

POLICY FOR SEED MONEY GRANT FOR RESEARCH PROJECT



BRAINWARE UNIVERSITY

398, Ramkrishnapur Road, Barasat, North 24 Parganas, Kolkata - 700 125

INTRODUCTION

Research and Development is a systematic activity of basic and applied research to discover a solution for problems faced by society or creating new products and knowledge. Brainware University desires to inspire its faculty members to actively participate in research and innovation activities to increase IP research, publications, patents and copyright etc.

From its inception Brainware University has provided financial assistance to the faculty members under different areas of research to implement their innovative ideas.

OBJECTIVE

- To motivate the young faculty members to engage in the activities of research and innovation.
- To improve the research activities of the faculty members to apply for external funded research projects.
- To improve IPR wealth of the University, quality publication and product/process development.

SCOPE OF THE POLICY

1. This policy is to encourage the regular faculty members of Brainware University to submit their innovative ideas as Seed research proposals.
2. Any regular faculty member of Brainware University with PhD degree, who has completed the probationary period is eligible to apply for the same as PI. The Co-I should also be any faculty member of BWU.
3. The faculty may be awarded the seed money grant for a research project only once during the tenure of Brainware University as a principal investigator (PI).
4. A regular faculty can submit only one application as PI. However, he/she can be a Co-PI in more than one proposal.
5. The PI at the time of submission of application shall not have any other research project funded by an external funding agency (project of Rs. 10.00 Lakhs or more).

6. Seed money for research will be granted for the maximum period of one year only. This could be extended by another year on the recommendation of the Project Advisory Committee (PAC).
7. The maximum grant of INR 2.0 Lakh can be sanctioned based on the worth and quality of the joint proposal and INR 1.0 Lakh for individual projects and the final decision to be taken by the committee nominated by the Vice Chancellor, BWU.
8. PI and Co-PI (if any) may be from the interdisciplinary department. The number of Co-PI for a particular project should not exceed 3 preferably.
9. Faculty members are encouraged to submit interdisciplinary projects.
10. Expected outcomes of the project should be in the form of patents, technology solutions, product or process development and research paper publications. In all cases, the contribution of Brainware University should be duly acknowledged.
11. In case the PI leaves the University before the completion of the project, the Co-PI will assume responsibility as PI.
12. PI should submit a progress report every three months for review by the PAC nominated by the Vice Chancellor, BWU.
13. Procurement, utilization and maintenance of equipment will be as per the University policy.
14. PI of the project must timely submit the utilization certificate (UC) to the VC Office and IQAC.
15. Project completion report to be submitted to the VC office and IQAC for record purposes.

PROCESS FOR SEED MONEY FOR RESEARCH PROJECT:

1. Call for Proposal: The Registrar's office shall circulate call for proposal in every semester amongst faculty members for seed fund research project.
2. Project proposal application to be submitted to the VC Office.
3. Verification of the information by the VC.
4. Project review and evaluation will be done by an expert panel approved by the Vice Chancellor of Brainware University.
5. The PI and Co-PIs shall give a presentation before the PAC.

6. Registrar office announces a list of selected projects after approval of the Vice Chancellor.
7. Final list is to be forwarded to the finance department for disbursement of sanctioned grant by the Registrar's office.
8. Seed fund research project sanctioned letter is to be issued to PIs of selected projects by the Registrar's office.

APPLICATION FOR GRANT OF SEED MONEY FOR RESEARCH PROJECT

Part A

Sl No	Name of the Investigator(s)	Department	Designation
1			
2			
3			

Title of Research Proposal	
Type (Basic/Applied)	

Part B

Budget* (with justification for each item)

Item	Total (in lakhs)	Justification
Minor Equipment		
Consumables		
Travel (Domestic only)		
Contingencies		
Total		

Part C

S. No	Required details	Description
1	The objective of the proposal (mention point-wise objectives)	
2	Methodology and time schedule of activities	
3	Expected outcomes (point wise) and deliverables and the external agencies where the extended proposal can be submitted for funding	
4	Facilities available for the proposed research work in the Brainware University	
5	Previous work done by the applicant in this or a related area with references of the published work (if any)	

Signature of the Applicant/s (PI & Co-I)

Head of Department

Date:

Project Completion Report Under Seed Money for Research

<PROJECT TITLE>

SUBMITTED BY (<Name of the Principal Investigator>: <Department>:)

Date of Sanction

Date of Submission

Project Title:

Duration of the Project: From

To

Principal Investigator:

Department:

Email:

Co-Investigator:

Department:

Email:

Part A - Summary Report

1. Project Objectives

Objective as per the approved Project	Fully Achieved/Partially Achieved (indicate shortfall)	Reason for Partial Achievement

2. Deliverables

Deliverables as per the approved Project	Fully/Partially/Not Achieved	Reason for Partial/ Non-Achievement

3. Specific Outcome

(Please give details)

- i) Patent, if any
- ii) Product/Process developed/ technology transferred
- iii) List of Publications arising from the Project
(attach Copies of each mentioned above)
- iv) Linkages developed
(enclose supporting documents)

4. Project Budget (Final)

5. Suggestions for Utilization of Project Outcome *(Give tangible road map, name specific Industrial Units)*

Part B – Comprehensive Report

(The Comprehensive Report should be precise in detail and self-contained)

1. **Project Title:**
2. **Product/Process as an outcome of the Project, identify Beneficiaries**
3. **Scientific Description (Give Specifications/Standards for the same)**
4. **Methodology adopted** *(State briefly in 300 words, paste picture if any)*
5. **Scientific /Industrial Invention giving underlying Basis** *(Provide sufficient details)*
6. **Further Effort required, if any, to get full Benefits or enhance Utilization.**
7. **Recommendations for Utilization of the Product/Process. Give details.**
8. **Output of the Project:**
 - Research papers/publications/posters:
 - Patent filings:
 - Participation in conference/ training workshops attended:
 - Status of the submission of the project to any External Funding Agencies (Y/N), If yes give the detail.

Signature and Name of PI

Name of PI Signature and Name of Co-PI

Director/Dean Research

Director, IQAC

Approved by

Vice-Chancellor
Brainware University



UTILIZATION CERTIFICATE

Certified that the grant of Rs. (Rupees only) received from the Brainware University, Kolkata under the Seed Money Support vide SMS letter No..... dated has been utilized for the purpose for..... which was sanctioned and in accordance with the terms and conditions laid down by the Brainware University, Kolkata.

Details of grants position at the end of the year

- (i) Amount Sanctioned
- (ii) Amount Utilized
- (iii) Unadjusted Advances.....
- (iv) Total.....

Signature of the Principal Investigator

Signature of the Co-Principal Investigator

Signature of Concerned Officer from A/C section,
Brainware University

Statement of Expenditure

(to be submitted financial year wise ie. DOS* to 31st March of that financial year say 20XX,
01-04-20XX till 31.03.20XX+1 year and so on)

Sr No (I)	Sanctioned Heads (II)	Funds Allocated (indicate sanctioned or revised) (III)	Expenditure Incurred		Total (IV+V)	Balance, if any	Remarks
			1 st Year (DOS to 1st April to 31st March next year) project completion) (IV)	2nd Year (DOS to 1st April to 31st March next year) project completion) (V)			
1	Equipment (Minor)/ software						
2	Contingencies						
3	Consumables						
4	Travel						
5	Others, if any						
	Total (Project Amount sanctioned):						

* DOS: Date of Start of Project

Amount to be refunded/ reimbursed (whichever is appropriate): Rs.

Signature of Competent financial/ audit authority with seal: _____

Date: _____

Signature of PI

Signature of Co-PI