



# **SURANA COLLEGE AUTONOMOUS**

Affiliated to Bangalore University | Re-accredited by NAAC with A+  
Recognised under section 2(f) & 12(B) of UGC

# **RESEARCH & CONSULTANCY CELL**

**Seed Grant Scheme**

**Surana College Autonomous**

#16, South End Road,  
Basavanagudi,  
Bangalore, Karnataka- 560004.

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## **1.0 Preamble:**

SURANA COLLEGE Autonomous have taken an initiate to nurture and build a strong research ecosystem among its faculty members by providing a 'Seed Grant' for all disciplines across campuses. The main objective is to promote a culture of collaborative research, enhance research aptitude, and improve research methodology abilities that support the teaching profession's capacity development and career advancement. The purpose of this seed grant programme is to help the scholars to develop practical and workable research approaches that will boost their confidence when applying for and receiving grants and fellowships from various public and private funding agencies both the national and international level.

The Seed Grant Scheme (SGS) aims to assist the faculty members in developing a novel research proposal, ideas for new methodologies, models, algorithms, and technologies, as well as collecting preliminary data, conducting pilot or preliminary activities, testing proof-of-concept, and reframing/rewriting grant proposals. Maximum 5 faculties will be selected for grant awarding every year.

## **2.0 Seed Grant Amount and Duration:**

1. Seed Grant:
  - a. Management & Social Science- Rs. 25,000 /- (Rupees Twenty-Five Thousand Only)
  - b. Science & Technology - Rs. 30,000/- (Rupees Thirty Thousand Only)
2. Project: Mini report / Monograph
3. Project Duration: 6 months

## **2.1 Sanctioning Authority:** Head of the Institution

### **3.0 Eligibility Criteria:**

1. Full-time faculty members of Surana College are eligible to apply for seed grants.
2. Collaborative or multidisciplinary research proposals will be encouraged to be submitted among the different departments.
3. Individual Faculty will be eligible for seed grant once in 5 years in their service period at Surana College.

### **4.0 Terms & Guidelines for Approvals:**

1. The Seed grant application will be available on the institute website. Dully filled application to be submitted within stipulated period with required testimonial and documents.
2. The Dean – Research & Consultancy Cell will give requisite administrative approval with the appropriate endorsement letter for selected project, monitor the progress and intervene in timely release of funds.
3. The Approval letter shall be sent for selected research proposals for seed grants to the concerned PIs from the office of the Research & Consultancy Cell after getting financial approval from the appropriate authority in a timely manner, and all records shall be maintained for audit purposes.
4. The list of approved research projects under Seed Grant Scheme will be posted on the institute website. The selected PIs are required to submit their acceptance certificates, which will be transmitted to the appropriate HoD for the further action.
5. From the date of receipt of Approval Letter, the PI must send a progress report every Two months through their official mail to Research & Consultancy Cell without fail. Any queries should be addressed immediately by the PI with proof of documents.
6. All the communication and correspondence should be done through faculty official mail id only.
7. After completion of the project, submission of final report along original bills with the stipulated project period.

8. In no circumstances shall the Project be transferrable, and if the Principal Investigator fails to complete the project owing to his/her irresponsibility, he/she will be responsible for returning whole amount issued within a month's period of notice.
9. The selection committee decision on proposal awarded for seed grant will be final.

#### **4.1 Review Proposals Committee:**

1. Head of the Institution.
2. Member Secretary (Dean- Research & Consultancy)
3. One Internal review committee members (Science and Non-science- subject expert)
4. One External review committee member (Science or Non-science- subject expert)

#### **5.0 Key Deliverables by Principal Investigator:**

1. Soft and hard Copy of the project's final report and deliverables in the form of Publications (Under Communications) should be submitted.
2. Any unutilized grant must be refunded immediately via draft/electronic transfer to the Institute's official account.
3. The executive summary of the report and the research materials in the form of Papers, patents, monographs, or any other academic/research accomplishment resulting from the Seed Grant must be submitted to the appropriate portal on the official institute website.
4. Research findings should be disseminated through a presentation (internal) for Surana community and publications.
5. The PI must publish at least one paper in a peer-reviewed journal that is indexed in WOS/Scopus/UGC CARE, and present the work should be presented in any national or international conferences, seminars, etc. In all such publications, the authors must provide credit to the funding source and mention the institution affiliation.
6. The grant balance, if any, not claimed by the project's completion date will be considered forfeited, and no further claims will be accepted.
7. Strict action will be taken in the case of any misappropriation of funds, and if proven guilty, the full Seed Grant amount would be reclaimed.

8. In the event of any ambiguity or disagreement about this scheme, the HOI will have the final authority.

#### **6.0 Terms of Payments & Conditions:**

The seed grant shall be realised in three instalments.

- a. 50 % shall be paid after receiving the sanction letter.
- b. 30 % shall be paid based on 2 progress reports.
- c. 20 % after submission of project report and fund utilization certificate.

Note:

- a) Subject to the funding being accessible, proposals for financial support will be reviewed and approved by the appropriately organized committee, which will then be authorised by the HOI.
- b) In the submitted proposal, every step financial estimates should be specified with rates, quantities, and totals for each item. Consumables, fieldwork/travel, and miscellaneous expenses cannot exceed specified % of the project's overall budget, respectively.
- c) No compensation or honorarium component shall be included in the project. The hired services will be for specialist technical work, such as sample analysis, for which the institute's infrastructure or similar services are provided on a fee for service basis.
- d) No expenditure will be provided for the following:
  - a. Equipment's, Laptop, scanner, Printer
  - b. Recruitment of manpower: Research Fellow/ Project Assistant.
- e) Utilization certificate and Statement of expenditure (two copies) shall be submitted to the Research Dean. The accounts shall be audited by the Accounts officer / Finance officer of the institution.



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**Annexure III**

**Annexure I**

**PROCEDURE FOR APPLICATION & SELECTION PROCESS**

**Receipt of Applications (dully filled)**

**Level -1 Internal verification of the proposal recieved & other documents (within 20 working days)**

**Level 2 -Resubmission of Proposal (If required, by the PI)**

**Level 3- Call for Presentation- selected proposal**

**Level 4- Issue of Approval Letter for the Selected Proposals with authorization of HoI.**

**Note:**

1. Call for seed grant proposal done at institutional level every year.
2. Faculty members should submit their application through Surana College website on or before the given date & time.
3. After submission of application, the review committee will scrutinise the proposals (Internally vs Externally) within 20 working days from the date of submission.
4. The dully filled application with other requisite documents which meets the quality standards and outcome will be called for detailed presentation.
5. Selected proposal for seed grant will be announced through Institution website.
6. Once selected, Approval letter will be authorized through Head of the Institution.



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**Annexure IV**

**Annexure II**

**TECHNICAL PROPOSAL FORMAT**

1. Title of the Project
2. Origin of Problem (200 words)
3. Review of Literature (1500-2000 words)
4. Research Questions or Objectives (2-3 )
5. Methodology/Work Component (1000 words)
6. Project Timeline / Activity Plan
7. Expected outcome and Deliverables.
8. Reference (APA 6<sup>th</sup> edition)
9. Team Profile (1 Page)





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**Annexure V**

**BUDGET FORMAT**

Sl. No.	Particulars	Amount (in INR)	% Of allocation in overall budget
1	<b>Data Collection &amp; Travel</b>		60%
	Printing of Tools / Chemicals		
	Pilot Testing / Pre-testing /Lab Test		
	Travel (Domestic)		
	Total		
2	<b>Office Expenses</b>		10%
	Stationaries		
	Communications		
	Total		
3	<b>Dissemination of Results</b>		30%
	Presentation in Conference /Seminar		
	Publication (Journal or Book Chapter)		
	Total		
	<b>Grand Total (1+2+3)</b>		100%



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**Annexure VI**

**SEED GRANT APPLICATION FORMAT**

1. Name of the Faculty Member as PI: \_\_\_\_\_
2. Designation: \_\_\_\_\_
3. Qualification: \_\_\_\_\_
4. Domain Expertise: \_\_\_\_\_
5. Email/Phone: \_\_\_\_\_
6. Experience of PI
  - a. Teaching experience: UG -----Years; PG ----- Years
  - b. Research experience (years)
7. No. Research Papers Published: \_\_\_\_\_
8. No. of Books Published: \_\_\_\_\_
9. Name & Designation of Co- PI: \_\_\_\_\_
10. Collaborating Department: \_\_\_\_\_
11. Domain Expertise: \_\_\_\_\_
12. Email/Phone: \_\_\_\_\_

(Note: Please enclose the list of papers and books published and/or accepted during last two years)

**Declaration:**

1. The aforementioned project proposal has not been submitted to or financed by any other agency.
2. The Institution offers a range of standard amenities, including furniture, room for laboratories, internet connection, etc. Additional facilities, such as the library, experimental field, and workshop facilities, etc., must be accessible and shared.
3. I/we will follow by the rules and regulations regulating the seed grant/minor research project if we are awarded financial assistance.
4. The project must be finished within the specified timeframe. If unable to do so and the Institute is unhappy with the progress of the research, the project may be cancelled.

Signature of Principle Investigator

## **Annexure V**

### **Acceptance Certificate**

Name of Principal Investigator (PI) :

Name of Co-PI (If any):

Project submission/Approval No. -----

Dated .....

Title of the project \_\_\_\_\_

#### **Terms and Conditions**

1. No other funding organisation is contributing to the study endeavour.
2. The grant's terms and conditions are acceptable to both the principal investigator and the relevant department.
3. No copyright violations or conflicts of interest will occur.
4. All publications shall be affiliated with the Institute, and the Institute holds the right to intellectual property.
5. The date of Project Implementation is \_\_\_\_\_

Signature of PI

Signature of HOI