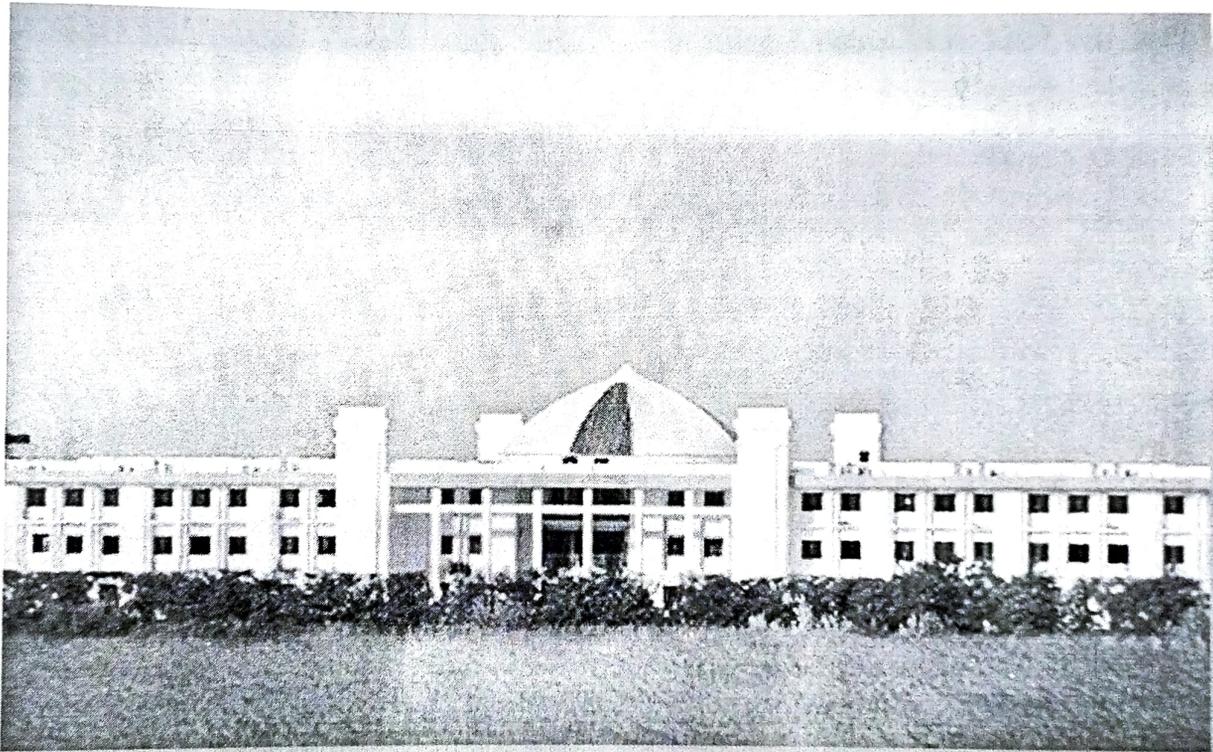


SEED MONEY POLICY

Fuelling Innovation: Empowering Ideas from
Inception to Impact



Dean
Research and Development
Invertis University, Bareilly

VICE CHANCELLOR
INVERTIS UNIVERSITY
BAREILLY

Invertis University

NH-24, Bareilly-243123, U.P.

Registrar
Invertis University
Bareilly

Research @ Invertis University

Preamble

“Research is to see what everybody else has seen, and to think what nobody else has thought.” – Albert Szent-Gyorgyi

Under the contextual periphery of this statement, research is to keep looking for new measures to solve existing problems until we find the optimal solution. As a wide-ranging & multifaceted university, Invertis University embraces the research and innovation atmosphere through four pillars: Academics, research, training & lifelong learning, and consultancy. In the coming era, Invertis University visualizes being a premier research and innovation university of international stature with up-to-date laboratory facilities, libraries, resources, and recognized global educational practices. The university is strengthening the thrust on the concept of ‘Seed Money Allotment’ to facilitate the initial stages of research and nurture research culture among all faculty members of the university. This initiative provides a boost to the faculty members to pursue their preliminary research and attain exposure to handling sponsored projects. The university is also motivated to carry out state-of-the-art and multidisciplinary research. By providing support for multidisciplinary research, faculty members are encouraged and appreciated to do research activities conforming to the university’s vision statement.


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Aim of the Seed Money Policy

Seed Money Policy (SMP), sponsored by Invertis University, Bareilly, UP, aims to promote research and innovation among all faculty members of the university. Seed funding under this policy is to initiate/continue the research work in native research areas along with inter-disciplinary research areas. This policy aims to promote research work among the faculties and encourage innovation in projects at the university and industry levels. The applicant has to justify that the proposed project represents a new research direction in an area likely to generate a fruitful outcome. The research project that is already supported by other sources will not be considered for funding.

Objectives of the Policy

The Objectives of the Policy are:

- To provide seed money for initiating/continuing the research work by faculty members of the university.
- To encourage as well as motivate more researchers to conduct preliminary research and support their novel ideas for imparting confidence in research directions.

Nature and Duration of Support

The Seed Money will be a one-time allotment for a year/ project. It shall be as per the need of the project for the procurement of consumables, equipment, software, etc.

Terms of Reference and Guidelines:

- The applicant should be associated with Invertis University in the respective department of their research area.
- Proposals for Seed Money Allotment are invited based on the "CALLS" released by the Office of Dean-Research & Development

- Faculty members can submit their proposals as per the template **(Annexure 1)** with approval from their Heads of the Department and respective Deans.
- The Principal Investigator (PI) must have a Ph.D. degree.
- If a proposal is turned down by the Research Advisory Committee, the PI is allowed to submit a new proposal in the same year.
- The Seed Money Policy (SMP) will be discontinued in the absence of PI for more than 30 days of unsanctioned leave and in such case, PI will have to return the money. If the leave is taken due to unforeseen health conditions, then PI may get special permission to continue the SMP.
- In case of resignation without completion of SMP, PI has to refund all the money availed under the policy to Invertis University.
- In case of maternity leave, PI will be given special permission to extend their project after joining duty. However, prior permission is required in such cases.
- After completion, the PI must submit a proper report along with achievements, and deliver a formal presentation in the respective department before the committee.
- The Vice-Chancellor shall nominate the Members for the Expert Committee to review proposals related to Seed Money Allotment.
- The Research Advisory Committee (RAC) will evaluate the submitted proposal for feasibility and proposed outcomes. Based on satisfactory input from the PI, the research proposal will be recommended for seed funding under SMP.
- After recommendations from the Expert Committee, the final approval is granted by the Vice-Chancellor.
- The policy implementation for Seed Money Allotment shall be routed through the appropriate administrative chain, namely:
 - Heads of Department shall initiate along with Principal Investigator
 - Dean shall forward to the Office of Dean-Research & Development
 - The Expert Committee shall review and recommend the Proposal

- The Vice-Chancellor approves and sanctions Seed Money Allotment to the Principal Investigator.
- A sanction letter shall be issued to the PI from the Office of the Dean-Research & Development.
- The decision by the Dean-Research & Development is deemed final.
- After the receipt of the sanction letter, the Investigating Team may request for advance/initiate procurement as per the general practices adopted in the University.
- All expenses related to Seed Money Allotment shall be maintained in a separate file by the investigating team and submitted the same to the accounts department as and when required.
- All payments inclusive of GST about Seed Money Allotment shall be in favor of "Invertis University" payable at Bareilly and payments shall be credited to the vendors/suppliers as per the issued PO as well as other terms and conditions.
- The university shall ensure compliance with statutory laws and taxes.
- All invoices/quotes should be in the name of the university along with the GST Number.
- It is the responsibility of the investigating team to provide all bills duly certified for the expenditure incurred for the project to the accounts team promptly.
- Equipment and resources can be utilized with prior approval from the Dean and Head of the Department of the respective Institute.
- The investigating team may engage the services of university amenities by paying the expenses accordingly.

Seed Money Allotment Guidelines:

The amount of seed money requested by the PI can be sanctioned in the following manner: Publications (40%), PI Experience (20%), and Equipment and Services (40%).

➤ **Expected Outcomes (40%)**

- Publications in any of the renowned journals (SCI/Web of Science/ Scopus)
- Minimum 4 publications in the proposed area of research are necessary.
- An amount of ₹ 20,000 can be sanctioned for each publication.
- For a granted patent ₹ 30,000 can be sanctioned.
- For a published patent ₹ 25,000 can be sanctioned.
- DST Proposals
- Prototypes
- Any other outcome

➤ **PI Experience (20%)**

- PI must have experience in the proposed research field.

➤ **Equipment/Services (40%)**

Achievements:

The key achievements include:

- Instigation of pioneer research on thrust areas affecting global scenarios to improve the research profile of the university
- Devising research groups for the academic growth of faculty members, PhDs, doctoral scholars, and PG students
- Employment of results/findings from preliminary research to gain sanction for Sponsored Research Projects
- Quality publications in high-impact journals
- Producing patents and new knowledge

The Seed Money Policy creates a financially feasible atmosphere to carry out research using interdisciplinary knowledge across Invertis University. All the departments are equipped to perform independent research and they demonstrate efficient research management skills. This in turn motivates the

faculty members to invest consistently, continuously, and proactively in high-quality research. These research outcomes help to set the stage for other faculty members to look for optimal solutions for practical/societal problems of global importance.



INVERTIS
UNIVERSITY BAREILLY

REQUEST FOR RELEASE OF SEED MONEY

To
The Vice-Chancellor
Invertis University, Bareilly
243123

Date:

Sir

I, _____, Asst. Prof./ Assoc. Prof./ Professor,
Department of _____ wants to submit my proposal
on the topic _____
_____, for the release of seed money.

1. The seed money will be utilized only to set up my office with basic facilities to enable me to carry out my research work.
2. The seed money shall be utilized by me within a year from the date of seed money allotment i.e., _____ and if not utilized within the stipulated period of one year, the same may be treated as lapsed and shall not be carried forward to the next year.
3. I will strictly follow the terms of reference and guidelines as mentioned in the Seed Money Policy (SMP) document.
4. The seed money will be utilized to purchase a desktop computer, related software, printer, and office furniture such as a table, chair, almirah, etc.
5. The seed money grant will be utilized for the purchase of minor laboratory equipment, chemical consumables, glass wares/ Plastic wares, etc.

Yours Sincerely
(Full Name & Signature)

Recommended and Forwarded

Head of The Department

Dean of Faculty

Dean Research

Annexure - 01
Proforma for Seeking Seed Money to Carry Out Preliminary Research

Name of the Principal Investigator	
Department/ Faculty	
Investigating Team Members / Collaborators, if any	1. 2.
Head of the Department	
Title of the Project	
Project Proposal	As per the attached format
Ethics Approval Required	Yes/ No
Expected Outcomes from the Project	Publications:
	Prototypes:
	MoU's:
	Project Proposals:
	Any Other Outcome:

Funds Requested (Inclusive of GST)				
S. No.	Items to be Procured with Technical Specifications	Unit Price in INR	Total Quantity Required in Nos.	Total Estimated Cost in INR
1.	Equipment			
2.	Consumables			
3.	Glassware			
4.	Fabrication			

5.	Laboratory Testing Services			
6.	Biological Specimens			
7.	Others (Pl. Specify):			
Grand Total				

Declaration by the Principal Investigator and team

I, _____, Principal Investigator (PI) of the project mentioned above am fully aware of the rules relating to Seed Money Policy. If any discrepancies are found and notified in the future, I as PI, and the Investigating team accept responsibility for reimbursing the seed money claimed from the university.

Signature of the PI and team	1	Date:
	2	
Comments by respective HOD and Dean on whether the intended research is in alignment with the department and faculty's roadmap	Comments by HOD:	Date:
	Comments by Dean:	
Details of three subject Experts to review the proposal (Deans to Fill)	1.	
	2.	
	3.	

For Official Use Only		
Remarks by Registrar		
Signature of Registrar		
Recommendation by Vice Chancellor		
Signature of Vice Chancellor		
Approval by Vice Chancellor		

NOTE:

The office of the Dean-Research & Development will schedule a meeting with the Expert Committee to review the request for seed money to carry out preliminary research. The PI and team are requested to prepare a presentation to present it in front of the Expert Committee

Format for Research Proposal (not more than THREE pages)

1	Title of the Proposal (not more than 20 words)
2	Principal Investigator: _____. Expertise is the proposed area.
3	Aim: Objectives: a. b. c.
4	Background Study and Rationale (not more than 250 words)

5	Literature Review (National and International Status) (not more than 250 words)
6	Description of the Project (not more than 700 words)
7	Envisaged Outcomes and Deliverables (not more than 100 words) a. b. c.

<p>8</p>	<p>Explain reasons how the department and faculty can benefit from the proposed research concerning the future roadmap (not more than 100 words)</p>
<p>9</p>	<p>Explain the social relevance of the project (If any) (not more than 100 words)</p>