

Annexure I

Guidelines for Applicants – Faculty Research Grants

1. Applications for Faculty research grants must be made on the Research Grant Application form obtainable from the Deans Office or sending an email to: Chairman/Faculty Research Committee
2. The proposed research projects should necessarily be original investigations.
3. The problem to be tackled or new knowledge to be generated should be clearly identified.
4. The budget should be justified in detail.
5. The period of investigation should be **Only One Year**
6. Only well formulated research proposals will be considered.
7. Proposals for research projects between industry and university/state sector research organizations will also be considered, provided that the research output addresses problems of the industry. The contribution from the industry for proposed research should be mentioned
8. Funding will be decided on the merits of the proposals and in competition through peer-review procedures in use at the Faculty
9. Applicants may suggest names of suitable referees to review the project [up to 3 names]
10. **A Copy of the completed application form should be sent to :The Dean of the relevant Faculty. An electronic version should also be e-mailed to the dean's email address.**
11. All sections of the form must be filled. Incomplete forms will not be considered for Faculty Research Grant.

Section 1

Project Title: - Should be brief but sufficiently indicative of nature of the project, and intelligible to a scientifically or technically literate reader.

Section 2

Research areas: - State the area of study, to which the proposed research most closely relates. If multidisciplinary, indicate all relevant areas.

Section 3

Principal Investigator:- Senior researcher with postgraduate research qualifications / publications.

Co-investigators - Other researchers making a significant contribution to the project and assuming responsibility for all aspects of the project. Persons without a postgraduate degree or with limited research experience will be considered for award of a grant only if

s/he appears as a co-investigator with a senior researcher with a postgraduate degree as the PI.

Section 4

Collaborators - The names of collaborators, if any, may be stated here.

Section 5

Section 6

Section 7

Section 8

Section 9 [self explanatory]

Section 10

Project Description:- This section [(1) to (5)] should not exceed 8 pages and should include the following:

(1) Background and Justification

This section should highlight the scientific problem the researcher seeks to solve. Is the problem of sufficient relevance to the country and does the proposed research project constitute a serious attempt to solve it? The latter question should be answered in the Research Plan but the importance of the problem should be clearly argued in this section. In this section, clearly emphasize how the research will generate new knowledge or processes that are not presently available. The applicant/s must provide a literature survey that analyses the key issues relevant to the proposed research. The discussion must not simply cite references but demonstrate the importance of the proposed research

(2) Objectives

Objectives must be truly specific and expressed in verifiable terms, for example, using words like "determine" or "identify" rather than "study" or "investigate". The objectives should be directly related to the activities proposed in the project. They should directly respond to the problem identified and the research plan which follows.

(3) Research Plan

The research plan is the most important part of the proposal. This section should be aimed at specialists in the area of study.

It may be convenient to divide the project into different phases for purposes of presentation and each phase should address a specific objective. In each phase, the hypothesis to be tested and the research plan with proposed methodologies and

activities to be carried out should be clearly stated. A Gant Chart for each phase is required.

- a. Hypothesis to be tested - A clear statement of the purpose of the work and what problems/questions will be investigated.
- b. Methodologies to be used - Describe in considerable detail your experimental design (including any statistical issues and research protocols with any special techniques).
- c. Activities to be carried out - For example, the number and purpose of field trips, the important experiments planned, the analytical methods to be used, etc.
- d. Expected problems - Any problems which you can foresee when undertaking this project and your strategy in overcoming them.

(4) **Dissemination of project output**

(5) **Facilities, Equipment and Other Resources**

Mention available resources of direct relevance to the project.

- a. Major equipment and facilities
- b. Research/Technical assistance and labour provided by the Department
- c. Other resources and support services available to the project in the institution or outside.

Section 11 **Work plan**

The activity plan against the months of the proposed duration

Eg.

	Months											
Activity	1	2	3	4	5	6	7	8	9	10	11	12
Activity 1												
Activity 2												
Activity 3												
Activity 4												

Section 12

Indicators of progress- Self explanatory

Section 13 **Output** - The final output of the study that has a positive impact on the society

Section 14 **Summary of Budget**

Section 15 **Budget Justification**

(1) **Personnel:**

If an Investigator is registered for a postgraduate degree, personnel other than Labourer should not be requested.

The Investigators should indicate and justify the type of personnel required.

(2) **Consumables:**

Attach a list including complete description of type (eg. chemicals, glassware etc.), quantity, cost etc.

(3) **Travel & Accommodation:**

As far as possible the grantee should combine field work under the project with his work in the Institution. What should be requested for is additional travelling that cannot be carried out in the course of the grantee's other duties.

(4) **Miscellaneous:**

Eg. Statistical analysis, computer programming, calibration of instruments etc. a complete breakdown with costs should be provided.

Section 16 **Recommendation/s**

If the applicants are from different Departments, recommendations from the Head of each Department must be submitted

12. Evaluation and Award - Grant applications will normally be considered once a year. Those that meet the application criteria will be subjected to a technical review process by the experts nominated by the faculty research committee. The decision of the Faculty Research Committee will be final and no correspondence on the subject will be entertained after the awards are made. Grantees are expected to commence the research work soon after announcement of the award.