



RAMAIAH
College of Arts, Science
& Commerce

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M.S. Ramaiah College of Arts, Science and Commerce

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DBT Star College Scheme

Research and Development (R&D)
MS Ramaiah College of Arts, Science and Commerce

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

Seed Grant Scheme
2022

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CONTENT

No.	Item	Page No.
Section-1: Criteria for Seed Money Grants		3-6
1	Introduction	1
2	Objectives	2
3	Awards	3
4	Eligibility	3
5	Application Process	4
6	Submission Deadlines	4
7	Selection Criteria	4
8	Evaluation	5
9	Conditions	5
10	Expected Deliverables	6
Section-2:		7
11	Research Proposal Format	7-8
Section-3: Annexures		9-18
12	Annexure-I: Seed Grant Application Form	9-11
13	Annexure-II: Endorsement From The Chairperson, RRC of the Centre	12
14	Annexure-III: Acceptance Certificate from The Teacher	13
15	Annexure-IV: The first, second, and final progress reports	14-16
16	Annexure-V: Utilization certificate	17
17	Annexure-VI: Proposal Evaluation Format	18

Section-1: Criteria for Seed Money Grants

Introduction

Teaching and research are like two sides of a coin and it is an integral part of academics. Undoubtedly, the teacher with research knowledge will have effective and improved teaching qualities. Research gives a new dimension to teaching by making the teacher more inquisitive, creative, and able to look at the subject with different perspectives, than being a mere transferor of knowledge. Research basically helps to convert an idea into a process or product.

The primary objective of awarding seed money or starting of grant at MSRCASC is to stimulate competitive research spirit in strategic areas of national or international importance to promote innovative processes, product development, and publishing of the research findings, etc. 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, etc. 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. It may also 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. In addition, to facilitate the start of research programs that will potentially develop into creative ventures on their own through external funding.

Objectives

1. To kindle interest amongst teachers in research and innovation
2. To aid a faculty to start a research program that has the potential to sustain by attracting funds from external agencies.
3. To test a novel idea and generate preliminary results before submitting proposals to external agencies.
4. To promote inter-faculty collaboration in emerging areas.
5. To promote publication and generation of IPR and product/process development.
6. To attract and retain talent.

Awards

1. Grants shall be awarded with a maximum value of Rs. 5 Lakhs (or as fixed by the research committee).
2. The duration of the Grant will be a maximum of 2-3 years. It could be extended to a year depending on the nature of the work.

Note: Up to 5% of the grant money can be utilized for the purpose of miscellaneous expenditure (e.g. towards publication: manuscript preparation, editorial, etc.,)

Who are Eligible to Apply?

1. Any faculty member of MSRCASC holding a regular position (assistant professor against the permanent post) with a proven track record of quality research with an experience of at least one year in MSRCASC.

2. The faculty must have a Ph.D. degree / substantial research work (published articles in reputed journals) at the time of applying for research grants in Basic Science/Life Science/ Applied Science/Social Science/Business Studies/Languages/IPR.
3. The applicants currently should NOT be working for their doctoral degree.
4. A group of faculty from different disciplines of MSRCASC can apply for the start of the grant.
5. Also a group consisting of faculty of MSRCASC and collaborators from other institutes shall provide an undertaking that they will submit a proposal for an externally funded program with the same proposers during or within 6 months of the completion of the seed-funded project. However, external collaborators cannot be Co-PI in the seed grant. where required, letters from such collaborators may be attached in the proposal with commitment (such as facility use) clearly specified.
6. They should not have an ongoing project. The PI should demonstrate that they do not have any funding from external agencies for their proposed research (because seed money is given to beginners).
7. Any group comprising (faculty, Ph.D. scholars, and post-doctoral fellows belonging to MSRCASC can become co-PI with the principal investigator (PI) being an MSRCASC faculty.
8. Only MSRCASC faculty can be PI.
9. Participation by students of any category is encouraged but they may be only named as personnel in the project and assisting in a project as trainees.
10. At any time, a PI can submit only one application. However, he/she can be a coinvestigator in more than one proposal.
11. The PI at the time of submission of the application shall not have a running project funded by the seed-funding scheme in which he or she is the PI.
12. Awards are limited to one seed money grant per individual faculty as PI.
13. Faculty members having Research Initiation Grant are eligible to apply a second time if the first project is successfully completed and the publication process is initiated. Renewal of grant may be considered for an additional year only if there is strong evidence that the additional work will strongly enhance the potential for extramural support for that project and there are funds available.

Application process

1. Application for funding has to be done by submitting a proposal to the RRC. The call for proposals may limit research funding to a few strategic areas per academic year.
2. The seed money application can be submitted throughout the year, however, it will be processed twice a year, i.e. in the month of **June and December**.
3. Pre-proposals should be submitted for short-listing as and when called for.
4. The short-listed applicants will be asked to submit a full proposal, which should have complete information including budget allotment, research execution plan, etc.
5. The full proposals will be reviewed by a review committee. The PI will be invited to make a presentation before the selection committee (Refer to evaluation process).
6. Decision on the grant award will be announced.

Submission Deadline

Proposals will be invited a maximum of two times a year. A decision will be made within 2 weeks after the presentation before the selection committee.

Selection criteria

Points for consideration are:

1. Innovative research projects that have potential outcomes. Preference will be given to Innovative interdisciplinary research.
2. Team of faculty members whose expertise is complimentary and covers a specific domain area of research.
3. Promise sustainable research and development attracting external funds.
4. Budget matches the claimed outcomes and is executable in a stipulated timeframe.
5. Activities to enhance the capacity for interdisciplinary research, like participation in a training program or workshop, are eligible for funding.
6. Potential to expand further into better research projects and get externally funded grants.

Evaluation

The total evaluation process will follow two stages: -

Stage 1

1. Pre-proposals will be evaluated by rating the scheme which considers each of the selection criteria in the application.
2. Additional points will be awarded for the following cases:
 - a. If the proposal is from a new faculty
 - b. The proposal is linked with the Ph.D. program of students.
 - c. The review committee would comprise a core of three or more internal faculty members.
 - d. The committee would also take inputs from all those PIs who have submitted the preproposals.

Stage 2

1. The PIs of the shortlisted pre-proposals will be asked to submit a detailed proposal.
2. The selection committee would comprise a core of three or more internal faculty members and external experts who may seek inputs from internal and/or external reviewers (as required).
3. The full proposal shortlisted will be rated with points for intellectual merit and its broader impact.
4. The selection committee if necessary, may seek further information from the PI before making a final decision and submitting it for approval
5. The proposal evaluation will consider the alignment of the budget with the deliverables.

Conditions

1. The decision of the selection committee will be conveyed to the PI who will be the contact person for all administrative matters regarding the project.
2. The PI is responsible for the conduct of the research in accordance with the institute's research policy.
3. Procurement, utilization, and maintenance of equipment will be as per institute policy
4. The funds have to be utilized within the stipulated period and for specified products.
5. The grant money has to be utilized in accordance with the approved budget limit only. Extra funding may lead to difficulty to reimburse the amount.

6. The PI should submit a progress report every six months in the prescribed format for evaluation by the committee mandated to monitor individual projects. In case it is found that proper efforts are not being made, further release of funding may cease and appropriate action may be initiated.
7. The PI will also be required to report progress or outcomes at the end of the termination of the seed grant, including grants received, logbook of purchases, publication/IPR arising out of the seed grant, etc.
8. In any research communication arising out of the funded project, the contribution of the institute should be duly acknowledged and affiliated.
9. In case the PI leaves the institute before the completion of the project, a co-investigator from MSRCASC will assume responsibility as PI.
10. By the very fact that a faculty applies for seed money, the applicant undertakes to complete the project successfully in a stipulated time. If for any reason the awardee leaves MSRCASC without completing the project to the satisfaction of the Research Committee, s/he undertakes to refund the entire amount to the College, besides returning all the books/ journals/types of equipment purchased out of the project money.
11. If the project requires procurement of any equipment, raw materials, or consumables out of project funding same needs to be done through the college purchase department by following the standards requirements of the college.

Additional considerations,

1. a) If sanctioned, the applicant should be able to carry out the project on their own, and not outsource it or get students to do the research. Some students may contribute to the research project in minor ways. But the major work must be done by the project awardee. Students helping out with the project, while the semester is in session, are not to be burdened with the project. Any unethical/irrational demand on students for the project by the awardee, or any complaints by students regarding this, may result in the withdrawal of the project.
b) The awardees are advised to inform the Head of Research Centre, in writing, before any student commences work on a Seed Grant project.
c) All research done on the Seed-Money project will be carried out within the MSRCASC premises, and researchers should obtain prior permission from the R&D head if it requires to work outside the premises.
2. a) The proposal should be based on the applicant's own original ideas; and should not be based on work or assignments given to others or mandated for students.
b) While researchers are encouraged to extend the project to their Ph.D., they should not take any part of their Ph.D./ work for the seed-money project.
3. Since the proposals are sent to external experts, it is important that due care be taken to present them professionally, as serious work of personal interest, commitment, and quality.
4. It is advisable that your proposals be reviewed by the senior researchers and get critical feedback for novelty, quality, relevance, ethical considerations, and impressive & formal presentation, before submission.
5. Every grantee is expected to present a work-in-progress of their project every six months, both in writing and to the research colloquium. If the Research Centre is not happy with the progress, it may either suggest modifications or may withdraw the project.
6. It is of PI's duty to ensure that the selected projects have a high probability of achieving their goals, the PI must assess all the likely risk factors: The PI must mention all the potential and specific risk factors. The PI must also mention an alternative plan of action in each case if any of these risks actually occurs.

Expected Deliverables

1. The outcomes of the projects should lead to the getting externally funded projects, which should be projected as generated as the outcome of the seed grant scheme.
2. Publication in peer-reviewed journals/intellectual property generation including product/process development would be expected as outcomes of the project. Further, it is understood that any IP emerging out of research funded by MSRCASC will be owned by MSRCASC. Such IPR will recognize contributions by all researchers as "inventors", and any resulting royalties will be shared by MSRCASC with the inventors.

Section-2:

Research 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, and others) targeted for full external grant application using the outcome of the seed money project as a foundation. For Details see Annexure-I):

Your proposal MUST have these sub-sections

1. Neatly designed front page with project title, your name, dept., contact
2. Project abstract in about 150 words (don't number this page)
3. Good and self-explanatory title on top of the first page, above the introduction
4. Introduction in about 150-200 words.
5. Survey of literature of the recent major works in your area of research - covering both international and Indian - in about 750-1000 words
6. Clear identification of research gaps (the necessity to research this problem?) - 100-150 words
7. Scope and objectives of your study - about 200 words.
8. Detailed framework/ methodology of the proposed work (~150 words).
9. What is innovative about your research (100-150 words)
10. Expected outcomes from the project (papers/ reports/ books/ documents/ database/ patents/ etc., 100-150 words).
11. Relevance of your study for policy-making/ society/ academics / etc. (200 words)
12. References using standard referencing style in your discipline
13. Timeline of the project - clearly projecting the likely progress
14. Budget - clearly giving year-wise and total expenses under various heads, and be directly related to the project with justification.
15. Please remember that seed money does not provide for major equipment /Research Fellows/ conferences/ space, etc.
16. List the facilities available in the department/institution for carrying out the proposed project.

Note:

- Your project proposal must be printed neatly on A4-size paper
- Use Times New Roman, 12-point-size font, 1.5 spacing
- The proposal must have a title page and must be spiral-bound
- Give all the requested information in the proposal
- Please remember that the College expects the applicants to follow all professional and ethical norms in the preparation, writing & presentation of the project.

Please

- a) Submit a spiral-bound hard copy to the R&D Head
- b) Also mail a soft copy to the R&D Head (in editable *.docx format)
- c) Ensure the proposals are neatly presented, and free of mistakes
- d) Remember that this project is for the faculty, and not for students

Head,
Research and Development
MSRCASC

Section-3: ANNEXURES

Annexure 1

Seed Grant Application Form (Two Copies)

Part A: Personal Information

Name of the Faculty	:
Educational qualification (PG onwards)	:
Designation	:
Department	:
Date of joining the Institute	:
Sex	:
Contact No.	:
Email ID	:
Present Residential Address	
Area of Expertise	:

[Please enclose your brief CV indicating your education, Research /Work experience prior to joining MSRCASC.

Part B: General Information

Research Project Title	:
Statement of the Problem	:
Significance of the study	:
Project objectives	:
Methodology/Technical/Management aspects of the project	:
Duration of the project	:
Name of the PI	:
Name of the Co-PI(s)	: 1.
	: 2.

Financial Allocation (Budget with break-up)

Head	Recurring/ non- recurring	Cost/year (Rs.)			Total cost (Rs.)
		Year 1	Year 2	Year 3	
Equipment (give details of each item on separate sheet)					
Consumables (details of each set of items)					
Biologicals (microbes, animal, plants, etc.)					
Analysis and Testing					
Field survey					
Books/journals (justify below)					
Any others					
Grand Total					
Rs.					

[Please substantiate the need for funds under each head -with details].

I apply for a total of Rs As seed money, for about years, which I will use for the above-mentioned project only.

.....
Signature of applicant

.....
Signature of Head R&D

.....
Signature of Principal

Part-C: Technical Details

1	Title (not exceeding 15 words):
2	<p>Statement of the problem (100 words)</p> <p>i. State the main problem you seek to address:</p> <p>ii. Why is it important to solve it?</p> <p>Suggested solution (150 words):</p> <p>Describe how the proposal will lead to a novel and effective solution, based on a scientifically and technically sound concept and keeping in view the user needs and local availability of resources), Outline your idea or solution you plan to develop:</p>
3	(Review of Status – (100 words): Are you aware of any other initiative related to proposed activities to solve this problem? What were the outcomes?
4	References
5	Proposed Objectives (Max. 3 focused objectives be included):

1. **Methodology** (100 words):
(Describe how the project will address the societal challenges in a sustainable way. Also explain how and in what way, the project will contribute to the advancement of knowledge in the subject/topic. Support with defined steps/relevant process details, e.g. flow chart, model, survey procedure, protocols, engineering design/schematic/layout plan - as applicable to achieve the stated objectives)
2. **Work Plan** (150 words – Please also provide activities schedule – Pert Diagram):
 - i. **Phase-wise work plan of action with timeline and deliverables in tabular form.**
 - ii. **Technology Development/Adoption/Modification, if applicable**
 As applicable (Provide information on the new R&D/adapted R&D to be carried out for technology development/adoption/modification and a brief description of the technology or training package(s) to be used. Information should be provided on the scale of operation, minimum economic viable scale, estimated cost, and likely benefits of the proposed technological intervention).
 - iii. Institutions/places where detailed lab/field testing or experiments will be carried out:
 - iv. **Expected project outcome (100 words):** 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.
3. **Environmental, Legal, and Ethical Issues:**
 (Explain any environmental, legal, and ethical compliance issues. Please mention how these will be addressed & enclose a clearance certificate from the concerned authorities, if required).
4. Any other information:

Annexure II

ENDORSEMENT FROM THE CHAIRPERSON, RRC OF THE CENTRE

Project title:
.....
.....

This is to certify that the Department/ Centre welcomes the participation of Dr. for the project.

Certified that the equipment, other basic facilities, and such other administrative facilities as per terms and conditions of the grant, will be extended to the investigator(s) throughout the duration of the project.

Name and signature of Chairperson, RRC.

Department / Centre _____

Date & Seal

Annexure III**ACCEPTANCE CERTIFICATE FROM THE TEACHER**

The project title:

.....

I/We agree to abide by the terms and conditions of the guidelines.

I/We did not submit this or a similar project proposal elsewhere for financial support.

I/We have explored and ensured that equipment and basic facilities will actually be available as and when required for the purpose of the project. We shall not request financial support under this project, for procurement of these items.

We have enclosed the following materials:

No.	Items	No. copies
(a)	Endorsement from the HOD Department of	One
(b)	Copies of the Proposals	3

.....
Name Signature of PI

.....
Name and Signature of Co-PI

Annexure-IV**FIRST PROGRESS REPORT**

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

No.	Particulars	Details
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	Introduction	:
8	Methodology	:
9	Number of objectives achieved	:
10	Percentage of the amount utilized against sanctioned amount	:

Signature of the P.I.	:
Signature of the R&D Head	:

SECOND PROGRESS REPORT

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

No.	Particulars	Details
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	Introduction	:
8	Methodology	:
9	Number of objectives achieved	:
10	Percentage of amount utilized against sanctioned amount	:

Signature of the P.I.	:	
Signature of the R&D Head	:	

FINAL PROGRESS REPORT

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

No.	Particulars	Details
1	Grant Number and Year	
2	Name of the PI	
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 R&D Head	:

Note

1. Kindly submit the same (Soft Copy) in Word format to The Registrar, VSKUB along with the hard-bound book.
2. *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 (the journal should not levy any article processing charges/paid charges).

UTILIZATION CERTIFICATE

Program Name	:	
Project Title	:	

Certified that Rs. _____ of the grant-in-aid under (Program Name) was released by MSRCASC 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 for which it was sanctioned, and Rs. _____ remained unutilized at the 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 of the Finance Officer, MSRCASC	:	
Signature of the Head R&D, MSRCASC	:	

Annexure-VI**Proposal Evaluation Format***

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 importance	
4	Significance of the study	
5	Project Objectives/deliverables	
6	Methodology/Technical/Management Aspects	
7	Justification of Budget Proposed	
8.	Achievable in a stipulated time	
9.	Potential to scale up (future line of work)	
10	High potential for publication/development of process or product	

Overall rating of the Research Proposal:/50.00

Comments/Suggestions on the Research Proposal:
--

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

Details of the subject Expert:

Name	:	
Designation	:	
signature	:	

* 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.