



# **Guideline document for the Yenepoya University Research Grants**

**Effective from**

**August 2023**



## Yenepoya (Deemed to be University)

### Guidelines for Seed Grant

#### Table of contents

1. PREAMBLE .....	3
2. OBJECTIVES.....	3
3. GENERAL.....	3
4. PROCEDURES FOR APPLICATION .....	4
5. DURATION OF THE PROJECT AND FUNDING: .....	5
6. PEER REVIEW AND PROJECT APPROVAL:.....	7
7. PROJECT IMPLEMENTATION AND OUTCOMES: .....	7

## 1. PREAMBLE

Seed grant scheme for faculty is an initiative of Yenepoya (Deemed to be University) from the year 2010 to promote rigorous research in all areas of Health and Basic Science with an aim of inculcating a research atmosphere in the University to address fundamental and advanced issues pertaining to health and environment.

## 2. OBJECTIVES

- (a) Support faculty to undertake projects to generate data that will enable them to apply for extramural funding and establish themselves as independent investigators
- (b) Encourage faculty to take up projects in cutting-edge areas to generate data which can be publishable/patentable/ or of translational value.
- (c) Provide financial support in disciplines where extramural support is limited.
- (d) To partially support Ph.D. projects taken up by the faculty of Yenepoya (Deemed to be University) that have the potential to be continued with high translational value.
- (e) Provide funding support that is required to address the local problems and develop strategies for overcoming those through community engagements.

## 3. GENERAL

- i. Only full-time Faculty members of constituent units/ colleges of Yenepoya (Deemed to be University) are eligible to apply as PI or Co-PI.
- ii. Funds may be requested by the regular faculty of the University for a new projects or completion of any unfunded project that has already progressed substantially.
- iii. Principal Investigator (PI) shall be responsible for (a) implementation of the project, (b) administration of the projects and (c) submission of the project reports. Co-Principal Investigator (Co-PI) shall be responsible for the implementation of the objectives jointly with PIs. In case of PI leaves the institution, the Co-PI shall take the lead as PI with information to the University.

- iv. Projects should be strictly completed within the proposed timeline, not exceeding two years. Faculty may re-apply for phase 2 of the grant or a new grant after submission of the project completion report and settling the budget if it is not allotted any extramural fund support.
- v. Funds are allotted only for consumables or recurring costs/availing specialized services that are not available in Yenepoya (Deemed to be University) (e.g. Genomic analysis, XRD, EM, TEM, TGA-DTA, and other equipment services). Procurement of new equipment is generally not allowed in the grant. However, the proposal for new minor equipment may be considered with satisfying justification. Costs incurred towards manpower and travel generally are not considered for funding except for community-based studies.
- vi. Proposal that requires the approvals from Institutional Ethical Committees (IEC)/ Animal Ethics Committee (AEC)/Institutional Committee for Stem Cell Research (ICSCR)/Institutional Committee for Bio-Safety (IBSC)/atomic energy regulatory board (AERB) committees etc. shall submit the certificates prior to the release of sanction order for the project.
- vii. Research proposals should include sufficient detail for the scientific merit to be evaluated, as well as justification of the roles and qualifications of the proposed Principal Investigator and justification of all budget items in the context of the research. Decisions are based on the merit & novelty, rationale, research objectives, expected deliverables, applicant familiarity with the relevant literature, relevance of the project, etc.
- viii. The seed grant should be converted to extramural grants wherever possible. The data generated from all the seed grant projects should be used for seeking extramural grants.

#### **4. PROCEDURES FOR APPLICATION**

- I. Faculty should submit proposals in the prescribed application form available on the Yenepoya (Deemed to be University) website ([www.yenepoya.edu.in/seed-grant](http://www.yenepoya.edu.in/seed-grant)).
- II. The Research Proposal for funding should be submitted to the following address and forwarded through the proper channel.

To,  
The Registrar  
Yenepoya (Deemed to be University)  
University Road, Deralakatte,

Mangalore

Email: seedgrant@yenepoya.edu.in

## 5. DURATION OF THE PROJECT AND FUNDING:

- The duration of the project will be calculated from the start date of the project.
- The start date of the project is date of sanction order.
- Sanction order will be given only after all required documents are submitted for the recommended projects

There shall be four subcategories: 1) General Projects, 2) Pilot and Ph.D. studies, 3) Postdoctoral Research and 4) Seed grants for start-ups.

### Category 1: General Projects

Research projects with sufficient novelty submitted by faculty having prior experience in conducting research projects independently and have published research articles in journals with indexed databases (Scopus/Web of Science)

- The upper limit of the grant shall be Rs. 10.00 Lakhs, sanctioned in two installments and any installment not exceeding Rs. 6 lakhs.
- The maximum project duration will be 2 years. An additional 3 months shall be granted to prepare and submit the project reports.
- The progress evaluation will be done regularly as per the project milestones.

### Category 2: Pilot and Ph.D. studies

Proposals involving pilot scale studies by the PIs having no sufficient previous experience in handling projects.

- The upper limit of the grant will be Rs. 5.00 Lakhs.
- The maximum project duration will be 36 months for Ph. d studies. An additional 3 months shall be granted to prepare and submit the project reports.
- The projects below Rs. 1 lakh shall be released based on the recommendation of the reviewer. It will be and exempted from the presentation before the Yenepoya University Research Committee (YURC). However, if the applicant does not accept the

reviewer's comments, The YURC can serve as the appellant.

- The seed grant review committee will do the progress evaluation every six months. Projects involving Ph.D. topics by candidates serving as faculty members of the university are also eligible under this category; however, the amount shall be granted in two installments for a period of 2 years.
- If the faculty leaves within one year of completion of the Ph.D., he/she shall refund the grant completely.

### **Category 3: Postdoctoral Research grant**

- For the promotion of postdoctoral research along with a fellowship.
- A grant of Rs. 2 lakhs per year will be granted for a maximum of 2 years period.
- Candidate with good publication records during Ph.D. or post-Ph.D. duration (minimum 2 publications in Q1/Q2 journals) are eligible.
- Candidate has to find a mentor/advisor in Yenepoya (Deemed to be University) before submitting the application based on the field of interest.
- The award of the grant is based on the merit and potential impact of the project.

### **Category 4: Seed Grant for Startups**

Start-ups registered by the regular faculty of Yenepoya (Deemed to be University) incubated at Yenepoya Technology Incubator can apply for seed grant projects.

- A registered start-up incubated for not more than 2 years at the time of application.
- The upper limit of the grant shall be Rs. 5 Lakhs sanctioned in three installments and any installment not exceeding 2.5 lakhs.
- The maximum project duration will be 12 months and extendable by 6 months.
- Progress reports should be submitted every six months.
- If the faculty leaves the institution during the project tenure, he/she shall refund the grant completely.

- If he/she leaves the institution within one year from the completion of the project, the project monitoring committee will decide the action to be taken with respect to the fund recovery.
- If the faculty discontinues the project, the University shall seek justification. The project monitoring committee shall decide on the course of action.

For terms and conditions, refer detailed SOP (**Annexure-I**)

#### **6. PEER REVIEW AND PROJECT APPROVAL:**

- a. All the proposals shall undergo a peer review process after technical check of the application.
- b. Suggestions/ recommendations shall be communicated to the PI.
- c. The PI will attend to the comments and respond with suitable justifications and revisions if needed.
- d. The revised proposal shall be verified whether the comments are adequately addressed.
- e. Proposals that are not having sufficient merit, novelty, or not having details regarding the rationale, methods, budget justification and clear outcome shall not be accepted.
- f. The PI of the short-listed proposal shall be called for a presentation before the Yenepoya University Research Committee.

#### **7. PROJECT IMPLEMENTATION AND OUTCOMES:**

- All financial utilization of the fund shall be only after receiving the sanction letter.
- No funds will be provided directly to the PI and all the requests for the utilization of the sanctioned funds should be through the proper channel (except for the start-ups).
- Regular progress reports should be submitted to the Registrar through the proper channel in the prescribed format.
- On the completion of the project, a detailed report should be prepared and submitted to the Registrar within three months from the date of completion of the project.
- Financial utilization statement as of March 31<sup>st</sup> every year should be submitted.

- If the project milestones are not met and reports are not submitted, the University shall terminate the project.
- The seed grant project aims to deliver the outcomes in terms of publications (indexed in WoS/ Scopus, preferably in Q1/Q2/Q3) conference presentations and research thesis with due acknowledgment to the seed grant support.
- University has all the rights to terminate the project if the progress is not satisfactory.