members
6. Website in charge for uploading on the website

Policy for the Grant of Seed Money for Research Projects

I. Introduction

SBBSU encourages its faculty members to undertake research projects which are useful to the society and promotes a 'research culture'. By granting research funds, SBBSU empowers the faculty members to take up research activities utilizing the existing facilities. Also, the University encourages its teaching staff to engage in interdisciplinary/multidisciplinary/ interdepartmental research activities for both, resource sharing and collaborative research.

Under the scheme of 'Seed Money for Research Projects', SBBSU shall provide the research funds to a faculty member (Principal Investigator) or a group of Faculty members [Principal Investigator and Co- Principal Investigator(s)] to initiate research and to facilitate research work in the absence of externally funded projects (by External Govt./ Non-Govt. Funding Agencies). This initiative is exclusively meant to encourage teachers of SBBSU to start research work and subsequently leading them to prepare project proposals and seek formal funding from external funding agencies.

II. Objectives

1. The grant being released under the Seed Money scheme is for strengthening infrastructure of the identified department for teaching and research and shall be spent exclusively for this purpose.
2. This scheme provides research support to active teachers/researchers/academicians to undertake research and development projects in frontier areas of Humanities, Social Sciences, Education, Law, Commerce and Management, Sciences and Engineering.

III. Eligibility

1. Applicants [Principal Investigator (PI) and Co-Principal Investigator(s) (Co-PI(s))] should be an Assistant Professor, Associate Professor, Professor and/or Full-time employees of the SBBSU.
2. The PI and Co-PI (s) shall preferably hold Ph.D. degree at the time of applying for grant.

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3. At the time of submission of research proposal, the applicants are directed to ensure that they should be in full-time service for at least six months at SBBSU (In the large interests of both the applicant and the University).

IV. Guidelines for the Grant of Seed Money for Research Projects

1. Faculty member of SBBSU may submit research project to SBBSU R&D Cell when the R&D Cell invite proposals.
2. SBBSU, R&D cell shall evaluate submitted research project through Internal Research Project Screening Committee (Placed at point V, mentioned below) with approval from honorable Vice-Chancellor.
3. The External Research Project Evaluation Committee (Placed at point V, mentioned below) constituted by honorable Vice-Chancellor shall evaluate and recommend the successfully screened research project.
4. External Research Project Evaluation Committee shall forward the successfully evaluated research project recommendation to Higher Authorities for Approval.
5. Any facility (like instruments, chemicals, consumables or non-consumables, books etc.) created under this scheme shall not be kept with the custody of an individual faculty member/Department and shall be made accessible to the entire faculty member (all the time) of SBBSU.
6. Seed money shall be released in installments after assessing the progress of the Minor Project.
7. All the books/journals etc., if purchased, must be deposited in the Library.
8. There should not be any deviation from the Budget Heads as approved. In case, if it is very necessary, a request can be made to R&D Cell for consideration.
9. Initially, the duration of the Project shall be one year (however, under special circumstances/request, with the specific approval from the Vice-Chancellor through R&D, it can be extendable up to 6 months to 1 year).
10. Any purchase should be made as per the guidelines and rules of SBBSU.
11. For any purchase, out of the project, proper entries into stock entries must be maintained under the control of the project Principal Investigator.
12. Judicious purchase must be made as higher authorities have liberty to ask for the justification of purchased items.
13. The project Principal Investigator must submit a statement of accounts and utilization certificate (including Balance sheet and Statement of accounts) of the funds of the project to Accounts (through R&D).
14. Any unspent amount sanctioned would be refunded to the SBBSU. Any carry forward of funds to the next financial year may be considered only with the specific approval from the Vice-Chancellor through R&D.

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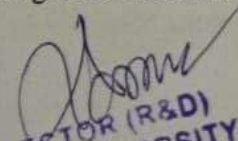
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15. The amount of grant sanctioned is to be utilized within the duration of the project. Any amount of the grant remaining unspent shall be refunded to the SBBSU immediately after the expiry of the duration of the project (any extension subject to approval from the competent authority as mentioned above). If the grantee fails to utilize the grant for the purpose for which the same has been sanctioned/or fails to submit the statement of expenditure within the stipulated period, the grantee will be required to refund the amount of the grant with interest thereon @ 10% per annum.

16. After completion of the PROJECT, Project completion report (PCR) must be submitted by the Project Principal Investigator to R&D Cell.

17. The intellectual property generated in the PROJECT shall be owned equally by both PROJECT Principal Investigator and SBBSU.

18. If any PROJECT Principal Investigator leaves the SBBSU, in between the project, then he/she must refunded entire amount given by SBBSU, before No Dues from the University (Undertaking to be given by the applicant to R& D, while submitting the project proposal).

19. Due acknowledgement of technical support, financial assistance resulting from this project grant should mandatorily be highlighted by the Project Principal investigator in bold letters in all publications, media releases as well as in the opening paragraphs of their Annual Reports during and after the completion of the project.

20. In all the Publication, acknowledgment as well as afflation of SBBSU should be given.

21. At least one research paper, as corresponding author, in SCI, Scopus or UGC-care list journals must be published within six months of project completion.

22. Travel grant to attend conferences/ workshops is not permissible under the project. However, travelling allowances for sampling/ survey can be claimed from project money if already mentioned in budget subhead.

V. Mode of Selection

1. **Project Screening-cum-Evaluation** is a systematic decision-making process through assessment of submitted research projects for the grant/release of seed money on the basis of the relevance/significance of project objectives, efficiency, impact and sustainability.

2. **At SBBSU, the projects shall be exclusively selected through the Project Screening-cum-Evaluation Committees.**

3. The proposals are considered for approval/rejection by Project Screening-cum-Evaluation Committees.

4. The role of the Project Screening-cum-Evaluation Committees is especially important in the peer review process of the submitted research projects for the grant of seed money.

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5. The Project Screening-cum-Evaluation Committees shall evaluate individual research proposals received from the project principal investigators (PIs) and make appropriate recommendations for the funding of seed money (or otherwise).

6. Project Screening-cum-Evaluation Committees shall follow a peer review process.

7. Project Screening-cum-Evaluation Committee shall identify the priority research areas, submitted research proposals for their scope and benefits etc. (generally in absentia of PIs) to give their recommendations. However, if need be, the committee may invite PIs for the meeting for any clarifications.

8. On the basis of recommendations of Internal Committee, the External Experts (eminent academicians, researchers, scientists and technologists etc.) from the specific research area (discipline/subject) may be nominated by the Hon'ble Vice-Chancellor to review of the status of research proposal and further recommendations.

9. The approved projects shall be put forward to the higher authorities for further approval of funds and subsequent release of grants.

10. After the Seed Money is granted, the amount shall be released in phased manner (installments) by SBBSU. The amount will be disbursed in number of installments, depending on the phases and duration of the study, as indicated in the Sanction Letter by the SBBSU.

11. **Compositions of Project Screening-cum-Evaluation Committees:** The composition of Internal Project Screening-cum-Evaluation Committees shall be as mentioned below. The composition of these committees may be revised/updated at the discretion of the Vice-Chancellor.

Compositions of Internal Project Screening-cum-Evaluation Committee

S. No.	Designation	Core Committee
1.	Vice-Chancellor	Chairperson
2.	Registrar	Member
3.	Chief Accounts and Finance Officer	Member
4.	Dean Academics	Member
5.	Director R & D	Member Secretary

VI. Scientific Ethics and Plagiarism

1. For scientific ethics and plagiarism policy/ guidelines, R&D, SBBSU has adopted UGC's "Promotion of Academic integrity and prevention of plagiarism in higher educational institutions, Regulations 2018".

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2. Any research project proposal submitted to SBBSU should be original in ideation and content as well as plagiarism-free (plagiarism in any form is not be acceptable).

3. All submitted research project proposals shall be subjected to similarity check for plagiarism.

4. If any research project proposal is found plagiarized, then it shall be rejected.

5. Applicants are requested to pre-check their research project proposals for plagiarism before submitting to avoid any serious repercussions at a later stage.

6. All PIs must declare that they are not penalized on Scientific Ethics and Plagiarism charges (for the breaching of scientific ethics) in the past five years by the time of submission of application and there are no such charges are pending against them while submitting the application for funding.

7. SBBSU reserves right to withdraw the financial support any time of the project if such charges are confirmed against the applicants / Principal Investigators.

8. SBBSU may debar the defaulters to apply for further funding.

VII. How to Apply

1. The applications will be invited through an official notice by the R&D Cell.

2. Incomplete applications in any respect will not be considered.

3. Eligible applicant (individually or in group) shall submit research project through Head/Coordinator/In-charge of the Department and Dean of the Institute to the R&D Cell.

4. While applying for the Seed Money, the applicant shall submit the Research Proposal with following main headings.
    (a) TITLE OF THE PROJECT
    (b) STATUS OF RESEARCH WORK IN PROPOSED AREA
    (c) OBJECTIVES
    (d) METHODOLOGY
    (e) BUDGET
    (f) PROJECT DURATION WITH MILESTONES OF PHASES
    (g) DETAILS OF PARTNERSHIP
    (h) PROJECT SIGNIFICANCE/ EXPECTED OUTCOME
    (i) REFERENCES

5. At this stage, the applicants need not submit any document other than those referred in application form.

6. All applicants are required to send proposals duly forwarded through the proper channel.

7. In case, the hard copy of applications are not received within stipulated time (as per the official notification by R&D), then the candidature of applicants shall be treated as withdrawn/cancelled.

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8. Research proposals and final reports should be in English (Except for languages).
9. One applicant can apply only once at one point of time. Any applicant can apply second time only after successful completion of one research project.
10. Please use papers of A-4 size, font type: Times New Roman (12), font size:12 with 1.5 spacing.
11. Please do not skip reproduction of any section even if the answer is "nil" or given elsewhere.
12. Project title should be precise and should not exceed normally 20 words within two lines.
13. Expected total duration of the project should normally be 12 months and in no case should exceed 24 months.
14. If project is to be executed by more than one Department/Institute (which is welcomed), i.e., multidisciplinary research.
15. Use clear and concise language to the maximum extent possible for objectives, work plan, methodology, expected outcome etc.
16. The budget estimates for these research proposals are to be prepared on the basis of the format given. The applicant will propose the budget subject to the following broad expenditure sub-heads.
17. Purchase of equipment/ assets for the research Project is permissible only if it is originally proposed and approved by the SBBSU and does not exceed the permissible amount and follows the rules of the SBBSU.
18. Guidelines for the preparation of Budget are given below. The contingency grant may be utilized for stationary, specialized assistance such as data analysis, consultation for field trip etc. related to the research work.

Guidelines for the preparation of Budget

No.	Heads of Expenditure	Value
1	Equipment (Non-consumables), Consumables (Chemicals/Glasswares etc.) and Study material (including Source Material, Books, Journals, Software, Data Sets etc.)	Not exceeding 42- 45% of the total budget.
2	Fieldwork: Survey Preparation or Consultancy etc. or related research work	Not exceeding 30- 35% of the total budget.
3	Hired Services (Research Facilities from other Institutions/Universities)	Not exceeding 10-15% of the total budget.

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4	Contingency	Not exceeding 5% of the total budget.
5	Publication of Report	App. 5-6% of the total budget.
	TOTAL	Applicant shall finally make it 100%

This budget allocation may vary depending up on the subject area/ topic of research but should be approved by the project screening committee.

VIII. Monitoring of Research Projects

1. Research undertaken by a PI/Co-PI will be reviewed through the submission of periodic progress reports in the prescribed format and the project may be discontinued/ terminated if research progress is found unsatisfactory or any rules are violated.

2. R&D with approval from the Honorable Vice-Chancellor can constitute Standing Project Implementation/Monitoring Committee, whenever required, to check the progress of the granted projects.

3. During the course of the project, the PI/Co-PI are required to publish at least one research papers in peer reviewed high quality journals (such as Scopus, UGC Care list, SCI) related to the theme of the research project while duly acknowledging SBBSU support for the research and publication. SBBSU expects the PI/Co-PI to submit a final report of very high quality which is worth publishing by a reputed publisher.

4. All research projects related queries will be addressed to the Director R&D (Single Person of Contact) for their timely reply.

5. The SBBSU may, at any time ask for verification of accounts of the department and other relevant documents related to the Project.

6. Mid Term Appraisal of Research Project: The SBBSU may hold a mid-term review of a research project through a team of experts.

7. Final report submitted by the PI/Co-PI is mandatorily evaluated by an Expert appointed by the SBBSU before considering the release of the final installment.

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IX. Completion of the Study

The PI/Co-PI shall be personally responsible for timely completion of the Project. On completion of the study, the PI/Co-PI should submit the following:

1. Soft and Hard copies of the final report in a publishable form (in both PDF and word format), abstract in 500 words (in both PDF and word format), Executive Summary of the final report in 5000 words (in both PDF and word format) along with plagiarism report check.

2. The PI/Co-PI can be asked by R&D to incorporate the suggested changes in report.

3. A copy of all publications resulting from the project output (Research Paper, Books, Articles, Reports, etc.) should be submitted to SBBSU during the course of the study or even after its completion, or as and when required.

4. The final report submitted by the PI/Co-PI will be considered as satisfactory only after final recommendation of acceptance by the expert appointed by the SBBSU.

X. Conflicts of Interests

Conflicts of Interests: In case of any Conflicts of Research Interests, a Standing Grievance redressal Committee shall be constituted by the Vice-Chancellor, as and when required, which may vary from case to case.

XI. In case of any dispute, it will be subject to Jalandhar Civil Jurisdication.

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