



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

Version 1.0

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 seeds grant and financial assistance for promotion of research / capacity building / Outreach / knowledge upgradation will be followed with effect from July, 2014.

The faculty members can apply for financial assistance for one or more of the following purposes:

1. Technology allowance to buy a portable technology device, which can aid in mobility and increase the research output,
2. To develop proof of concept or prototype for a novel research idea,
3. For capacity building (organizing training programs for research scholars, inviting prominent researchers to interact with the group etc)
4. For pursuing PhD from the home institution in the form of discount in the PhD fee
5. For filing patents
6. For publishing and getting rewarded in quality journals and conferences
7. For travel to disseminate research findings to the society
8. For applying for paid certification programs
9. For attending FDPs, training programs, refresher courses

The faculty member may apply on prescribed format (Annexure A) with brief justification of the seed money / financial assistance to their respective heads anytime during the year.

Approval committee: The committee comprising of (i) Vice Chancellor (ii) Pro Vice Chancellor (iii) Head, HR (iv) Chief of Finance (v) Registrar will meet twice in a year or as per the requirement to give decision on the applications.

The bills have to be submitted to accounts department with reference to Minutes of Meeting and date for further processing. Any unutilized amount needs to be deposited back to the accounts department.

Application form for seeking financial support to promote cause of research and innovation

To

The

Subject: Request to provide Financial Support/Seed Money for Research and Innovation Activities

Dear sir/mam,

I wish to apply for the financial support for the activities related to research, innovation and extension under one or more of the following heads:

- i) Technology allowance to buy a portable technology device, which can aid in mobility and increase the research output.
- ii) To develop proof of concept or prototype for a novel research idea.
- iii) For capacity building (organizing training programs for research scholars, inviting prominent researchers to interact with the group.)
- iv) For pursuing PhD from the home institution in the form of discount in the PhD Fee.
- v) For Filing Patents.
- vi) For publishing and getting rewarded in quality journals and conferences.
- vii) Travel / accommodation to present my research work.
- viii) For applying for paid certification programs.
- ix) For attending training programs / FDPs / refresher courses etc.
- x) Any other (viz., Membership of professional bodies, registration fees etc)

Detailed Justification for seeking financial support

**Use the backside of the sheet or attach additional sheets in case, you need to provide more information.*

Total Amount requested (INR): _____

I commit that I shall use the financial support/Seed Money for the purpose, only for which it is sanctioned.

Yours faithfully,

(Name and signature of the applicant with date)

Forwarded by:

(Name, designation and signature of the forwarding authority, with date)