

Annamacharya Institute of Technology and Sciences, Tirupati (Autonomous)

POLICY FOR SEED MONEY



Seed Money Policy

INTRODUCTION:

Research and Development is a systematic process of basic and applied research to discover a solution for problems faced by society or creating new knowledge and products. It may result in the form of patents, research publications and copyright etc. Seed Money Policy (SMP) has been initiated by the Institution to provide seed money to motivate faculty members and enhance their research interests, which may lead to major research proposals for submission to National/ International funding agencies. The primary goal of this scheme is to support faculty members in developing research resources in the area of expertise and to develop innovative or interdisciplinary approaches or methodologies. The program shall help generate preliminary data that provides Technological/ Software developments, translation into prototypes/ patents/ copyrights/ publications. This document explains the nature of this grant and sets out the rules, guidelines and procedure to obtain the same.

SCOPE OF THE POLICY:

1. The faculty members will be encouraged to submit the preliminary research proposals based on their innovative ideas. The applicant will clearly and convincingly demonstrate that the proposed project represents a new research direction in an area likely to generate external funding.
2. The provision of seed money grant is for the maximum period of two years, amounting to the grant of Rs. 1 Lakh (50,000 /per year).
3. A maximum of 10 research projects would be funded every year.
4. The Principal Investigator (PI) would submit half yearly report of the work done to Chairperson-Research Advisory Council (RAC) and Convener-Research and Development Cell (RDC). The second year grant will be sanctioned only after the successful completion of the first year.
5. After completion of the proposed project, a final report must be prepared and submitted to Research and Development Cell (RDC).
6. The PI will ensure that project is completed within the stipulated time and the final report is submitted well in time. All other terms carry their usual meaning or as defined by the University.

OBJECTIVES OF SEED MONEY GRANT

1. 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. This seed money scheme is directed at mitigating this problem by providing such faculty with an initial grant with which they can kickstart their research work.
2. Using this initial work as ‘proof of concept’ or ‘proof of experience’, they are then expected to apply to external funding agencies (both public and private) to take their project to its intended goal.

GUIDELINES FOR SEED MONEY

Grant Amount: Normally, the Seed Money proposed Research Projects/Research Grant shall be limited to Rs. 1.0 lac, however, in exceptional cases; it may go up to Rs. 3.0 lacs with the approval of Chairperson-Research Advisory Council (RAC).

Eligibility: All faculty members are eligible to apply under the scheme. The area of research is novel and very little work has been done in the area.


Procedure:

1. Interested faculty must submit their proposal (Annexure I) to the Chairperson, RAC.
2. The Chairperson, RAC, will constitute a Proposal Evaluation committee to review the proposal.

Proposal Evaluation Committee

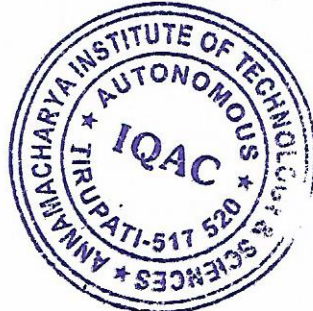
1. Research Advisory Council (RAC)	:	Chairperson
2. Research and Development Cell (RDC)	:	Convener
3. Internal Quality Assurance Cell (IQAC)	:	Coordinator
4. Subject expert	:	Member
5. Head of the concerned Department	:	Member

3. Seed money will be granted once the submitted proposal is approved.
4. Progress report for every six months need to be submitted to Convener (RDC) in the form of budget utilization and achieving the objectives.
5. No TA/DA/Registration-fee would be permitted for incurring expenses by Faculty Member for participation in any Workshop/Training Program/ Conferences/ meetings/ out of the Seed Money Minor Research Projects grant.
6. All the Faculty Members after getting sanction order should work for timely execution of their Research projects by following institute procurement and payment norms. In case of any difficulty what so ever, the concerned Faculty Member should report the matter as per norms to respective HODs well in time. This would ensure timely completion of Research projects as per set deliverables and outcomes in larger interest of institute & to honor the very spirit of allotment of the Seed Money Research Grant.
7. The Project Evaluation Committee shall monitor the planned research outcome/ performance in respect of each Seed Money Minor Research Projects Project through annual review meeting.
8. All items procured under a given Research Project shall remain within concerned Department for use by faculty/students after completion of the project.
9. The Faculty Members may seek help of IPR cell for further support to enhance visibility of research findings by using institutional linkages, infrastructure, patent filings, copyright etc.
10. Any expenditure on Travel of External Experts (if any) shall be adjusted through allotted grants for a given Seed Money Minor Research Projects/Research Grant.
11. These guidelines have been framed with a view to strengthen key information base related with utilization of Seed Money Research Projects Grant. The Institute has right to add/ withdraw or modify the guidelines at any time.


Convener (RDC)

Dr. J. Guru Jawahar, Ph.D.
Professor, Department of Civil Engineering
Annamacharya Institute of Technology
& Sciences, TIRUPATI-517 520.


Coordinator (IQAC)




Chairperson (RAC)

PRINCIPAL
ANNAMACHARYA INSTITUTE OF
TECHNOLOGY & SCIENCES
VENKATAPURAM (VIII.)
RENIGUNTA (M), TIRUPATI-517 520

Proposal for Seed Money Grant

1. **Name (of Principal Investigator):**
2. **Department:**
3. **Designation:**
4. **Date of joining:**
5. **Status of employment:**
6. **Research profile** (attach separate sheet giving details of doctoral research, publication, seminars and conferences attended, details of previous seed money grants from AITS):
7. **Name of project:**
8. **Project duration:**
9. **Description of research work** (attach a separate sheet. Be sure to include a clear description of the research problem, the work done till now, the contribution the current research work plan to make, the future scope of this area, funding agencies which would be interesting in funding this project in future):
10. **Objectives of the research work:**
 1. <objective 1>
 2. <objective 2>
11. **Proposed outcome of research work:**
 1. <outcome 1>
 2. <outcome 2>
12. **Proposed Budget:**
 1. Non-recurring expenses:

S.No.	Name	Amount	Justification
	Total		

2. Recurring expenses:

S.No.	Name	Amount		Justification
		Year 1	Year 2	
	Total			

3. Total budget (non-recurring + recurring):

13. Project Timeline

Month/Year	Activities Planned

14. 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:

15. Forwarding remarks of the Project Evaluation committee (to be filled by the head of the Project Evaluation Committee. Attach a separate sheet if required)

Signature:

Date:

16. Decision of the Chairperson, RAC: Approved/ Rejected

1. Remarks (If Approved)

2. Other comments (if rejected)

Signature:

Date: