

SRI BALAJI VIDYAPEETH

(ACCREDITED WITH 'A' GRADE IN THE FIRST CYCLE BY NAAC)

Pillaiyarkuppam, Pondicherry - 607 402



SBV POLICY ON PROVIDING SEED MONEY

TO FACULTY TO UNDERTAKE RESEARCH PROJECTS

2016

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(DEEMED -TO -BE- UNIVERSITY)

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Document Number: SBV - SM - PL- 2016

Date of Release by IQAC: 07-09-2016

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Date: 12-08-2016	Date: 25-08-2016	Date: 01-09-2016 BoM Approval: 07-09-2016

**TITLE AND APPLICABILITY: SBV POLICY ON PROVIDING SEED MONEY TO FACULTY
TO UNDERTAKE RESEARCH PROJECTS - 2016**

The Policy on providing Seed Money to faculty to undertake research projects will hence forth known as **SBV POLICY ON PROVIDING SEED MONEY TO FACULTY TO UNDERTAKE RESEARCH PROJECTS - 2016**.

PREAMBLE

Sri Balaji Vidyapeeth (SBV) is a progressive health sciences deemed to be universities that gives equal impetus to research, in addition to academics, patient care, and consultancy and extension services. Despite the fact that SBV encourages its faculty to apply for extramural research grants, it facilitates by providing seed money as a component of motivating the faculty to write intramural research projects.

The seed money that would be provided in this regard would motivate the faculty members to further strengthen the research interest in future.

PURPOSE AND SCOPE OF THE POLICY

Sri Balaji Vidyapeeth (Deemed to be University u/s 3 of UGC act 1956) is a health sciences higher education institution that essentially has under its ambit, medical, dental, nursing and Allied Health Sciences. In view of the fact that SBV offers variegated research programmes spread across the constituent colleges and centres, it is imperative to prepare a strong base for the avid researchers to embark on Need and Value based research activities that are ethically viable and evidence based. This policy will ensure that financial support will be given to faculty for their research work.

GENERAL POLICY

- 1) Intramural research (IMR) grants/Seed Money will be available for all the regular Faculty of SBV.
- 2) All requests for IMR will be initiated by the Principal Investigator and forwarded to the Office of the Dean (Research) through the Dean/Principal/Director of respective institutions.

- 3) One Faculty Member can receive a maximum of two research proposals at any given time, as Principal Investigator.
- 4) Faculty's new research proposals which are cleared by the Institute Research Committee and relevant Ethical Committee will be considered
- 5) Applicants are required to submit 2 Sets of applications in the prescribed format and the soft copy (CD) of the project.
- 6) Duration of each project is normally 1 year only. It may be extended by another 6 months for valid and essential reasons. Those Faculty members who apply for extension are required to submit the progress report, failing which such request for extension will not be considered.
- 7) It is expected that every research proposal financially supported by SBV will result in at least one research publication in high impact journals.
- 8) Faculty who did not publish research papers from previous grant will not be eligible for subsequent grants.
- 9) Authors will submit a statement of completion of the research study along with a copy of the publication for records.
- 10) High Impact factor studies will be recognized by SBV for reward as per University norms.

RESEARCH GRANT

- 11) Indicates assistance for research proposal which are entirely intra-institutional and which are not submitted to any external agency for funding. The maximum amount against this head will be Rs.2.5 lakh per proposal. This can be used to cover the cost of purchase of kits and chemicals and stationary (only for epidemiological study). Amounts in excess of Rs.2.5 lakh will require prior sanction of the management.
- 12) All routine investigations will be free for research purposes. Requests for waiver of investigation cost for costly investigations purely for research purposes will be considered on a case by case basis.

SEED MONEY

- 13) Refers to grant for preliminary work on a research proposal which is being prepared for submission for funding to an external agency. The financial limit is 1.5 lakh and the rules would be same as per research grants.

PROCESS OF APPROVAL

- 14) Decision on sanction of grants for research will be made by a Committee headed by the Dean (Research). Sanctioning order will be issued by the Dean (Research) to the P.I

PROCEDURE FOR PURCHASE OF KITS AND OTHER MATERIALS FROM RESEARCH FUND/SEED MONEY

- 15) The Principal Investigator (P.I) (Faculty) should submit their proposal for purchase of kits/other materials to Dean (Research) through their respective HOD & Heads of Institution for approval. The proposal should have the (a) P.I. name, office address, email id and contact phone number (mobile and office number) (b) project name and amount required (c) minimum three quotations and a comparative statement certified and approved by the Lab-in-Charge (d) Selected supplier name, address and contact details
- 16) The Purchase Department will issue P.O based on the lowest quotation as recommended by the Lab-in-charge to the supplier concerned with intimation to the concerned P.I/Accounts Section/Central Stores of the respective college/Dean (Research)
- 17) The supplier will deliver- the kits/materials to the Central Stores of the respective college according to P.O.

- 18) The In-charge of Central Stores of the respective college will intimate to the P.I after receiving the materials. P.I will check the materials and to certify that they have received the goods as per P.O.
- 19) The Stores in-charge will issue Goods Receipt Note (GRN) based on the certification of the P.I. and straightaway send to the Accounts section for payment.
- 20) Based on the certification of the P.I and GRN issued by the Stores In-charge, the Accounts Department will make payment to the Supplier as per terms and conditions and thereafter intimate to the Dean (Research), the P.I .and Purchase Department.
- 21) The Purchase and Accounts Departments should maintain a separate account for Research Grants
- 22) Reimbursement of grants, expenditure will not be paid to the P.I directly and will be only to the concerned firm henceforth.
- 23) Sanctioned research grants shall be utilized properly to complete the project as per schedule without fail. Any Violation will be viewed seriously.
- 24) The P.I of SSSMCRI should get sanction orders from Dean (Research) for their projects. The P.I of SSSMCRI will get their kits/materials through the Purchase department and Central Stores of SSSMCRI and the payment will be settled by the Accounts Department of SSSMCRI. The P.I of SSSMCRI will follow the same procedure applicable in MGMCRI. Accounts Department of SSSMCRI should maintain a separate accounts for Research Grants-SBV

ANNEXURE 1

APPLICATION FOR RESEARCH GRANT FOR FACULTY PROJECTS & OTHERS

1. Title of the Research Project :
2. Whether Faculty Project :
3. Name of the Principal Investigator with the department:
4. Date of Joining as Faculty Member at SBV :
5. Co-Investigator :
6. Duration of the research scheme including the time needed for processing of data :
7. Summary of the project (not to exceed 200 words) :
8. Amount of funds asked for :
9. Whether the Investigator was in receipt of IMR grant in the past. If so, mention the year and the amt. received :
10. Whether the Investigator has submitted a final report after the completion of the project. If so, a copy of the highlights of the report to be attached with this form :
11. Institute Research Committee/IHEC/IAEC approved date with Reg. No. :

ANNEXURE 2

DECLARATION

I/we agree to submit within, one month of termination of the scheme a final report on the work and an annual report within one month of expiry of a year if the project goes for more than one year. Extension of the project will be subject to approval of the report by the expert committee.

Signatures of Principal Investigator

Name


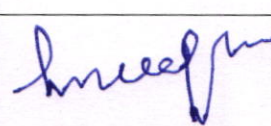
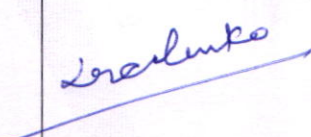
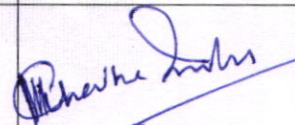
Department

College

Signature of Co-investigators

Signature of HOD in which PI is working

Signature of Dean/Principal of Constituent College

Sl.No	Role	Name	Designation	Signature
1	Prepared by	Dr. Selvaraj Stephen	Professor of Microbiology, MGMCRI	
		Dr. Mangaiyarkarasi	Scientist, CIDRF	
		Dr. Karthika Jayakumar	Head of Microbiology, SSSMCRI	
2	Reviewed by	Prof. N. Ananthakrishnan	Dean - Research & AHS, SBV	

Approved by: Dr. K.R. Sethuraman, Vice Chancellor, SBV: 