



SEED MONEY AND RESEARCH GRANT
POLICY, 2020,

SWAMI VIVEKANAND
SUBHARTI
UNIVERSITY
UGC Approved Meerut



SEED MONEY & RESEARCH GRANT POLICY



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Sl. No.	Particulars	Description
1	Policy Number	U-209/SVSU/2016/1425
2	Policy Structure	The policy describes the rules and regulation regarding the Seed Money and research grant.
3	Scope of the Policy	The policy covers the disbursement of the Seed Money, allocation of the project, feasibility of the seed money project and regular follow-up of the project
4	Policy Status	Original
5	Originated By	Vice Chancellor's Office
6	Reviewed By	Director, Internal Quality Assurance Cell (IQAC), Swami Vivekanand Subharti University, Meerut
7	Effective Date of Policy	09/11/2016
8	Approving Authority	The Academic and Executive Council, Swami Vivekanand Subharti University, Meerut
9	Amendment Number	U-209/SVSU/2018/900
		U-209/SVSU/2020/01
		U-237/SVSU/2020/499
		Merged with Research Policy as a Chapter
10	Effective Date of Amended Policy	11/07/2018
		16/07/2020
		17/08/2020
		28/12/2020



GUIDELINES FOR SEED MONEY

The purpose of providing seed money is to promote research and innovation at the university campus. The seed money grants will surely help the internal researchers for establishing themselves in research as well as outside researchers to incubate the ideas which are product based and have a noticeable impact on social welfare.

The seed money can be provided to-

1. Any researcher of the university (teachers, research staff and students).
2. An incubate company if the company is registered.

The seed money support can be provided for taking up the following-

1. **Instrument:** the seed money can be granted to purchase instruments for a seed money project.
2. **Product development:** while developing a product, the researcher may need types of equipment, tastings in other laboratories or may feel the need of availing some technical staff.
3. **Manpower:** the seed money can be used for hiring research assistants or technical assistants or other staff as per need of the project. Salaries of such staff shall be paid directly by the university but that will be deducted from the sanctioned amount of that particular project.
4. **For publicizing the research or its output:** the seed money can also be utilized for promoting the research/ innovation or the output of the project.
5. **Mentoring:** the seed money can also be used for paying the fee of mentors.
6. **Consumable items:** such as papers, pen or other consumable items can also be purchased from the seed money.



Note: Seed Money can also be used for any justified requirement with the consent of the competent authorities.

Seed money cannot be used for:

1. Any kind of personal cause e.g. Loan repayment etc.

Monitoring for utilization of seed money:

In order to ensure the proper utilization of seed money, the consumption of the funds shall be monitored continuously.

The monitoring of the seed fund shall be done to ensure if –

- (a) The funds are being spent purposefully
- (b) All the research activities mentioned in the research proposal are being taken up and completed timely. These points are taken care of in the bi-annual progress review meeting of the research committee.
- (c) The record for all the assets been purchased from the seed money is being properly maintained or not.
- (d) The annual reports have been submitted by the researchers.
- (e) The research papers or intellectual property (e.g. Patents/ Copyrights/Industrial designs etc.) are being produced.

Process for getting seed money:

Any researcher may submit a research proposal to the university. The principle investigator of the project will present the proposal in the meeting of research committee. The university will grant seed money to a research project only if the research committee will find it purposeful and will recommend it for seed money.



Purchasing/ procurement of the material/equipment/hiring of research staff:

1. The seed money award for small research projects will be made directly to the principal investigator, with 50% of the sanctioned funds held in reserve.
2. For significant research initiatives, the university will supply the necessary materials/machines/equipment/manpower via its normal procurement process.
3. It shall retain the university administration's authority to distinguish between minor and major projects.
4. Additionally, it is worth mentioning that whenever possible, the university's current resources (e.g., manpower, equipment, etc.) may be utilized in seed money projects.

Process of procurement:

1. After getting the proposal sanctioned, the principle investigator may write to the Registrar for initiating the procurement process.
2. The procurement process can be initiated by the principle investigator by submitting the list of materials needed for his/her seed money project.
3. The registrar office with the help of research committee will ensure the need of the material.
4. After the needfulness of the material, the registrar will send the PI's requirement to the university purchase department.



Seed money policy was amended vide U-209/SVSU/2018/900 dated 11/07/2018 as need was felt to issue imprest / advance to faculty after approval from University Research Committee.

1. The amount of seed money shall be allocated in the budget for each college.
2. The amount of seed money will be percentage of the total collection of fee of the college. This amount will be the bare minimum irrespective of loss or profit in the college.
3. If the college is having excess of income over expenditure than additional amount from the net difference can also be allocated.
4. The Principal of the College must be aware of the amount.
5. All proposals from its faculty members will be sent to the Principal.
6. The Principal will constitute a committee, if there is no such committee already existing under any other provisions, to analyse and recommend the research project and the amount of seed money.
7. Though it is said seed money but in fact it cannot be Seed Money in true sense because otherwise it will be grossly misused.
8. All the proposals shall be recommended by the Principal to the respective Research Committee.
9. The research committee will go through the projects and send it with their comments to the Hon'ble Vice Chancellor.
10. Vice-Chancellor will make another committee if no other committee is not existing under any other provision. Such a committee will also be having the Finance Advisor and a nominee of the Trust as a member.
11. The committee will have the authority to call the Research Officer for discussion. Committee may also call Principal as an Advisor.
12. The total project will be decided in stages. There will/may be sub stages also.
13. Each stage/sub stage will have certain amount of seed money and certain amount of the money to be spent by the candidate.
14. In each stage/sub stage the Candidate/Research Scholar will have to spend 50% of his share then 50% of seed money will be released and after spending next 50% by the candidate further seed money will be released.
15. The candidate will submit the bills and summary of expenditure at the end of the 50% of the amount spent.
16. The Candidate/Research Scholar will have to give an undertaking that if the



project is not completed in time, the money given till then shall be recovered from the salary of the person/will be recovered from the candidate.

17. The research result will be the joint intellectual property of the candidate and the University/College.

Based on Jt. Director Recommendations, Policy for seed money disbursement was re distributed as:

PROCEDURE OF SEED MONEY

I am directed to convey that the following procedure will be adopted for seed money for projects proposed by faculty members of various colleges:

- (a) The faculty seed money proposal will be sent directly to Jt. Director (Research) with the recommendation of HOI.
- (b) After going through the proposal by Jt. Director (Research), if the proposal is ok, he will forward it to Pro Vice-Chancellor. If there is any discrepancy, to be modified or any other, he will send back to concerned HOI for necessary amendment.
- (c) After screening the proposal, if the proposal is correct, Pro Vice-Chancellor will send the same to Hon'ble Vice-Chancellor, through CEO for financial viability.
- (d) Once everything is found in order after Honorable Vice-Chancellor approval, letter will be issued from VC office, directly principal Investigator to complete the formalities on stamp paper.
- (e) Once P.I. submits the stamp paper, V.C. Office will issue orders to release the payment from Finance.

It is to be implemented with immediate effect.

Seed money Policy was again amended vide U-237/SVSU/2020/499 dated 17/08/2020 to streamline methodology, objective and converting these research for better outcome.

Keeping in view the continuous applications for grants, increasing work load in Central Research and Incubation Centre it has become a necessity to streamline methodology for Central Research and Incubation Center.

1.

- (a) Every seed money Grant shall have a Grant Number e.g. SVSU / SEED GRANT / SMC / Pathology / 2020/01.

(Action: Joint Director)

- (b) This grant number shall be strictly acknowledged in the papers or patents being



evolved with the support of Seed Money Grant.

(Action: Principal Investigator)

- (c) The sanctioned seed money shall be recouped once verified and attested bills are submitted. However, to meet petty expenses imprest can be issued in advance, which will be adjusted against verified bills.

(Action: Finance Officer)

- (d) At least one paper/patent should evolve from every seed money grant.

(Action: Principal Investigator)

2.

- (a) The research progress of the proposals taken under the University Seed Money Grant shall be presented in front of constituted committee under chairmanship of Hon'ble Vice-Chancellor every third month in presence of subject expert (if required).

(Action: Joint Director)

- (b) Seed Money Research Grant is meant for research work and it shall not be utilized as the fee for publishing research report, attending conferences and meetings. However, travel Grants can be included in research expense with submission of relevant documents such as NOC from Data Collection Source etc.

(Action: Joint Director & Finance Officer)

As Seed Money Policy got amended and merged as a Chapter in University Research Policy