

**SENGAMALA THAYAAR EDUCATIONAL TRUST WOMEN'S COLLEGE
(AUTONOMOUS)**



(Affiliated to Bharathidasan University Tiruchirappalli)
(Accredited by NAAC; An ISO 9001:2015 Certified Institution)
SUNDARAKKOTTAI, MANNARGUDI – 614016.
TAMILNADU, INDIA.



RESEARCH AND DEVELOPMENT CELL

SEED MONEY SCHEME-GUIDELINES

Introduction

The Management of STET Women's College is dedicated to the promotion of scientific research and propagation of new knowledge to the society and is supporting research in tune with the concept that the best teaching colleges in the world have a strong research component. Relevant research projects provide a good opportunity for teachers to keep abreast of developments in their respective fields of competence and interest. Often, however, funds needed for research are not easily available, or have been applied for funding agencies, but there is a delay in obtaining these funds. Sometimes there is need to support preliminary work that is expected to grow into a sizeable research project which will be submitted to an external funding organization later. For this research seed money is needed. In view of this and to promote the research culture among the faculty and help them in their scientific pursuit, the College Management has instituted a Seed Money Fund. Seed Money Scheme (SMS), sponsored by STET Women's College, Sundarakottai, Mannargudi, aims to promote research and innovation amongst faculty. Seed Money Grants Program supports selected scholarly and creative activities of faculty. Seed funding under this scheme is to be used to initiate/continue the research work of the faculty. The main objective of the scheme is to accelerate the possibility to receive the financial support from external agencies in future.

Preference will be given to proposals that:

- * Have a high potential for external funding
- * Have significant scientific merit

- * Represent a new direction for the Principal Investigator (PI)
- * Build or strengthen inter-disciplinary research partnerships

Objectives

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

Grant Amount

Every year, the College will budget up to Rs. 10,00,000/- as seed money for research projects of the faculty of STET Women's College. The maximum amount that may be disbursed as research grant/seed money to a single project is:

1. Rs. 25,000/- for Arts and Commerce faculty
2. Rs. 50,000/- for Science faculty (taking into account the cost of lab materials and other consumables, if applicable)

(However, the Management may raise and grant higher amounts depending on the quality and specific requirements of the project proposed, under justification given by the PI)

Additional small grant may be sought with proper justifications at time of the project evaluation meeting.

Duration of the Project

The duration of the Grant will be 1-2 years. It could be extended for few months after a complete review of the outcomes.

Last Date for Application

Application deadline is March 31, of every year, by 4:00 p.m. All the applications received in an academic year will be reviewed and decisions will be intimated during the start of the subsequent academic year.

Applicant Eligibility

1. The Applicant must be a full-time faculty as Assistant Professor in the Institute in last 3 years.
3. The applicant **should not have** an ongoing project
4. The applicant **currently should NOT** be working on their Ph.D.
5. The applicant **should have not have secured** a Major Research Project (from any agency) so far (remember: seed-money is for beginners!)

Expected Deliverables

1. Externally funded projects should be generated as outcome of seed grant scheme.
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
3. 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 STET Women's College will be owned by STET Women's College. Such IPR will recognize contributions by all researchers as "inventors", and any resulting royalties will be shared by STET Women's College with the inventors.

Proposal Submission

The proposal submission will be open throughout the year. The project proposal should be submitted as per format attached herewith. The duration of SMS will be usually for one year, but may be extended for 2 years depending on the quality and nature of the project. It will not be usually extended beyond 2 years. However, it could be extended for few months after a complete review of the outcomes.

Please make sure that your application conforms to the requirements. All proposals should be written in language that faculty outside of your discipline can easily understand. Clearly identify the procedures and goals of your project. **Do Not** submit cut and paste edited sections. Remember, the Seed grants are intended to fund new lines of research that can lead to submission of an extramural grant application. Successful grants will have a detailed budget that is justified by the proposed research and a clear plan for developing and submitting an extramural grant. The applicant must demonstrate that the proposed project is new and original and must list extramural agencies that might provide future support for the project.

Awards are limited to one seed money grant per faculty or staff member per year. A grant may be considered for renewal for a second 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. A faculty or staff member may be awarded no more than two grants during a five-year period.

The applicant must clearly and convincingly demonstrate that the proposed project represents a new research direction in an area likely to generate external funding. Research Project that is already supported by other sources will not be considered for funding. The project under SMS will be considered as Minor Project and relevant API score will be credited as per CAS rule of STET Women's College

Proposal Review

Submitted proposal will be evaluated as per the format enclosed as **Annexure I**.

Candidates who wish to avail of this seed money/research grant will need to submit a suitable research proposal to the Research Committee constituted by The Director, Research and Development Cell for approval. Seed proposals should show how this will result in a larger research proposal, and identify agencies to which a future proposal could be submitted.

Project Completion

1. PI must submit a proposal for external funding to the **external agencies within the time period** of project under SMS.
2. PI will be responsible to submit **three copies of project completion report (Annexure II)** along with final Utilization Certificate (**Annexure III**).

Project Evaluation

The date of proposal evaluation meeting will be notified by the office of the Director, Research and Development Cell.

1. Candidates who wish to avail of this seed money/research grant will need to submit a suitable research proposal to the Research Committee, constituted by the Research and Development Cell for approval.
2. The maximum award is Rs. 50,000 (For Science) or Rs. 25,000 (for Arts & Commerce). Requests for smaller grants are strongly encouraged. Requests for larger amounts must be fully and carefully justified. The budget should be detailed in the Seed Grant Budget and expenditures should be justified and match requirements given in the proposal.
3. It is clarified that once a project has availed of the funding as set out herein above, the same project is not eligible for seed funding in subsequent years
4. Support to travel is only for field trips for data collection, Support to travel to professional meetings to present results of research should not be included in this application. Such requests should be directed to the Travel Awards Program, of the College Research & Development Cell.
5. Proposals which include "matching funds" will be given priority. (The matching must come from funds not already allocated or available to the PI.)
6. Applications for support from this fund will be reviewed and awards will be made by the Research and Development Cell on a competitive basis judged on the merit and feasibility of the proposed projects and the potential for generating extramural funding.

7. **Reviewers look closely at the format of the grant and how well it explains goals and their connections to extramural grant opportunities.** Please follow instructions given in the preparation of the proposal document to make your proposal easy to read and keep in mind that reviewers may come from a variety of disciplines and your grant should be written in a way that the scientific problems, methods, and goals are easily understood by scientists outside of your specialty.
8. Budgets should be well thought out, itemized, and be directly related to the project. Grants with justified detailed budgets are more likely to be successful.
9. The Research Council does not discriminate against faculty members who currently hold or who have previously held extramural grants. However, an intramural seed money grant is not intended to be used as a supplement to an extramural grant.
10. The Research and Development Cell of the College reserves the prerogative of reducing the size of an award below that requested by the applicant if it is in the best interest of the overall program.
11. Seed proposals should show how this will result in a larger research proposal, and identify agencies to which a future proposal could be submitted.
12. The Research Committee will evaluate the proposal and recommend the amount of seed money to be allotted for a project. The Research Committee will have the right to reject the proposal, if found not suitable. If found suitable, terms and conditions may be stipulated by the Research Committee, which will be abided by the awardees..

Budget

Funds may be requested for all types of expenses directly related to the proposal with the following exceptions: dissertation research, manuscript preparation, summer stipends, dues, and supplies and equipment normally provided by departments. Requests for the purchase of personal computers and printers from these funds are strongly discouraged.

Funding is available for purchasing and other activities as specified below:

1. Minor equipment/software/ related with proposal (which are not available in STET.)
2. Consumables (Like ICs, circuit boards,glasswares, chemicals, testing charges, tools, etc.)
3. Contingencies (books, annual membership fees in technical societies excluding subscription charges, etc).
4. Any other important items subject to the prior approval of Director of Research.

Grant cannot be used For purchase of Laptop /Desktop and Printers

Budget - clearly giving year-wise and total expenses under various heads, and below that justification

Sl.No	Item	1 st Year Budget	2 nd year Budget*	Total Budget
1	Equipments			
2	Books and Journals			
2	Consumables			
3	Travel			
4	Contingency			
5	Other cosst			
	Total			

*If the project is extended or sanctioned for 2 years

(Please substantiate the need for funds under each head with details. Travel is not meant for attending conferences/consultations. It is strictly for Field Research)

Procedure for release of grant

Administrative approval is issued to the selected projects. For the smooth implementation of the project all the Principal Investigators procure necessary items by taking prior approval from the concerned authorities as per the College rules. Further, quotations/bills must be in the name of “The Principal, STET Women’s College (Autonomous), Sundarakottai, Mannargudi”.

Grant Administration

The Principal Investigator is responsible for the administration of granted funds. In particular, he/she must be certain that over-expenditures do not occur. Any procurement will be made as per the existing purchase policy of the College. Capital equipment purchased from this fund will be the property of **STET Women's College (Autonomous), Sundarakottai, Mannargudi.**

If the work requires more time over initial proposed period to complete, the Principal Investigator may request a three-month extension (once only) by sending a request to the Director of Research, at least one month prior to the end of the project.

Approval Committee

The committee for evaluating the initial proposal and the final completion report will be notified by Director of Research and Development Cell.

2. If a proposal is turned down by the Seed Grant approval committee, the PI is allowed to submit a new proposal in the same year.

4. The SMS will be discontinued in the absence of PI for more than 30 days of unsanctioned leave and in such case PI will have to return the money. If the leave is taken due to unforeseen health condition then PI may get special permission to continue the SMS.

5. In case of resignation without completion of SMS, the PI has to refund all the money availed under the scheme to STET Women's College (Autonomous).

6. In case of Maternity Leave, PIs will be given special permission to extend their project after joining duty. However, priori permission is required in such cases.

7. After completion, the PI must submit a proper report along with achievements, and deliver a formal presentation in the respective department and before the Project Evaluation Committee and PI need to submit utilization certificate as per given format.

Other 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 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.
5. The grant money has to be utilized in accordance with the approved budget.
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.
7. The PI will also be required to report progress or outcomes at the end of one year and after the termination of the seed grant, including grants received and publication/IPR arising out of the seed grant.
8. In any research communication arising out of the funded project, the contribution of the institute should be duly acknowledged.
9. By the very fact a faculty applies for seed-money, the applicant undertakes to complete the project successfully in time. If for any reason the awardee leaves STET College (Autonomous), without completing the project to the satisfaction of the Research Committee, s/he undertakes to refund the entire amount to the College, besides depositing all the books/ journals/ equipments purchased out of the project money.
10. 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 in the project, while the semester is in session, are not to be taxed with work towards this project. Any unethical/irrational demand on students for the

project by the awardee, or any complaints by students regarding this, may result in withdrawal of the project.

11. The awardees are advised to inform the Director of Research, in writing, before any student commences work on a Seed Grant project.
12. All research done on Seed-Money project will be carried out within the STET premises, and researchers should obtain prior permission from the Director of Research to work outside the premises.
13. 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.
14. While researchers are encouraged to extend the project to their Ph.D., they should not take their Ph.D./ a part of it for the seed-money project.
15. Since the proposals are sent to external experts, it is important that due care be taken to present them professionally, as a serious work of personal interest, commitment, and quality.
16. It is advisable to show your proposals to senior researchers and get critical feedback for novelty, quality, relevance, ethical considerations, and impressive & formal presentation, before submission.
17. Every grantee is expected to present a work-in-progress of their project in every six months, both in writing and to the Research and Development Cell. If the R & D Cell is not happy with the progress, it may either suggest modifications or may withdraw the project.
18. 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 (e.g., unpredictable events that may prevent or destroy data collection or sampling sites, possibility of non-availability of proposed sample units /critical equipment, delays caused by administrative procedures, delays in procuring equipment, non-cooperation by some individuals /groups for interviews, potential health risks posed by use of unconventional equipment / sampling techniques, etc). The PI must also mention an alternative plan of action in each case, if any of these risks actually occurs.
19. Unless extension is sought explicitly, the project is assumed to have been completed on the termination date specified, and no further expenses/extension shall be permitted.

20. The PI is responsible for ensuring that the expenses are within the budget. between budget heads within the same overall budget that should be approved by the concerned authorities of the College.
21. Upon completion of the project, a final statement of expenses and variance report duly certified by the PI is prepared by the finance section within one month of the completion of project. Any unaccounted expenses shall be adjusted as personal.
22. Fresh Research project would be sanctioned only after the successful completion of the previous project. The research outcomes are to be documented (experimental setup, working paper, case study, or submission of article to a UGC Care List Journal, Scopus/ Web of Science indexed journal for review/publication, or patent application filed) and the expenses are to be audited and settled.
23. Stock Register should be maintained in the departmental office for the purchase of books/journals/software(s)/chemicals/glasswares etc.
24. Utilization Certificate has to be certified by the internal auditor of STET Women's College (Autonomous).