



YENEPOYA
(DEEMED TO BE UNIVERSITY)

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Accredited by NAAC with 'A' Grade

Guidelines for Seed Grant



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Guidelines for Seed Grant

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) Help faculty undertake pilot projects that will enable them to successfully apply for extramural sources of funding and aid in establishing them as independent investigators;
- (b) Help established faculty perform novel, pioneering research to determine project feasibility and develop data to support extramural grant applications and/or publishable research/patents/product development;
- (c) Provide support in disciplines where extramural support is difficult to obtain and where significant research can be facilitated with internal funding; and
- (d) Provide funds that are required to address the local medical/clinical problems and develop strategies for overcoming those through collaborative approach.

3. GENERAL

- i. Only Faculty members of Yenepoya University are eligible to apply.
- ii. Principal Investigator (PI) shall be a faculty of Yenepoya (Deemed to be University) and is responsible for the submission of project reports, notification of changes in the work plan and, administration of the grant. Co-Principal Investigator (Co-PI) shall be a faculty of Yenepoya (Deemed to be University) and a major contributor of the investigating team and will assist the PI in executing the project.
- iii. Faculties registered for part-time PhD program are not permitted to apply for fund for their PhD work. However they are permitted to have support for their project through their supervisors. Similarly residents/post-graduate students/ JRFs/ Research Scholars/ Post-Docs/ are advised to have support through their supervisors/ Mentors. Whenever, the faculty is not having funding support from extramural sources.
- iv. Maximum duration of the funding is for three years and further extensions are not generally allowed.
- v. Funds are allotted only for consumables and contingency. Cost incurring towards Manpower, equipments, and travel generally are not considered for funding except for community based studies.
- vi. Funds may be requested for start-up, pilot projects, or to permit the completion of any unfunded project already substantially underway.
- vii. The process of approval of seed grant is as per the following scheme.
For applications which requires the approval of an ethics review committee (human/ animal) or Institutional Bio safety Committee (IBSC), documentation showing approval from the authorized committee is required before funds will be released. A person can apply for a research grant with an ethics/IBSC application pending and the funds will be released upon approval.

4. PROCEDURES FOR APPLICATION AND REVIEW

- I. Applicants should submit proposals on the prescribed application form found on the Yenepoya University Website. www.yenepoya.edu.in/ Yenepoya University, Deralakatte, Mangalore- 575006
- II. Applicants shall fill-up all items in the application form.

- III. Research proposals should include sufficient detail for the scientific merit to be evaluated, as well as justification of the roles and qualifications of proposed Principal Investigator, and justification of all budget items in the context of the research.
- IV. Award decisions are based on the merit of the proposed research project based on justification of research, research objectives, applicant familiarity with the relevant literature, relevance of project etc.
- V. Attach a project proposal describing the research to be undertaken.

The format has the following items has:

Concept Note (500 words)

(Brief technical details , Title of the project proposal, objectives, project cost & milestones)

General Information

Technical details of Project (1. Objective of the study 2. Summary of the research project 3. Review of literature 4. Materials and methods 5. Experimental design/statistical analysis 6. Expected outcomes 7. Relevance of findings)

Budget estimates

Performa for biographical sketch of Investigators

Acceptance of the "Terms and Conditions of the Grant"

Annexure 1: Declaration/Certification

- VI. Review: A proposal will be reviewed by
 - a. Expert team and suggestions/ recommendations shall be communicated to the Principal Investigator for improvement of the project.
 - b. The revised proposal shall again reviewed.
 - c. Further it will be subjected to regulatory approvals from the IEC/AEC Bio safety committee etc as appropriate.
 - d. Application for project proposal submission is open throughout the year.

- VII. The Research Proposal for funding should be submitted to the following address forwarded to the Head of the Department.

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

- VIII. The Principal Investigators shall be intimated via email regarding the status of their funding.
- IX. The Principal Investigators of the short-listed proposal shall be called for a presentation before the Yenepoya University Research Committee.
- X. Based on the decision the funding is communicated to the Principal Investigator.

5. PROJECT IMPLEMENTATION

- Once the sanction letter is issued the PI shall initiate the project.
- No funds will be provided directly to the Principal Investigator, all the requests for the utilization of the sanctioned funds should be through proper channel.
- Annual progress reports should be submitted to the Registrar through proper channel.
- On the completion of the project, a detailed report should be prepared and submitted to the Registrar within one month from the date of completion of the project.
- Financial utilization statement as of March 31st every year should be submitted.
- University has all the rights to terminate the project if the progress is not satisfactory.

6. CONTINUING THE PROJECT.

- To contribute the project the Principal Investigator shall submit the progress report with the work to be carried out in the subsequent phase.
 - The progress report will be evaluated by the independent reviewer and on the recommendation the extension is given.
7. a) Awardees shall submit a final report of the project within three years or after the completion of their project, whichever comes earlier. Abstract of the published paper or journal submission is sufficient.
- b) Financial statements:
The Principal Investigators shall submit the financial statements every financial year.

The consolidated seed grant expenditure will audited by external certified auditor.

8. Award recipients shall acknowledge the Funding support in any presentations, research thesis and journal publications that originate from the work supported.