



**SILVER OAK
UNIVERSITY**
EDUCATION TO INNOVATION

Policy for Seed Money Scheme (SMS)

Silver Oak University

INTRODUCTION:

Research and Development is a systematic process of basic and applied research to discover a solution for problems faced by society or creating novel knowledge and products. It may result in the form of patents, research publications, international data base submission and copyright etc.

Seed Money Scheme (SMS) has been initiated by the University to provide minor research grant in different areas to motivate faculty members and enhance their research interests, which may lead to major research proposals for submission to National/ International funding agencies.

SCOPE OF THE POLICY:

1. The University faculty members will be encouraged to submit minor research proposals based on their innovative ideas. The applicant will clearly and convincingly demonstrate that the proposed project represents a new research direction in an area likely to generate external funding.
2. The provision of seed money grant is for the maximum period of 2-years, accounting to the grant up to Rs. 5 Lakhs.
3. The PI would submit half yearly report of the work done to SOU-RDC Cell. The second installment will be sanctioned only after the successful completion of the first year.
4. After completion of the minor project, a final report must be prepared and submitted to Research Cell.
5. The PI will ensure that project is completed within the stipulated time and the final report is submitted well in time. In case the desired project outcome will not be fulfilled in given time period, extension period will be decided by Evaluation Committee.

The primary goal of this scheme is to support faculty members in developing research resources in the area of expertise and to develop innovative or interdisciplinary approaches or methodologies. The program shall help generate preliminary data that provides Technological / Software developments, translation into prototypes / patents / copyrights /publications.

The faculty members of Silver Oak University are encouraged to apply for Seed Money Minor Research Projects. Normally, the Seed Money Minor Research Projects shall be limited to Rs. 2 lac with the approval of the Proposal Evaluation Committee (PEC).


Dean (Research)

GUIDELINES FOR SEED MONEY SCHEME FOR MINOR RESEARCH PROJECT

Objective:

- To encourage and support the research activities of faculties across various departments of the university.
- To promote interdisciplinary research across various University Programs
- Encourage inter-faculty collaboration in developing fields.
- To encourage the creation of intellectual property and the development of new products and processes.
- To put a fresh idea to the test and obtain preliminary findings before presenting financing bids to other organizations.

Grant Amount: Normally, the Seed Money Minor Research Projects/Research Grant up to 1.0 lac with the approval of PEC.

Eligibility: Faculty members of Silver Oak University are eligible to apply under the scheme.

A Faculty member may only serve as PI on one project. However, the faculty member is free to engage as CO-PI on any other initiatives.

Content of the Proposal: As per the attached Format for Seed Money Minor Research Projects submitted to SOU-RDC cell.

Process: Seed Money Minor Research Projects shall be allocated only in creating specialized research resources in their area of expertise duly recommended by Proposal Evaluation Committee under the Chairmanship of Dean (Research), with due approval of the PEC.

Proposal Evaluation Committee:

1. Dean (Research) – Chairperson
2. Head of concerned Institute – Internal Member
3. Head of concerned department – Internal Member
4. Subject expert – External Member

Guidelines for Seed Money Minor Research Projects:

1. Seed Money Minor Research Grant shall be sanctioned only for creating specialized research resources in their respective area of expertise.
2. The length of the project under this programme is limited to one year from the date of the sanction letter issued in the name of the PI.
3. There is no limit to the no. of applications accepted under this plan for faculty members from

constitute institutes of SOU. However, faculty member whose research project is authorized under this scheme will not be eligible to apply for a further seed money grant until the completion of project.

4. Under this scheme, the PI may apply for just one research project at a time.
5. Progress report for every six months need to be submitted to SOU-RDC Cell in the form of budget utilization and achieving the objectives.
6. The Research Proposals must be received in the office of SOU-RDC cell on or before the last date of submission decided with due approval of the Competent Authority, for seeking such proposals from all Faculty members as per the prescribed format.
7. All such Research Proposals would be scrutinized by a Project Evaluation Committee, SOU duly approved by Provost, Vice-Provost and Registrar of SOU. The committee may adopt suitable criteria before recommending a given Research Proposal.
8. TA/DA/Registration-fee would be permitted for incurring expenses by Faculty Member for participation in any Workshop/Training Program/ Conferences/ meetings/ out of the Seed Money Minor Research Projects grant subject to approval of Dean (Research).
9. All the Faculty Members after getting sanction order should work for timely execution of their Research projects by following institute procurement and payment norms. In case of any difficulty what so ever, the concerned Faculty Member should report the matter to SOU-RDC cell well in time. This would ensure timely completion of Research projects as per set deliverables and outcomes in larger interest of institute & to honor the very spirit of allotment of the Seed Money Minor Research Projects.
10. The Project Evaluation Committee shall monitor the planned research outcome/performance in respect of each Seed Money Minor Research Projects Project through review meeting.
11. All items procured under a given Research Project shall remain within concerned Department for use by faculty/students after completion of the project.
12. The Faculty Members may seek help of IPR cell for further support to enhance visibility of research findings by using institutional linkages, infrastructure, patent filings, copyright etc.
13. Internal and external audit must be done at time of submission of project report.
14. If Principal Investigator is no longer affiliated with the institute, a formal transfer of the project to the designated Co-Investigator is required. The Co-Investigator will then assume the role and responsibilities of the Principal Investigator (PI).
15. These guidelines have been framed with a view to strengthen key information base related with utilization of Seed Money Minor Research Projects Grant. The SOU has right to add/withdraw or modify the guidelines at any time.
16. All the relevant documents for this policy is available on institute website and PI needs to submit the document in the given format only.



Dean (Research)