



**YOGI VEMANA UNIVERSITY**  
**KADAPA-516 005**

**ANDHRA PRADESH**

**NAAC 'B' Grade – State University**

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**THE SEED MONEY RESEARCH GRANT (SMRG)**

**GUIDELINES**

**AVAILABLE FOR REGULAR TEACHING FACULTY**

## **Background and Objective:**

The Seed Money Research Grant (SMRG) of the Yogi Vemana University (YVU) provides one-time financial support to active researchers to undertake research and development in frontier areas of Arts, Humanities, Commerce, Management, Science and Engineering. The SMRG enables researchers to complement their research activities, establish themselves and move on to the mainstream major/core research grants from Industry/Government Funding agencies related to Research and Consultancy assignments. The research must have high scientific and social impact and ethical values.

### **I. Eligibility :**

- The applicant should hold a Ph.D. degree
- The applicant must hold a regular teaching position at Yogi Vemana University
- Research Associates, Postdoctoral Fellows, Ad-hoc faculty, Guest faculty, Visiting Scientists and Academic Consultants are not eligible under SMRG.
- The upper age limit for SMRG would be 60 years at the time of submission of application.
- Co-PIs are not allowed
- The applicant should not have any ongoing research projects
- The SMRG can be availed only once by a candidate in his/her career.
- An applicant is eligible to apply for only one proposal during a call.
- Any proposal technically rejected should not be resubmitted without any substantial revision to SMRG.

### **II. Nature & Duration of Support :**

- Research grant of **Rs. 1,00,116/-** (Rupees one lakh, one hundred and sixteen only) for ONE year.
- The research grant will cover consumables, minor equipment, travel (within India), and contingency.

- An applicant has the flexibility to propose a budget under various heads as per requirement. There is a standard 15% cap for travel and contingency.
- There is no provision for providing manpower support under this scheme. Therefore, the Researcher is expected to undertake the project objectives by themselves during the entire duration of the SMRG.
- The Grant will be subject to the availability of the appropriate funds and to the approval of Executive Council.

### III. **Application Format:**

- The Call for applications will be notified through the website [www.yvu.edu.in](http://www.yvu.edu.in) and by issuing a circular.
- The Application format largely follow the format of UGC-MRP/DST STARTUP GRANTS.
- The application (a single bound hard copy and a soft copy) should be prepared and submitted through the proper channel to the Registrar according to the prescribed format (ANNEXURE-I).
- The PI must mention all the potential and specific risk factors and propose an alternative plan of action, in case, if any forecasted risks occur under 'Any relevant Information' in application.
- Research proposals must be approved in Department Research Committee for novelty, quality, relevance, and ethical considerations

### IV. **Mode of Selection:**

#### **a) Selection Committee Structure :**

The evaluation and selection of the SMRG will be based on the recommendations of the Project Selection Committee (PSC) constituted by the Registrar with the approval of Honorable Vice-chancellor for the purpose. The PSC may be formed with the following members:

- a) Vice-Chancellor (or VCs Nominee)-Chairperson
- b) Dean (of the Concerned Faculty)-Member
- c) IQAC Director-Member

- d) Subject Expert nominated by Honorable Vice-Chancellor
- e) Chairman, BOS-Member/Second Subject Expert
- f) Registrar: **Member Secretary and Convenor**

**b) Review Process and Recommendations :**

Criteria for selection would be based on the track record of the applicant and the proposed research plan. Then, the PSC evaluates (ANEXURE-II) them and makes recommendations by focusing on the following aspects.

- How does the applicant justify why and for what purposes the SMRG is applied for?
- How does the application address the objective of the funding?
- What is the scientific quality, impact, and potential to move the major/core grant of the research described in the application?

Its decisions are based on the Principles of Scientific Merit Review such as Expert Assessment, Transparency, Impartiality, Confidentiality, Appropriateness, Integrity and Ethical Considerations. If required, the applicants may be called for presentations.

**c) Final Decision by Core Committee :**

- The Core Committee (CC) consisting of Honorable Vice-Chancellor, Registrar, and Finance Officer for SMRG in YVU goes through the recommendations of the PSC and takes the final decision. The letter of approval/rejection of the project proposal will be issue to the Research Investigator by the Registrar clearly mentioning suggestions given by the PSC/CC in case of approval/rejection.

**V. Project Operation:**

The Research Investigator (PI) shall submit an Acceptance Certificate for SMRG (ANNEXURE-III). Administrative approval is issued to the selected projects. For smooth implementation of the project Research Investigator has to obtain a **onetime formal administrative sanction** for the Head-wise expenditure of the grants (as mentioned in the sanction letter) for the entire duration of the project, i.e., from the date of commencement to the date of the termination of the project, from the Honorable Vice-Chancellor. But sanctions are to be obtained from the university authorities before

spending the grant. The university shall sanction the amounts subject to the availability of the grant.

**a) Re-appropriation of funds between heads :**

Funds between or within the various sanctioned heads of the project cannot be re-appropriated without the university's prior approval. In any case, if the Research Investigator (PI) submits the Statement of Expenditure (SE) and Utilization Certificate (UC) containing any such deviations: the same may be admitted after they are approved by the Project Monitoring Committee (PMC). However, in case the PMC declines to accept such variations, such accounts will become the responsibility of the RI.

**b) Purchase of minor Equipment, contingency items and consumables:**

The PI may spend up to Rs. 5,000/- (Rupees Five Thousand Only) at a time without calling for comparative quotations. This includes consumables, contingency items, minor civil works related to renovation/alteration/electric works/civil works about laboratory/animal house, either directly or through University Engineer. For purchase of individual item (s) costing more than Rs. 5,000/ (Rupees Five Thousands only) shall be referred to **Central Purchase Committee** constituted by the University for approval.

Items whose prices are approved by the Government of Andhra Pradesh and DGS and D, Government of India can be directly purchased without calling for quotations. It is not necessary to obtain comparative quotations to purchase items directly from the manufacturers, e.g. Sigma/Aldrich/Merck/Borosil/Genei/Biorad/ Schott-Duran/Tarson etc., items under rate contract. Sole suppliers or distributors of Indian/foreign materials in India and from standard company showrooms. The single quotations obtained from any of the above suppliers may be used to place the order with the approval of the Vice-Chancellor.

The minor equipment procured under the research grants shall be entered into the Stock Register Book maintained by the Head of the Department and Separate Stock Register by PI. However, the PI shall keep a

logbook documenting the use of the equipment and allow fellow faculty members of the department and the concerned school to mutual understanding. The Stock Register shall be allowed for verification whenever required by the authorities or audit approved by the University. After completion of the grant, all the equipment will become the university property and shall be maintained by the concerned head. If the PI requires the equipment for his research purpose, the same may be issued on a loan basis.

**c) Travel :**

**Prior Permissions:** PI may request permission(s) in advance for undertaking fieldwork, visit to other laboratories, attending a training programme for getting knowledge on technical services from other research facilities, participation in seminars, conferences and workshops, evaluation/discussion meetings with Funding agencies and other related labs / organizations. The university may permit PI to undertake such assignments at least two days in advance. In case of delay in issuing permission, the PI may undertake such assignments after obtaining oral authorization from a competent authority. The same may be informed for ratification by quoting the reasons.

**Attendance Certificate:** The PI shall submit attendance certificates in respect of travels undertaken by them for attending workshops and conferences/symposia.

**TA & DA Rules:** The TA and DA rules followed by the University shall hold good for the PI. Air travel within the SMRG to the PI may be allowed prior approval of the Honorable Vice-Chancellor.

**Vehicle Hiring:** The PI may hire a taxi whenever needed to conduct field work or other SMRG related works and claim as per existing university rates on the production of bills presented by cab operators, but after obtaining the formal approval from the university authorities, the university authorities.

**d) Contingency Items :**

The SMRG may be utilized for the purchase of stationery. In addition, the funds may also be used for:

**(i) Photocopying and Typing Charges**

**(ii) Appointment of Secretarial Assistant:**

If there is a provision to appoint a Part-Time Secretarial Assistant, they may be paid out of the contingency. In the case of part-time secretarial assistants (those who can type, operate computer, process papers for placing orders, pass the bills, maintain the files and stock books, etc.), the daily allowance shall be paid as prescribed by the University from time to time. Prior approval of the Registrar should be obtained for such appointments as well as payments.

**e) Guideline for publications of results / intellectual property rights/patents:**

The PI is encouraged to publish the results from time to time and claim the intellectual property rights and patents generated in the project. The necessary expenditure for publishing in peer-reviewed scientific journals (Listed in UGC-CARE Journals) and for payment of reprint charges, block and colour page charges for publication and postage may be met from the contingency grant of the project. The SMRG must be acknowledged in all reports and publications.

**f) Purchase of Books and Scientific Literature :**

The books and scientific literature necessary for the investigation relevant to the SMRG may be allowed for purchase in a single copy. The books may be purchased both by calling quotations or directly from the publishers / authorized dealers with at least 15% discount except in publication of government / scientific organizations. In foreign books, the bills should accompany the price proof and GOC conversion rate applicable at the time of supply. The books shall be handed over to the central library soon after the completion of the project.

**VI. Project Monitoring :**

Every grantee is expected to present a work-progress of their project after six months of approval (mid-term evaluation, ANNEXURE-IV) to PMC. If Project

Monitoring Committee (PMC) not happy with the progress/presentation, it may either suggest modifications or may withdraw project prematurely and the unspent amount would be remitted back to the University.

**(a) Project Monitoring Committee Structure:**

The performance evaluation was done by a Project Monitoring Committee (PMC) during the tenure of the SMRG. The PMCs comprise the following members:

- a) Vice-Chancellor (or VCs Nominee)-Chairperson
- b) Dean (of the Concerned Faculty)-Member
- c) IQAC Director-Member
- d) Subject Expert nominated by Honorable Vice-Chancellor
- e) Chairman, BOS-Member/Second Subject Expert
- f) Registrar: **Member Secretary and Convenor**

**(a) Progress Completion Report (PCR) :**

The Project Completion Report (PCR) must be submitted within ONE month from the date of completion of the project in a given proforma (Annexure-V). The RI has to make a presentation of the findings to the PMC for assessment and evaluation (ANNEXURE-VI). There are expectations of published research from SMRG to develop project proposals for further research to be submitted to extramural funding agencies.

**(b) Audited Utilization Certificate :**

A consolidated **audited** Utilization Certificate (UC) for the amount utilized towards the project duly signed and sealed by Govt. Internal Auditor/ University approved Chartered Accountant, Registrar, and the Principal Investigator need to be submitted to the University within ONE month from the date of completion of the project in the prescribed proforma (ANNEXURE-VII).



**(c) Statement of Expenditure Format :**

A consolidated **audited** item – wise detailed statement of expenditure incurred during the complete project period duly signed and sealed by **Govt. Internal Auditor/ University approved Chartered Accountant; Registrar** needs to be submitted to the University within ONE month from the date of completion of the project in a given proforma (ANNEXURE-VIII). Those who do not comply with this shall be subjected to disciplinary action as per university rules and regulations.

**(d) Settlement of Bills and Advances :**

The PI is permitted to draw advances after securing proper sanction from the office of the Registrar. One advance shall alone be sanctioned under each head of the project. The PI shall settle the advances soon after the work is completed / 30 days, whichever is earlier. Otherwise, no further advances shall be sanctioned. All bills/vouchers/invoices/receipts shall be certified by PI. The concerned HOD/Coordinator need not countersign each bill. However, all bills should be forwarded through the HOD. Stock Register should be maintained in the Department office for the purchase of books/journals/software/chemicals. The PIs are expected to settle the accounts within three months on completion of the project. In case the balance grant, if any, is not claimed within **ONE month from the date of completion of the project, the same will lapse, and no representation will be entertained on this behalf.**

**VII. Other Relevant Information**

**(a) Leave :**

The SMR grantee/PI must seek the consent of YVU if he/she intends to be away from the institute (except for fieldwork related to the project) continuously for a period of more than eight weeks. The PIs are entitled to leave as per the rules of the host institution. Participation in scientific workshops held in India or abroad will be treated as on duty. As per the Govt. of India, maternity leave

instructions issued from time to time would be available to female candidates in all categories.

**(b) Termination and Transfer of the Project :**

If any PI wishes to terminate the project, they shall immediately inform the YVU through proper channel with proper justifications and submitting relevant documents. The PI should not incur any expenditure from the date of termination of the project or the date of resignation.

The Yogi Vemana University also reserves the right to terminate the project at any stage if it is convinced that (i) appropriate progress is not being made (ii) the grant has not been utilized properly (iii) furnishing of false information or suppression of information.

The SMRG cannot be transferred to any other person/s.

**(c) Plagiarism :**

SMRG Proposals/progress reports submitted need to be original and plagiarism in any form will not be acceptable. All submitted proposals/progress reports would be subjected to a third-party similarity check and proposals are liable to be rejected if found plagiarized. Any text taken verbatim from other sources needs to be identified using quotation marks and proper reference. Applicants are requested to pre-check their proposals for plagiarism before submitting to avoid any serious repercussions at a later stage.

**(d) Scientific Social Responsibility**

SMRG has adopted Scientific Social Responsibility (SSR) Policy to imbibe a culture of social commitment among SMR Grantees. The policy intends to effectively utilize the scientific infrastructure and expertise of SMR grantees to benefit other S&T stakeholders, especially the less-endowed researchers and society. Therefore, the SMR Grantees need to undertake some SSR activities during their project period.

2. ANNEXURE-II: PSC EVALUATION FROM
3. ANNEXURE-III: ACCEPTANCE FORM BY PI
4. ANNEXURE-IV: MID-TERM EVALUATION FORM
5. ANNEXURE-V: PROJECT COMPLETION REPORT
6. ANNEXURE-VI: PROJECT EVALUATION FORM
7. ANNEXURE-VII: AUDITED UTILIZATION CERTIFICATE FORMAT
8. ANNEXURE-VIII: STATEMENT OF EXPENDITURE FORMAT



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