



# SWAMI VIVEKANAND SUBHARTI UNIVERSITY

Subhartipuram, NH-58, Delhi Haridwar Meerut Bypass Road, Meerut-250005  
Ph. 0121-2439043, 2439052, 3058031, 3058032; Telefax : 0121-2439067  
e-mail: subharti@subharti.org, Website : [www.subharti.org](http://www.subharti.org)



Ref.: No. U-748/SVSU/2022/291

Date: 23-02-2022

## Seed Money Policy

### **Preamble**

Continuous upgradation of knowledge through research is the highlight of any center of higher education. Research forms the basis of continuum in the creation of the wealth of knowledge and is the basis of all disciplines. It directly contributes to social well-being, health, culture, economic development and the advancement of individual, society at large and nation as whole. Research thrives in the ambience where freedom of inquiry and the right to disseminate the results thereof coexist. Research bent of mind will always challenge the conventional and question what exists and why. However, with academic freedom comes the responsibility to ensure that all research: is governed by the principles of honesty, integrity, trust, accountability and collegiality; meets high scientific and ethical standards; is conducted with honest and thoughtful inquiry, rigorous analysis, and accountability for the use of professional standards; and seeks to increase knowledge in ways that do not harm but benefit society.

Swami Vivekanand Subharti University has always been a proponent of the research culture and the research is advanced by the ongoing education of its members in matters of research integrity, and by adopting and following appropriate policies within which research should be conducted.

**“Research Directives”** So as to appropriately address the research policy we need to define its various aspects.

**“University Research Council”** is the supreme body of university that will oversee all the research being carried out in the University and will facilitate the researchers in all possible manners for promoting the research culture.

**“Agency”** means the body which is sponsoring the research which can be an organization, government or private, national or international, supporting the research in whole or in part.

**“Guide/Co-Guide”** means the in charge of a particular researcher under whom the research is being conducted.

**“Corresponding Author”** means the person primarily responsible for any submission for publication.

**“Data”** means the recorded information in both physical and electronic forms which is acceptable universally without any ambiguity.

**“Legal Person”** includes corporations, partnerships, associations, foundations, organizations, government agencies, and any other entity or body.

**“Plagiarism”** refers to the depiction of any published or unpublished work without the due recognition to the actual author and claiming to be one’s own work.

**“Principal Investigator”** is the person who has key accountability to devise, conduct and supervise the research.

**“Policies”** mean the regulations and guidelines of the University/Standard universally acceptable documents concerning the conduct of Research and related matters as they may exist from time to time.

**“Research”** is the creation of new knowledge and/or the use of existing knowledge in a new and creative way so as to generate new concepts, methodologies and understandings. This could include synthesis and analysis of previous knowledge to the extent that it leads to new and creative outcomes

**“Research Misconduct”** includes fabrication, falsification, plagiarism, misappropriation of intellectual property rights of another, or any other conduct that constitutes a significant departure from the ethical standards

### **Research Seed Money**

The research grant provided by the University to initiate and support the research scholars and faculty for research activities in the field of both medical and non-medical streams which has the potential of generating a novel concept in the concerned field where extramural funding is scarce or is not available.

### **Purpose of Research Seed Money**

The chief objective of the research grant is to support the research scholars to advance competitive research proposals so as to perform preliminary work and to further facilitate collaboration. The seed money also facilitates research work for fresh graduates or post graduates or even PhD candidates who may have an exceptional research proposal, but lack sufficient credentials so as to apply for the extramural grants as principal investigator.

### **Projects where seed money can be sanctioned**

Research and technology development is an integral component to write the success story of any University. The research seed money grants are available to all graduates, post graduates and PhD candidates with research bent of mind in different

disciplines such as Basic Science/ Applied Science/Life Science/Social Science/Business Studies/Languages/Law. The projects sanctioned under the research seed money grant should be viable enough to facilitate further financial support from industry or government funding agencies related to research and consultancy assignments.

### **Amount sanctioned under the Research seed money scheme**

The amount of seed money grant to be sanctioned or demanded by the Principal Investigator should never increase the amount the person has in the reserve fund. In case the principal investigator does not have sufficient funds, he/she should provide a written security through the guarantor on his/her behalf stating that the money in the reserve fund can be forfeited if the Principal Investigator fails to complete the project in time and the guarantor is liable to be penalized on behalf of the principal investigator.

### **Sanctioning & Funding authority**

The University Research Council under the chairmanship of the Hon'ble Vice Chancellor will be the final sanctioning authority for all research projects under the Research seed money scheme. The amount sanctioned will be decided by the committee comprising of Hon'ble Vice Chancellor in consultation with the representative from the management, the Finance department, the members of University Research Council and the concerned Principal investigator. The researchers are strongly advised to apply for extramural grants before applying for the seed money grant. The funding agency in all the cases will be Swami Vivekanand Subharti University.

### **Procedure to apply for the Seed money grant**

The seed money proposals can be submitted any time in a calendar year in the duly prescribed format available on the website of the University ([www.subharti.org](http://www.subharti.org)) in the Research section. All the projects have to be routed through the Dean/HoI before submitting for research grant. The preliminary decision on the same shall be intimated to the concerned principal investigators within fifteen days of receiving the proposal. Once at least a minimum of 05 proposals are accepted by the University Research Council, the principal investigator shall give a brief presentation in front of the members of the University Research Council for the final approval of the submitted project. Once approved by the University Research Council, the proposal shall be forwarded by the registrar office to the Finance Section for the release of funds. After receiving the funds, the principal investigator may start the work on the research project. As per prevailing policy, the money will not be transferred directly to the faculty. Rather, the amount will be reimbursed or incurred on getting the invoices/quotations in the name of Swami Vivekanand Subharti University. In the cases where seed money is required directly to be deposited in the account of the principal investigator, an imprest of the desired

amount should be taken and the bills for the same need to be submitted in due course of time.

### **OTHER CONSIDERATIONS FOR SEED MONEY GRANT**

1. If the proposal is rejected, the faculty may reapply after incorporating the suggestions/recommendations of the committee.
2. All full-time faculty members who have at least completed 03 years of service shall be encouraged to submit innovative research proposals and only one research project will be sanctioned to one faculty member in a calendar year.
3. The research proposals can be submitted to [director\\_research@subharti.org](mailto:director_research@subharti.org) and the shortlisted proposals will be intimated to the concerned for the presentation in the University research council meeting. However, it is desirable that the proposals should be submitted for external funding before submitting for the seed money. The senior faculty members should try for external agency funding before applying for the seed money grant.
4. The maximum duration of the project should not be more than 02 years but the same can be extended after due consideration by the University Research Council.
5. The maximum amount provision under seed money grant shall be not more than 5 lacs but the same can be extended after due consideration by the University Research Council and if the principal investigator is able to justify the need for more amount of money to be sanctioned.
6. A maximum of 20 research projects shall be funded in every calendar year and the Principal Investigator should submit the half yearly progress report of the work done to the research cell/ Director Research. If there is failure to submit the progress report in due course of time it is liable to attract penalty. The progress report shall also include the expenditure report of the seed money grant. The further funding may be totally stopped if the submitted report is found unsatisfactory.
7. The seed money granted will be sanctioned in instalments and after submitting the expenditure report for the first instalment, the next instalment shall be released.
8. The completion report of the project should be submitted after the completion of the project. The seed money proposals should culminate into either, publication (Pubmed/Scopus/UGC Care/Web of Science journals), patent, copyright, start-up, or presentation in the national/international conferences.

9. The seed money grant should not be used for PhD work, organising conferences, seminars, webinars and other such events.
10. All purchases required for the seed money proposals have to be done as per norms laid down by the University. The physical purchases made for the project/research shall be the property of the University and shall be surrendered to the University after completion of the project. All items procured (books, stationery, furniture) under the Seed Money Grant Scheme shall be the property of the University.
11. If outsourcing is required, due permissions need to be taken from the University Research Council.
12. The PI shall ensure that project is completed within the duration stated and if any extension for the same is sought, it should be addressed well in time.
13. In case of failure to achieve desired outcome, the principal investigator is liable to be questioned by the University Research Council and has to provide satisfactory explanation for the same.
14. 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.
15. Seed money grant is not the right of the faculty members. The grant strictly depends on the funds allocated for the scheme for the given financial year and also on other factors such as the number of applications, quality of proposal etc.
16. The faculty are recommended to have their proposals reviewed by senior colleagues before submission.



Registrar

Copy to:

- Hon'ble Vice-Chancellor
- Chief Executive Officer
- Pro Vice-Chancellor
- Head of Institutions
- *SMC/SDC/SNC/Physiotherapy/KSCP/SITE/Polytechnic/SIL/Mgt./Hotel Mgt./JMC/Fine Arts/Yoga/Education/ Science/ Arts & Social Sciences/ Buddhist Studies*
- HOD (*Home Science/Lib. Science./Para-Medical Sciences*)
- Director-Research
- Finance Officer
- Joint Director-CRIC
- IQAC Deptt.



Registrar

## **Mandatory requirements for submitting the Proposal.**

Duly filled proforma should be mailed at [director\\_research@subharti.org](mailto:director_research@subharti.org)

1. Title of the Seed Money Research Proposal:  
\_\_\_\_\_  
\_\_\_\_\_
2. Duration of the Project: \_\_\_\_\_
3. **Institution:** \_\_\_\_\_
4. **Details of the Principal Investigator:**  
Name and address:  
  
Telephone/Mobile  
e-mail  
Details If applied for External Funding for the same project and reasons if it has been rejected  
\_\_\_\_\_  
\_\_\_\_\_
5. Details of the Co-Principal Investigator (s)  
Name and address:  
  
Telephone/Mobile  
e-mail
6. **Aims & Objectives of the Project:**  
\_\_\_\_\_  
\_\_\_\_\_
7. **Exclusivity of the Project:**  
\_\_\_\_\_  
\_\_\_\_\_
8. **Details of Financial Requirements:**

9. **Relevant Scientific literature in the field of seed money proposal submitted and the relevant publications if any by the principal investigator.**

10. **Brief overview of the Methodology to be followed along with timeline of the project:**

11. **Details of new equipment purchases if required and brief utility of the equipment once the project is finished.**

12. **Institutional ethical clearance if required (for research involving human subjects as well as animals).**

Yes \_\_\_\_\_ No \_\_\_\_\_ Not required \_\_\_\_\_

13. **The Institution where the study is being done should ensure that there is no financial conflict of interest by the investigators.:**

(Affidavit to be submitted by the Principal Investigator)

## **DECLARATION**

I/We have read the terms and conditions for Seed Money Proposals. All necessary Institutional facilities will be provided if the research project is approved for financial assistance.

I/We agree to submit within one month from the date of termination of the project the final report and a list of articles, both expendable and non-expendable, left on the closure of the project.

I/We agree to submit the periodic follow up report of the projects sanctioned under the seed money proposal.

**Signature of the:**

a) Principal Investigator \_\_\_\_\_

b) Co-Investigator(s) \_\_\_\_\_

c) Head of the Department \_\_\_\_\_

**Signature of the Head of the Institution with seal**

## Performa for the Progress Report of Utilization of Seed Money Fund

**Name of Faculty/College:**

**Name of the Department:**

**Expenditure Report:**

| S. No. | Title of Projects | Name of P.I. | Seed Money Amount Sanctioned | Year of Sanction | Seed Money Utilized | Instruments/consumables purchased | Balance |
|--------|-------------------|--------------|------------------------------|------------------|---------------------|-----------------------------------|---------|
| 1.     |                   |              |                              |                  |                     |                                   |         |
| 2      |                   |              |                              |                  |                     |                                   |         |
| 3      |                   |              |                              |                  |                     |                                   |         |
| 4      |                   |              |                              |                  |                     |                                   |         |
| 5      |                   |              |                              |                  |                     |                                   |         |
| 6      |                   |              |                              |                  |                     |                                   |         |
|        |                   |              |                              |                  |                     |                                   |         |

**Progress report:**

1. Relevant Paper Published (Scopus/SCI/WOS/UGC Care etc.): kindly attach a soft copy of the publication
2. Relevant Intellectual Property Filed (if any): Kindly attach the receipt of the IPR filing
3. Relevant presentations of full paper in conferences (if paper published in Scopus proceedings?):

Signature of P.I.

Signature of HOD

Signature of DEAN

Recommendations of Joint Director (Research) on the progress report

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## Sequence of Events for Sanctioning Seed Money proposals

