



CHITKARA
UNIVERSITY

**POLICY AND PROCEDURE FOR SEED
MONEY FOR RESEARCH/FINANCIAL ASSISTANCE TO
FACULTY MEMBERS**

Version 2.0



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Pages	Eight
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Policy and Procedure for Seed Money for Research / Financial Assistance to Faculty Members

Preamble - Chitkara University wishes to encourage its faculty members to engage in the activities of research and innovation so as to increase the IP wealth of the university. Present policy document related to release of seed money and financial assistance for promotion of research / capacity building / Outreach / knowledge upgradation will be followed with effect from July, 2019.

Most funding agencies expect the applicant to have some prior experience in carrying out research work. Hence, faculty who are at the early stages of their career find it difficult to get funds for their projects. Chitkara University seed money grant scheme is directed at reduce this problem by providing such faculty with an initial grant with which they can start their research work.

Objective of Seed Money Grant

- To test a novel idea and to generate preliminary results before submitting proposals to external agencies
- To promote generation of IP and product/process development
- To attract and retain talent

Rules for Seed Money Grant

1. Eligibility

All full-time faculty of Chitkara University are eligible to apply for seed money.

2. Procedure

- a) Interested faculty members must submit their proposal as per prescribed format (Annexure I) to the O/o Vice Chancellor, Chitkara University, Punjab.
- b) Faculty members can also submit a proposal in collaboration with each other. However, only one of them can be designated "Principal Investigator".
- c) The Vice Chancellor will constitute an ad hoc committee to review the proposal. The committee may choose to call the PI / Co-PIs for face-to-face interview/presentation. The committee will thoroughly review the alignment of the budget with the deliverables.
- d) The report of the ad hoc committee will be submitted to the O/o Vice Chancellor, who will approve or reject the proposal.
 - If the proposal is rejected, the faculty may reapply after incorporating the suggestions/recommendations of the ad hoc committee.
 - Once approved by the Vice Chancellor, the proposal will be forwarded by the O/o Vice Chancellor to the Finance Section for the release of funds.
- e) All the expenditure will be incurred following the purchase procedure of the University. The money will not be transferred / reimbursed to the faculty; rather, the

amount will be reimbursed or incurred directly to the party (as per the purchase procedure) on getting the invoices in the name of Chitkara University, Punjab.

- f) The PI must submit a half yearly progress report to the O/o VC detailing the progress of the project (Annexure II). In cases where the progress of the research work is unsatisfactory, further tranche of the grant will be deferred or withheld.
- g) At the end of the project, PI will submit a detailed report to the O/o VC. The report must include the work done, the output produced in terms of publications, data collected and future scope of the research (as per format given in Annexure III and Annexure IV)

3. Other Terms and Conditions

- a) The duration of the grant shall not exceed two years in general. However, as per the decision of the Vice Chancellor, the grant may be extended by a year.
- b) The grantee faculty member should neither use the seed money for his/her PhD work, nor should recruit research associates, assistants for the research work. The students may be a part of the project, but the grantee faculty member is expected to carry out a majority of the research work on his/her own.
- c) All items procured under the Seed Money Grant Scheme shall be the property of the University.

Proposal for Seed Money Grant

- 1) Name of Principal Investigator:
- 2) Employee ID:
- 3) Affiliation:
- 4) Date of Joining in Chitkara University:
- 5) Research Profile:
- 6) Name of the Project:
- 7) Project Duration:
- 8) Details of Co-PI's
 - a. Name
 - b. Employee ID
 - c. Affiliation
 - d. Date of Joining
 - e. Research Profile:
- 9) Description of Research Work
- 10) Objective of Research Work
- 11) Work Plan
- 12) Outcome of the Project
- 13) Proposed Budget (Total)
 - a. Recurring
 - b. Non Recurring
- 14) Project Timeline
- 15) Declaration:

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

Signature:

Date:

Decision of the Review Committee:

Reviewer 1

Reviewer 2

Approved/Rejected by Vice Chancellor with Remarks:

Progress Report I/II/III/IV

- 1) Name of Principal Investigator:
- 2) Name of Co-Principal Investigators:
- 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) Outcome of Project:
- 9) Details of Expenses:

Sr. No	Item	Bill No.	Date	Amount

Reviewer Remarks:

Overall Remarks (Vice Chancellor):

Project Completion Report

- 1) Name of Principal Investigator:
- 2) Name of Co-Principal Investigators:
- 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

Reviewer Remarks:

Overall Remarks (Vice Chancellor):

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 Release Amount:

Sr. No	Item	Amount
1	Recurring	
2	Non Recurring	

Signature of Principal Investigator

Signature of Finance Officer

Signature of Vice Chancellor