

GUIDELINES FOR OPERATION OF RESEARCH AND DEVELOPMENT GRANTS



**Planning and Development Section
KARNATAK UNIVERSITY, DHARWAD**

2012

FOREWORD



I am extremely happy to state that, Karnatak University is ranked highest in Karnaaka State and 14th among top 50 universities in the country, in term of Index and overall research output. Considerable infrastructure like research, laboratories and sophisticated equipments have been created out of research grants received by the faculty.

DST-PURSE has further strengthened our USIC, which is once again the result of University's potential research performance. UGC's CPEPA, CAS, DSA, DRS and SAP infrastructure grants and DST-FIST have been outstandingly recognized and further have added to the research profile of our University. In addition to that, University is conferred with the UPE (University with Potential for Excellence) status with a huge financial support by the UGC. I thank all the members of teaching fraternity for their enthusiasm and good performance in research activities by obtaining grants from various funding agencies.

In order to adequately respond to the needs in processing the requisition proposals from teachers, administration has adapted a liberal policy and has decided to give complete autonomy to researchers. The University's earlier R&D guidelines (February, 2007) were considered as unique and progressive step in this regard. However, keeping in view the changes, which are taking place in the field of higher educational research, few modifications to the existing guidelines was felt as the need of the hour. The Committee deliberated on this issue at length and has arrived at more liberal guidelines. An unique feature of this guidelines is the award of cash incentives to researchers, who obtain research grants from external funding agencies. I am extremely hopeful of our teachers's potentialities to get more funds & their contribution to the research progress of our university.

I thank the Committee for revising the guidelines and all the officers of the University for their efforts in this regard. I look forward all the faculty members and especially the young researchers to avail of the research grants and as well as recognition by the University.

I wish all the best,

Prof. H.B. Walikar

Vice-Chancellor

Karnatak University, Dharwad

Guidelines for operation of R & D Projects

(vide Syndicate Resolution No. 6 of 15th September 2011)

I. Administrative Approval/Sanction

- i) The Co-ordinator/ Principal Investigator (PI) should obtain a formal administrative sanction, for the item (head) wise expenditure of the grants (as awarded by the funding agency) for the entire duration of the project, i.e., from the date of implementation to the termination of the project, from the Vice-Chancellor. *There is no need to seek further administrative approval except for purchase of equipment wherein, the PI/Co-ordinator shall get the approval for the specifications and subsequent purchase.*
- ii) The Coordinator/ Principal Investigator may draw advances directly from the Finance Officer (F.O.), without seeking further administrative sanctions. The Finance Officer is authorized to release advances to the Co-ordinator/ Principal Investigator as and when requested. The Co-ordinator/ Principal Investigators should submit the proposed item wise expenditure and plan of action while applying for advance. The **Format-I** appended to the guidelines should be used for the purpose. Further, the advance taken should be settled by submitting bills directly to the Finance Officer.

2. Selection of Project Fellows/JRF/SRF/Project Assistants

For appointment of any research staff sanctioned in the research project a 'Selection Committee' be constituted,

which shall consist of a) Co-ordinator/ Principal Investigator, b) Deputy Co-ordinator/ Co-investigator, if any, c) Chairman of the Department, d) Subject Expert from outside the University and e) Development Officer should be constituted and the selection shall be approved by the Committee. The Co-ordinator/ Principal Investigator will convene the meeting. Wherever the Chairman himself is the PI/Co-ordinator, the Dean of the concerned Faculty shall be in the Committee as the Chairman. Attendance of the external subject expert is mandatory.

3. ***Purchase of Equipment and Consumables/ Carrying out Minor Civil Works***

i. The Co-ordinator/ Principal Investigator may spend upto ***Rs.20,000/- (Rupees Twenty thousand only)*** at a time on any item without calling for comparative quotations. This includes minor civil works related to renovation/ alteration/ electric works/civil works pertaining to laboratory/ animal house, directly or through Resident Engineer.

ii. For purchase of individual item (s) costing above ***Rs.20,000/- and less then Rs.50,000/-*** comparative quotations shall be called from at least 8-10 suppliers/ dealers. However, there should be a minimum of 3 quotations while finalizing the purchase order. This will not apply for purchases that are covered under the Rate Contract. Approval of the Purchase Committee is not required for items costing less then Rs.50,000/-.

iii. For purchase of items costing more than Rs.50,000/- and less than One lakh a 'Purchase Committee' consisting of a) Co-ordinator/ Principal Investigator, b) Deputy

Co-ordinator/ Co-investigator, if any, c) Chairman of the Department, d) Finance Officer, and e) Development Officer should be constituted and the purchases shall be approved by the Committee. The Co-ordinator/ Principal Investigator will convene the meeting.

A technical expert or a person using similar equipment need to be additionally included in the Purchase Committee if Principal Investigator desires. Further, wherever the Chairman himself is the PI/Co-ordinator, the Dean of the concerned Faculty shall be in the Committee as the Chairman.

- iv. For Purchase of items of more than Rs. 1 Lakh the provisions of the Karnataka (Transparency in Public Procurement) Act, 2001 should be followed.
- v. Items whose prices are approved by the Government of Karnataka and or DGS and D, Government of India can also be directly purchased without calling for quotations.
- vi. For purchase of items directly from the sole manufacturers suppliers or distributors, of Indian/foreign materials in India, and from standard company show rooms, it is not necessary to obtain comparative quotations. The relevant provision of the KATTP Act. 2000 may be followed. The single quotation obtained from any of the above suppliers may be used to place orders with the approval of the Vice-chancellor.
- vii. The equipment and furniture procured under the research grants shall be first entered into Stock Register Book of the Department and then issued to the concerned Investigator. In addition, the investigator shall maintain a separate stock book of equipment / furniture for the purpose of operation of the individual grants. The consumables need not be

entered into the Stock Register of the Department. The Principal Investigator shall also maintain a logbook documenting the use of the equipment. After retirement/leaving the Department the Principal Investigator shall return all the equipment/ furniture to the COD who will in turn distribute the same among the faculty members of the department in consultation with the Departmental Council. All the equipment shall remain in the department to which the Principal Investigator belongs, irrespective of the Department to which a Co-Principal Investigator may belong.

Formats in Appendix II/III/IV, as applicable, should be submitted along with the bills.

4. Purchase of Books

The books may be purchased directly from the suppliers/dealers without calling for quotations with at least 15% discount except in case of publications of Government / Scientific organizations. In case of foreign books, the bills should accompany the price proof and GOC conversion rate applicable at the time of supply.

5. Field Work

In projects where fieldwork is a component, the Co-ordinator/ Principal Investigator is encouraged to take up field works as far as possible on **holidays and weekends**. Where fieldworks are carried out for less than 5 days, the Co-ordinator/ Principal Investigator may undertake the fieldwork under prior intimation to the concerned Chairman of the Department. The Principal Investigator is authorized to sanction duty leave and TA/DA to the personnel

(e.g. JRF, SRF, project assistants, postdoctoral fellows, research associates, etc.) working under the project, with an intimation to the Chairman of the concerned department. The teachers working in the coordinated projects may undertake field trips under intimation to the concerned COD for field works not exceeding 5 days. For fieldwork of 6 days and above prior permission of the Registrar should be obtained. However, the investigators should plan their field works without affecting the departmental works i.e., teaching, conduct of examination works etc.

The field investigators/ Local field investigators may be appointed by the PI/co-ordinator and they may be paid the actual TA, admissible DA and remuneration equivalent to the daily remuneration given to the Class-C employees of the University. However, the local field investigators are eligible only for remuneration. Wherever there is a provision for payment of remuneration to the informants, a separate approval need to be taken for the same, from the Vice-Chancellor. Further, these items need to be specifically asked for in the proposal itself.

6. **Library Reference Work/Laboratory outside the University/Attending Conferences/Workshops/Seminars:**

- i. The Co-ordinator/Principal Investigator and all the personnel working under the sanctioned project are permitted to visit institutions for the above purposes under prior consent of

the concerned COD without affecting Examination University and Department works/ functions etc. The registration fees for seminar/Symposium/ Conference/ Workshop may be claimed out of the project grant, if permitted by the funding agencies.

ii. The Principal Investigator is authorized to **sanction TA/DA to the respective project personnel** (e.g. Co-investigators JRF, SRF, Project Assistant, Postdoctoral Fellows, Research Associates, etc.) for travels (listed under the serial numbers 4 and 5 (i) above) related to the project, out of the project funds. In case of the project personnel, the Principal Investigator is authorized to sanction duty leave beyond 5 days also. For leave beyond 5 days teachers should obtain permission from the Registrar.

iii. **Attendance Certificates:** The faculty members are exempted from compulsorily submitting the attendance certificates in respect of travels undertaken by them for attending meetings, reference works, research works, conferences and symposia etc. However, the concerned faculty member shall certify himself/ herself regarding the work undertaken.

7. **TA/DA to Project Personnel:** TA/DA to project personnel will be as per rules of the University. However, those drawing a salary (fellowship) of Rs.10,000/- or more per month are eligible for, II AC rail/Air fare. The PI /Coordinator is authorized to sanction TA/DA for undertaking Activities related to item 5 and 6 above, to research personnel (e.g. JRF, SRF, project assistance, postdoctoral fellows, research associates, Co-investigators, etc.) and teachers participating in the Project.

The Principal Investigator/ Co-ordinators are authorized to sanction TA/DA to teachers participating in the Project. The Principal Investigator / Co-ordinators are eligible to claim actual expenses on boarding and lodging provided they have to produce valid receipts.

8. **Vehicle Hiring:** The Co-ordinator/ Principal Investigator may hire taxi whenever needed for conduct of fieldwork or other project related work. In case of car, the current rate admissible by the University (per km) and payment for minimum of 300 km per day is allowed. In cases involving fieldworks in interior areas like forests, hills etc., a higher taxi fare may be allowed by the Registrar on special request. Hiring of jeep/ tempo is permitted as per the existing market rates. However, a formal approval from the Vice-Chancellor is necessary in such cases where hiring charges exceed the rates approved by the University. In case of short distance field works or other project related work (*less than 150 km each way*) *the investigators may also use own cars and claim Rs. 6.00 per km. However, for the use of own cars, the maximum permissible travel shall be 300 kms per day, at a time.*

9. **Photocopying and Typing Charges**

In order to obtain quality service in photocopying and typing works, the prevailing market rates as certified by the Co-ordinator/Principal Investigator are allowed.

10. **Appointment of Secretarial Assistant/ Lab cum Field Attendant:**

In case there is a provision to appoint secretarial assistant/ Lab-cum-field attendant they may be paid out of Hiring

charges. The said personnel may be appointed after obtaining ***approval from the Registrar.***

The remuneration for the various personnel shall be as follows:

Secretarial Assistance: Maximum Rs. 800 p.m subject to availability of funds

Peon/Attender : Rs. 300 per month

The payment shall be made only to personnel working in Departments and only in case of departmental projects.

In case of full time secretarial assistance the ***wages as paid to the Class-C employees working on contract basis in the University (Rs.164 as on 18-7-2011) shall be paid.*** Prior approval of the Registrar should be obtained for such appointments as well as payments.

11. Overhead Charges

Some R and D agencies provide overhead grants for providing the necessary infrastructure for the project work. This includes maintenance of equipment and benefits to the personnel employed in the project without reference to the funding agencies for clarification. The funds may be used to procure the equipment and accessories, air conditioner, stabilizer, UPS, exhaust fan, fan, animal cages, aquarium, dust free cabins, computer and its peripherals, printer, scanner, photocopier (Xerox machine), Fax Machine, phone, electrodes, optical/electronic components, photographic equipment, spares, consumables (chemicals, glassware, insecticides, fungicides, farm yard manure, pots for growing plants, thin sections of rocks), books, scientific

journals and for payment of reprint charges, block and page charges for publication and postage. The overhead funds may also be utilized for alteration of laboratory facilities, purchase of furniture, and any other expenditure related to the project including travel. However, a valid justification need to be furnished for the above said expenditure. The University will utilize 10 per cent of overhead charges as handling charges as soon as the funds are received. ***20 percent of sanctioned overhead charges shall be paid to the PI/Co-ordinator as an incentive, from the year 2011-12 onwards.***

1. I am to state that no advance is pending against me for good working condition.
2. The same has been entered in the concerned stock register.
3. I will submit the detailed accounts in respect of the above amount within one month from the date of completion of the activity. The unpaid balance amount, if any, will be deposited to the University within 8 days of completion of the activity.
4. The rate charged in the bill was accepted by the University. If the accounts are not settled within stipulated time, the University may recover the same from my salary without information.
5. The materials mentioned in the bill and in the order are one and the same.
6. I may please be sanctioned an advance of Rs. _____ from _____ grant.
7. This expenditure is in furtherance with the research work of the project.
8. The expenditure may be debited from the budget Head _____.

Director/PI/Co-ordinator

Appendix - I**FORMAT FOR OBTAINING SANCTION OF
ADVANCE**

- 1) I request you to sanction me an advance of Rs. _____ towards the expenditure of items needed for the furtherance of project work out of _____ research grant sanctioned to me under letter No. _____ dated _____.
- 2) I am to state that no advance is pending against me for settlement.
- 3) I will submit the detailed accounts in respect of the above amount within one month from the date of Completion of the activity. The unspent balance amount, if any, will be deposited to the University within 8 days of completion of the activity.
- 4) If the accounts are not settled the within stipulated time, the University may recover the same from my salary without information.
- 5) I may please be sanctioned an advance of Rs. _____ from _____ grant.

Director/PI/Co-ordinator

Appendix -II**KARNATAK UNIVERSITY, DHARWAD****DEPARTMENT OF****PROJECT No.****I. PURCHASE OF MATERIALS/EQUIPMENT**

1. Certified that the materials mentioned in the invoice /bill No. _____ dated _____ are received in good working condition.
2. The same has been entered in the concerned stock register book on page No. _____
3. The rate charged in the bill is reasonable with respect to the quality of the goods.
4. The rate charged in the bill was accepted by the University as per our office order No. _____ dated _____. Order copy is enclosed.
5. The materials mentioned in the bill and in the order are one and the same.
6. This expenditure is in furtherance with the research work of the project.
7. The expenditure may be debited from the budget Head _____ of the Project.

8. The amount of Rs. _____ only may be reimbursed to _____ as payment is already made by him/her.
9. The amount of Rs. _____ only may be reimbursed to _____ research fellow as payment is already made by him/her.
10. The amount mentioned in the bill has not been claimed previously.

Director/PI/Co-ordinator

Appendix -III

**PURCHASE OF SPARES TO VEHICLES/ SPARES
TO MACHINERY**

Received Rs. _____

from _____

1. I/We certify that the spares purchased have been accounted for in the logbook of the concerned vehicle/Machinery vide page no. _____ and the released spares have been accounted for in the "Register of Released spare parts" vide page No. _____.
2. I/We certify that the vehicle has covered the prescribed distance of _____ km since the date of purchase/last renewal of Tyres/Tubes.
3. Purchase of spares to vehicles/machinery is recorded in the Register book on Page No. _____.

Certified that I/project personnel have/has availed the above taxi services for carrying _____
Director/PI/Co-ordinator
to the project work. The payment is made by me/project personnel

Date: _____

8. The amount of Rs. _____ only may be reimbursed to _____ as payment is already made by _____

Appendix-IV

9. **SERVICES**

1. I/We certify that the Equipment/ Machinery (_____) has been got repaired from _____ Authorized Firm/Professionally Trained personnel _____ and that the service rendered is satisfactory.
2. I/We certify that the charges are as per the prevailing market rates.

Director/PI/Co-ordinator

Addresses of Some R & D Funding Agencies

* All India Council for Technical Education (AICTE), Indira Gandhi Sports Complex, L.P. Estate, New Delhi-110002. (Www.aicteernet.in)

Appendix - V

* Development Group, CSIR Complex, Opp. Institute of Hotel Management, Library Avenue, Pusa, New Delhi-110012 (www.csirres.in)

Received Rs. _____ (in words _____) from _____ towards taxi charges for transport from Dharwad on _____ to _____ and back on _____. The charges are made at the rate of Rs. _____ per kilometer and for a minimum of 300 km per day i.e. Rs. _____ per day.

Date: _____

Signature of taxi driver _____

Vehicle/Car Number _____ Post Box No. 10578, Anna Salai, New Delhi-110007. (Www.jssr.org)

Certified that I/project personnel have/has availed the above taxi services for carrying out fieldwork/other travel related to the project work. The payment is made by me/project personnel

Date: _____

* National Council of Educational Research and Training (NCERT), Department of Educational Research, Panchsheel Park, New Delhi-110016 (www.ncert.nic.in)

* Science and Engineering Research Council (SERC), Ministry of Science and Technology, Department of Science and Technology, Technology Bhavan, New Mehrauli Road, New Delhi-110016 (www.serc-dst.org)

* University Grants Commission (UGC), Balindurshah Zafar Marg, 35, Feroz Shah Road, New Delhi-110002 (www.ugc.ac.in)

**I. DECLARATION OF USING OWN CAR BY THE
CO-ORDINATOR / PRINCIPAL INVESTIGATOR**

(This is to certify that I have used my own car
(No. _____) for the fieldwork carried out
at _____ and return to Dharwad on _____.
The total distance traveled is _____ km and therefore
Rs. _____ is claimed [@ of Rs. 6.00 per km.]

Date: _____ Signature _____

(Strike out which is not applicable) **Director/PI/Co-ordinator**

Certified that project personnel have availed the
above taxi services for carrying out fieldwork/other travel related
to the project work. The payment is made by project personnel

Date: _____

Addresses of Some R & D Funding Agencies

- * All India Council for Technical Education (AICTE), Indira Gandhi Sports Complex, I.P.Estate, New Delhi-110002. (Www.aicte.ernet.in)
- * Board of Research in Nuclear Sciences (BRNS), BRNS Secretariat, Central Complex, BARC, Mumbai-400085. (Www.barc.ernet.in)
- * Council of Scientific and Industrial Research (CSIR), Human Resource Development Group, CSIR Complex, Opp. Institute of Hotel management, Library Avenue, Pusa, New Delhi-110012 (www.csir.res.in)
- * Department of Biotechnology (DBT), Ministry of Science & Technology, Block-2 (6th-8th Floor), CGO Complex, Lodhi Road, New Delhi-110003 (www.india.nic.in)
- * Department of Science & Technology (DST, Ministry of Science & Technology, Mathematical Sciences Office, Technology Bhavan, New Mehrauli Road, New Delhi-110016 (www.dst.gov.in)
- * Department of State Educational, Research and Training (DSERT), No.4, 100ft Ring Road, Banashankari, IIIrd stage, Bangalore-560085. (Www.dsert.kar.nic.in)
- * Indian Council of Agricultural Research (ICAR), National Agricultural Technology Project, Project Implementation Unit, Krishi Anusandhan Bhavan-II, Pusa, New Delhi-110013. (Www.icar.org.in)
- * Indian Council of Historical Research (ICHR), 35, Ferozeshah Road, New Delhi-110001 (www.ichrindia.org).
- * Indian Council of Philosophical Research (ICPR), Darshan Bhavan, 36, Tughlakabad Institutional Area. M.B. Road (Near Batra Hospital), New Delhi-110062. (Www.icpr.nic.in)
- * Indian Council of Social Science Research (ICSSR), Post Box No. 10528, Aruna Asaf Ali Marg, New Delhi-110067. (Www.icssr.org)
- * Ministry of Environment and Forests (MOEF), Paryavaran Bhavan, CGO Complex, Lodhi Road, New Delhi-110003. (Www.envfor.nic.in)
- * Ministry of Human Resource Development (MHRD), Jeevan Deep Building, Sansad Marg, New Delhi-110001. (Www.education.nic.in)
- * National Commission for Women (NCW), 4, Deen Dayal Updhyaya Marg, New Delhi-110002 (www.new.nic.in)
- * National Council of Educational Research and Training (NCERT), Department of Educational Research and Policy Perspective, Sri Aurobindo Marg, New Delhi-110016 (www.ncert.nic.in)
- * Science and Engineering Research Council (SERC), Ministry of Science and Technology, Department of Science and Technology, Technology Bhavan, New Mehrauli Road, New Delhi-110016 (www.serc-dst.org)
- * University Grants Commission (UGC), Bahadurshah Zafar Marg, 35, Feroz Shah Road, New Delhi-110002 (www.ugc.ac.in)

Contact Address :

DEVELOPMENT OFFICER

PLANNING AND DEVELOPMENT SECTION,
KARNATAK UNIVERSITY
PAVATE NAGAR, DHARWAD-580 003
KARNATAKA-INDIA

Phone No. 91-0836-2215297, 2215311

Fax : 91-0836-2747884

E-mail : dokud@rediffmail.com

Website : www.kud.ac.in

KARNATAK UNIVERSITY, DHARWAD

Scheme for Promotion of Research among Young and Newly Recruited Faculty

PREAMBLE

Promotion of Research is one of the major promotional activities of the Karnatak University. The University provides a 'seed grant' to young and newly joined faculty for undertaking research in an area of their interest or to continue their post-doctoral studies. Grants are made available to conduct research in various disciplines which are focussed upon contributing towards theoretical, conceptual, and methodological or policy orientation in subject/s of their choice.

The specific objectives of the programme are:

- a) To support high quality independent programme of research.
- b) To provide opportunities for training of future researchers.
- c) To contribute to the development of elaboration of new theoretical/practical or methodological approaches to research.
- d) To maintain and sustain various disciplinary research activities.
- e) To foster and promote inter and intra collaborative, multidisciplinary research activities among researchers.
- f) To facilitate communication of research outputs both within and beyond the academic community as well as to provide inputs to administrators and policy makers and to help in development of a broader research proposal soliciting funds from a national/international/industry funding agency.

The research projects shall be mainly *minor projects with duration of up to one year*. The proposals are invited, scrutinized, processed and awarded as per the guidelines.

General Guidelines for Research Projects and Programmes

1. INTRODUCTION

Promotion of research is a major objective of the Karnatak University Dharwad. Apart from creating an ambience conducive to undertake research in cutting edge areas, the purpose is to hone the skills of young researchers by allowing them to continuously involve in research. Research funding is granted to the University faculty to conduct cutting edge research in various disciplines that have theoretical, conceptual or methodological and policy implications.

The Research Projects may belong to any one of the disciplines or may be multi-disciplinary in nature. All the subjects, currently taught in the University, are covered under the scheme. The University may also identify the emerging areas on which the research projects would be solicited. High impact studies which are broad in character but fall within the ambit of a single discipline will also be considered.

2. ELIGIBILITY

All teachers of the Karnatak University and its constituent colleges in the Assistant Professor and Associate Professor cadres are eligible to apply for the scheme. The teachers should have demonstrated an interest in high quality research as may be evident by past studies, publications and academic background. In case the project has Co- investigator(s), they should have proven research record.

3. APPLICATION PROCEDURE

3.1 Applications will be invited through a notification issued by the University through an advertisement on KUD website.

3.2 After completion of application in MS Word file, email the file to: ***pmeb@kud.ac.in***

3.3 A hard copy of the same, along with necessary enclosures, must be sent to: **The Director, PMEB, Karnatak University, Dharwad,** before the last date of such submission through proper channel.

3.4 The Applicants are required to submit an Abstract and a detailed Research Proposal in the given format including detailed CV of the Principal Investigator, Co- investigator(s) and the budget.

3.5 Research proposals and final reports should either be in English or Kannada.

4. PROCEDURE FOR AWARD

4.1 Applications would be initially scrutinised by Expert Committees constituted by the University. In case there are any suggestions for improvement, the same would be sent to the investigator(s) before the final award.

4.2 The recommendations of the Expert Committees would be considered for selecting a proposal for final award.

5. DURATION AND VALUE

5.1 Research Projects shall have up to one year's duration.

5.2 Since it is a start-up/seed grant, the maximum financial assistance is limited to Rs.50000/- (Rupees Fifty thousand only) for Science stream and Rs. 25000/- (Rupees Twenty five thousand only), for Social Sciences and Arts streams.

5.3 The amount will be disbursed in two equal instalments – 60 per cent as an advance and the remaining 40 per cent after submitting the midterm evaluation report.

5.4 The Institute/group of scholars will frame the budget subject to the following broad expenditure sub-heads:

S. No.	Heads of Expenditure	Value*
1	Fieldwork/Travel/Glassware/Chemicals/Minor Equipments/Expt. Out. Source etc.	Up to 60% of total budget
2	Source Material/Software and Data Sets, Books/Journals etc.	Up to 25% of total budget
3	Contingency and Miscellaneous	15%
4	TOTAL	100%

* Deviation may be allowed on case by case basis.

5.5 All equipment and books purchased out of the project fund shall be the property of the Department/University.

5.6 The Principal Investigator should acknowledge the KU research support in all publications resulting from the programme output (Research Paper, Books, Articles, Reports, etc.) and should submit a copy of the same to the University during its course and after completion.

6. MONITORING OF RESEARCH PROJECT

6.1 The University may constitute an Advisory Committee, if needed, to monitor the progress of the project.

6.2 During the course of the project, the Principal Investigator/Co-Investigators are required to publish minimum one research paper in a SCOPUS indexed/UGC CARE journal(s) on the theme of the research undertaken, duly acknowledging the KU support for the research.

6.3 The University may, at any time ask for the progress of the study and verification of accounts and other relevant documents related to the Project.

6.4 Mid Term Appraisal of Research Project: The KU will hold mid-term review of research project through a team of consultants/experts nominated for the purpose.

7. COMPLETION OF THE PROJECT

7.1 On completion of the study, the Principal Investigator/Co-Investigators should submit the following:

(A) A Book-length final Report in a publishable form along with an Executive Summary of the report (5000 words). Both documents should be submitted in hard format (two copies of final report and five copies of summary) and soft copy of the same in CD.

(B) Copies of research papers /reports, etc. on the theme of research, published in reputed research journals during the period of study.

(C) Any data collected during the project must be made available for use by other researchers/reviewers.

8. CONDITIONS

8.1 The duration of the project shall not exceed one year.

8.2 The Final Report may be submitted within one month after completion of the duration of Project. However, extension for submission of the final report may be granted only in exceptional circumstances without any additional financial burden on the University.

8.3 Same research proposal cannot be submitted to other funding agencies.

8.4 No request for additional grant in excess of the sanctioned budget will be considered.

8.5 The Principal Investigator/Co-Investigators shall be personally responsible for timely completion of the Project.

8.5 The Project proposal/final report cannot be submitted for the award of any University degree/diploma or funding by any Institution by any member of the project staff, including the project director. The University, however, will have no objection, if any member of the project staff utilizes the project data for the purpose of further publication or submitting it for any award/degree/diploma. However, while doing so the university support should be acknowledged.

8.6. All accounts shall be maintained as per the existing Karnataka State Financial Code, KTPP Act and other rules, as changed from time to time.

8.7. While the bills/vouchers are to be directly submitted to the Accounts Section, it is the responsibility of the Principal Investigator/Co-investigators that the accounts are audited and an audited utilization certificate is submitted within one month from the date of submission of the final report.

8.8. All the process related to submission of accounts should be completed before 31st March (of subsequent year).

8.9. Any books/journals/equipment procured out of this research grant shall be the property of the concerned Department, after the project is completed and maintain Departmental Stock Register.


REGISTRAR



8/12/11


12/11

APPLICATION PROFORMA FOR GRANT OF RESEARCH PROJECT

(To be filled in by the Principal Investigator/Researcher)

1. Title of the Project :
2. Name and Designation of the Principal Investigator :
3. Name and Designation of the Co-Investigator :
4. Postal Address of the Principal Investigator and Co-Investigator
 - i. Address :
 - ii. Country :
 - iii. Contact No: Landline: Mobile No: :
 - iv. Email :
 - v. Institutional :
5. Date of Proposal Submission :
6. Total Budget Amount (INR) :
7. Name of the Institution (s)/organization(s) in which the project will be carried out (Specify whether College or Karnatak University) :
8. Duration of the Project: :
9. The detailed project proposal consists of the following
 - a) Research Title :
 - b) Detailed literature survey :
 - c) Objectives :
 - d) Research Problem: Provide a clear and simple description of the Research Problem (maximum two pages) :
 - e) Significance of the Research Hypothesis/Research Questions to be tested :
 - f) Detailed Methodology :
 - g) Ethical Considerations (if any) :
 - h) Minimum required tenure of the project :
 - i) Practical relevance/utility of the project :
 - j) Expected outcomes of the project :

k) Agencies which can utilize the results of the project :

l) Commercial feasibility of the project :

m) Statement of originality and certification on No Duplication with existing work/ongoing projects :

Biographical Sketch of the investigator(s) detailing research credentials and research papers published in the area of the proposed research project (Annexure-I)

Project budget details (Annexure-II)

1. RESEARCH PUBLICATIONS

Annexure – I

Sl. No.	NAME/TITLE OF THE JOURNAL	YEAR OF PUBLICATION	INDEX/ISSN/ISBN/ WITH IMPACT FACTOR	REFERRED	NON-REFERRED	CONFERENCE PROCEEDINGS	POPULAR

2. RESEARCH PROJECTS

Annexure – II

Sl. No.	TITLE OF THE PROJECT	MAJOR/ MINOR	SPONSORED/ CONSULTANCY	FUNDING AGENCY	AMOUNT SANCTIONED	PROJECT OUTCOME	EVALUATION SCORE	TIME PERIOD

DECLARATION

I solemnly declare that the particulars/information/statements furnished in this application are correct and true to the best of my knowledge and belief.

Full signature of the applicant

RESEARCH PROJECT PROPOSAL EVALUATION REPORT

Name of the Evaluator:

Designation & Address:

Title of the Project:

Submitted by:

Criteria for Evaluation (please tick Yes/No):

- | | | |
|--------------------------------------------|------------------------------|----------------------------------------|
| 1. Is project theme strong and innovative? | Yes <input type="checkbox"/> | No <input checked="" type="checkbox"/> |
| 2. Are objectives clearly stated? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 3. Is project design justified? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 4. Are expected results significant? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 5. Is research outcome socially useful? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 6. Are there ethical concerns? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

Please rate the proposal on a scale of 1 to 5:

(1- Poor, 2- Satisfactory, 3- Average, 4- Good, 5- Excellent)

Can the proposal be approved in its present form? If No, kindly specify the reasons for the same.

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Specific Comments (if any):

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Date :

Signature