



Central University of Jharkhand

Policy for Seed Money

1. About:

A subhāṣita in Sanskrit goes as ‘kṣaṇaśaḥ kaṇaśaścaiva vidyāmarthaṃ ca sādhayet’ (‘Knowledge and wealth must be accumulated moment-by-moment and bit-by-bit’). For Central University of Jharkhand (CUJ), an institute of higher education built in a tribal state 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 & innovation. However, research & innovation can hardly happen instantaneously with limited research grants. Hence, to help faculty obtain substantial research grants, a pilot study or a prototype need to be conducted that will lead to pursuance of some action oriented/ policy impact research for societal need. Therefore, CUJ facilitates to provide them with ‘seed money’ to compete for big research projects. 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 Central University of Jharkhand (CUJ).

‘**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, dissertation for UG/PG/Ph.D., development of new courses and teaching material etc.

‘**RDC**’: Research and Development Cell, of the university, established and empowered to create and promote a vibrant research ecosystem in the University.

‘**Seed Money**’: ‘Funds provided to an individual faculty or a group of faculties by the university to start the research activity in the university. It can be utilized to start the preliminary concept research which later can be converted into a major proposal for funding from various funding agencies.

‘**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. CUJ’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



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4.1. Eligibility

4.1.1. All full-time regular Assistant Professors of CUJ (whether permanent or on probation) are eligible for this grant. Applicant should be an eligible supervisor as per the norms of CUJ.

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 RDC.

4.2. Procedure

4.2.1. Interested faculty must submit their proposal to the chairperson, RDC within seven days of the advertisement/notification of the call.

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, RDC, with the approval of Honourable Vice Chancellor 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 face-to-face interview/presentation.

4.2.4. The report of the ad-hoc committee will be submitted to the Chairperson, RDC, 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 in consultation with Hon'ble Vice Chancellor.

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. The expenditure bill amount will be either directly paid to the vendor or reimbursed to the faculty on receipt of original invoice in the name of CUJ.

4.2.7. Expenditure on major equipment, laptop, computer, printer, scanner, manpower is not allowed under this grant.



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4.3. Evaluation

4.3.1. The Chairperson, RDC, 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 RDC detailing the progress of the research (Annexure II).

4.3.3. The Chairperson, RDC, 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, RDC, may recommend to the Vice Chancellor that the grant be withdrawn and the funds allocated to the faculty till then, be refunded.

4.3.5. At the end of the project, a detailed report must be submitted to the RDC 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, RDC, 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, RDC, with the approval of the Vice Chancellor, up to a maximum of ₹ 3 lakhs subject to availability of the fund.

4.6. In addition to the individual proposals, CUJ encourages collaborative proposal making it more interdisciplinary in nature between faculty members of CUJ.

4.7. The PI must present their work at least once in a semester within their School.

4.8. Under exceptional circumstances the Chairperson, RDC may decide to allot more projects to the faculty with the approval of the competent authority. 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.

4.09. Faculty may not use the seed money for their Ph.D. work.

4.10. 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.

4.11. 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).

4.12. Likewise, faculty may not use the seed money for organising conferences, seminars, webinars and other such events.

4.13. 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



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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).

4.14. All items procured (books, minor equipment, stationery, consumables) as permissible under the Seed Money Grant Scheme shall be the property of the University.

4.15. 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)

4.16. University reserves the right for the allocation of grant depending on the availability of fund, number of applications, quality of the proposal etc. in a given year.

5. Guidelines

5.1. The University, in consultation with the RDC, 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 RDC 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, RDC, 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-CUJ experts).

5.5. The faculty are recommended to have their proposals reviewed by senior colleagues before submission.

5.6. The RDC may appoint some senior faculty as 'mentor' for a seed project to ensure that it translates into a bigger project.

The University have every right to make any amendments as required from time to time for smooth progress of this research cycle.



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Annexure I

Proposal for Seed Money Grant

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



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12. Proposed outcome of research work:

- 1.
- 2.
3. ...

13: a) National & International Status:

b) Plan of Action(Methodology)

c) Benefits to the Society:

d) Will it be fitting into the cutting edge research (Give justification)

14. Proposed Budget:

1. Non-recurring expenses:

Sl. No.	Name	Amount	Justification
Total			

2. Recurring expenses:

Sl. No.	Name	Amount		Justification
		Year-1	Year-2	
Total				

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

15. Project Timeline Month/Year Activities Planned

16. 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.

Date:

Signature:



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

Date:

Signature:

18. Decision of the Chairperson, RDC: Approved/ Rejected

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

2. Other comments (if rejected)

Date:

Signature:



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Annexure II

Quarterly Progress Report

1. Name of Principal Investigator:
2. Name of Project:
Project ID:
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:

Sl. No.	Item	Expenses	Comments
Total			

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

Date:

Signature:

Date:

Signature of Reviewer:

Date:

Signature of Chairperson RDC: