



SEED MONEY POLICY

Corporate Office: CP Tower, IPIA, Road No.1, Kota-324005, (Raj.) Ph.:0744-3040045
Email: info@cpuniverse.in | **website:** www.cpuniverse.in
(Established by Government of Rajasthan Act No. 13/2012 , u/s 2(f) of the UGC Act 1956)

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1. Overview

Research and Development is a systematic activity of basic and applied research to discover solutions for problems faced by society or creating new products and knowledge. Seed Money Scheme has been initiated by the Career Point University to provide seed research grant to the faculty members under different areas of research with an intent to:

- To support and enhance the research capabilities of the faculty for the generation of proposals to apply for Government /Private funded research projects.
- To motivate the faculty members and enhance their research activities.

It may result in the form of IP - research, publications, patents and copyright etc. The broader objective of the scheme is to prepare a platform to accelerate the possibility for applying high value projects with financial support from external agencies. The applicant must clearly and convincingly demonstrate that the proposed project represents a new research direction in an area likely to attract external funding.

2. Scope of the Policy

- This policy is to encourage the faculty members to propagate their innovative ideas through Seed Research Proposals, which can be further translated in to major research projects and submitted to the external agencies for funding.
- Faculty members (Assistant and Associate Professor only), who have completed their probation period and having a Ph.D. degree are eligible to apply for the same.
- The faculty should be rewarded the seed project financial support once only during the tenure at Career Point University, Kota as Principal Investigator (PI). Co-PI can also be there in an interdisciplinary project.
- Normally, one faculty member only from the same Department should be considered as PI or Co-PI.
- The provision of seed money grant is for a maximum period of two years. In case of any delay in the projects, it is expected from PIs/Co-PI to take extension of the project from Dean Research and update the Internal Quality Assurance Cell (IQAC) accordingly.
- Normally, a grant up to Rs. 2 Lakh may be rewarded, based on the merit of the proposal and decision of the committee constituted by Vice Chancellor. However, there should be no such ceiling for cutting edge research & development work, based on assessment of the need in this regard and availability of funds.
- The expert guidance of Professors, Professor Emeritus, Distinguished Professors, Visiting Professors, as per their expertise, are expected to be Mentor in these projects.
- It is expected from PI/Co-PI to timely submit the utilization certificate to the Office of Dean, Research and Development as also to the IQAC.
- Dean Research shall review and monitor the progress of the sanctioned project periodically and submit his report to the Vice Chancellor and IQAC.

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- After completion of the Seed Money Project, the final report must be prepared as per the prescribed format and submitted to the office of Dean Research and IQAC for record purpose.

3. Process of Application

The seed grant will be announced in the University website in the month of January of the current year. Faculty members can apply for a grant in the month of March.

The value of each proposal should not exceed the value of Rs 5 lakhs. This is also applicable for individual applicants or a group of faculty from one Department or across Departments of the University. A faculty can also associate with academic from another institute outside Career Point University for technical expertise, whereas the funding will remain with the internal faculty.

4. Format For Submission of Seed Money Funded Project

The applicants have to write a proposal (not more than 5 pages) covering the following:

1. Title of the Project
2. Name & Designation of the PI, Department and School, E-Mail & Mob number
3. Name & Designation of Co-PIs, Department & School for Interdisciplinary Research Project (Not more than one Co-PI), E Mail & Mob number
4. Experience of PI & Co-PI (Not more than one page)
5. Cost of the Project (Rs. in Lakh):
6. PDC (Probable Date of completion) in Months (Normally 1 Year):
7. Introduction
8. Global Status of the theme area of the project (Not more than one page)
9. National Status of the theme area of the project (Not more than one page)
10. Gaps Identified
11. Bridging the Gaps
12. Objectives

13. Methodology

14. Timeline linked activity chart

S No	Activity	0-3 M	4-6 M	7-9 M	9-12M	Remarks
1.						
2.						
3.						
4.						

15. Break up of Cost

S No	Equipment/ Expandable item/Activity	Cost (Rs)
1.		
2.		
3.		
4.		

16. Expected Outcome

17. Future plan to submit a major project to any funding agency (Should be submitted immediately after completion of Seed Fund Project)

18. Selected References

(Name & Signatures of PI)

Dated:

(Name & Signatures of Co-PI, if any)

Dated:

Forwarding of Head of Department

Recommendation of Dean of the School

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**SEED MONEY
PROJECT COMPLETION REPORT
PROJECT TITLE**

-

SUBMITTED BY

(Name of Principal Investigator) Details of the Department and School

Details of the Department and School

Date of Sanction

Date of Completion

Project Title:		
Duration of Project: From: To:	From:	To:
Principal Investigator	Name	
	Email ID Mob No	

	Department and School	
Co-Principal Investigator	Name	
	Email ID Mob No	
	Department and School	

Part A
Summary Report

1. Project Objectives

Objective as per the approved Project	Fully Achieved/Partially Achieved (indicate shortfall)	Reason for Partial Achievement

2. Deliverables

Deliverables as per the approved Project	Fully/Partially/Not Achieved	Reason for Partial/ Non Achievement

3. Specific Outcome (Please give details)

- i) Patent, if any
- ii) Product/Process developed/technology transferred
- iii) List of Publications arising from the Project (attach Copies of the Papers)
- iv) Linkages established

4. Project Budget (Final)

5. Suggestions for Utilization of Project Outcome (Give tangible road map, name specific Industrial Units)

Part B

Comprehensive Report (The Comprehensive Report should be precise in detail and self-contained)

1. Project Title:
2. Product/Process as an outcome of the Project, identify beneficiaries
3. Scientific Description (Give Specifications/Standards for the same)
4. Methodology adopted (State briefly in 300 words, paste picture if any)
5. Scientific /Industrial Invention giving underlying Basis (Provide sufficient details)
6. Further Effort required, if any, to get full Benefits or enhance Utilization.
7. Recommendations for Utilization of the Product/Process. Give details.
8. Output of the Project:
 - 1) Research papers/publications/posters:
 - 2) Patent filings
 - 3) Participation in conference/ training workshops attended:
 - 4) Status of the submission of the project to any External Funding Agencies (Y/N), If yes give the detail;

Signatures and Name of PI

Signatures and Name of Co-PI