



The ICFAI University, Tripura

Established under section 4(2) of the Institute of Chartered Financial Analysts of India University, Tripura Act: 2004

Campus Address : Kamalghat (Near Agartala), PIN -799210; Tel :0381-2865752/62, Fax : 0381-2865754

Website : www.iutripura.edu.in, Email : registrar@iutripura.edu.in

SEED MONEY POLICY

Introduction:

Seed Money Scheme (SMS), sponsored by The ICFAI University, Tripura, will support diversified fields of research for principal investigator(s). Seed funding under this scheme is to be used to initiate/continue the research works. The objective of the scheme is to increase the possibility to receive the financial support from external organisations in future. The applicant must prove that proposed project represents a new research direction in an area likely to generate external funding. Research Project that is already supported by other sources will not be considered for funding.

Priority will be given to proposals that:

- Strengthen inter-disciplinary research partnerships
- Have a high potential for external funding
- Have significant scientific strength
- Represent a new direction

Eligibility Criteria:

1. Applicants must be a full time faculty member of the University.
2. Principal Investigator must have Ph.D. degree holder and minimum designation will be Assistant Professor.
3. To encourage research, Assistant Professor without Ph.D. degree and Scientific Officer may also apply as Co-PI under seed money scheme. The number of Co- Principal Investigator associated with a project must be restricted to one.
4. Co- Principal Investigator (s) satisfying the criteria of Principal Investigator, can submit a separate proposal as Principal Investigator under SMS.
5. At a time, one Principal Investigator will be eligible for one project under SMS but he/she may be associated with any number of projects under SMS as Co- Principal Investigator.
6. Time gap between two successive Seed Money Grants will be minimum 3 years.

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Kamalghat, Tripura (West)

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Kamalghat, West Tripura.

Submission of Proposal:

The proposal submission will be open throughout the year. The project proposal should be submitted as per format attached herewith (**Annexure I**). The duration of this scheme will be one year only.

Proposal Review

Submitted proposal will be evaluated as per the format enclosed as **Annexure II**

Certificate of Project Completion:

1. Principal Investigator must submit a proposal for external funding to the external agencies within the time period of project under SMS.
2. Principal Investigator will be responsible to submit three copies of project completion report (**Annexure III**) along with final Utilization Certificate (**Annexure IV**).

Project Evolution:

The date of proposal evaluation meeting will be notified by the office of the Registrar.

Budget Limit:

- Awards will be up to Rs. 1, 50,000/- for one year only. Additional grant may be sought with proper justifications at time of the project evaluation meeting.
- Principal Investigators can purchase any equipment/software by clubbing their grants provided all the associated PIs mention the same in their proposed budgets.

Funding is available for

1. Minor equipment/software related with proposal.
2. Consumables (Like ICs, application boards, chemicals, testing charges, tools, etc.).
3. Travel support for the purpose of research work.
4. Contingencies (books, annual membership fees in technical societies excluding subscription charges, etc).
5. Any other items subject to the prior approval of the competent authority.

Grant funds cannot be used

1. Travel outside India.
2. Laptop /Desktop

Grant Administration

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Kamalghat, Tripura (West)



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The Principal Investigator is responsible for the administration of granted funds. Any procurement will be made as per the existing purchase policy of the University. Capital equipment purchased from this fund is the property of **The ICFAI University, Tripura.**

If the work requires more time over initial twelve-month period to complete, the Principal Investigator may request one three-month extension by sending a request to the competent authority at least one month prior to the end of the project.

Approval Committee:

The approval committee for the submitted proposal and the evaluation committee of the completed project will be notified by Registrar.



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ANNEXURE - I

FORMAT FOR PROPOSAL SUBMISSION

1. Details of Principal Investigator (Name, Designation, Highest Qualifications, Department, E-mail, Contact no, Date of Joining):

2. Details of Co-Principal Investigator (Name, Designation, Highest Qualifications, Department, E-mail, Contact no, Date of Joining):

Technical details

1. Introduction: (Maximum 1 page)

(Scientific rationale for doing this work should be elaborated)

2. Review of status of Research and Development in the subject

2.1 International Status: (Maximum 1 page)

(Researchers working in the area worldwide and their contributions must be properly highlighted with recent references and reviews. A correct and faithful description of the international research status must be given)

2.2 National Status: (Maximum 1 page)

2.3 Importance of the proposed project in the context of current status including scientific objective (Maximum 1 page)

(Highlight what is the new area or gap which will be solved in the project in relating to what is already known. This is a very important section to project the novelty content of the proposal)

3. Progress/achievement so far, if any

4. Work Plan:

4.1 Methodology: (Maximum of 2 pages)

(It should contain all the details of how each of the objectives will be addressed. This section must be detailed and have clear plans, not vague and generalized statements. It should have several schemes, tables, figures, equations etc. in addition to text, explanation and justification of why the project research plan will work)

4.2 Time Schedule of activities giving milestones through BAR diagram. (Maximum 1/2 page)

4.3 Expected outcome within the time period of SMS

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5. Suggested Plan of action stating the name of funding agency where the project will be communicated for financial support within the time period of project.

6. Bibliography:

7. List of Projects submitted/implemented by the Investigators (Separate for Pi and Co-PI)

7.1 Details of Projects submitted to various funding agencies:

Sl No	Title	Cost in lakhs	Month of submission	Role as PI/Co-PI	Agency	Status

7.2 Details of Projects under implementation

Sl No.	Title	Cost in Lakhs	Duration	Role as PI/Co-PI	Agency

7.3 Details of Projects completed during the last 5 years

Sl No.	Title	Cost in Lakhs	Duration	Role as PI/Co-PI	Agency

8. List of publications published by the Investigators, if any:

9. Budget*

Sl.No	Head	Amount in INR
1	Minor Equipment/software (Generic Name with minimum required accessories, make & model & cost in Indian Rupees)(Mention other PI(s) name, Department with whom joint purchase is proposed)	
2	Consumables (Like ICs, application boards, chemicals, testing charges, tools, etc.)	
3	Travel support for the purpose of research work	
4	Contingency	
5	Others	
	Total	

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* In case of any joint proposal for purchasing a same equipment, each of the associated PIs is also required to give separate budget(without any clubbing) to avoid any ambiguity, if all the associated projects are not awarded by committee.

10. Name of at least two subject experts from the Institute.

CERTIFICATE FROM THE INVESTIGATOR

Project Title:

It is certified that

1. I do hereby agree to submit a complete proposal for financial support to the external funding agency within the time period of SMS.
2. I undertake that spare time on equipment procured in the project will be made available to other users.
3. I agree to submit a certificate from Institutional Bio safety Committee, if the project involves the utilization of genetically engineered organisms. I also declare that while conducting experiments, the Bio safety Guidelines of Department of Biotechnology, Department of Health Research, GOI would be followed in to.
4. I agree to submit ethical clearance certificate from the concerned ethical committee, if the project involves field trails/experiments/exchange of specimens, human & animal materials etc.
5. I agree to abide by the terms and conditions of SMS, The ICFAI University Tripura.
Name and signature of Principal Investigator Name and signature of Co-Principal Investigator

Date:

Place:

Forwarded by Head of the Department

Signature of the Head



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ANNEXURE - II

PROJECT EVALUATION FORMAT

Recommendation Sheet

Name of the Investigator	
Name of the Co-Investigator	
Name of the Department	
Title of project	
Recommendation of the evaluation committee (Recommended/Revision/Not Recommended)	
Financial allocation recommended	

Sl. No.	Head	Amount in INR
1	Minor Equipment/software (Generic Name with minimum required accessories, make & model & cost in Indian Rupees)	
2	Consumables (Like ICs, application boards, chemicals, testing charges, tools etc.)	
3	Travel support for the purpose of research work	
4	Contingency	
5	Others	
	Total	

Name and Signature of the evaluation committee members with date.




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ANNEXURE III

PROJECT COMPLETION REPORT

1	SMS Reference No	
2	Title of research project	
3	Name of the Principal Investigator	
4	Name of the Co-Investigator	
5	Name the Department	
6	Effective date of starting of the project	
7	Grant approved and expenditure incurred during the period of the report	
7.1	Total amount approved Rs.	
7.2	Total expenditure Rs.	
8	Project Report Status	

Signature of the Principal Investigator

Signature of the Co-Principal Investigator

Signature of the Head

ANNEXURE IV

UTILIZATION CERTIFICATE

Certified that the grant of Rs.(Rupees.....
..... only) received from The ICFAI University, Tripura under the
Seed Money Scheme entitled _____ vide SMS letter No.....
..... dated has been fully utilized for the purpose
for which it was sanctioned and in accordance with the terms and conditions laid down by
The ICFAI University, Tripura.

Signature of the Principal Investigator

Signature of the Co-Principal Investigator

Signature of Concerned Officer from A/C section,
The ICFAI University Tripura.




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