

# *Seed Money Policy Document*



**[First Version Approved by the Board of Governors at its Meeting held on  
28 Mar. 2016 vide Resolution No. 3t]**

**[Second Version Approved by the Board of Governors at its Meeting held  
on 27 Nov. 2021 vide Resolution No.21.9]**

# Research @ RUAS

## Preamble

The statement “**Research is Neither a First Step nor a Last Step But it is only a Next Step**” embodies the philosophy and the underlying principle of a research endeavour. Under the contextual periphery of this statement, Research is a perennial journey and is an entity with conglomerate perspectives of the past, present and the future. **As a Comprehensive & Multidisciplinary University, RUAS embraces Research and Innovation ecosystem through four verticals, namely: Academics, Research, Training & Lifelong Learning and Consultancy.**

RUAS envisages to be a premier Research and Innovation University of International Stature in the coming decade with the state-of-the-art laboratory facilities, libraries, resource centers and the proven Global educational practices. The University is reinforcing the thrust on the concept of ‘**Seed Money Grant**’ to facilitate preliminary research and nurture research culture among the young Faculty Members of the University. By virtue of this initiative, the Faculty Members can pursue their preliminary research and obtain an exposure in handling funded projects. On the other hand, the RUAS Community are motivated to carry out contemporary and inter-disciplinary research. By creating an eco-system for interdisciplinary research, Faculty Members shall encourage, promote and appreciate research activities conforming to the University’s Vision statement.

### **Aim of the Seed Money Grant:**

The aim of the Seed Money Grant provides guidelines to carry out preliminary research and instill confidence among Young researchers. This category includes Faculty Members who are awarded Ph.D. recently with an age limit of < 35 Years. **By virtue of Seed Money, the RUAS Community can engage in conducting preliminary research and answer research questions of their novel ideas in order to gain confidence in research directions.** This can envisage Faculty Members to prepare and apply for National/International Calls of societal relevance as well as mankind in order to obtain Funding to carry out contemporary and multi-disciplinary research. **However, the request for Seed Money shall be based on the Call for Proposals released by the Research Division (Two to Four Times in a Year) based on the Budget allocation by the University.** The Faculty Members shall apply based on the Call for Proposals.

### **Objectives of the Policy:**

The Objectives of the Policy are:

- To provide one-time seed money grant for initiating the research career of young Faculty Members with Ph.D.
- To encourage as well as motivate young researchers to conduct preliminary research and support their novel ideas for instilling confidence in research directions
- To prepare and expose Faculty Members to apply for National/International Calls for obtaining Grants to carry out contemporary and multi-disciplinary research

### **Nature and Duration of Support:**

The Seed Money shall be a one-time Grant for one year and covers support to procurement of Equipment, Software, Consumables, etc.

### **Terms of Reference and Guidelines:**

- Faculty Members with Ph.D. Degree are eligible to apply within TWO years of joining the University. The senior Faculty Members may also apply for the Seed Money Grant if the proposal is in line with the research thrust areas of our University
- Proposals for Seed Money Grant are invited based on the "CALLS" released by the Research Division (two to four times in a Year) across all the Faculties/Schools
- Faculty Members can submit their Proposals as per the Template (Annexure 1) with an approval

from their Heads of the Department/Research Centre and respective Deans

- Seed Money shall be a one-time Grant for one year and covers support to procurement of Equipment, Software, Consumables, etc.
- The Vice Chancellor shall nominate the Members for Core and Expert Committee to review proposals related to Seed Money Grant
- After the receipt of Proposal, the Office of the PVC (Research) shall schedule a Screening Committee Meeting with the Core and Expert Committee to review the request for Seed Money Grant. The PI and Team are requested to make a Presentation to the Core and Expert Committee
- After recommendations from the Core and Expert Committee, the final approval is granted by the Vice Chancellor
- Based on the availability of the Budget, the number of approvals for Seed Money Grant shall vary on a Yearly basis
- The monitoring of policy implementation pertaining to Seed Money Grant shall be routed through an appropriate administrative chain, namely:
  - Heads of Research Center/Department shall initiate along with Principal Investigator
  - Dean shall forward to the Office of Research Division
  - Core and Expert Committee Shall review and recommends the Proposal
  - The Vice Chancellor approves and sanctions Seed Money Grant to the Principal Investigator
- Sanction Letter shall be issued to the PI from the Office of the PVC (Research)
- Decision by the Vice Chancellor is deemed final
- After the receipt of sanction letter, the Investigating Team may request for advance/initiate procurement through Inter Departmental Note (IDN) as per the general practices adopted in the University
- All expenses related to Seed Money Grant shall be maintained in a separate file by the Investigating Team
- All payments inclusive of GST pertaining to Seed Money Grant shall be in favour of “**M.S. Ramaiah University of Applied Sciences**” payable at Bangalore and payments shall be credited to the Vendors/Suppliers as per the issued PO as well as other terms and conditions
- The University shall ensure complying with statutory laws and taxes
- All Invoices/Quotes should be in the name of University along with GST Number
- It is the responsibility of Investigating Team to provide all bills duly certified for the expenditure incurred for the Project to the Accounts Team on a timely manner
- Equipment and resources can be utilized with prior approval from Dean and HoD of the respective Faculty/School
- Investigating Team may engage the services of Techno Centre and book the expenses accordingly

## **Deliverables:**

The key deliverables include:

- Initiation and leading research on thrust areas impacting the Global relevance to enhance research profile of the University
- Formulation of Research Clusters/Groups leading to the scholarly growth of Faculty Members, PDFs, Doctoral Scholars and PG students
- Utilization of results/findings from preliminary research to apply and avail sanction of Sponsored Research Projects
- Publication in High Impact Journals

By virtue of Seed Money Grant, a financially viable ecosystem to carry out research using the inter-disciplinary expertise across RUAS Community can be envisaged. All the Departments shall be equipped to perform independent research and demonstrate effective research management skills. This leads to Faculty Members engaging consistently, continuously and proactively in conducting high quality and transformational research by making available the results for peers to set the stage for solving practical/societal problems of national importance.

## Annexure – 01

### Directorate of Sponsored Research

#### Proforma for Seeking Seed Money to carry out Preliminary Research

Name of the Principal Investigator				
Department and Faculty				
Investigating Team Members / Collaborators, If any	1. 2. 3.			
Head of the Department/ Research Centre				
Title of the Project				
Project Proposal	As per the attached Format			
Ethics Approval Required	Yes/No			
<b>Funds Requested (Inclusive of GST)</b>				
Sl. No.	Items to be Procured with Technical Specifications	Unit Price in INR	Total Quantity Required in Nos.	Total Estimated Cost in INR
1.	Equipment			
2.	Consumables			
3.	Glass wares			
4.	Fabrication			
5.	Laboratory Testing Services			
6.	Biological Specimens			
7.	Others (Pl. Specify):			
<b>Grand Total [Should Not Exceed Three Lakhs]</b>				
<b>Declaration by the Principal Investigator and Team</b>				
I, Dr. XXXXXX, Principal Investigator (PI) of the above-mentioned Project is fully aware of the rules relating to Seed Money Policy. In the event, any discrepancies are found and notified in future, I as PI and/or the Investigating Team accept responsibility to reimburse the Seed Money claimed from the University.				
Signature of the PI and Team	1. 2. 3.		Date	

Comments by respective HoD and Dean whether the intended Research is in alignment with Department and Faculty's Road Map	Comments by HoD: Comments by Dean:	Date
Details of Three Subject Experts to Review the Proposal (Deans to Fill)	1. 2. 3.	
For Official Use Only		
Received By:	Signature	Date
HoD		
Forwarded By:	Signature	Date
Dean		
For Office Use Only		
Recommendation by Pro-Vice Chancellor (Research)		
Signature of Pro-Vice Chancellor (Research)		
Remarks by Registrar		
Signature of Registrar		
Approval by Vice Chancellor		

**Please Note:**

The Office of the PVC (Research) shall schedule a Meeting with the Core and Expert Committee to review the request for Seed Money to carry out preliminary research. The PI and Team are requested to make a Presentation in front of the Core and Expert Committee

**Format for Research Proposal (Not more than THREE Pages)**

<b>1</b>	<b>Title of the Proposal (Not more than 20 Words)</b>
<b>2</b>	<b>Aim:</b> <b>Objectives:</b> a. b. c.
<b>3</b>	<b>Background Study and Rationale (not more than 250 Words)</b>
<b>4</b>	<b>Literature Review (National and International Status) (not more than 250 Words)</b>
<b>5</b>	<b>Description of the Project (not more than 700 Words)</b>
<b>6</b>	<b>Envisaged Outcomes and Deliverables (not more than 100 Words)</b> a. b. c.
<b>7</b>	<b>Explain Reasons on How can Department and Faculty can be benefitted from the proposed Research with respect to the future Road Map (not more than 100 Words)</b>