



### **Norms For Applying for Research Seed Fund**

- The seed fund proposals should be in the latest Innovative and emerging fields.
- All proposals should be signed by the PI and Co-PI(s).
- Only Proposals recommended by the concerned HoD and forwarded by the Principal shall be processed.
- The outcomes of the project in the form of research publications should be published in an SCI/Scopus-indexed journal, including the names of all Investigators along with the correct institution affiliation.
- PI / Co -PI must be the first / Corresponding author of the Research Publications.
- Any patent must list SRM Valliammai Engineering College as Applicant and all Investigators as Inventors and /or Co-applicants, as applicable.
- All publications, patents, and related outcomes from the project must acknowledge the Institution's Seed Fund support.
- All equipment, hardware components, and software purchased must be recorded in the department or college stores register, along with copies of the invoices / bills.
- Travelling allowance claims shall not exceed 5% of the total budget sanctioned.
- Purchase of Stationaries shall not exceed 2% of the total budget sanctioned.
- No deviation from the approved procurement of equipment or the sanctioned technical objectives and outcomes is allowed without prior

approval from the competent authority. Demonstrate the developed software, tool, or hardware to the Head of the Department and the Review Committee.

- All supporting documents - project records, including financial and technical documents, must be maintained for audit and reference and submitted after completion of the project.
- The Project Completion Certificate will be issued only after verification and approval by the Competent Authority.
- Any unutilized balance from the sanctioned fund should be refunded to the Institution's account immediately, and receipts shall be enclosed upon project completion.
- Projects that demonstrate significant outcomes and potential impact may be supported for external funding opportunities, product commercialisation, and start-up / incubation support.

## **1.RULES FOR SEED MONEY GRANT:**

- a. The application in the prescribed format must be submitted through the Head of the concerned department and forwarded by the Head of the Institution within 30 days of notification as per the prescribed format available on the college web site.
- b. The maximum seed money grant for a project proposed by a faculty member will be Rs.3,00,000/- (Rupees Three Lakhs only)..
- c. Item-wise financial estimates should be clearly mentioned in the submitted proposal, showing rates, quantities, and totals for each item. The maximum allowable expenditure for consumables, fieldwork/travel, and contingency shall not exceed 5%, 3%, and 2% of the total estimate, respectively. There shall be no salary or honorarium component in the project.

No expenditure on the following is permissible under the scheme:

- Major instruments, laptop, computer, printer, scanner.
- Recruitment of manpower: Research Fellow/Project Assistant.
- Organizing or attending conferences, seminars, webinars and other such events.

## **2. Process of Selection:**

- The Competent Authority will announce the submission of research proposals.
- Faculty shall submit their proposal strictly in the "Prescribed Format" to the Principal, SRMVEC. All proposals will be consolidated and handed over to Dean Research
- A Project Proposal Evaluation Committee (PPEC) will review all the eligible proposals based on a presentation made by the PI / Co PI(s) followed by an interview.
- The recommendations of the **PPEC** will be submitted to the Competent Authority for approval and further processing.

- Selected proposals will be processed by the Finance Section of SRMVEC for the release of funds.

### **3. Evaluation of progress:**

Periodical review will be conducted by a Project Progress Review Committee (**PPRC**) to monitor the progress of all research work carried out under this Seed Money Grant.

**d.** The fund shall be provided in 3 instalments. The first instalment up to 40 % shall be provided at the beginning of the project. A second instalment of 40 % shall be provided on the basis of progress report and utilization certificate. The final instalment i.e. 20% shall be provided after the submission of project report and fund utilization certificate.

**e.** Utilization certificate and Statement of expenditure (two copies) shall be submitted to the finance section of SRMVEC through the Head of the Department and the Principal.

- The progress report and utilization of funds shall be reported every six months.
- The PI shall submit progress report and utilization of funds to Competent Authority in a format given in **Annexure II**.
- The PI should provide all original bills for the expenditure incurred for the Project to the Finance section of SRMVEC office, once in every six months with the recommendations of Principal and Dean (Research).
- The bills should be in the name of the PI.

- The investigators shall make a presentation of the outcome of the research before the PPRC.
- After successful completion of the project, the PI shall submit the final report (Annexure III), statement of expenditure, and utilization certificate to the Competent authority.
- The unutilized grant amount should be returned to SRMVEC.
- In cases where the progress of the research work is unsatisfactory, the Competent Authority, based on the review of ad-hoc team, may recommend withdrawing the grant and the funds allocated till then be returned.

**b.** The PIs are required to submit two copies of the project report to the R&D Cell along with the final utilization certificate.

**c.** The accounts shall be audited by the Accounts officer of the institution.

**d.** If the PI chooses to leave the project or the Institution when the project under the Seed Money Grant Scheme is ongoing, then Co-Investigator should act as PI for the remaining duration of the project. In the absence of Co-Investigator the entire amount minus the money already spent towards the project shall be refunded to the Institute. Any intellectual property generated during the course of such a project will be owned by SRMVEC.

**e.** The equipment purchased for the project will be the property of the concerned Department of the institute and on completion of the project shall be transferred to the Department in which the project is undertaken.

**f.** Though travel for research work is acceptable to be a part of the expenses, the grant shall not be used for travel expenses / registration/ publication fee to attend conferences, seminars or workshops.

#### **4. DELIVERABLES:**

The key deliverables include:

- a. Initiation and leading research on thrust areas impacting the global relevance to enhance research profile of the Institution
- b. Formulation of Research Clusters/Groups leading to the scholarly growth of Faculty Members, PDFs, Doctoral Scholars and PG/UG students
- c. The results and findings from the preliminary research should be utilized to apply for and obtain publication in high-impact journals and /or patenting.
- d. Final project report in the format specified in Annexure III



**Annexure - 1**

**Proposal for Seed Money Grant**

1. **Principal Investigator** :
2. **Department** :
3. **Designation** :
4. **Email** :
5. **Contact number** :
6. **Age and date of birth:**
7. **Research Supervisor** : **Recognized / Not Recognized** by Anna University
8. **If Yes**
  - a. **Numbers Research Scholars currently supervising** :
  - b. **No. of Ph.Ds produced** :
9. **Research profile :**

Attach separate sheet(s) giving details of doctoral research, publication, seminars and conferences attended, details of previous seed money grants from SRMVEC or other funding agency.
10. **Title of the Project** :
11. **Broad subject area** :
12. **Thrust area** :
13. **Details of CO Investigator** : **Applicable / Not Applicable**
  1. **Name of the Co PI** :
  2. **Department** :
  3. **Designation** :
  4. **Email** :
  5. **Contact number** :
  6. **Age and date of birth:**

**7. Research Supervisor : Recognized / Not Recognized by Anna University**

**8. If Yes**

**Numbers Research Scholars currently supervising :**

**No. of Ph.Ds produced :**

**9. Research profile :**

Attach separate sheet(s) giving details of doctoral research, publication, seminars and conferences attended, details of previous seed money grants from SRMVEC or other funding agency.

**14. Global Status of the theme area of the project (1500 words)**

**15. National Status of the theme area of the project (1000 words)**

**16. Details of any preliminary work done by the PI / Co PI**

**17. Gaps Identified**

**18. Bridging the Gaps**

**19. Description of research work :**

Attach a separate document with a text font size of 12 point and margins not smaller than one inch on all sides with a line spacing of 1.5. Faculty may include figures and references. Be sure to include

- Title of the project with names and affiliation of the PI / Co PI
- Abstract (400words)
- A clear description of the research problem and the detailed design.
- Scientific scope of the Research proposal (400words),
- Funding agencies which would be interesting in funding this project in future:

**20. Detailed work plan with time line using Gantt chart (Indicate methods / Techniques to be used)**

**21. Objectives of the research work:**

1. <objective 1>
2. <objective 2>
3. ...

**22. Proposed outcome of research work:** (The outcome of the project should lead to a minimum of one publication in SCI/SCIE/Unpaid SCOPUS indexed journals or Patent.)

1. <outcome 1>
2. <outcome 2>
3. ...

**23. Particulars of equipment required**

**24. Particulars of any other facilities required**

**25. Particulars of the facilities that is available in the institution to carry out this work, if it exist.**

**26. Proposed Budget:**

| Sl No | Items                                                                                                                    | Amount (Rs) |
|-------|--------------------------------------------------------------------------------------------------------------------------|-------------|
| 1     | Consumables – include the list of consumables which cost more than Rs. 1000/-<br>(Not to exceed 10% of the total amount) |             |
| 2     | Equipment – Include the list of equipment and showing rates, quantity and total for each item.                           |             |
| 3     | Travel<br>(Not to exceed 5% of the total amount)                                                                         |             |
| 4     | Contingency<br>(Not to exceed 5% of the total amount)                                                                    |             |
|       | Total                                                                                                                    |             |

**Declaration:**

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

**Signature of PI**

**Signature Co- PI**

**Date:**

**27. Remarks of the HOD (Attach a separate sheet if required)**

**Recommendations of PPEC : Recommended / Not Recommended**  
**Grant Amount :**

**Signature of PPEC members**

| <b>Sl. No</b> | <b>Name</b> | <b>Designation</b> | <b>Signature</b> |
|---------------|-------------|--------------------|------------------|
|               |             |                    |                  |
|               |             |                    |                  |
|               |             |                    |                  |
|               |             |                    |                  |

**28. Decision of the Competent Authority: Approved/ Rejected**

**Signature:**

**Date:**

**Half Yearly Progress Report**

1. **Name of Principal Investigator:**
2. **Title of Project:**
3. **Project start date:**
4. **Period of report:**
5. **Work planned in the above period (attached separate sheet):**
6. **Work completed in the above period (attached separate sheet):**
7. **Number of objectives achieved**
8. **Outcome (if any, like papers, articles, patents etc. Attach separate sheet):**
9. **Details of expenditure :**

| S.No. | Item         | Expense | Comments |
|-------|--------------|---------|----------|
|       |              |         |          |
|       |              |         |          |
|       | <b>Total</b> |         |          |

10. **Percentage of amount utilized against sanctioned amount.**
11. **Plan for next quarter (attached separate sheet):**

**Signature of PI:**

**Date:**

12. **Remarks of the PPRC. Attach a separate sheet if required):**

**Signature of Chairperson of ad-hoc review committee:**

**Date**

13. **Recommendation of the Competent Authority :**

**Signature the Competent Authority:**

**Date**

**SEED MONEY PROJECT COMPLETION REPORT**

**PROJECT TITLE**

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**SUBMITTED BY**

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*(Name of Principal Investigator and CO Investigator )*

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*Details of the Department(s)*

***Date of Sanction*** :

***Date of Completion*** :

| <b><i>Instalment Number</i></b> | <b><i>Amount Sanctioned</i></b> | <b><i>Amount Spent</i></b> | <b><i>Balance</i></b> |
|---------------------------------|---------------------------------|----------------------------|-----------------------|
|                                 |                                 |                            |                       |
|                                 |                                 |                            |                       |
|                                 |                                 |                            |                       |
| <b><i>Total</i></b>             |                                 |                            |                       |

**Total Sanctioned Amount ( in words) :**

**Total Spent Amount ( in words) :**

**Balance Amount ( in words) :**

## Final Report

### **Part A - Summary Report**

#### **1. Project Objectives**

| <b>Objective as per the approved Project</b> | <b>Fully Achieved/Partially Achieved (indicate shortfall)</b> | <b>Reason for Partial Achievement</b> |
|----------------------------------------------|---------------------------------------------------------------|---------------------------------------|
|                                              |                                                               |                                       |
|                                              |                                                               |                                       |

#### **2. Deliverables**

| <b>Deliverables as per the approved Project</b> | <b>Fully / Partially / Not Achieved</b> | <b>Reason for Partial / Non Achievement</b> |
|-------------------------------------------------|-----------------------------------------|---------------------------------------------|
|                                                 |                                         |                                             |
|                                                 |                                         |                                             |

#### **3. Specific Outcome** *(Please give details)*

- i) Patent(s)
- ii) Product/Process developed/ technology transferred
- iii) Participation in conference/ training workshops attended:
- iv) List of Publications arising from the Project  
*(attach Copies of the Papers)*
- v) Linkages established
- vi) Status of the submission of the project to any External Funding Agencies (Y/N),  
If yes give the detail.

#### **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)*

- a. Project Title:**
- b. Product/Process as an outcome of the Project, identify beneficiaries**
- c. Scientific Description (Give Specifications/Standards for the same)**
- d. Methodology adopted**
- e. Scientific /Industrial Invention giving underlying Basis**  
*(Provide sufficient details)*
- f. Further Effort required, if any, to get full Benefits or enhance Utilization.**
- g. Recommendations for Utilization of the Product/Process. Give details.**

**Signature of PI**

**Signature Co- PI**

**Forwarded by HOD**

**Head-R&D**

**Principal**

**Dean-Research**

**Director**