



**GANDHI INSTITUTE OF TECHNOLOGY AND MANAGEMENT (GITAM)**

(Deemed to be University)

Visakhapatnam | Hyderabad | Bengaluru

**RESEARCH & DEVELOPMENT CELL**

## **GITAM: Research Seed Grants Guidelines**

submitted by

**Research & Development Cell (RDC)**

GITAM Deemed to be University, Visakhapatnam

## Version Control

<b>Title</b>	Research Seed Grants			
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<b>Date Created</b>	01 April 2021			
<b>Maintained By</b>	Research & Development Cell, GITAM Deemed to be University			
<b>Version Number</b>	<b>Modified By</b>	<b>Modifications Made</b>	<b>Date Modified</b>	<b>Status</b>
v1.1	Dr Raja P Pappu Dr Shanmukha Anand Pothana	<ul style="list-style-type: none"><li>• Increased funding levels for successful proposals</li><li>• New eligibility criteria</li></ul>	01 April 2023	Approved by VC on 08 April 2023

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# Guidelines for Research Seed Grants

## 1. Introduction

Gandhi Institute of Technology and Management (GITAM) is committed to developing an outstanding research ecosystem and positioning itself as a world-class research University. It envisions to provide the foundation for innovation, transformation, and translation across all the disciplines in the University by promoting interdisciplinary research and merging of theoretical and applied research to achieve long term impact.

The Research Seed Grant Policy envisages preparing early-career researchers for future external grant applications by financially supporting their research ideas. The grants are awarded on the basis of a thorough peer review of the proposals. While the grants enable the researchers to test their ideas, and generate preliminary data, the process prepares them to develop competitive research proposals for external grant applications in the future.

In addition, the seed grants offer researchers an opportunity to establish relationships with potential collaborators, which can help them exchange ideas and access additional resources required for the research.

The specific objectives of the RSG:

- 1.1. To build research capacity in the university by supporting early-career researchers.
- 1.2. To provide initial funding for testing and establishing research hypotheses or an innovative idea.
- 1.3. To generate preliminary data or proof of concept that can support future external grant applications.
- 1.4. To promote interdisciplinary research by supporting collaboration between researchers from different disciplines.

## 2. Funding and duration

A one-time grant up to INR 5.0 lakhs on approval of the expert committee will be given for a duration of 12 months. Any extension of duration or top-up funding will be at the discretion of the Vice-Chancellor.

## 3. Eligibility

- 3.1. Faculty appointed at the level of Assistant Professor against regular posts in GITAM shall be eligible for RSG.
- 3.2. The faculty member shall possess Ph.D. degree.
- 3.3. The faculty shall apply for the grant within a period of one year from the date of joining the University.

## 4. How to apply

- 4.1. The applications are invited throughout the year.
- 4.2. The application shall be submitted online by PI through My-GITAM > SEED portal, and it will reach the RDC through HoD and Hol electronically.
- 4.3. Only one application per faculty will be considered, and the decision of funding will be based on the merit of the proposal.
- 4.4. Incomplete applications will not be considered.
- 4.5. The Principal Investigator (PI) may opt a faculty member as Co-PI.

## 5. Scrutiny of application / proposal

- 5.1. Applications received would be scrutinized initially by the RDC.
- 5.2. The proposals will be reviewed by a three - member external expert committee. The short-listed proposals may be invited for a presentation before the expert committee.
- 5.3. The recommendations of the expert committee would be placed before the competent authority for final approval.
- 5.4. The selected projects will be intimated to the respective PIs upon which they are required to submit an undertaking as per the prescribed format for issue of sanction order.

## 6. Release of grants

- 6.1. The grants will be released based on the recommendations of the expert committee in two installments.
- 6.2. All grant installments will be transferred to RSG bank account by the University.
- 6.3. The project related requests/transactions shall be submitted by the PI through proper channel (HoD/Hol/Dean) using online Project Management Tool (PMT).
- 6.4. The RDC will place the purchase orders for the procurement of consumables upon the request of the PI.
- 6.5. The RDC will release the advances/reimbursements under contingency/travel heads upon request of the PI.
- 6.6. The RDC will release the payments to the vendors or reimbursements to the PI on submission of appropriate bills in original duly signed by the PI.
- 6.7. The PI should spend the released amount according to the approved heads/items of the budget / sanction letter. The release of the sanctioned grant will be as given in the table below. Appropriate heads of account can be selected by PI based on his/her area of specialization.

S. No.	Head of account	Grant Release (INR in lakhs)		
		Amount allocated	1 <sup>st</sup> instalment (80%)	2 <sup>nd</sup> instalment (20%)
1	Consumables/ Softwares/ Accessories			
2	Contingency			
3	Travel (fieldwork)			
4	Others			
	<b>Total</b>			

Table1 - Sample budget table

## 7. Monitoring

- 7.1. The RDC shall monitor the implementation of the sanctioned project regularly and guide the PI in all aspects, in order to enable the PI to complete the project successfully.
- 7.2. After completion of the half of the project tenure, the RDC will organize mid-term evaluation and the PI has to present the progress of his/her project before the review committee.

## 8. Completion

- 8.1. The date of commencement of the project is the date of issue of sanction order.

- 8.2. The second instalment will be released based on the progress of the project and recommendations by the review committee.
- 8.3. Upon completion of the project the PI has to submit all the documents viz.: Final report / research papers / final utilization certificate and statement of expenditure etc. within one month of date of completion.

## **9. Research outcomes**

The PI shall bring out a comprehensive analysis of the outcome of the project. The results or data obtained from the project shall be gainfully utilized to prepare a viable and effective full length project proposal for getting funds from external funding agencies.

## **10. General conditions**

- 10.1. The PI shall be personally responsible for timely completion of the Project.
- 10.2. The extension of time for (a) completion of the project and (b) submission of the final report may be granted, only in exceptional circumstances, without any additional financial implication to GITAM.
- 10.3. The contingency grant may be utilized for external works related to testing and data analysis.
- 10.4. The consumables grant be utilized to purchase chemicals, glassware and other consumable items.
- 10.5. Grant under travel head shall be utilized only for field work for sample or data collection.
- 10.6. There is no provision to purchase minor or major equipment under any of the budget heads.
- 10.7. The PI, with the permission of the RDC, may re-appropriate expenditure from one head to another with proper justification.
- 10.8. The project report shall not be submitted for the award of any other University degree/diploma by any member of the other project staff, including the PI.
- 10.9. The purchases made out of the grant shall be the property of GITAM. On completion of the project, the PI shall submit an undertaking that assets purchased out of project fund is deposited in the Department of the institution.
- 10.10. The statement of expenditure and utilization certificate shall be signed by the PI/FA&CAO or CFO/Registrar.
- 10.11. The PIs may utilize the equipment available in the laboratories across GITAM campuses for his/her project works.
- 10.12. If the PI desires to leave the Institution, in the mid of the project period, he/she has either to refund the total amount released till that time or shall complete the project for his/her relief.
- 10.13. The decision on the proposal rests with the RSG expert committee.
- 10.14. The PI should acknowledge the support of GITAM in all his / her IPRs, publications (Research papers published in NIRF journals, Books, Articles, Reports, etc.) made from these grants and submit a copy of the same to the RDC during its course and after completion.

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