

Call for Project Proposal under SMGFR III

The R&C Division, AUD invites applications for grant of seed money under the Seed Money Grant Faculty Research (SMGFR) – 2021-22 from the faculty members of the AUD.

About the Scheme

The SMGFR aims at promoting Faculty Research at AUD by providing a minor research subvention to those faculty members who would like to take up exploratory research including clinical research, action research or creative work in a short span of 6-10 months, leading to evident and demonstrable output in the form of public presentations, dissemination, seminars, working papers, exhibitions, performances, artworks, images, prototypes, installations etc.

Details of the Scheme

Grant for **projects** is available and the detailed procedures for applying and availing the SMGFR-2021-22 along with the other terms & conditions are given below.

Application submission window

The **online applications** can be filled in via the link - <https://aud.ac.in/SMGFRIII/> and submitted between **16th February 2022 and 7th April 2022.** A hard copy of the form filled (print out of online form) by the applicant needs to be forwarded by the Dean/Director of the School/Center of the applicant to the R&C Division by **15th April 2022.** **The online application would not be considered if it is not forwarded by Dean/Director along with hard copy.**

Dean, R&C

Seed Money Grant Faculty Research(SMGFR) – 2021-22

1. Purpose

Primarily to support faculty members at the early stage of their career to nurture them in the field of research. The scheme in essence promotes research activities among AUD faculty members and to usher in research vibrancy at AUD. It can be used for preparing pedagogic material/basic text books and for expanding the research to new dimensions of an area/theme/object of enquiry where the faculty members have already worked on.

2. Eligibility

2.1 All faculty members (permanent as well as those who are working with a tenure that exceeds one year) of AUD especially at the early stage of their career. At the time of application, the candidate has to have at least one year's service with AUD.

2.2 Younger applicants who have not received external funding will be preferred, depending on their project potential and topic of importance.

2.3 The grant may be availed only once.

2.4 No Faculty will be allowed to take up a research project/programme along with any AUD fellowship.

3. Funding limit

Normally up to a maximum of Rs.1,00,000/- (Rs. One hundred thousand only) per project.

4. Project budgeting

The tentative budget for the proposed project may be tabulated as under in the online application form:

S. No.	Budget Head/Item	Expected Expenditure (Rs.)
1.	Remuneration of Research Assistants, Field Investigators, Data Collectors	
2.	Remuneration/Honorarium of Resource Persons, Collaborating Researchers	
3.	Expenses on organising Seminars, Workshops, Meetings, Discussions (excluding items under heads 1 & 2 above)	
4.	Expenses for travelling on project work (Air/Rail/Road/Sea/River)	
5.	Daily Allowance for outstation i. Hotel/guesthouse accommodation ii. Local travel iii. Food bills	
6.	Purchase of Books, Journals, Periodicals, Databases	

7.	Expenses on availing membership of Libraries, Professional Forums	
8.	Purchase on Consumables, Stationery.	
9.	Purchase of Equipment, Kits, Material (excluding items under head 7. Above) for workshops, models, prototypes, creative installations etc.	
10.	Purchase of Data card/ Internet connectivity, Memory stick, Software etc (excluding items under heads 3, 8 above)	
11.	Any other items (Please specify)	
	Total	Up to Rs. 1,00,000/-

Please note:

- Expected expenditure against S. No. 1, 2, 4 and 5 may be calculated using the extant UGC/MoE/GNCTD norms with assistance from AS/FIN/HR Divisions.
- Expected expenditure against S. No. 6 & 7 may be calculated with assistance from Library.
- Assistance for calculating the Expected expenditure against S. No. 3, 8, 9, 10 and the relevant procedural norms to be followed may be taken from FIN/GA/Purchase/Stores Divisions.

5. Duration

Six to ten month, extendable by a few months in justifiable cases with no cost escalation.

6. Submissions along with the application

- (i) Online applications are to be accessed and submitted at the link <https://aud.ac.in/SMGFRIII/>. The link will remain open for submission of the application from **16th February 2022 till 7th April 2022**. The extant Standard Operating Procedures (SOP), available at <https://aud.ac.in/uploads/4/page/policies/11-2016-april-bom-ac-approved-sop-external-and-aud-funded-projects.pdf>, may be carefully read before preparing the project proposal and submission of the online application. Project proposal filled by the PI via online form submission needs to be printed and submitted.
- (ii) Any related NOC/Permission/MoU required for the project.
- (iii) [Forwarding letter from the Dean/Director of the School/Center](#) (Format of forwarding letter is given at the end of this document, to be enclosed with print out of form)

7. Selection process

An Evaluation committee will be constituted with the approval of the competent authority to evaluate the proposals based on the parameters fixed by the University from time to time. The recommendations of the Evaluation committee will be placed before the Vice Chancellor for approval.

8. Post-award processes

8.1 Projects have to be initiated by submitting the Project Initiation Form within the time given in the Award Letter to the awardee.

8.2 Withdrawal of the fund and submission of progress report shall be as per the timeline & terms given in the Award Letter.

8.3 Re-appropriation of the approved budget, extension of duration & such other revisions may be carried out only upon written submission through the School Dean/Center Director and approval of the Dean-R&C.

8.4 The extant Standard Operating Procedures (SOP), available at <https://aud.ac.in/uploads/4/page/policies/11-2016-april-bom-ac-approved-sop-external-and-aud-funded-projects.pdf> is to be adhered to by the Principal Investigator, in all matters relating to the project such as hiring, remuneration, purchasing etc. The phrases “ACRPM” & “GFR 2005” in the SOP may be read as ‘R&C DIV’ & ‘extant GFR 2017’ respectively.

9. Deliverables from Grant

9.1 Essential Deliverables

- (i) A final report, Project Closure Form, fund Utilisation Certificate has to be submitted through the School Dean/Center Director to the Dean-R&C within one month of completion of the project.
- (ii) Deliverables as projected in research proposal submitted by applicant.
- (iii) The deliverables could be in the form of – Scholarly Product/ Detailed Report/ Website/Working Paper/Case study/Public Presentations/ Dissemination/ Seminars/ Exhibitions/performances/Artwork/Images/Prototypes/Installations etc.

9.2 Desirable Deliverables

- (i) The output from the research conducted using the grant may be published in a journal indexed in SCOPUS or UGC Care lists.
- (ii) The Faculty may present his/her findings from the research work carried out in the project at International Conferences/National Conferences of repute.

10. General conditions

10.1 The Project output/final report cannot be submitted for the award of any University degree/diploma or funding by any Institution by any member of the project staff, including the PI. The University however, will have no objection if any member of the project staff utilises the project data for such purposes with its permission and giving due acknowledgements/credits.

10.2 Purchase of equipment/ assets for the research: Project is permissible only if it is originally proposed and approved by the AUD and does not exceed the permissible amount.

10.3 The final authority related to the interpretation of the guidelines/regulations or any issue in the matters of the project, scheme is vested with AUD.

10.4 The grant cannot be used for circumventing, substituting and supplementing the provisions of any of the already existing schemes at AUD (for e.g. the Grant cannot be used for meeting travel expenses for attending seminars, presenting papers etc. – Faculty may make use of Travel Grant Scheme for Faculty awarded by Academic Service Division of AUD).

10.5 Grant amount cannot be used for buying assets/durable equipment (e.g. computer, laptop etc.), unless specifically permitted by the Competent Authority. If such permission is granted in a special case, these assets/equipment will be the property of AUD and will need to be returned

to the university on completion of the grant period. During the possession of such property/assets the faculty member will take due care to keep and maintain the same in good condition till it is returned to AUD.

10.6 Books purchased and any other articles/material valuing less than Rs. 5000 (e.g. memory card, power bank, periodicals) will not be treated as property/asset procured.

10.7 If the Faculty member who has been awarded the grant quits AUD during the tenure of the SMG, he/she has to either repay the entire amount back to AUD or to opt for an arrangement where he/she can present the work in a talk/seminar and submit the manuscript for occasional /working paper (along with the Essential deliverables stated above) within the stipulated period (as agreed upon by the R&C Division). In the latter case, the Faculty member should have at least completed three months at AUD after receiving the SMG Project. Further in such cases, AUD can retain an amount equivalent to SMG, from the other payments admissible to the employee at the time of repartition, till the Faculty delivers the final output of the SMG project, to the satisfaction of R&C Division.

10.8 SMG is not replacing the existing schemes at AUD for applying for research projects. Those faculty members who are interested in designing larger projects can prepare detailed project proposals and send it to R&C Division via call for Major Research Project Grant (MRPG) Proposal separately. These projects will be vetted and approved as per existing norms (SOP) at AUD. Thus, Faculty members who have already availed of or are in the process of completing a research project are not barred from applying for the SMG.

10.9 The proposal adheres to the Research Ethics guidelines of AUD. The guidelines are available on the AUD website, <https://aud.ac.in/uploads/4/page/policies/guidelines-pertaining-to-research-ethics.pdf>

Forwarding Letter from the Dean/Director

1. Name of Faculty applying for SMGFR III:

2. School/Center/Division:

3. Proposed Title of the Project:

4. Time Frame:

5. Signature of Applicant:

The SMG Project was discussed and approved in the School/Division. The requirements indicated by the applicant have been noted. The application is recommended and forwarded to R&C Division.

(School's Dean/Director of the Center)

<p>Note: The applicant will receive a copy of the online application form in their email after submission of the online form, applicant is required take a print, sign it, and submit it along with this forwarding letter from Dean of School/Director of Center to the R&C Division before 15th April 2022.</p>
