



Ref No: AU/REG/NOT/2021/03/020

Date: 16.03.2021

Notification

Sub: Adamas University- Internal Research Grant scheme under University Research Promotion Policy-2019

The undersigned is directed to convey that Adamas University- Internal Research Grant scheme under University Research Promotion Policy-2019 is notified.

The Policy document as attached is issued with approval of Competent Authority.


Dr. Sanjay Mishra
Registrar

To

- All employees of Adamas University

For Information and Copy to:

- Chancellor
- Vice Chancellor
- Pro-Vice Chancellors
- Office of the Chancellor
- Chief Finance Officer and President & Business Head, Chancellor Cell
- All Deans
- All HODs
- All Directors
- Group CFO
- President- Administration
- Controller of Examination
- Law Officer
- Deputy Librarian
- Chief Technology Officer
- Assistant Registrar
- Assistant Registrar (Academics)
- Accounts Officer
- Mr. Azra Khan- To upload in University website
- Office File





Adamast University – Internal Research Grant Scheme

Under

University Research Promotion Policy -2019

The University supports young faculty members, on completion of probationary period, for initiating their research work after joining. The Seed Grant / Internal Research Grant Scheme of Adamast University is designed to stimulate competitive research in strategic areas of national or international importance, to promote innovative ideas, product and technology/ algorithm/ mathematical model development, and/or to facilitate the start of research programs, enabling them subsequently to secure external R&D funding.

Objectives:

1. To aid a faculty member to start a research program that has the potential to sustain by attracting funds from external funding agencies.
2. To test a novel idea and to generate preliminary results before submitting proposals to external funding agencies.
3. To promote inter-faculty collaboration in emerging areas and to improve R&D infrastructure of the department.
4. To promote generation of IPR, publication of good research papers, and product/process development.
5. To attract and retain talent within the University.

Awards:

1. The grant shall be awarded as per the R&D budget approval.
2. The duration of the Grant will be 2 years. This could be extended by another year after a complete review of the outcomes.

Eligibility Criterion:

1. Any regular faculty member of Adamast University, who has completed the probationary period, holding a PhD degree with a proven track record of quality research evidenced by good publication in front line journals/ patent.
2. Any group consisting of faculty of the host University and collaborators from other institutes who shall provide an undertaking that they will provide necessary R& D support that would be required to implement the project. Letters from such collaborators shall be attached in the main proposal with commitment (such as facility to be shared) clearly specified. They should also demonstrate that they do



not have funding from external agencies for their proposed research. External collaborators cannot be Principal Investigator for the Adamas University Seed fund project.

3. Any group comprising Adamas University faculty, PhD scholars, undergraduates, and post- doctoral fellows belonging to the host University with the principal investigator (PI) being an Adamas University faculty with PhD. Only Adamas University faculty can be PI. Participation by students of any category is encouraged but they may be only named as personnel in the project.

Terms & Conditions:

1. At any time, a PI can submit only one application. However, he/she can be a co-investigator in more than one proposal.
2. The PI at the time of submission of application shall not have a running project funded by any seed-funding/external funding scheme (any major project of Rs. 10 Lakhs or more) in which he or she is the PI.
3. 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.
4. The PI is responsible for conducting the research in accordance with the University Research policy.
5. Procurement, utilization and maintenance of equipment will be as per the standing University policy
6. The funds have to be utilized within the stipulated period of the project.
7. The grant money has to be utilized in accordance with the approved budget.
8. The PI should submit a progress report every six months in the prescribed format for evaluation & monitoring by the IQEER committee. In case it is found that proper efforts are not being made further release of funding may cease.
9. The PI will also be required to report progress or outcomes at the end of one year of receiving the seed grant, including grants received and publication/IPR arising out of the seed grant.
10. In any research communication arising out of the funded project, the contribution of the University should be duly acknowledged.
11. In case PI leaves the institute before the completion of project, a co-investigator from the University will assume responsibility as PI. The concerned Dean of the School, where the project was running, in consultation with Dean (Research & Development) will propose a suitable faculty member to act as PI in absence of the awarding PI.
12. A Seed Grant Project account will be opened by the University. A letter of sanction of grant with all permissible budgetary details to be issued to the individual investigators from the Office of the R&D, with a copy to the office of the Registrar and Accounts section, based on central notification of list of awardees from the office of the Registrar. No furniture items shall be purchased from the seed grant; the same will be provided by the Institute. No appointment shall be made of Project Staff Members in this Project.



(13) The PI of the Seed Grant Project shall mandatorily submit the Annual Report of the progress made in the project. At the time of closing, the PI shall submit a detailed Technical Project Report to the office of the R&D, and give a public Seminar at the Organization on the same.

Selection / Evaluation and Monitoring Committee (IQEER Committee):

Activities with a research component, including research support to faculty members and to departments/schools for upgrading research should be monitored through the Internal Quality Enhancement and Excellence in Research (IQEER) committee constituted for the purpose, vide notification letter no: AU/REG/NOT/2021/03/009 dated 8th March, 2021.

Evaluation Procedure:

1. Advertisement for project proposal to be published by the Office of the Research & Development, on approval of the Vice Chancellor / Chancellor.
2. Application to be made in proper format to the University office of the R&D.
3. The applicant / group of investigators shall require to make a brief presentation before the IQEER committee.
4. The final recommendation of the committee, with the approval of the Vice chancellor – chairman of the committee, should reach the Office of the Registrar within a week of the meeting.
5. The final list of grantees and the amount of research fund granted to individual members of the faculty will be published by the office of the Registrar within a week of final approval, duly forwarded by Dean (Research & development).
6. The Finance Department shall make budgetary allocation for the grant approved by Vice Chancellor (as Chairman of IQEER) / Chancellor for research to be undertaken by individual faculty members. Funds will be released on the basis of fund granted under clause 3, periodically, on the basis of progress of the work, as reviewed and recommended by the IQEER, time to time. The PI is required to submit Contingent bill (Annexure I) for release of fund. The first instalment of the grant will be released at the beginning of the work.
7. The project will commence from the release of first instalment of the grant to the PI and his / her group and shall be completed as per schedule.
8. The selection criterion to be fixed before the IQEER meeting. Emphasis should be given on novelty of the study, presentation, competency of the research group and any other factor as deemed fit appropriate and relevant.

14th March, 2021



Dean (Research & Development)



Annexure – I

(Contingent Bill)

Amount of Allotment :

Amount expended and for which bills have already been submitted for payment.....

Balance of allotment excluding the amount of this bill

Expenditure incurred on account of

(i) Authority (Sanction letter No.):

(ii) Title of the project:

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(iii) Department / School

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Details of Expenditure incurred:

Sl No.	Date	Details of Expenditure	Number or Quantity	Rate Rs.	Amount
			-		

Details of Funds required to be released:

Sl No.	Date	Details of Fund Required	Number or Quantity	Rate Rs.	Amount
			-	--	

Net amount required (in words)

Countersigned

(Sign of Administrative Authority)

Received Payment

(Sign of PI with Stamp)

..... Office Use.....

Verified & Forwarded by Dean (Research & Development)

Approved / Not Approved

(Vice Chancellor)

Released by Finance Department (Date & Signature, Details)

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