



KARPAGA VINAYAGA
COLLEGE OF ENGINEERING AND TECHNOLOGY
(Approved by AICTE, New Delhi & Affiliated to Anna University, Chennai)

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SEED Grant
Policy Manual

PREAMBLE:

Research and developmental activities create and disseminate new knowledge in range of fields, promotes innovation and these will motivate better learning. As a step to promote research, the SEED grant is offered faculty with an aim of inculcating a research atmosphere in the Institute to address fundamental and advanced issues pertaining to Society. The seed grant scheme meant to enable researchers to generate viable and tangible research approach to fuel up confidence for applying and securing grants/fellowships from public/private national and international funding agencies.

OBJECTIVES:

- To create a facilitating environment within the institution to promote research with supporting framework and guidelines.
- To nurture an environment of undertaking society oriented projects and research with potential for promoting start-ups.
- For creating opportunities for faculties of the institution to involve themselves in real time research projects.
- To aid a faculty to pursue research that has the potential to sustain by attracting funds from external agencies.
- To test a novel idea and to generate preliminary results before submitting proposals to external agencies.
- To promote inter-faculty collaboration in emerging areas.
- To promote generation of IPR and product/process development.

The faculty members are encouraged to submit research proposals based on their innovative ideas. The applicants have to clearly and convincingly demonstrate that the proposed project represents a new research direction in an area likely to generate external funding.

ELIGIBILITY:

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 faculty members who have been appointed to a position of Assistant Professor, Associate Professor and Professor in this institution are encouraged to apply for Seed Fund Research Projects/Research Grant. Normally, the Seed Grant Research Projects/Research grant shall be limited to Rs. 1,00,000.

APPLICATION PROCESS:

- The call for proposals may not limit research funding to a few strategic areas.
- Pre-proposals should be submitted for short-listing.
- The short-listed applicants will be asked to submit a full proposal of maximum 7 pages including figures and references (**Plz refer Annexure –I for format**)
- The full proposals will be reviewed by a selection committee. The PI will be invited to make a presentation before the selection committee.
- Decision on the grant award will be announced.
- Then the PI has to fill in the details related to the projects along with his/her personal details in the format given in Karpaga Vinayaga College of Engineering and Technology Seed Money Policy and submit the form at the Office of Principal, after getting signed by concerned HOD.

SELECTION CRITERIA:

- Innovative interdisciplinary research
- Team of faculty members whose expertise is complimentary.
- Promise of sustainable research and development attracting external funds. Budget matches the claimed outcomes.
- Potential to generate intellectual property. (Including product and process development)

DOCUMENTS TO BE SUBMITTED AFTER THE COMPLETION OF THE PROJECT:

1. Project Report
2. Financial report
3. Utilization certificate
4. Statement of expenditure
5. Project Sanction order from the institute

PEER REVIEW AND PROJECT APPROVAL:

- All the proposals shall undergo a peer review process after technical check of the application.
- Suggestions/ recommendations shall be communicated to the PI.
- The PI will attend to the comments and respond with suitable justifications and revisions if needed.
- The revised proposal shall be verified whether the comments are adequately addressed.
- Proposals that are not having sufficient merit, novelty, or not having details regarding the rationale, methods, budget justification and clear outcome shall not be accepted.
- The PI of the short-listed proposal shall be called for a presentation before the Institute Research Committee.

TERMS AND CONDITIONS:

- 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.
- The PI is responsible for the conduct of the research in accordance with the institute research policy.
- Grant will be released to the Principal Investigator of the project through the Head of the Institution.
- Procurement, utilization and maintenance of equipment will be as per Institute policy
- The maximum duration of the project will be two years from the date of start of the project.
- The grant money has to be utilized in accordance with the approved budget.
- 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.
- The PI will also be required to report progress or outcomes at the end of one year after the termination of the seed grant, including grants received and publication/IPR arising out of the seed grant.
- In any research communication arising out of the funded project, the contribution of the institute should be duly acknowledged.
- On completion of the project, 3 copies of the final project report on the work done should be

sent to the R&D cell along with the utilization certificate and statement of expenditure.

- If the PI to whom the project has been sanctioned wishes to leave the Institution where the project is based, the PI will inform the same to the Head of the institution for necessary action to ensure successful completion of the project, before relieving the PI.

PROJECT IMPLEMENTATION AND OUTCOMES:

- All financial utilization of the fund shall be only after receiving the sanction letter.
- No funds will be provided directly to the PI and all the requests for the utilization of the sanctioned funds should be through the proper channel.
- Regular progress reports should be submitted to the R&D Cell through the proper channel in the prescribed format.
- On the completion of the project, a detailed report should be prepared and submitted to the R&D within three months from the date of completion of the project.
- Financial utilization statement as of March 31st of every year should be submitted.
- If the project milestones are not met and reports are not submitted, the Institution shall terminate the project.
- The seed grant project aims to deliver the outcomes in terms of publications (indexed in WoS/ Scopus, preferably in Q1/Q2/Q3) conference presentations and research thesis with due acknowledgment to the seed grant support.
- Institution has all the rights to terminate the project if the progress is not satisfactory

ANNEXURE - I

Format for submission of project proposal

PART-A

General Information

1. Title of project:
2. Name of the PI and Department:
3. Duration of the Proposed Project (in months):
4. Total Cost (INR):
5. Whether the project is Single Department or Multi-Department (S/M)
6. If the project is Multi-Departmental, please furnish the following:
 - a. Name of the Collaborator / Co-PI / Investigators;
 - b. Name of the Department:
7. Executive Summary (200 words):

PART-B

Technical Details of Project

1. Introduction (background, reasons and justification for the proposal)
2. Description of the problem and Review of literature
3. Objectives (should be written in bulleted form and should be specific)
4. Preliminary work done so far (if any)
5. Work plan (operational details for the project with milestones or timeline)
6. Methodology (including experimental design). Should include all the details including sample size, endpoint indicators etc.
7. Time line using a Gantt Chart

8. The relevance and expected outcome of the proposed study

PART-C

1. Budget Estimate

Sl. No.	Items (Give the list of major items needed for the project)	Year wise fund breakup in Rs.			
		1 st year	2 nd year	3 rd year	Total
1.					
2.					
3.					
4.					
	Grant Total				

2. Justification for the cost estimates of various components

PART-D

Investigator details

(Do not exceed 1 page)

1. Details of Principal Investigator

Name

Designation

Department

Year of joining to the Department

Mobile No

E-mail

2. Publications & Patents (Numbers only)

Research papers in journals

Books

Patents

Other (please specify)

3. List of completed and ongoing projects if any

4. Any other relevant information

1. Details of Co-Investigator

Name

Designation

Department

Date of joining to the Department

Mobile No

E-mail

2. Publications (Numbers only)

Research papers in journals

Books

Patents

Other (please specify)

3. List of completed and ongoing projects if any

4. Any other relevant information

Declaration by the PI

It is certified that

The work proposed in the schemes/project does not in any way duplicate the work already done or being carried out elsewhere on the subject.

If the project involves Human subjects Clearance from Ethical Committee should be submitted prior to the execution of the project.

The Department agrees that the equipment(s), other basic facilities are extended to the study.

The PI assumes to undertake the financial and other management responsibilities of the project.

Signature of Principal Investigator:

Signature of HOD with seal:

Date:

ANNEXURE - II

STATEMENT OF EXPENDITURE

1. Title of the project:
2. Seed grant no.:
3. Date of commencement:
4. Statement of expenditure

Utilization details (As per financial year)

Funds Sanctioned (Rs.)	1st year 1st April 20__ to 31st March 20__	2nd year 1st April 20__ to 31st March 20__	3rd year 1st April 20__ to 31st March 20__	Total expenditure	Remarks (if any)

5. Grant received in each year :

Year	Amount Sanctioned	Date of Sanction
1st Year		
2nd Year		
3rd Year		
Gross Total		

Signature of PI with seal
Date:

Signature of Finance officer with Seal
Date:

SEED GRANT PROJECT

UTILIZATION CERTIFICATE (FY): 01st April 20__ to 31st March__

1.	Title of the Project	
2.	Name and designation of PI	
3.	Name and designation of Co-PI	
4.	Seed grant sanction order No.	
5.	Date of sanction	
6.	Amount Carried forward from the previous financial Year	
7.	Amount sanctioned during the year (Tick appropriate) First/ Second /Third	
8.	Additional Amount sanctioned during the year, if any	
9.	Total amount available for utilization during the year	
10.	Expenditure incurred during the year	
11.	Balance amount available at the end of the year to be carried forward to next year	
12.	Remarks, if any	

This is to state that the information furnished above is correct.

Signature of the PI
Date:
Stamp

Signature of Co-PI
(If applicable)
Date
Stamp:

Signature Finance officer
Date:
Stamp