Seed Grant Policy

Preamble

Research is a perennial journey and is an entity withconglomerate perspectives of the past, present and the future. Aditya University Surampalem (AUS) embraces Research and Innovation ecosystem through four verticals, namely: Academics, Research, Training & Lifelong Learning and Consultancy.

AUS envisages to be a premier research and innovation institution of the national level in the coming decade with the state-of-the-art laboratory facilities, libraries, resource centers and the proven global educational practices. The institution is reinforcing the thrust on the concept of '*Seed Grant*' to facilitate preliminary research and nurture research culture among the Faculty Members of the Institution. By virtue of this initiative, the faculty members can pursue their preliminary research and obtain an exposure in handling funded projects. On the other hand, the AUS community are motivated to carry out contemporary and inter-disciplinary research. By creating an eco-system for interdisciplinary research, faculty members shall encourage, promote and appreciate research activities conforming to the institution's Vision statement.

Aim of the Seed Grant:

The 'Seed Grant' provides financial assistance to carry out preliminary research and to instill confidence among AUS faculty. This category includes Faculty Members who are awarded Ph.D. By virtue of Seed grant, the AUS Community can engage in conducting preliminary research and answer research questions of their novel ideas in order to gain confidence in research directions. This can envisage faculty members to prepare and apply for National/International Calls of societal relevance as well as mankind in order to obtain Funding to carry out contemporary and multi- disciplinary research. However, the request for Seed Grant shall be based on the call for proposals released by the Research & Consultancy cell (Twice a year) based on the budget allocation by AUS (1 Crore per A.Y.). The faculty members shall apply based on the Call for Proposals.

Objectives of the Policy:

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- To provide one-time Seed Grant for initiating / advancing the research career of faculty members possessing Ph.D.
- To encourage and motivate researchers to conduct preliminary research and support their novel ideas for instilling confidence in research.
- To prepare and support Faculty Members to apply for National/International calls for Grants to carry out contemporary and multi-disciplinary research.

Nature and Duration of Support:

- The Seed Grant shall be a one-time grant for a faculty and covers support for the procurement of hardware/equipment, and Consumables.
- This grant cannot be used for purchasing PCs/laptops, hiring manpower and travel.
- The duration of the project may not exceed 2 Years, normally.

Terms of Reference and Guidelines:

- Faculty members holding Ph.D. degree are eligible to apply for the Seed Grant. One among the Ph.D. holders shall be a Principal Investigator (PI) and other Ph.D. holders are considered as Co- Principal Investigator (s). However, non-doctorates may be part of the project.
- Proposals for Seed Grant are invited based on the "CALLS" released by the Research & Consultancy Division (two to four times in a year) across all the departments.
- The grant amount may range from 2-5 lakhs per member holding Ph.D. degree.
- The team size is not fixed and may vary from proposal to proposal.
- Faculty members can submit their proposals as per the template attached with due recommendations from their respective Head of the Department.
- The Dean (R&C) shall nominate the Members for the Expert Committee in consultation with the Vice-Chancellor to review the proposals.
- The PI and Team members of the short-listed proposals will be requested to make a Presentation to the Expert Committee
- The final approval of the Seed Grant will be based on the recommendations from the expert committee.
- The number of approvals for Seed Grant may vary as per the availability of the budget.
- The monitoring of policy implementation pertaining to Seed Grant shall be routed

through an appropriate administrative chain, namely:

- ❖ Heads of Departments shall initiate the grant proposal along with PI.
- ❖ Dean (R&C) shall forward the recommended proposals to the expert committee.
- ❖ The Expert Committee shall review and prepare a shortlist of proposals recommended.
- ❖ The Vice Chancellor is the final approving authority of the proposals.

- A sanction Letter shall be issued to the PI from the Office of the Dean (R&C).

- After the receipt of sanction letter, the PI and his/her team may request for advance/initiate procurement as per the general practices adopted at AUS.

- Seed Grant monitoring committee will monitor the progress of the team (s) quarterly.

- All Invoices/ Quotes should be in the name of AUS.

- PI shall engage the services of purchase committee and should be done through University office.

- All payments inclusive of GST pertaining to Seed Grant shall be in favour of "Aditya University" payable at Canara Bank, Surampalem Branch and payments shall be credited to the Vendors/Suppliers as per the issued PO as well as other terms and conditions

- The AUS shall ensure complying with statutory laws and taxes.

- It is the responsibility of PI to provide all bills duly certified for the expenditure incurred for the Project to the Chief Finance & Accounts Officer (CFAO) in a timely manner.

- Equipment and resources can be utilized with prior approval from HoD of the respective Department.

- All expenses related to Seed Grant shall be maintained in a separate file by the PI.

- If the PI/Co-PI show no progress within one year, they may submit a letter to the Dean (R&C) detailing the circumstances that led to the delay / non-execution of the project.

- If the PI/Co-PI leave the University, they must hand over the equipment, files, and relevant documents to another member of the same team to ensure the continuation and completion of the work.

- PI shall submit a statement of Expenditure and Utilization Certificate within a month of submitting their final report.

Deliverables:

The key deliverables include:

- ➢ Initiating and leading research in thrust areas relevant to AUS.
- ➢ Formulation of Research Clusters/Groups leading to the scholarly growth of Faculty Members, Doctoral Scholars and PG students
- ➢ Utilization of results/findings from preliminary research to apply and avail sanction of Sponsored Research Projects.
- ➢ Publication in Quality (Q) Journals / conferences.
- ➢ Development of prototypes and filing patents.

By virtue of Seed Grant, a financially viable ecosystem to carry out research using the inter-disciplinary expertise across AUS Community can be envisaged. All the Departments shall be equipped to perform independent research and demonstrate effective research management skills. This leads to Faculty Members engaging consistently, continuously and proactively in conducting high quality and transformational research by making available the results for peers to set the stage for solving practical/societal problems of national importance.