



# **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**

**2019**

**Revised Edition of 2016**

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(DEEMED -TO –BE- UNIVERSITY)

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<p><b>Date:</b> 30-10-2019</p>	<p><b>Date:</b> 21-11-2019</p>	<p><b>Date:</b> 10-12-2019</p> <p><b>BoM Approval:</b> 17-12-2019</p>

### Document Revision History

Date	Edition Number	Brief Description of change	Change Request Number
07-09-2016	<b>Original</b>	----	SBV - SM - PL-2016
17-12-2019	<b>First revision</b>	<p><b>General Policy</b></p> <p>Duration of the project</p> <p>High Impact journals redefined as per UGC approved journals</p> <p>Research Grant modified as Research Seed Money</p> <p>Constitution of Committee to look into proposals for Seed Money</p>	<p>Page 4</p> <p>Page 4</p> <p>Page 4</p> <p>Page 6</p>

**TITLE AND APPLICABILITY:SBV POLICY ON PROVIDING SEED MONEY TO FACULTY TO UNDERTAKE RESEARCH PROJECTS - 2019**

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- 2019**.

**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 intramural research by providing seed money towards motivating the faculty to write 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 endeavours.

**PURPOSE**

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 Pharmacy institutes. Besides, a school of Biological Sciences, Physiotherapy and Allied Health Sciences are also in place. SBV is also in possession of seven designated centres. 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.

Though the norms for providing Seed Money for research has already been provided additions suggestions/ amendments are considered necessary that are aimed at the host institutes / centres to align with the amendments as laid down by the funding agencies, from time to time. To facilitate this endeavour, the policy on providing seed money for preliminary / Pilot study is to be in place. This necessitated a revisit of the facets of the Policy on providing Seed Money to Faculty to undertake intramural Research projects.

## **SCOPE**

The scope of the Policy would embrace all pertinent aspects including the validity of the study, uniqueness of the study, state / regional / national nodal areas of research.

## **GENERAL POLICY**

Seed Money / IMR grants will be made available to all the aspiring regular Faculty of SBV

All requests for Seed Money will be initiated by the Principal Investigator (faculty or Guide) and forwarded to the Office of the Dean (Research) through the Dean/Principal/Director of respective institutions.

One Faculty Member can submit a maximum of two research proposals at any given time, as Principal Investigator.

Only such of those new research proposals submitted by the faculty, which are cleared by the Institute Research Council and relevant Ethics Committee will be considered

Applicants are required to submit two Sets of applications in the prescribed form and the soft copy (CD) of the project has to be necessarily appended..

Unless stated otherwise, the duration of each project is only one year. It may be extended by another six months for valid and essential reasons. Faculty members who have been sanctioned Seed Money for their research projects should submit the six monthly progress reports without fail.

It is expected that every research proposal financially supported by SBV will result in at least one research publication in UGC approved journals.

Faculty who do not publish research papers from previous grant will not be eligible for subsequent grants.

Principal investigators must submit utilization certificate and statement of completion of the research study along with a copy of the publication for records.

Publication in UGC approved journals having Impact factor will be recognized by SBV for reward as per University norms.

## **RESEARCH SEED MONEY**

The university will provide financial assistance for research proposals 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, chemicals, stationary and local travel (only for epidemiological study). In exceptional cases, research projects involving more than one institution and addressing public health problems/ establishment of a specialised lab facility, purchase of hi-tech equipment and manpower may be considered for higher amount on a case by case basis.

All routine investigations for research purposes will be free of cost. Request for costly investigations- both available in SBV and those to be outsourced – should be submitted by the respective principal investigator as request for seed money for the project.

## **PROCESS OF APPROVAL**

Decision on sanction of grants for research will be made by a Committee headed by the Dean (Research). Sanction order will be issued by the Dean (Research) to the Principal Investigator (PI).

## **PROCEDURE FOR PURCHASE OF CONSUMABLES/ REAGENT KITS/ EQUIPMENTS AND OTHER MATERIALS FROM SEED MONEY**

- 1) The Principal Investigator, should submit their proposal for purchase of consumables/ reagent kits/ Equipment's and other materials to Dean (Research), SBV through their respective Head of the Department and the Head of their Institution for approval. The proposal should have the (a) Name of the Principal Investigator, 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
- 2) The Purchase Department will issue Purchase Order (PO) 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)
- 3) The supplier will deliver- the Consumables/ reagent kits/ Equipment's and materials to the Central Stores of the respective college according to P.O.

- 4) 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.
- 5) 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.
- 6) 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.
- 7) The Purchase and Accounts Departments should maintain a separate account for Research Grants.
- 8) Reimbursement of grants, expenditure will not be paid to the P.I directly and will be only to the concerned firm henceforth.
- 9) Sanctioned research grants shall be utilized properly to complete the project as per schedule without fail. Any Violation will be viewed seriously.
- 10) The P.I of ShriSathyaSai Medical College and Research Institute and ShriSathyaSai College of Nursing should get sanction orders from Dean (Research) for their projects. The P.I will get their Consumables/ reagent kits/ Equipmentsand 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

#### **COMMITTEE TO LOOK INTO THE PROPOSALS FOR SEED MONEY**

The following Committee will consider allotment of seed money for research

<b>Sl.No</b>	<b>Designation</b>	<b>Roles</b>
1	Dean – Research, SBV	Chairperson
2	Dean – MGMCRI	Member
3	Dean – SSSMCRI	Member
4	Principal – IGIDS	Member



5	Principal – KGNC	Member
6	General Manager (Admin), SBV	Member
7	General Manager (Finance)	Member
8	Head of the department (s ) concerned	Member (s)
9	Sr. Statistician & Research Consultant, SBV	Member Secretary

**INVOLVEMENT OF MEDIA, IF ANY**

Nil

**INVOLVEMENTS, IF ANY OF MAJOR FINANCIAL IMPLICATIONS CONCERNING EXTERNAL AGENCIES**

Nil

**EXCEPTIONS, IF ANY**

Not applicable

**ANY OTHER PERTINENT DETAILS**

Not applicable

**ENQUIRIES**

All enquiries, in confidence, should be addressed to the legal officer with a copy marked to the Registrar

**APPELLATE AUTHORITY**

For all difficulties pertaining to this policy, the power to remove difficulties rests with the Vice Chancellor.

## ANNEXURE I

### APPLICATION FOR SEED MONEY FOR FACULTY PROJECTS & OTHERS

1. Title of the Research Project :
2. Whether Faculty Project :
3. Principal Investigator (Name and designation, Dept. College):
4. Department & Institution :
5. Date of Joining as Faculty Member at SBV :
6. Co-Investigator/s (Name/s and designation) :
7. Department & Institution :
8. Duration of the research scheme including the time needed for processing of data
9. Summary (250 words) and copy of the approved research proposal :
10. Amount of funds required  
(provide justification and enclose quotations) :
11. Whether the Investigator was in receipt of IMR grant  
in the past. If so, mention the year and the amt. received
12. 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 :
13. Institute Research Committee/IHEC/IAEC approved date  
with Reg. No. :

**Dated:**

## ANNEXURE II

### 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.

Signature of Co-investigators

Signature of Principal Investigator

Name:

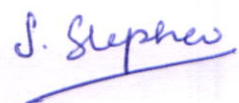
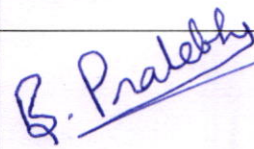


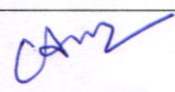
Department:

College:

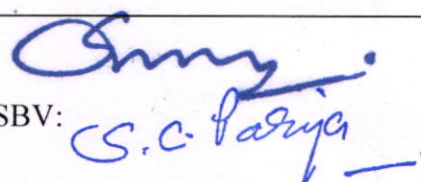
Signature of HOD in which PI is working

Signature of Dean/Principal of Constituent College

**Dated:**

Sl.No	Role	Name	Designation	Signature
1	Prepared by	Dr. Selvaraj Stephen	Assoc. Dean – Research, MGMCRI	
		Dr. PrathebaBalu	Assoc. Dean – Research, IGIDS	
		Dr. KarthikaJayakumar	Assoc. Dean – Research, SSSMCRI	
2	Reviewed by	.Mr.Ralph Alexander Matthews	Legal Officer & Head, HR	
		Dr. Adithan C	Dean – Research, SBV	

**Approved by:** Dr.Subhash Chandra Parija., Vice Chancellor, SBV:

  
S.C. Parija