

Proposal for seed money

Part I:

Who are *eligible to apply*

- i) Regular faculty of SJC **including** those on probation
- ii) They should have a **minimum of TEN** years to superannuation
- iii) The applicants **currently should NOT** be working on their Ph.D.
- iv) They **should not have** an ongoing project
- v) The applicants **should have not have secured** a Major Research Project (from any agency) so far (remember: seed-money is for beginners!)
 - vi) By the very fact a faculty applies for seed-money, the applicant undertakes to complete the project successfully in time. If for any reason the awardee leaves St Joseph's College without completing the project to the satisfaction of the Research Committee, s/he undertakes to refund the entire amount to the College, besides depositing all the books/ journals/ equipments purchased out of the project money.

Additionally,

- vii.a) If sanctioned, the applicant should be able to carry out the project on their own, and not outsource it or get students to do the research. Some students may contribute to the research project in minor ways. But the major work must be done by the project-awardee. Students helping out in the project, while the semester is in session, are not to be taxed with work towards this project. Any unethical/irrational demand on students for the project by the awardee, or any complaints by students regarding this, may result in withdrawal of the project.
- vii.b) The awardees are advised to inform the Director of Research Centre, in writing, before any student commences work on a Seed Grant project.
- vii.c) All research done on Seed-Money project will be carried out within the SJC premises, and researchers should obtain prior permission from the Director to work outside the premises.
- viii.a) The proposal should be based on the applicant's own original ideas; and should not be based on work or assignments given to others or mandated for students.

viii.b) While researchers are encouraged to extend the project to their Ph.D., they should not take their Ph.D./ a part of it for the seed-money project.

ix) Since the proposals are sent to external experts, it is important that due care be taken to present them professionally, as serious work of personal interest, commitment, and quality.

x) It is advisable to show your proposals to our senior researchers and get critical feedback for novelty, quality, relevance, ethical considerations, and impressive & formal presentation, before submission.

xi) Every grantee is expected to present a work-in-progress of their project every six months, both in writing and to the research colloquium. If the Research Centre is not happy with the progress, it may either suggest modifications or may withdraw the project.

xii) To ensure that the selected projects have a high probability of achieving their goals, the PI must assess all the likely risk factors: The PI must mention all the potential and specific risk factors (e.g., unpredictable events that may prevent or destroy data collection or sampling sites, possibility of non-availability of proposed sample units /critical equipment, delays caused by administrative procedures, delays in procuring equipment, non-cooperation by some individuals /groups for interviews, potential health risks posed by use of unconventional equipment / sampling techniques, etc). The PI must also mention an alternative plan of action in each case, if any of these risks actually occurs.

Overall sequence of the sections to be followed in the file

1. Investigator Details

- 1.1 Complete Name of the Investigator:
- 1.2 Date of birth:
- 1.3 Department:
- 1.4 Date of joining SJC:
- 1.5 Whether confirmed **OR** on probation:
- 1.6 Educational & research profile
- 1.7 **Name of the co-investigator (if any):**
- 1.8 Date of birth:
- 1.9 Department:
- 1.10 Date of joining SJC:
- 1.11 Whether confirmed **OR** on probation:
- 1.12 Educational & research profile

Part II: Your proposal MUST have these sub-sections:

2. Neatly designed front-page with project title, your name, dept., contact
3. Project abstract in about 150 words (don't number this page)
4. Good and self-explanatory title on top of the first page, above introduction
5. Introduction in about 150-200 words
6. Survey of literature of the recent major works in your area of research - covering both international and Indian - in about 750-1000 words
7. Clear identification of research gaps (*what is the necessity to research this problem?*) - 100-150 words
8. Scope and objectives of your study - about 200 words
9. Detailed framework/ methodology of the proposed work - c.150 words
10. What is innovative about your research - 100-150 words
11. Expected outcomes from the project (papers/ reports/ books/ documents/ database/ patents/ etc.) - 100-150 words
12. Relevance of your study for policy-making/ society/ academics / etc. - 200 words
13. References using standard referencing style in your discipline
14. Time-line of the project - clearly projecting the likely progress
15. Budget - clearly giving year-wise and total expenses under various heads, and below that justification. Please remember, **seed-money does not provide for equipments /Research Fellows/ conferences/ space**

15.1.1 List the facilities available in the department/institution for carrying out the proposed project.

15.1.2 Funds Required (add more columns if required):*

| Head | Recurring/non-recurring | Cost/year (Rs) | | Total cost (Rs) |
|---|-------------------------|----------------|--------|-----------------|
| | | Year 1 | Year 2 | |
| <i>Equipment (give details of each item)</i> | | | | |
| <i>Books/journals (justify below)</i> | | | | |
| <i>Consumables (details of each set of items)</i> | | | | |
| <i>Travel for research (details: mode, places, purpose, days)</i> | | | | |
| Grand Total | | | | |
| Rs. | | | | |

[Please substantiate the need for funds **under each head -with details.** 'Travel' is **not** meant for attending conferences/ consultations; it is strictly for field research]

- * *Your project proposal must be printed neatly on A4-size paper*
- * *Use Times New Roman, 12-point-size font, 1.5 spacing*
- * *The proposal must have a title page, and must be spiral-bound*
- * *Give all the requested information in the proposal*
- * *Please remember that the College expects its applicants to follow all professional and ethical norms in preparation, writing & presentation*

Please -

- a) submit a **spiral-bound hard copy** to the Research Director's office
- b) also **mail a soft copy** to the Director (in editable ***docx** format; not *.pdf)
- c) ensure the proposals are neatly presented, and free of every mistake
- d) remember that **this project is for the faculty, and not for students**

(Dr Richard Rego SJ)
Director, Research Centre