



## **POLICY FOR INSTITUTIONAL SEED MONEY GRANT**

### **Regulations and Guidelines for Faculty**

#### **DEFINITION:**

The Institutional Seed Money Grant (ISMG) has been earmarked by the Head of the Institution as a way of providing support to the teaching faculties in their endeavor to build a strong and vibrant research ecosystem to address societal challenges of the country and to promote enhanced research productivity through the respective departments.

Rayburn College is pleased to introduce the Institutional Seed Money Grant for faculty members from the 2025-26 academic session onwards.

#### **PURPOSE:**

Following the vision of National Education Policy (NEP) 2020, the seed funding is introduced primarily to promote quality multidisciplinary/transdisciplinary research within the Higher Education system. The funding encourages faculty members to ideate and initiate innovative and impactful research projects that in turn will facilitate greater access to collaborative ventures and extramural funding.

#### **OBJECTIVES:**

- To create an enabling environment within the institute to encourage research
- To encourage faculty members to enhance their research activities and publications
- To promote inter-departmental collaboration and innovation
- To generate preliminary findings through minor projects before submitting full-fledged proposals to external funding agencies
- To facilitate the preparation of formal research proposal for research funding
- To promote generation of IPR and product/process development
- To contribute meaningfully towards the attainment of targets set by Atma-Nirbhar Bharat (Self-Reliant India)

#### **SANCTIONING AUTHORITY:**

Principal, through the Office of the Research & Development Cell

**SCOPE:**

The Institutional Seed Money Grant (ISMG) policy is intended to support faculty towards developing innovative research proposals, novel ideas for new methodologies/ protocols /models /algorithms /technologies, collecting preliminary data, conducting pilot studies, testing proof-of-concept, and reframing/rewriting grant proposals which have not been funded by external agencies but were peer-reviewed and received comments/suggestion, and promoting inter- and intra-departmental, intra-institutional collaborations. The research proposals should be based on defined thrust areas/local problems/areas of research with regional and national priorities.

**RESPONSIBLE DEPARTMENT/CELL:**

Research & Development Cell, Rayburn College

**ELIGIBILITY:**

The Institutional Seed Money Grant (ISMG) scheme will provide financial assistance to eligible faculty members as a Seed Grant for Minor Research Projects.

- The faculty must either have a Ph.D. degree, a substantial research work (published book(s) or articles in reputed journals), or be a PhD scholar at the time of applying for the grant. However, this requirement may be waived for those faculties with quality research proposal and identifiable research experience.
- The faculty must have completed at least a year of their service in the institute at the time of applying for the grant.
- The faculty must not have any other active research grants when submitting their application.
- The faculty applying for the grant must be the sole Principal Investigator (PI). A PI may submit only one application at a time but can be a co-investigator for other proposals.
- Co-Investigator(s) may be included, preferably from other department(s), to encourage interdisciplinary research and publications.
- A PI from one project proposal may only serve as the Co-Investigator on an interdisciplinary project from another department.

**RESEARCH OUTCOME (DELIVERABLES):**

- The PI must submit a final project report (soft and hard copy) to the Research & Development Cell.
- The PI must endeavor to present the work in any National/International Conference/Seminar at the earliest opportunity.
- The PI is required to turn the findings of the research into a research paper and publish it as a peer-reviewed indexed journal or as a book/book chapter or obtain patenting within 3 years of submitting the final report and/or utilize the preliminary findings to apply for extramural funding from any National/International funding agencies within the same time-frame.



## **DURATION OF THE PROJECT:**

The provision of seed money grant is for a maximum period of eighteen (18) months. No extension in tenure is admissible under normal conditions. However, in exceptional case of a delay in submission of the final report within the prescribed time limit, the PI is required to seek permission in writing for extension of time with proper reasons from the Director, Research & Development Cell. The maximum period of extension shall not be more than three (3) months with no financial implications.

## **NATURE OF ASSISTANCE:**

- The quantum of assistance for a research project is between 60,000 to 1.0 lakh to be provided in two installments as one-time grant for recurring/non-recurring expenses. Normally, the seed money grant is approved by an expert committee led by the Research Advisory Council (RAC).
- The grant amount depends on the funds allocated for the scheme for the given year and other factors such as the number of applications and the quality of the proposal. The amount of grant may vary from time to time as per the directions of the RAC. A higher amount may be considered by the Principal for approval in exceptional cases, based on recommendations received by an external subject expert and the Director, Research & Development Cell.
- The PI may be granted travel anywhere in India for research related activities including collaborating partner institutional visits, field study, data collection, material procurement and other project related activities subject to the adjustment of teaching responsibilities in coordination with the respective Head of Department.
- All materials acquired by the PI & team under the grant will be recorded as institutional property and must be deposited to the Research & Development Cell after the completion of the project.

## **PROCEDURE FOR APPLYING:**

All eligible faculty may submit their research proposal by filling up the *Institutional Seed Money Grant Application Form* (available at the Office of the Registrar) on or before 14<sup>th</sup> August every academic year. All proposals will go through preliminary screening and processing for internal peer review through a duly constituted *Project Proposal Evaluation Committee* (PPEC) with nominated subject experts on board, as may be necessary.

The PPEC, consisting of the following members below, will scrutinize and evaluate all submitted proposals and also assess the progress of the ongoing projects based on periodic reports:

1. Research Advisory Council Members
2. Director, Research & Development Cell
3. Director, IQAC
4. External Subject Expert (to be nominated by the Principal)

The letter of approval/rejection of the project proposal will be communicated to the PI by the Registrar.



## **PROPOSAL FORMAT:**

The proposal format shall largely follow the format of any funding agency (e.g., UGC, DST, VGST, DSIR, ICSSR, BRAC, ISRO's RESPOND scheme, others) targeted for full external grant application using the outcome of the seed money project as foundation.

## **RULES FOR SEED MONEY GRANT:**

- a) The application in the prescribed format must be submitted to the Director, Research & Development Cell within the stipulated deadline. The application form will be available on the college website and in the Office of the Registrar.
- b) Item-wise financial/budget estimates should be clearly mentioned in the submitted proposal, showing rates, quantities, and totals for each item. The maximum allowable expenditure for consumables, fieldwork/travel, and contingency shall not exceed 20%, 10%, and 10% of the total estimate, respectively. There shall be no salary or honorarium component in the project. No expenditure on the following is permissible under the scheme:
  - Major instruments, laptop, computer, printer, scanner.
  - Organizing or attending conferences, seminars, webinars and other such events.
- c) Process of Selection:
  - The Director (Research & Development Cell) will announce the call for submission of research proposals.
  - Interested faculty shall submit their proposal strictly in the “Prescribed Format” to the Director (Research & Development Cell).
  - A duly constituted *Project Proposal Evaluation Committee* (PPEC) shall review the proposal within 15 days after submission.
  - The PPEC may call the faculty for face-to-face interview/presentation, if necessary.
  - The report of the PPEC will be submitted to the Research Advisory Council for final decision.
  - Result of the review by PPEC and final decision shall be informed to the PI through a sanction/rejection letter by the Director (Research & Development Cell).
  - The date on which the sanction letter is issued will be officially recorded as the date of commencement of the research project.
  - Approved proposals will be forwarded to the Finance Officer for the release of funds (first installment).
- d) Evaluation of progress:
  - The PPEC, under the coordination of the Director (Research & Development Cell), shall conduct periodic review of all research work carried out under the grant. This shall include the review of accounts related to the project.
  - The progress report and utilization of funds shall be reported by the PI every six months.
  - The PI shall submit progress report and utilization of funds to the Director (Research & Development Cell) in the prescribed format.



- It is the responsibility of the research team, led by the PI, to provide all original bills duly certified for all expenditure incurred for the Project to the Finance Officer every six months through the Director (Research & Development Cell).
  - After successful completion of the project, the PI shall submit the final report, statement of expenditure, and utilization certificate to the Director (Research & Development Cell).
  - The whole or part of the granted money remaining unutilized within the prescribed time limit should be refunded to the institution by remitting back the balance amount.
  - In cases where the progress of the research work is wholly unsatisfactory, the Principal, based on the review of the Director (Research & Development Cell), may recommend withdrawing the grant and return of the funds allocated till then.
- e) The grant shall be provided in three installments. The first installment of up to 50 % shall be provided in the beginning of the project. The second installment of up to 30 % shall be provided on the basis of the progress reports. The third installment of up to 20% shall be provided only after the submission of the final project report and fund utilization certificate.
- f) Utilization certificate and statement of expenditure (two copies) shall be submitted to the Finance Officer and the Director (Research & Development Cell) respectively.
- g) The accounts shall be audited by the Finance Officer of the institution.
- h) If the PI chooses to leave the project or the institution while the project under the Seed Money Grant Scheme is ongoing, then Co-Investigator should act as PI for the remaining duration of the project. In the absence of Co-Investigator, the entire amount minus the money already spent towards the project shall be refunded to the institute. Any intellectual property generated during the course of such a project will be owned by the institute.
- i) The sanction of seed money under this scheme does not entail any right to the investigator for further claims of funding from the institute.
- j) All equipment purchased for the project will be the property of the Research & Development Cell and shall all be transferred to the Cell on completion of the project.
- k) Though travel for research work is understood to be a part of the expenses, the faculty may not use the grant to attend conferences, seminars or workshops (travel as well as registration fee).

## **OTHER CONSIDERATIONS:**

- Unless extension is sought explicitly, the project is assumed to have been completed on the termination date specified, and no further extension shall be permitted without approval.
- The PI is responsible for ensuring that the expenses are strictly within the budget. Upon completion of the project, a final statement of expenses and variance report duly certified by the PI is prepared by the Finance Officer within one month of the completion of project. Any unaccounted expenses shall be adjusted as personal.
- Fresh research project would be sanctioned only after the successful completion of the previous project and achievement of certain deliverables.



## **Annexure I**

### **Format for Seed Money/ Application for Minor Research Proposal**

#### **PART I: APPLICANT DETAILS**

1. Name of the Principal Investigator (PI):
2. Mobile & Email (Official):
3. Qualification and Designation:
4. Address:
5. Department:
6. Name & Designation of Co-PI (if any):
7. Name of the collaborating Department/Institution/Organization (if any):
8. Teaching and Research Experience of Principal Investigator:  
Teaching experience: UG \_\_\_\_\_ Years; PG \_\_\_\_\_ Years  
Research experience (any research projects conducted previously):
9. Publications:  
(enclose the list of papers and books published and/or accepted during last five years)

#### **PART II: RESEARCH PROPOSAL**

- i. Title of the Project
- ii. Statement of Problem
- iii. Review of Literature
- iv. Project Objectives
- v. Methodology/Work Component
- vi. Expected Project Outcomes/Deliverables
- vii. Budgetary Component (item-wise breakup)
- viii. Timeline of Project (monthly schedule)
- ix. Any other relevant information



## Declaration:

1. I hereby declare that the particulars detailed above are true to the best of my knowledge. I am aware that if any of the information is found false, my application may be disqualified.
2. The above project proposal is not submitted to or funded by any other agency.
3. I have read the policy for the Institutional Seed Money Grant and agree to all the rules mentioned therein. I/we shall abide by the rules and regulations governing the seed grant/minor research project, in case the financial assistance is provided.
4. The project shall be completed within stipulated period. If unable to do so, and if the institution is not satisfied with the progress of the research work, the project may be terminated any time.

Signature:

Name of Faculty  
(Principal Investigator)

Head of the Department:  
(Seal)



## **Annexure II**

### **Acceptance Certificate for Institutional Seed Money Grant**

Name of Principal Investigator (PI):

Name of Co-PI:

Title of the Project:

#### **Terms & Conditions:**

1. The research project is not being supported by any other funding agency.
2. The terms and conditions related to the grant are acceptable to Principal Investigator and the Department concerned.
3. There will be no copyright violation and Conflict of Interest.
4. All publication will have Rayburn College affiliation and the institution reserves the right for Intellectual property.
5. The date of commencement of the Project is \_\_\_\_\_

Principal Investigator  
(Name & Signature):

Head of the Department (Seal):

**Decision of the Principal: Approved/Rejected**

Signature & Date:



## **Annexure-III (Progress Report)**

### **FIRST PROGRESS REPORT**

First Progress Report consisting of the following particulars should be submitted to the Director (Research & Development Cell) after completion of six (6) months:

1. Grant Number and Year
2. Name of the P.I.
3. Faculty
4. Department
5. Proposal Title
6. Statement of the Problem
7. Methodology
8. Number of objectives achieved
9. Percentage of amount utilized against sanctioned amount

Signature of the P.I.

Signature of the Director, Research & Development Cell



## **SECOND PROGRESS REPORT**

Second Progress Report consisting of the following particulars should be submitted to the Director (Research & Development Cell) after completion of twelve (12) months.

1. Grant Number and Year
2. Name of the P.I.
3. Faculty
4. Department
5. Proposal Title
6. Statement of the Problem
7. Methodology
8. Number of objectives achieved
9. Percentage of amount utilized against sanctioned amount

Signature of the P.I.

Signature of the Director, Research & Development Cell



## **FINAL PROGRESS REPORT**

Final Progress Report consisting of the following particulars should be submitted to the Director (Research & Development Cell) after the completion of eighteen (18) months.

1. Grant Number and Year
2. Name of the P.I.
3. Faculty
4. Department
5. Research Project Title
6. Statement of the Problem
7. Methodology
8. Number of objectives achieved
9. Results and Discussion
10. Papers Published (National & International Journals)
11. Utilization Certificate

Signature of the P.I.

Signature of the Director, Research & Development Cell



## Annexure-IV UTILIZATION CERTIFICATE

**Program Name:**

**Project Title:**

Certified that Rs. \_\_\_\_\_ of Institutional Seed Money Grant was released by Rayburn College in favor of \_\_\_\_\_ vide letter No. \_\_\_\_\_ as stated above during the academic year 20.... The above grant was sanctioned towards the conducting of the Project Title “\_\_\_\_\_”.

Out of sanctioned grants, a sum of Rs. \_\_\_\_\_ has been utilized for the purpose of which it was sanctioned and Rs. \_\_\_\_\_ remained unutilized at end of the financial year 20..... to be carried forward (if the program is continued) or to be refunded (if the program is completed) whichever the case is applicable. **Expenditure incurred for the purpose for which the grant was sanctioned is verified with the vouchers produced before me.**

Certified that I have satisfied myself that the conditions on which the grant was sanctioned have been fulfilled and that I have exercised the following checks to see that the fund was actually utilized for the purpose for which it was sanctioned.

**Signature of the Principal Investigator**

**Signature with Seal of the Chartered Accountant/Internal Auditor**

**Signature of the Finance Officer, Rayburn College**

**Signature of the Registrar, Rayburn College**



## Annexure-V Proposal Evaluation

Name of the Principal Investigator:

Title of the Research Proposal:

Department/Faculty:

Sl. No	Particulars	Grading (0-5)
1.	Feasibility of the research project	
2.	Clarity of the statement of the problem	
3.	Significance of study	
4.	Availability of resources	
5.	Familiarity with existing literature	
6.	Research experience of applicant	
7.	National and International collaborative potential	
8.	Justification of budget	

Overall rating of the Research Proposal:

Comments/Suggestions of the Research Proposal:

Recommend the proposal for Revision: YES/NO

Recommend the proposal for Seed Money Grant: YES/NO

Name, Designation, Signature of Subject Expert: