

Policy Title: Policy for Seed Money

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Reviewed & Recommended by: IQAC

Approved by: Dr Nagaraj K Neerchal, Vice Chancellor

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Policy for Seed Money

1. **About:**

A *subhāṣita* in Sanskrit goes as ‘*kṣaṇāśaḥ kaṇaśaścaiva vidyāmarthaṃ ca sādhayet*’ (‘Knowledge and wealth must be accumulated moment-by-moment and bit-by-bit’). For Chinmaya Vishwavidyapeeth (CVV), an institute of higher education built on Indian wisdom, both knowledge and wealth are synonymous and it realises the need to facilitate its faculty in building both these resources gradually and continuously through their research work. However, no research work can happen instantaneously and research grants are limited. Hence, to help faculty obtain substantial research grants, CVV provides them with ‘seed money’ to get their research project off the ground. This document explains the nature of this grant and sets out the rules, guidelines and procedure to obtain the same.

2. **Terms:**

‘**University**’: Refers to Chinmaya Vishwavidyapeeth (CVV).

‘**Research**’: ‘Systematic intellectual investigations aimed at discovering, interpreting and revising human knowledge’ (NAAC Manual for Universities, December 2019, p. 134). Research work shall include (but is not limited to) funded projects, sponsored research, papers accepted in conferences for publication and/or presentation, papers in peer-reviewed journals of a good standard, writing research proposals, contributing to book chapters, writing textbooks and monographs, guidance for dissertation (UG/PG/Ph.D.), development of new courses and teaching material etc.

‘**RPC**’: Research and Publication Committee. The University level committee appointed by the Vice Chancellor to coordinate the research activities at the University.

‘**Seed Money**’: ‘Funds provided to a teacher or a group of teachers by the institution to get the research initiated to facilitate the preparation of [a] formal research proposal for funding’ (UGC NAAC Manual, December 2019, p. 134).

‘**Principal Investigator (PI)**’: The coordinator of a research project.

All other terms carry their usual meaning or as defined by the University.

3. **Objectives of Seed Money Grant**

- 3.1. Most funding agencies expect the applicant to have some prior experience in carrying out research work. Hence, faculty who are at the early stages of their career find it difficult to get funds for their projects. CVV's seed money grant scheme is directed at mitigating this problem by providing such faculty with an initial grant with which they can kickstart their research work.
- 3.2. Using this initial work as 'proof of concept' or 'proof of experience', they are then expected to apply to external funding agencies (both public and private) to take their project to its intended goal.
- 3.3. In this way, seed money is not so much a research grant as a grant to get research grants.

4. **Rules for Seed Money grant**

4.1. **Eligibility**

- 4.1.1. All full-time Assistant Professors of CVV (whether permanent or on probation) are eligible for this grant.
- 4.1.2. Under special circumstances, Associate Professors and Professors may apply for it. These special circumstances include:
 - 4.1.2.1. The applicant has never worked in the area before and hence has no previous experience.
 - 4.1.2.2. The area of research is novel and very little work has been done in the area due to which funding agencies have not yet identified it as an area of fruitful research.
 - 4.1.2.3. Any other reason as deemed justified by the RPC.

4.2. **Procedure**

- 4.2.1. Interested faculty must submit their proposal (Annexure I) to the Chairperson, RPC.
- 4.2.2. Faculty can also submit a proposal in collaboration with each other. However, only one of them can be designated 'Principal Investigator'.
- 4.2.3. The Chairperson, RPC, will constitute an ad-hoc committee to review the proposal (see guidelines for the constitution of the committee).
 - 4.2.3.1. The committee may choose to call the faculty for a face-to-face interview/presentation.
- 4.2.4. The report of the ad-hoc committee will be submitted to the Chairperson, RPC, who will approve or reject the proposal.
 - 4.2.4.1. If the proposal is rejected, the faculty may reapply after incorporating the suggestions/recommendations of the ad-hoc committee.

- 4.2.4.2. If the proposal is approved, it will be forwarded to the office of the Vice Chancellor for final approval.
- 4.2.4.3. Once approved by the Vice Chancellor, the proposal will be forwarded by the office of the Vice Chancellor to the Finance Section for the release of funds.
- 4.2.5. The faculty may then commence their research work.
- 4.2.6. As per current norms, the money will not be transferred directly to the faculty. Rather, the amount will be reimbursed or incurred on getting the invoices in the name of CVV.
- 4.3. **Evaluation**
 - 4.3.1. The Chairperson, RPC, shall set up ad-hoc teams/individuals to conduct a quarterly review of all research work carried out under this Seed Money Grant. This shall include the review of the accounts related to the project too.
 - 4.3.2. The PI must submit a quarterly report to the RPC detailing the progress of the research (Annexure II).
 - 4.3.3. The Chairperson, RPC, is authorised to withhold the funding at any stage.
 - 4.3.4. In rare cases where the progress of the research work is wholly unsatisfactory, the Chairperson, RPC, may recommend to the Vice Chancellor that the grant be withdrawn and the funds allocated till then be refunded.
 - 4.3.5. At the end of the project, a detailed report must be submitted to the RPC by the PI. The report must include the work done, the output produced (in terms of publications, data collected etc.) and future scope of the research.
- 4.4. The period of the grant shall not exceed two years in general. However, as per the decision of the Chairperson, RPC, the grant may be extended by a year.
- 4.5. Generally, an amount of up to ₹ 1 lakh may be granted as seed money for a project proposed by a faculty member. The decision to grant more is left to the Chairperson, RPC, with the approval of the Vice Chancellor, up to a maximum of ₹ 3 lakhs.
- 4.6. In case of collaboration between faculty members of CVV, the grant may be up to 10 lakhs.
- 4.7. The PI must present their work at least once in a semester at the weekly research seminars (currently called Wednesday Seminars).
- 4.8. A faculty member may not be the PI for more than three projects funded by the Seed Money Grant Scheme. However, under exceptional circumstances the Chairperson, RPC may decide to allot more projects to the faculty. For example, if the principal investigator of a project leaves the University or the project, it may be transferred to someone else who desires it or is acting as an Associate Researcher in that project.
- 4.9. As per the objective of the Seed Money Grant Scheme, faculty are expected to

‘convert’ these research projects into more significant research projects by applying to external funding agencies.

- 4.10. Faculty may not use the seed money for their Ph.D. work.
- 4.11. Faculty may not recruit research associates, assistants or students for the research work. Though students may be a part of the project, the faculty is expected to carry out a significant majority of the research work on their own.
- 4.12. Though travel for research work is understood to be a part of the expenses, the faculty may not use the grant to attend conferences, seminars or workshops (travel as well as registration fee).
- 4.13. Likewise, faculty may not use the seed money for organising conferences, seminars, webinars and other such events.
- 4.14. If the PI chooses to leave the project or the University when the project under the Seed Money Grant Scheme is ongoing, the entire amount minus the money already spent towards the project shall be refunded to the University. For example, the physical purchases made for the project/research shall not be levied upon the faculty since proprietary rights for such items belong to the University and such shall be surrendered to the University beforehand (as stated in 4.15).
- 4.15. All items procured (books, equipment, stationery, furniture) under the Seed Money Grant Scheme shall be the property of the University.
- 4.16. Any intellectual property generated during the course of such a project shall be subjected to the general rules and guidelines of the University regarding intellectual property. (Refer to Policy on Intellectual Property Rights Sharing)
- 4.17. Faculty may not demand seed money as their right. The grant depends on the funds allocated for the scheme for the given year and also on other factors such as the number of applications, quality of proposal etc.

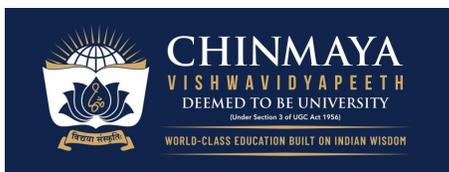
5. **Guidelines**

- 5.1. The University, in consultation with the RPC, may identify certain areas in which it is specifically intent on granting seed money.
- 5.2. The University may set aside a certain sum of money earmarked for seed money grants as part of its budget planning.
- 5.3. The RPC may send out notifications calling for proposals at the beginning of each academic year or semester, to set up a regular cycle of research activity.
- 5.4. The ad-hoc committee formed by the Chairperson, RPC, to evaluate proposals may include senior faculty members who have worked in the area concerned or who have extensive research experience in general. The committee can also include external members (non-CVV experts).
- 5.5. The faculty are recommended to have their proposals reviewed by senior colleagues before submission.
- 5.6. The RPC may appoint some senior faculty as ‘mentor’ for a seed project to ensure

that it translates into a bigger project.

6. **Revision History**

- 6.1. First draft prepared: 04 June 2020.
- 6.2. Revised based on internal review: 19 June 2020.
- 6.3. Revised based on comments received at IQAC meeting (24 July 2020): 19 August 2020.



Annexure I

Proposal for Seed Money Grant

- 1. Name (of Principal Investigator):**
- 2. Employee ID:**
- 3. Affiliation (School):**
- 4. Date of joining CVV:**
- 5. Status of employment:** Permanent/On Probation
- 6. Research profile** (attach separate sheet giving details of doctoral research, publication, seminars and conferences attended, details of previous seed money grants from CVV):
- 7. Name of project:**
- 8. Project duration:**
- 9. Details of collaborators** (if applicable. Add more sets if required):
 - 1. Collaborator 1:**
 1. Name:
 2. Whether faculty at CVV: Yes/No
 3. If Yes,
 1. Employee ID:
 2. Affiliation (School):
 3. Date of joining CVV:
 4. Status of employment: Permanent/On Probation
 4. If No,
 1. Institute of affiliation:
 2. Designation:
 5. Research profile (attach separate sheet giving details of doctoral research, publication, seminars and conferences attended, details of previous seed money grants from CVV if applicable):

2. Collaborator 2:

1. Name...

10. Description of research work (attach a separate sheet. Be sure to include a clear description of the research problem, the work done till now, the contribution the current research work plan to make, the future scope of this area, funding agencies which would be interesting in funding this project in future):

11. Objectives of the research work:

1. <objective 1>
2. <objective 2>
3. ...

12. Proposed outcome of research work:

1. <outcome 1>
2. <outcome 2>
3. ...

13. Proposed Budget:

1. Non-recurring expenses:

S.No.	Name	Amount	Justification
	Total		

2. Recurring expenses:

S.No.	Name	Amount		Justification
		Year 1	Year 2	
	Total			

3. Total budget (non-recurring + recurring):

14. Project Timeline

Month/Year	Activities Planned

15. Declaration:

I hereby declare that the particulars detailed above are true to the best of my knowledge. I am aware that if any of the information is found false, my application may be disqualified. I have read the policy for Seed Money and agree to all the rules mentioned therein.

Signature:

Date:

16. Forwarding remarks of the ad-hoc committee (to be filled by the head of the ad-hoc committee. Attach a separate sheet if required)

Signature:

Date:

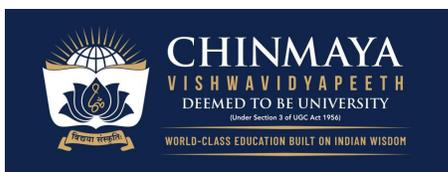
17. Decision of the Chairperson, RPC: Approved/ Rejected

1. Forwarding remarks to Vice Chancellor's office (If Approved)

2. Other comments (if rejected)

Signature:

Date:



Annexure II

Quarterly Progress Report

1. **Name of Principal Investigator:**
2. **Name of Project:**
3. **Project start date:**
4. **Period of report:**
5. **Work planned in the above period (attached separate sheet):**
6. **Work completed in the above period (attached separate sheet):**
7. **Outcome (if any, like papers, articles, patents etc. Attach separate sheet):**
8. **Details of expense:**

S.No.	Item	Expense	Comments
	Total		

9. **Plan for next quarter (attached separate sheet):**
10. **Remarks of the reviewer (as appointed by Chairperson, RPC. Attach a separate sheet if required):**
11. **Recommendation of Chairperson, RPC:**

Signature of PI:

Date:

Signature of Reviewer:

Date:

Signature of Chairperson, RPC:

Date: