

**St Joseph's College Research Centre
St. Joseph's College Autonomous, Bangalore - 560027**

Policy on Seed Money for Research Projects (Revised draft 2020)

Part I:

Who are eligible to apply?

1. Any regular faculty of SJC including those on probation
2. They should have a minimum of TEN years of service left before superannuation
3. The applicants currently should NOT be working on their Ph.D.
4. They should not have an ongoing project
5. The applicants should not have had secured a Major Research Project (from any agency) so far (seed-money is for beginners!)
6. By applying 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 Centre, s/he undertakes to refund the entire amount to the College along with a **penal interest of 10% per annum**, besides depositing all the books/ journals/ equipment purchased out of the project money.
 - a. The extension of duration of the project would be permitted **only in exceptional circumstances** that are beyond the control of the project-awardee, if applied well in advance with adequate justification for the delay. If the permission for extension of duration is not obtained/granted, the St Joseph's College Research Centre has the right to terminate the project; in that case, project-awardee will have to refund the entire amount along with the penal interest of 10% per annum
 - b. The awardee shall not change the project (either entirely or in part)/ title/ objectives once the project is approved. In case the researcher desires any change in the project/ title/ objectives, s/he shall obtain prior, written permission from the Research Centre
7. a. If sanctioned, the applicants should carry out the project on their own, and not outsource it or get others to do the research. Some students may be permitted to help the researcher if the students volunteer to do so, in minor ways. No student shall be forced to work on the project, even by offering incentives. 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 the work related to the project. Any unethical/irrational demand on students for the project by the awardee, or any complaints by students regarding this, may result, after a suitable enquiry, in withdrawal of the approval of the project.

* If students contribute to carrying out the project, they need to be given credit as co-authors in any publication done out of the project.

- **None shall be given any credit in publications for any reason if they don't contribute to the publication academically and substantially.**
- The publications arising out of these projects, shall **not have any co-investigators or co-authors from outside the College.**

b. The awardees are advised to inform the Director of the Research Centre, in writing, before any student commences work on a Seed-Money grant project.

c. All research done on Seed-Money project will be carried out within the SJC premises. The researchers need to obtain prior permission from the Director of the Research Center to work outside the premises.

8. The proposal should be based on the applicant's own original ideas.
9. While researchers are encouraged to extend the project to their Ph.D., they are not make their Ph.D./ a section of it part of the Seed-Money project.
10. Since the proposals are sent to external experts, it is important that due care be taken to present them professionally, as serious work of quality and personal commitment.
11. It is advisable to show your proposals to our senior researchers and get critical feedback for **novelty, quality, relevance, ethical considerations, methodology, outcomes**, and impressive & formal style of presentation, before submission.
12. The grantees are expected to submit the work-in-progress of their project once in every six months, to the Research center and present the same at the research colloquium. If the Research Centre is not happy with the progress, it may either suggest modifications or may withdraw the project.
13. 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 data collection or destroy 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 the 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 were to occur.**

In all cases, the awardee should abide by the College code of ethics for research and publication.

The 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:

The Research Proposal

Application for Seed money

You may use this format for the submission of an project proposal: [*please copy-paste pages 4-6 below, fill-in, and submit*]. Add a cover page with the title of the project and your name.

1. Title of the project:
2. Broad Subject Area of the project: (e.g.: Communication, Kannada, etc.)

3. Technical Details

- 3.1 Origin of the proposal (max. 200 words; a non-technical description of how/why the investigator decided to look into the problem described in the proposal)
- 3.2 Introduction with **detailed background literature** (Maximum 1500 words; use graphs/figures/tables wherever necessary to present data crisply)
- 3.3 Scope of the proposed research:
- 3.4 Objectives:
- 3.5 Methodology:
- 3.6 Timeline (tabular/graphical, showing how the proposed research would progress with time)
- 3.7 References/Bibliography (use standard format and style manual)

3.8 Budget:

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

Particulars	Recurring/non-recurring	Cost per annum (Rs)	Total cost (Rs)
Equipment			
Books/journals (list)			
Consumables			
Travel for research (mode, places, purpose, days)			
Grand Total			
Rs.			

**Please substantiate the need for funds under each head -with details.*

* You may add legitimate ‘heads’ proper to your subject/ requirements.

- Travel is permissible only where fieldwork is necessary; attending conferences/ seminars/ consultations are not covered under seed-money grants.
- Equipment & consumables – please list every equipment you need; personal computers are not to be included.
- Books/ journals and equipment purchased are property of the College; hence need to be registered in the library/ stock register.

No PA/ research assistants are permitted for seed-money projects

4.0 Expected outcomes of the project:

4.1 Would the project result in publications/patents? If yes, give details.

4.2 Would the project lead to a bigger proposal to external funding agencies? If yes, what and when?

5.0 Bio-data of the investigator (and co-investigators, if any)

5.1 Academic and professional (teaching/research) details: (Masters onwards, including PDFs & NET/SLET)

Degree / Position held	Year	University / Institution	Remarks

5.2 Title of the Ph.D. thesis:

5.3 Awards and Honours received:

5.4 List of books (not text books) and publications (Clarivate/ SCOPUS journals only):

Declaration:

** All the details mentioned above are true, and if found false, I will be liable to strict action*

** By applying for these grants, I agree to abide by all the rules and regulations governing this seed-money project.*

** If sanctioned, I promise to complete the project within the stipulated time.*

** If, for any reason, I leave St Joseph's College without completing the project, I agree to refund all the money released for the purpose, with 10% interest/annum, and deposit the books/ journals/ equipment purchased out of the grants, failing which the College Management is free to take action against me.*

1. Name:

Date:

Signature:

2. Name:

Date:

Signature:

Part III: 14. Submission of the Completion Report

a. The Project Awardee / Principal Researcher / Principal Investigator would prepare a draft report on completion of the study/ survey and submit a soft copy of the same to the Director of the St Joseph's College Research Centre, along with a URKUND based report about the similarity index.

The report will be examined also by an expert in the field concerned. After the submission, the Project Awardee may present the report before the St Joseph's College Research Committee / Empowered Committee and interested staff members of the College.

The suggestions/opinions given during the presentation, along with the suggestions of the Division and Subject Expert, may be incorporated into the final report by the Project Awardee.

One hard copy and a soft copy of the same in MS Word and a *.pdf shall be submitted within two weeks of communicating the comments. It needs to be ensured that the revision has been made as per the comments received, and reasons for non-acceptance of the comments, if any, should be properly explained in the forwarding letter.

b. The Project Awardee is also required to send the primary and secondary data collected as a part of the project to the St Joseph's College Research Committee in CD as ASCII file or as any commonly used database files.

Rev Dr Joseph Lobo SJ
Director, St. Joseph's College (Autonomous) Research Center