



**SRI GURU GRANTH SAHIB WORLD UNIVERSITY
FATEHGARH SAHIB**

(Established under Punjab State Act 20 of 2008, Approved by UGC under Section 22 of UGC Act)

SEED MONEY POLICY

[Approved by the Vice-Chancellor on August 12, 2019 and ratified by the Syndicate Vide Resolution no.11(r) dated February 18, 2022]





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POLICY FOR SEED MONEY

Introduction

Research and development is an integral part of higher education that has the potential to provide solutions to the problems faced by the society. The University has designed the policy for seed money to offer grants for research projects to motivate the young researchers in their early career to involve in research work, and share information through research publications, file patents, and register copyrights. This will enhance the possibility of receiving the financial support from external agencies in future. The policy is also aimed at stimulating the competitive research in tactical areas of national or international importance for innovative product/technology development.

Objectives

The objectives of the Seed Money are:

- a) To motivate a faculty to initiate a research project with a potential to attract funding from external agencies.
- b) To support the development of novel and innovative ideas.
- c) To inspire inter-disciplinary collaboration in emerging fields.
- d) To stimulate the generation of IPR/patent.

Policy Guidelines:

The guidelines to evaluate the research projects and sanction the seed money are given below:

1. Seed Money for Research Projects shall be granted only to the full time teachers of the University with a Ph.D. degree.
2. The Principal investigator will clearly demonstrate that the proposed project represents an innovative research idea that can benefit the society, publish research papers, file patents/copyrights.
3. Project should be for a maximum duration of two years, and shall be completed in a time-bound manner.
4. Research Project that is already funded by some other agency will not be considered for funding.



5. The Seed Money grant for research shall be limited to Rs. One Lac for two years for minor projects, and two Lacs for two years for major projects.
6. The faculty members of the University who had applied to some external funding agencies but could not get funding, may also apply for the seed money grant.
7. The following committee of the University will evaluate and recommend the proposal for grant of seed money after examining the innovation, outcome and benefit of the proposed study for the society:
 - (i) Dean Research (Chairman)
 - (ii) Registrar
 - (iii) Head of the concerned department
 - (iv) An outside subject expertThe recommendations of the committee will be sent to the Vice-Chancellor for approval.
8. After the sanction of project, the Principal Investigator will submit half yearly progress reports of the work done to the Dean Research office through the Research Advisory Committee of the concerned department.
9. The seed money can be utilized for purchasing and other activities as mentioned below:
 - (a) Minor equipment/software/ related to the proposal (Not available with SGGSWU).
 - (b) Consumables (chemicals, data, testing charges, tools, etc.)
 - (c) Travel support and registration for attending conferences in India.
 - (d) Contingencies (books, stationary etc.)
 - (e) Any other important items subject to the prior approval of Dean Research on recommendation of the Head of the concerned Department.
10. The seed money grant can't be used for travel outside India and purchase of Laptop/Desktop.
11. All the purchases out of seed money shall be made as per Purchase Policy of the University, and the payments will be made against bills. All the capital items purchased out of seed money will be the property of the University.
12. After the completion of the minor/major project, a final report with outcomes and utilization certificate must be submitted to the office of Dean Research.
13. The PI will ensure that the project is completed within the stipulated period, and the final report is submitted well in time.



14. In case the PI leaves the University before completion of the project, the concerned Head of department will ensure that the Project is completed or transferred to another faculty competent to execute the project. In such cases, no dues certificate and relieving letter will be issued only after submission of Utilization Certificate.
15. The seed money will be discontinued if the PI remains absent for more than 30 days. In case of leave taken by the PI due to unforeseen health conditions, then permission may be granted to continue the research project.
16. In case of Maternity Leave, PI may seek prior permission for extension of the research project for the period of maternity leave.



APPLICATION FORMAT FOR PROPOSAL SUBMISSION FOR SEED MONEY

Details of Principal Investigator

Name of Teacher	Designation	Highest Qualifications	Department	E-mail	Contact no	Date of Joining

Technical Details

1. Introduction
2. Literature Review of status of Research and Development in the subject
3. Importance of the proposed project
4. Work Plan with Activity schedule
5. Budget

S.No	Item	1 st Year Budget	2 nd year Budget	Total Budget
1	Equipment			
2	Consumables			
3	Contingency			
4	Other cost			
	Total			

6. List of Equipment required with price (approx.):
7. Expected outcome
8. Bibliography
9. List of Projects submitted/implemented by the Investigators (If any)
- 9.1 Details of Projects submitted to various funding agencies:

S. No.	Title	Cost in Rupees	Month of submission	Role as	Agency Status



9.2 Details of Projects completed/under implementation, if any

S. No.	Title	Cost (in Rupees)	Duration	Role as

10. List of publications by PI, if any:

Declaration

I hereby declare that the particulars given above are true to the best of my knowledge. I am aware that if any of the information is found to be false, my application may be rejected. I have read the Seed Money Policy and agree to abide by all the rules mentioned therein.

Date:

Signature of Principal Investigator



Format for Six Monthly Progress Reports

1. Name of Principal Investigator:
2. Designation
3. Title of the Project:
4. Project Start Date and Completion Date:
5. Duration of the Project:
6. Total Seed Money sanctioned for the Project:
7. Total Expenditure incurred during this period:
8. Details of Work done during the Period:

Date:

Signature of Principal Investigator

Format for Project Completion Report

1. Name of Principal Investigator:
2. Designation
3. Title of the Project:
4. Project Start Date and Completion Date:
5. Duration of the Project:
6. Total Seed Money sanctioned for the Project:
7. Total Expenditure incurred:
8. Final Report of the Project:
9. Outcomes of the Project:
10. Future Scope of Study:

Date:

Signature of Principal Investigator



Format of Seed Money Utilization Certificate

1. Name of Principal Investigator:
2. Designation:
3. Title of the Project:
4. Project Start Date and Completion Date:
5. Duration of Project:
6. Total Sanctioned Amount:
7. Details of Total Amount Utilized:

S. No.	Item	Bill No.	Date	Amount

Date:

Signature of Principal Investigator

