



Yenepoya University

Application Form and Procedure for Submission of Project Proposal
under Seed Grant for Faculty for Research

The Research Proposal for funding should be submitted to

The Registrar
Yenepoya University
University Road
Deralakatte, Mangalore
Email: registrar@yenepoya.org

Index

Sl. No	Items	Page No.
1	Concept Note (Brief technical details, objectives, project cost & milestones)	
2	General Information	
3	Technical details of Project	
4	Budget estimates	
5	Physical Infrastructure	
7	Performa for biographical sketch of Investigators	
8	Terms and Conditions of the Grant	
9	Annexure 1: Declaration/Certification	
12	Annexure 2: Statement of Expenditure (to be submitted at the end of financial year)	
13	Annexure 3: Half yearly financial progress	

Format for submission of project proposal

PART-A

Concept Note (max 2 pages)

1. Title of project:
2. Objectives:
3. Name of the PI and Department:
4. Duration of the Proposed Project (in months):
5. Total Cost:

Manpower (part-time technical assistance):

Non recurring: (Equipments):

Recurring (Consumables /Contingency):

Misc:

6. Executive Summary (200 words):

PART-B

General Information

1. Name of the PI, Co-PI, Investigator and Collaborator (if any) submitting the project proposal.

E-mail _____

2. Name of the department of the PI

3. Name of the Head of the Department forwarding application

4. Project title

5. Specific area _____

6. Whether the project is Single Department or Multi-Department (S/M)

7. If the project is Multi-Departmental, please furnish the following:

Name of the Collaborator / CO-PI / Investigators and department _____

8. Whether consent from the HOD of the collaborator's department(s) is taken, if yes

Name of the HOD _____

Department _____

Signature _____

PART-C

Technical Details of Project

(Under the following heads on separate sheets)

1. Introduction (reasons and justification for the proposal, historical background of the circumstances under which it was necessary to make the proposal)
2. Description of the problem
 - Rationale of the study
 - Current state of knowledge (review) both national and International (review of literature)
 - The relevance and expected outcome of the proposed study
 - Preliminary work done so far
3. Objectives (should be written in bulleted form and should be specific)
4. Work plan (operational details for the project with milestones or timeline) Gantt Chart
5. Methodology (including experimental design). Should include all the details including sample size, end point indicators etc.
6. Technical gain to the department after completion of the project

PART-D

Budget Estimates

Sl. No.	Item	Year wise fund breakup in Rs.			
		1st year	2nd year	3rd year	Total
A	Recurring 1. Consumables 2. Travel 3. Contingencies				
B	Non-Recurring Equipments				
C	Grant Total (A + B)				

- Justification for the cost estimates of various components

PART-E

Proforma for Biographical Sketch of Investigators

(Do not exceed 1 page)

1. Details of Principal Investigator

Name _____

Designation _____

Department _____

Date of joining to the Department _____

Dept. Telephone _____ Mobile No _____

E-mail _____

2. Academic Achievements

- Honours/ Awards/Prize/Certificate etc.

3. Professional experience and training relevant to the project

4. Publications (Numbers only)

Books _____

Research papers in journals _____

Manuals _____

Patents _____

Other (please specify) _____

5. Selected peer reviewed publications (most relevant publications in chronological order in the last 5 years)

- 1.
- 2.
- 3.
- 4.
- 5.

6. List of completed and ongoing projects if any

7. Any other relevant information

The above details are true and correct.

PI signature _____

1. Details of CO-Principal Investigator

Name _____

Designation _____

Department _____

Date of joining to the Department _____

Dept. Telephone _____ Mobile No _____

E-mail _____

2. Academic Achievements

- Honours/ Awards/Prize/Certificate etc.

3. Professional experience and training relevant to the project

4. Publications (Numbers only)

Books _____

Research papers in journals _____

Manuals _____

Patents _____

Other (please specify) _____

5. Selected peer reviewed publications (most relevant publications in chronological order in the last 5 years)

- 1.
- 2.
- 3.
- 4.
- 5.

6. List of completed and ongoing projects if any

7. Any other relevant information

The above details are true and correct.

PI signature _____

Terms and Conditions of the Grant

- The funds will be exclusively utilized for the purpose for which it is released
- The Yenepoya University Research Committee shall monitor the progress of the project from time to time
- The PI will submit their account to the Finance Officer of the University periodically
- The PI should undertake not to encumber, dispose off/or otherwise utilize the assets created out of the funds except with the prior permission from the Registrar of the University. The centre will maintain a register of the permanent and semi-permanent assets acquired and shall be furnished when required.
- The PI shall observe all austerity measures while utilizing the fund released.

Declaration by the PI

It is certified that

- The work proposed in the schemes/project does not in any way duplicate the work already done or being carried out elsewhere on the subject.
- If the project involves Human subjects Clearance from University Ethical Committee or Animal ethical committee (case may be) should be submitted to the Registrar, Yenepoya University prior to the execution of the project
- The Department agrees that the equipment(s), other basic facilities are extended to the study.
- The PI assumes to undertake the financial and other management responsibilities of the project.
- We agree to accept the terms and conditions

Signature of Principal Investigator:

Signature of HOD with seal

UTILIZATION CERTIFICATE

FOR THE FINANCIAL YEAR – _____

U.C pertains to
✓ *appropriate box*

First Release	Second Release	Third Release	Final Release

1. Title of the Project :
2. Name of the Principal Investigator :
3. Institution and Department :
4. Seedgrant sanction order No & date :
5. Amount brought forward from the previous financial year : Amount:
6. Amount received during the financial year : Amount:
7. Total amount that was available for expenditure during the financial year (Sl. No. 5+6) :
8. Actual expenditure incurred during the financial year :
9. Balance amount available at the end of the financial year (7-8) :
10. Amount to be carried forward to the next financial year (if any) :

Signature of the PI	Signature of the HOD	Signature of the Principal	Signature Finance officer
Date	Date	Date	Date