



ANDHRA PRADESH STATE COUNCIL OF HIGHER EDUCATION

(A Statutory Body of the Government of A.P)

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GUIDELINES AND FORMAT FOR SUBMITTING RESEARCH PROPOSALS FOR FINANCIAL ASSISTANCE

Guidelines for Submitting Research Proposals

1. Eligibility Criteria

- Research proposals must be developed collectively by at least three member institutions of the cluster.
- The Principal Investigator (PI) and Co-Principal Investigator leading the proposal should hold a doctoral degree and research competence to conduct research.
- The proposal should focus on specific regional, national and global needs and with well-defined expected research outcomes/ Policy implications.
- The Principal Investigator and Co-Principal investigator should have at least 3 years of left over service.

2. Proposal Structure

The research proposal should be organized as follows:

2.1 Title Page

- Title of the research project.
- Names, and contact details of all principal investigators and co-investigators from the cluster institutions.

2.2 Executive Summary

A concise overview of the research project, highlighting its significance, objectives, methodology, and expected outcomes.

Max. Word limit - 500

2.3 Introduction

- Clear explanation of the research problem, its context, and relevance.
- Justification for the collaboration.

Max. Word limit - 1500

2.4 Literature Review

- Comprehensive review of relevant researchers and previous research in the field.
- Identification of gaps in existing Research

Max. Word limit - 1000

2.5 Research Questions

- Research question should be concise and reflect the scope of research.
- Research question should be clear, specific, and well-defined.
- Consider whether the research question is feasible given available resources, time, and access to data or subjects.
- Ensure the question can be answered empirically. It should be possible to collect data or evidence to address the question.
- The question should have a manageable scope. It should not be too broad or too narrow, striking the right balance to enable in-depth investigation.

2.6 Objectives

Identification of research objectives addressing the research problem.

2.7 Hypothesis

- The Hypothesis should be clear and specific without any ambiguity.
- The hypothesis should be logically connected to research question(s).
- Use quantifiable terms whenever possible. This helps in setting up the conditions for data collection and analysis.

2.8 Methodology

- Detailed explanation of the research design, methodologies adopted data collection methods of data collection, and analytical techniques to be used.

2.7 Expected Outcomes/ Deliverables

- The outcome of the proposed research should reflect the solutions to the problem identified practical applications/policy implications.

2.8 Impact on end user

- Potential impact of the research on academia, industry, society, or policy-making.
- Impact on stakeholders who would benefit from the research outcomes.

2.9 Collaboration and Institutional Support

- Description of the roles and responsibilities of each participating institution.

2.9 Work Plan and Timeline

- Breakdown of the project into phases or tasks with associated timelines.
- Allocation of responsibilities among principal investigators and co-investigators.
- Monitorable milestones in line with the timeline

2.10 Justification of Budget Heads

- Detailed breakup of the budget with justification, materials, travel, and contingency expenses and hiring services
- No separate allocation of budget for purchasing equipment and encouraged to utilize the equipment available in member institutions

2.12 Ethical Approval

- Ethical clearance certification is mandatory wherever it is applicable(Human/Animal)

3. Submission Process

- The proposal must be routed through the lead institutions

4. Evaluation and Selection

- APSCHE will constitute an expert committee comprising subject matter experts from academia, industry, and relevant domains.
- The committee will evaluate proposals based on criteria such as scientific merit, potential impact, feasibility, and alignment with research priorities.
- Shortlisted proposals may be invited for presentations before the expert committee.

5. Funding Disbursement & Duration of the Project

- Approved research projects will receive a maximum of Rs.10 lakh funding from APSCHE.

- The duration of the entire project should not exceed 24 months.
- Funds will be disbursed in phased manner, subject to the progress of the project milestones.
- No separate provision for overheads participating institutions.

	Period of fund allotment	Amount (Rs.in %)
1st Release	Date of Sanction	45%
2nd Release	12 th Month	45%
Final Release	24 th Month	10%
Total		100%

6. Reporting and Monitoring

- Principal investigator is required to submit the progress report at the end of the 1st year along with the statement of expenditure.
- Further instalment would be released based on the progress of the project
- The final instalment would be released only after the completion of the project along with the utilization certificate duly signed by auditor/competent authority.

7. Intellectual Property Rights and Publications

- Intellectual property rights and publication rights should be clearly defined in accordance with institutional policies and agreements among member institutions.
- Principal Investigator and Co-Principal Investigator should be responsible for Copyrights or any legal issues
- Publications/project report/bar patents which are based on Research output should acknowledge the support of APSCHE.
- **Research publications while submitting;**
 - 3 member institutions should be part of the Publication
 - All publications should have joint credentials
 - The Principal Investigator should be responsible for handling accounts, financial matters and submissions.

Documents/Enclosures required with the Proposal

- A formal agreement from the 3 member institutions for collaboratively submitting the proposal
- Consent from the Principal Investigator/Co-Principal Investigator
- Endorsement from the Head of the Institution

GENERAL TERMS AND CONDITIONS

- The principal investigator should bear the responsibility for authoring and disseminating research publications resulting from the project.
- Since the project involves multiple institutions, it is imperative that each participating institution submits a formal agreement expressing its support for the proposal.
- Proposals will be subject to scrutiny and approval or rejection by the Project Evaluation Group (PEG) within APSICHE. The PEG reserves the right to solicit expert opinions when necessary.
- A detailed and comprehensive budget breakdown should be submitted, encompassing all necessary financial considerations.

FORMAT FOR SUBMISSION OF PROPOSALS

A. PROFILE

1. Project Title

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2. Name of the Cluster:

3. Project Duration:

4. Total Budget:

5. Principal Investigator

Name:

Department:

Designation:

Institution Name:

Address:

6. a). Co-Investigator(s)

Name:

Department:

Designation:

Institution Name:

Address:

b). Co-Investigator(s)

Name:

Department:

Designation:

Institution Name:

Address:

B. TECHNICAL DETAILS

1. Title Page
2. Executive Summary
3. Introduction
4. Literature Review
5. Research Questions
6. Objectives
7. Hypothesis
8. Methodology
9. Expected Outcomes/Deliverables
10. Impact on End user
11. Collaboration and institutional support
12. Work plan and timeline
13. Justification of Budget Heads
14. Ethical Approval

PROFORMA FOR BIODATA OF INVESTIGATORS

A. Name:

B. Gender:

C. Institutional Affiliation:

D. Designation:

E. Publication: (Top 10 publications in the relevant field (last 5 years))

Book chapters or Patents (if any):

H. Projects submitted:

Sl. No.	Title of project	Duration (From & To)	Total cost	Funding Agency

I. Ongoing Projects

S.No	Title of project	Name of Organisation	Status

(Name & Signature)

Date.....

Place.....

ENDORSEMENT FROM THE HEAD OF INSTITUTION

(TO BE GIVEN ON LETTER HEAD)

The Institution supports the proposal entitled_____submitted by Prof/
Dr/PI/Co-PI._____ for the possible funding from the Andhra Pradesh State
Council of Higher Education.

Certified that the equipment, other basic facilities/amenities, will be extended to
investigator(s) during the execution of project.

Name and Signature of Head of Institutions

Date:

Place:

CERTIFICATE FROM THE INVESTIGATOR(s)

PROJECT TITLE: -----

1. I/We agree to abide by the terms and conditions of the APSCHE
2. I/We did not submit this or a similar project proposal elsewhere for financial support.
3. I/We have explored and ensured that equipment and basic facilities will actually be available as and when required for the purpose of the project.
5. I/We have enclosed the following documents.
 - (a) Detailed Project Proposal
 - (b). Biodata of investigator
 - (c). Endorsement from the Head of the lead Institution (on letter head) (PI & Co-PIs)

1. Name & Signature of Principal Investigator

2. Name & Signature of Co-Principal Investigator

Date:

Place: