

SXCS/P-31

Seed Money Research Grant Policy

Eligibility to Act as Investigator

Eligibility to act as a principal investigator (PI) or co-principal investigator (Co-PI) on internally funded projects is a privilege limited to the faculty members of SXCS. This policy limitation is in place because PIs are responsible for determining the intellectual direction of the research and scholarship.

Pending Appointments for New Faculty

Faculty whose appointment start date is in the future may apply for submitting proposals, provided the appointment has been approved by the Governing Council of the XAVIERS RANCHI. In addition, an award cannot be accepted until the member's appointment is confirmed.

Faculty Members Appointed under Short Term Leave Vacancy

Faculty members appointed on short term leave vacancy of a permanent faculty member will not be eligible for applying for any research grant in the capacity of PI. However, they can work as co-investigator after obtaining Principal's approval.

Faculty Members Appointed under Long Term Leave Vacancy

Faculty members working under long term leave vacancy of a permanent faculty member are eligible to apply for minor research projects, provided they have a minimum six months service period left after sanctioning of the grant.

New Investigator Confirmation

Applicants who wish to apply as a New Investigator must seek confirmation of their eligibility to apply in this category by 30th June of every academic year. The early application and notification process is intended to allow the applicant(s) time to adjust the investigation team if they do not meet the eligibility criteria.

Conditions for PI Requests

PI requests from faculty members are subject to the following conditions:

Any member of the teaching faculty who is interested in applying for Grant for research project (Minor/Major) should submit an application for grant in the format given under Annexure-I of Guidelines for Grant.

- The proposed research will be judged by SXCS Research Centre (SXCSRC) Director according to its relevance to the SXCSRC 's mission. Proposals that are not deemed to be consistent with SXCSRC 's mission will not be approved.
- The proposed research must be carried out on SXCSRC site and does not require utilization of space on the SXCS campus.
- SXCSRC reserves the right to verify the progress and timeliness of the research project undertaken by the faculty member.
- The research must be conducted in accordance with institution's policies concerning the conduct of research.

Criteria for Granting Rare Exceptions

The proposed research must meet a Programmatic need of SXCS. Meeting a Programmatic need means addressing an area of investigation that is not currently covered at SXCSRC and is endorsed by a sponsoring member of the SXCSRC as directly relevant to and supportive of the research or teaching Programmes of the faculty. Research that may be important in its own right and

for which outside funding is available will not be judged as meeting the Programmatic need criterion unless it facilitates the ongoing objectives of the Institution in an identifiable and direct way.

- The proposed research cannot be funded and/or conducted effectively at SXCRC unless the proposed individual is the PI. Among other things, this generally will mean that there is no member of the Governing Council available to take responsibility for the scientific direction of the project.
- The proposed PJ's qualifications to direct the project provide assurance that the work will be conducted in accordance with the standards of excellence of the institution.
- No incremental space will be required for the project
- The research must be designed and conducted in such a way that work can be discontinued when Programmatic need ends or if the sponsoring agency ceases to allot funds.
- Exceptions to the PI eligibility policy will be rare in situations other than those described in sections mentioned above.
- A written copy of any such requests in the application format given under Annexure-I of Guidelines for XAVIERS RANCHI Grant, along with the justification and approvals of the expert committee constituted by the BIES at the SXCSRC, the Director SXCSRC, the Principal of SXCS should accompany the project proposal submitted to the SXCSRC.

Appeals

In case of any dispute regarding the allotment of the Grant, the Principal retains the right to make an appropriate decision after due verification of the entire grant allotment process, after being heard from each party. Decision of the principal will be final.

Seed Money Research Guidelines

Guidelines for providing grants to college teachers for minor Research projects.

Introduction & Objectives

The College offers financial support to faculty members of SXCS who are interested in undertaking minor research projects on contemporary *I* Socio / Economic / issues, to meet their requirements for individual and excellent research in specialized areas.

Objectives

- To foster research culture among faculty members
- To promote excellence in research in higher education
- To support multidisciplinary research
- To develop research-oriented attitude among young faculty members

Eligibility/Target Group

The College will provide financial assistance to Teachers who wish to undertake, along with teaching work, a Minor Research Project. A working faculty member can avail only one project/scheme of the College at a time. The one which is offered and accepted first irrespective of Principal Investigator, must be completed before the next offer is accepted. Failure to abide by this rule shall make the Principal Investigator liable to refund the entire amount paid by the BIES in all such schemes. They may also be debarred from participation in future College Programmes. It would be the responsibility of the Principal Investigator to complete and submit the project on time. After completing one project (date of finalization of accounts of the project), if a teacher desires to undertake another College project, a gap of one year will be necessary. Only the teaching faculty of SXCS will be eligible to participate in the scheme.

Publication of Research Outcome:

The Principal Investigator should publish two papers in a reputed journal in the form of Books/ Article/Presentation in seminar etc. from the said project completed.

Nature of Assistance

The quantum of assistance for a research project is approximately Rs. 50,000.

Non-Recurring Grants

Books and Journals

The books & journals grants may be utilized to procure the essential books & journals needed for the proposed research work.

The books & journals acquired by the Principal Investigator under a Minor Research Project must be deposited to the library of the institution after the completion of the project, and those books will be considered as the property of the institution.

Recurring Grant

Hiring Services: This is meant for specialized technical work, such as sample analysis, for which the University/ Institution has no infrastructure and when such services are available on payment basis.

Benefits:

The College always strives to boost the application of technological advancement for the benefit of the Society. The trust always encourages the inspired brains to innovate through research for which it extends support in the form of Research Seed Money.

- Every faculty is eligible to apply for internal project which shall lead to collaborative / externally funded research projects.

- The college shall provide the basic infrastructure required to conduct research projects. Faculties are encouraged to identify inter-disciplinary research in their chosen field of research.
- All innovative projects of faculty completed using the seed money are earmarked for filing patents. Further, suitable recognition and remuneration will be given to those faculties with patents.
- Faculty members shall take appropriate actions to get their innovations covered by IPR and copyright protected.
- Financial assistance is limited to specific items of expenditure or to cover a part of the expenditure on the specific budgetary items of the research.
- The scheme is implemented with a view to provide seed money in the form of grants to promote research work in Arts / Commerce / Management / Technology / Science and Humanities with particular relevance to the Socio-economic development of the Coimbatore region with social relevance, industrial development and technology adoption.
- The maximum eligible funding for a project is limited to ₹.50,000/-.
- Subject to availability of funds, proposals will be scrutinized by a Research Committee as nominated by the Principal.

Contingency: The admissible contingency grant may be utilized on spares for apparatus, photo-stat copies and microfilms, typing, stationary, postage, telephone calls, internet, fax, computation and printing needed for the project. Expenditure towards the audit fee may also be claimed under contingency head.

Special Needs: Assistance may be provided for any other special requirements in connection with the project which is not covered under any other 'Head' of assistance under the scheme.

Travel and Field Work: The amount allocated under the head

travel/field work is to be utilized for data collection and collection of other information, such as documents and visit to libraries within the general scope of the ongoing project. This should not be used for attending conferences, seminars, workshops and training courses etc. They may also avail special casual leave/duty leave for field work/collection of data as per University rules.

Re-Appropriation: The Principal Investigator may re- appropriate maximum 20 percent of the recurring grant allocated under each head with the permission of Principal under intimation to the XAVIERS RANCHI with the justifications.

Tenure and Implementation: The tenure of the research project will be a period of six months from the sanctioning of the grant.

Extension of time limit for submission: In cases of delay in submission of the report within the time limit prescribed, the PI is required to submit an application to the SXCSRC requesting for extension of time with proper reasons which will be forwarded to the Principal for final approval. However, the maximum period of extension of submission time will be limited to one year.

The effective date of implementation of the project will be mentioned in approval-cum sanction letter.

Procedure for Applying

All eligible teachers may submit their Minor Research Proposal applications in the prescribed proforma to "The Principal of SXCS". The proposed research work should be in conformity with the Minor Research Project guidelines.

Procedure for Approval

The received proposals will be assessed with the help of a subject expert committee constituted by the College at the SXCS Research Centre. The final decision will be taken by the College on the basis of recommendations made by the Committee and the availability of funds under the scheme.

The teaching faculty should comply with these guidelines in case of Minor Research Projects.

Procedure for Release of Grants

The first instalment of the grant shall comprise 100% of the non-recurring and 50% of the total Recurring grant approved by the Committee for the total duration of the project. The grant will be released to the Principal of the College. On receipt of Annual Progress Report, statement of expenditure and utilization certificate of 1st instalment of grant, 40% of the total recurring grant will be released as second instalment. Remaining 10% will be released on receipt following documents as final reimbursement:

- Copy of the final report of project along with soft copy. (2) A consolidated item-wise detailed statement of expenditure incurred during the complete project period in the prescribed proforma duly signed and sealed by the Principal Investigator (3) A consolidated Audited Utilization Certificate for the amount actually utilized towards the project duly signed and sealed by Chartered Accountant, Principal as well as the Principal Investigator in the prescribed pro forma. (4) The unutilized grant if any may be refunded immediately through cash to the Principal, SXC. It is mandatory to post the executive summary of the report, research documents, monographs, academic papers published under Minor Research Project on the website of the College.

The Principal Investigators are expected to settle the accounts immediately upon completion of the project. In case the balance grant, if any, is not claimed within six months from the date of completion of the project, the same will lapse and no representation will be entertained in this regard.

General

- After finalization of the selection procedure of the Minor Research projects, the names of the selected Principal Investigator will be posted on the SXCS website. The selected Principal Investigators have to send their acceptance certificate to the Principal and he/she shares it with the College for further action.
- Project is not transferable in any case.
- If a Principal Investigator fails to complete the project, he/she has to refund the entire amount released with interest.
 - No extension in tenure is permissible under normal conditions
 -

Sample

Notification for Call for Research Proposal Applications: Seed Money Research Grant

St. Xavier's College, Simdega calls the applicants for the Seed Money Research Grants to foster the research initiatives among the permanent faculty members. The grant is intended to provision the impactful innovation in research project providing the faculty members with the essential resources to begin their scholarly and intellectual quests.

Eligibility Criteria

Applicants must be permanent faculty members of St. Xavier's College, Simdega

Application Objectives-This Seed Money Research Grant aims to:

- Encourage scholars to begin their research publications.
- Support the projects that contribute to the advancement of knowledge in their respective fields.

- Foster interdisciplinary and innovative research initiatives.

Application Guidelines

Interested faculty members are requested to submit their proposal adhering to the following requirements:

- Proposal; Format: Annexure-I
- Documents required: A detail biodata of the applicant
- Submission Mode: Proposal must be submitted via email to sxcsjournal@gmail.com

Deadline: All proposal must be submitted on or before 10th February, 2025 (5:00 P.M.)

Important Details

Call for Proposal: 08-01-2025

Deadline for Submission: 10-02-2025

Announcement of Selected Proposal: Tentatively: 20-02-2025

We encourage eligible faculty members to take advantage of this opportunity to advance their research goals and contribute to the academic excellence of St. Xavier's College, Simdega.

Anexure-1

Application for Seed Money	
Name of Principal Investigator	
Designation	
Department	
Email	
Contact	
Have you applied any funding agency for grant? (If yes, provide the detail bellow:	
Detail of the Project	
Title	
Subject Area of Research	
Amount needed	
No. of Co-Investigator	



2016

Detail of Co-Investigator Name Designation Department	
Briefly describe the Project with expected outcome and duration (if required attach separate sheet.)	

Signature of Principal Investigator

Approving Authority