

BBDU Seed Fund Grant Scheme Guidelines

Introduction

BBDU Seed Fund Grant Scheme is aimed at providing one-time financial grant to the faculty to initiate/continue research in strategic areas of national and international importance with an objective to accelerate the possibility to apply/receive the research grants from external agencies to continue the researches. The also provides financial support for filing patents that is the outcome of the findings of the faculty. The grant will be provided to the faculty through the allocated funds in the annual budget.

Aim & Objective

- To provide the initial financial support to the faculty to initiate the research that has high potential for external funding in future.
- To promote inter-disciplinary collaborations in emerging areas.
- To provide financial support to support the faculty to file the patent applications.
- To attract and retain talent.

Applicant Eligibility

Applicant must be a full time faculty of the university and has completed one-year of service in the university.

Grant Award

1. The Seed Fund Grant for the proposed research project shall only be for recurring/non-recurring expenses to an individual faculty.
2. The grant money can be used for the purchase of
 - Minor equipment/software related with proposal and which are not available in the university
 - Books and periodicals, if not available in the library
 - Consumable items required in the proposed research work
 - Travel for attending conferences/project related work and field work (not more than 15% of the total grant)
 - Contingencies (not more than 10% of the total grant)

3. The grant fund cannot be used for the purpose of foreign travel, purchase of computer/ laptops/printers, paying publication charges etc.
4. The maximum period of completion of the project is one years. However, an extension of six month may be granted with the approval of the Vice Chancellor.

Grant Application and Proposal Evaluation

1. The application for the award of Seed Fund Grant can be submitted any time during the academic year. All applications shall be as per the format in Annexure-1. The incomplete applications or the applications not on the prescribed format shall not be considered for the award of the grant.
2. All research proposal submitted for the Seed Fund Grant shall be evaluated by a committee appointed by the Vice Chancellor. The Committee shall submit its recommendations on the prescribed format (see Annexure-2).
3. The Principal Investigator shall submit a Project Grant Acceptance latter (Annexure – 3) after the receipt of the letter of sanction of the seed grant for the proposed project.

Grant Administration

The Principal Investigator shall be responsible for the maintenance of the Seed Grant Fund. He/she shall also ensure that the expenditures don't exceed the sanctioned amount and all expenditures are made for the purposed research work on allowed items mentioned above.

Submission of Progress/Final Report and Grant Utilization

1. The Principal Investigator will be required to submit a six-monthly progress report (see Annexures – 4).
2. The expenditure made out the grant fund will be submitted by Principal Investigator before 31st March (Annexure - 6).
3. After the completion of the project the Project Completion Report (see Annexures – 5) along with Expenditure Statement (Annexure – 6) and Grant Utilization Certificate (Annexure 7) will be submitted within one week of the date of the completion of the project.

Publication/Patent

1. The Principal Investigator will be required to publish the research findings in the reputed peer-reviewed journal (SCI/Scopus/UGC CARE). The authors must acknowledge the funding source in all such publications.

2. The Principal Investigator may also file the patent of the product/technology developed. In such as case, he/she may request for an additional amount to meet cost of patent application.
3. In case of filing a patent that is the outcome of the findings of the research project or also that of faculty research work, the financial assistance may be provided for patent application process. For such financial assistance, a separate application is required (see Annexure 8).

General

1. The application for the Seed Fund Grant shall be considered if the proposal has a significant scientific merit.
2. The proposals that are potentially aimed at generating preliminary results before submitting a proposal for an extramural funding from National/International funding agencies shall be given preference.
3. Research Project that is already supported by other sources will not be considered for Seed Grant Fund.
4. No external Co-Investigator is allowed. However, a regular faculty member of the university may be Co-Investigator in the project. There cannot be more than one Co-Investigator.
5. The Principal Investigator is responsible for the conduct of the research in accordance with the university research policy.
6. In case Principal Investigator leaves the institute before the completion of project, a Co-Investigator may resume the responsibility as Principal Investigator of the project.
7. The Project shall not be transferable in any case, and if the Principal Investigator fails to complete the project due to his/her negligence, he/she will be liable to refund the entire amount released.
8. A faculty of the university can submit only one proposal at a given time as Principal Investigator. However, he/she may be associated with any number of projects at any time.
9. The award of the grant will be terminated if the faculty leaves the university or if he/she remains absent for more than 3 months on sanctioned or unsanctioned leave.
10. All purchases and procurements from the Seed Fund Grant shall be as the policy of the university.
11. All purchased items shall be the assets of the university after the completion of the project.