

## **Internal Grant Guidelines**



### **Internal Grants Committee**

**TERI School of Advanced Studies  
10, Institutional Area Vasant Kunj, New Delhi - 110070**

**IGC Committee:**

Prof. Sukanya Das (Chairperson)

Prof. Shaleen Singhal

Prof. Shashi Bhushan Tripathi

Dr. Ranjana Ray Chaudhuri

Mr. Dhanraj Singh

Mr. Devvrata Guglani - Secretary

## **Contents**

1. Mission.....	4
2. Objective .....	4
3. Seed Grant for Faculty Members .....	4
3.1. Grant for supporting research .....	4
3.2. Selection criteria: .....	5
4. For Student participation in Conferences/Workshops .....	10
4.1. Budget: .....	10
4.2. Application process: .....	10
4.3. Report submission:.....	11

## **Introduction**

The Internal Grants Committee (IGC) should notify the total funds available for allocation at the beginning of the year. For this purpose, the term 'year' shall be construed as the financial year as followed by the TERI School of Advanced Studies. It's important to note that IGC funds are competitive in nature, and merely meeting the criteria will not ensure funding. This competitive aspect should motivate and drive our faculty and students to strive for excellence in their research proposals.

### **1. Mission**

Our primary objective is to support our faculty and students in developing cutting-edge research or gaining a competitive edge for securing external research grants.

### **Objective**

- To support early-stage research projects and baseline data collection
- To help research collaborations for developing cutting-edge research
- To support travel for presenting research at conferences and symposia.

### **2. Seed Grant for Faculty Members**

The Internal Grant remains open to all regular faculty members. Preference will be given to proposals submitted by the faculty at the Assistant Professor level.

#### **2.1. Grant for supporting research.**

##### **2.1.1. Budget:**

- 2.1.1.1. A fund of Rs 7,00,000 has been set for each year, of which 5,00,000 have been allocated for faculty and Rs 2,00,000 for students, in their research and collaborative efforts.

## **2.1.2. Internal Funding -Seed Grants**

- 2.1.2.1. The Research Funding Schemes Through Seed Grants (Two grants each of Rs 2,00,000) will be given once to encourage newly appointed faculties to carry out research and achieve outcomes that can be further used for Applying for Extra Mural grants, research paper publications, patents, etc.
- 2.1.2.2. This seed grant scheme shall offer financial assistance to individuals or teams of faculty (Interdisciplinary/Multidisciplinary). A team applying will have the option to fund one Project of a maximum limit Rs 4,00,000.
- 2.1.2.3. Any unutilized funds shall be carried forward to the next year and thus added to the corpus. The Committee shall upwardly revise the fund allocation limit every year, ensuring that the individual allocation limit does not fall below 10% of the total funds available that year.
- 2.1.2.4. The project expenditure will be verified and certify every year under the supervision of the Finance Officer (FO). The FO should inform about available Un-utilized funds before the commencement of the quarterly IGC meeting.

## **2.2. Selection criteria:**

### **2.2.1. Processes for Seed Grant**

- 2.2.1.1. The call for research proposals for grants of seed money will open during the financial year.
- 2.2.1.2. Individual/ Joint Proposals are to be submitted to the Dean Research and Partnerships office.
- 2.2.1.3. All the Research Proposals submitted for Seed Grants will be put forward to an Expert Committee constituted by the Dean (Research) in consultation with IGC, comprising external experts in the various disciplines from which these proposals have come. This Committee will first review the proposal in written form, and based on their recommendations, the proposers will be given an opportunity to clarify the experts' comments.

- 2.2.1.4. The proposals will be shortlisted based on the above process. These shortlisted proposals will be put forward to the IGC and the Vice Chancellor.
- 2.2.1.5. Following the Approval, the office of the Project Management Officer will provide the project registration details to all the successful applicants indicating the title of the Project, the names of the Principal Investigators (PI and co-PIs), the Duration of the Project, the Sanctioned Amount, and the date of commencement.
- 2.2.1.6. PI should acknowledge the receipt of the Project registration details mentioning the actual date of Commencement of the Project and the grant amount.
- 2.2.1.7. The procedure in procuring capital equipment and materials if any will be as per the existing guideline of purchase existing in the university.
- 2.2.1.8. The project PI and his/her team are collectively responsible for achieving the proposed objectives of the sanctioned Project within the stipulated project period.
- 2.2.1.9. The project PI and his/her team should be present for bi-annual Project Review meetings chaired by the Dean (R&P) without fail and ensure that the recommendations of the Expert members are incorporated. Review meetings are held twice a year, and the schedule of the Review meetings shall be conveyed by the office of Dean R&P to all Concerned parties two weeks ahead of the meeting dates.
- 2.2.1.10. In the Event of the PI going on long leave, the Co-PI shall be responsible for completing the Project. In case a Co-PI does not exist for the concerned Project, the PI, the Dean (R&P), in consultation with the Head of the Department, will be responsible for identifying the authorized and competent Co-PI.
- 2.2.1.11. The PI should submit a soft copy of the yearly Progress report to Dean Research in the standard format <sup>1</sup>along with an Expenditure statement duly signed by the Finance Section.

---

<sup>1</sup> Refer Annexure 2

- 2.2.1.12. The seed grant money provision would be available to faculty members only once during their tenure at the University.
- 2.2.1.13. The grant is subject to the availability of internal funds availability of the university.
- 2.2.1.14. Following factors, among other things, shall be kept in mind while evaluating the proposals:
- Novelty
  - Aligning with the broad thematic areas of TERI SAS.
  - Option includes up scaling the Project and applying it to CRG projects at ANRF, DST, ICAR, SERB, DBT, ICMR, ICSSR, and other funding organizations.
  - Existing/on-going Research Activities would not be partly funded from Seed/IGC Grant.

### **2.2.2. Proposal Format<sup>2</sup>**

The proposal should contain the following information in clear terms:

- Purpose
- Details of the proposed work
  - Scope and objective(s)
  - A brief outline of the proposed work with the timeline
  - Budget
  - Expected outcome (s)

### **2.2.3. The time limit for the Project:**

The maximum time limit of a project would be one year and no-cost extension of six months based on submission of statement of objectives that have not been achieved so far but will be achieved during the extended period.

---

<sup>2</sup> Refer Annexure 1

#### **2.2.4. Project completion report:**

A proper report containing the findings, outputs, and impact must be submitted by the incumbent(s) to the IGC within one month of its completion. The faculty should also share the findings at any of the University forums (Lunch & Learn) in the form of a presentation/ seminar. The research grant recipient also expects an outcome such as a publication in a peer-reviewed journal, conference proceeding, and oral/poster presentation on a national/international platform. If all the above documents are not duly submitted by incumbent (s) within the stipulated time, finance officer should consider final settlement to be adjusted at the end of the financial year of the concerned faculty. Faculty testimonials on acknowledging TERISAS-IGC should also be recorded for inclusion in the TERISAS- annual Report.

#### **2.2.5. Grant for Conference and Seminar Participation**

#### **2.2.6. Budget:**

A maximum sum of Rs 1,00,000 per year would be available to support the participation costs of faculty members in conferences To ensure dissemination of research activities in the correct forum, to create networking opportunities for collaborations, to be abreast with the latest developments in cutting edge technologies and domains, faculty are encouraged to attend Conferences, Seminars, organized by reputed National and International Scientific/Academic/Research/Professional Bodies.

The nominations of the faculty members to the conference/seminar shall be the prerogative of an IGC and will be forwarded VC for approval oval after ascertaining the reputation of the organizers and the quality of the events.

The maximum number of grants to be allowed in a year is around five INR 20,000 each, irrespective of the designation based on seniority.

**The faculty member should submit the following documents to seek Approval before attending the Event.**

#### **2.2.7. Application process:**

- Acceptance Letter and Event Brochure
- Copy of Abstract with Full Paper (Accepted Version)



- Invitation Letter
- Estimated Expenditure

### **2.2.8. Criteria for selection:**

The following factors may be taken into consideration while evaluating the proposal by the Internal Grants Committee (IGC):

- The conference/workshop is relevant to the field of the faculty concerned.
- It should be an international/national reputed event with recognized speaker lists.
- The faculty member should have a significant role in the Event – either as a speaker/paper presenter or as a Chair.
- Preference will be given to those who are applying for the first time
- Faculty should have demonstrated that they have made efforts to raise funds from other sources. Faculty are encouraged to seek financial assistance for Travel and Registration from Funding Agencies like ANRF, AICTE, CSIR, and ICSSR for International conferences.

A sanction letter from the office of the Dean Research shall be issued to the successful applicant. After the Event, the following documents need to be furnished by the faculty participant to the office of the Dean (R &P).

A copy of the following documents needs to be submitted to the Finance Dept. for final settlement of accounts:

- Travel Documents
- Proof of participation
- Proof of Expenditure
- Brief Report on the Event Attended and Benefits to Department/School/University
- Presentation in Lunch and learn.

### **2.2.9. Report format:**

A proper report containing the findings, outputs, and impact, a copy of the conference presentation, and post-event photographs that have the TERI SAS logo on the poster/presentation along with participants (visual evidence) must be submitted by the incumbent(s) to the IGC within a month from its completion/presentation. The faculty should also share the findings at any of the Lunch and Learn sessions in the form of a presentation/ seminar. If all the above documents are not duly submitted by incumbent (s) within the stipulated time, the finance officer should consider the final settlement as outstanding, of the concerned faculty.

### **3. Grants for Students for participation in Conferences/Seminar**

#### **3.1. Budget:**

- 3.1.1. A maximum sum of Rs. 2,00,000/- per year would be available to support students' participation costs in conferences and workshops. Any unutilized resources would be carried forward to the next cycle of funding (financial year)
- 3.1.2. The total budgetary ceiling for the TERI SAS Master's program is Rs. 75,000/per financial year.
- 3.1.3. A maximum sum of 1,25,000/- per year would be available for Doctoral programs.

#### **3.2. Application process:**

- 3.2.1. A copy of the approved abstract/paper and budget details should be mandatorily attached to the IGC application. It will include-
  - i. Acceptance Letter and Event Brochure
  - ii. Copy of Abstract with Full Paper (Accepted Version)
  - iii. Invitation Letter
  - iv. Estimated Expenditure

#### **3.2.2. Incomplete applications will be rejected and should be resubmitted.**

- 3.2.3. The Supervisor of doctoral candidates who have completed their comprehensive examination may nominate the student to IGC for the final

Approval of the grant. The following may be considered factors for identifying the most eligible candidate.

**Selection process:**

IGC will be screening the application, and the shortlisted candidates will be requested to

- Merit
- Value addition to the overall research objectives for the doctoral student
- Training program to learn a new skill set required for doctoral research

**3.3. Report submission:**

- 3.3.1. Full accounts would need to be submitted to the Finance Section and Dean Research on the utilization of these resources within 15 days of completion of work/activity and the due care taken to minimize expenditures.
- 3.3.2. A proper report containing the findings, outputs, and impact, a copy of the conference presentation, and post-event photographs that have the TERI SAS logo on the poster/presentation along with participants (visual evidence) must be submitted by the incumbent(s) to the IGC within one month from its completion/presentation.
- 3.3.3. If all the above documents are not duly submitted by incumbent (s) within the stipulated time, the Finance Officer should consider the final settlement outstanding and halt the student's semester registration process and also adjust from Student refundable security deposit amount available with the University.

---

## Format For Seed grant Proposal

---

### **1. Background and Scope**

- 1.1 Description of problem
- 1.2 Review of work already done
- 1.3 Rational for taking up the project

### **2. Description of Proposal**

- 2.1 Objectives of the project (Brief and to the point)
- 2.2 Preliminary Investigations done (if any)
- 2.3 Innovative component of the project
- 2.4 Methodology detailing stepwise activities and sub-activities

### **3. Work Plan**

Phase-wise plan of action up to post project activities detailing time schedule. Milestone may clearly be indicated. GANTT chart may be attached.

### **4. Output and Deliverables of the Project:**

Attempt may be made to quantify output in measurable parameters.

### **5. Likely Impact** (Please attempt to quantify)

### **6. Parameters for monitoring effectiveness of project**

### **7. Suggested Post Project Activities:**

**8. Budget estimate (in Rupees): Summary\***

	<b>Heads of Expenditure</b>	<b>Total</b>		
<b>A</b>	<b>Recurring</b>			
1	Consumables			
2	Mobility			
3	Contingencies			
<b>B</b>	<b>Non-Recurring (Permanent Equipment)</b>			
	Detailed break up			
<b>C</b>	<b>Grand Total (A+B)</b>			

\* Please provide brief justification for each head of expenditure.

\_\_\_\_\_  
Signature of PI

To

Dean Research & Partnerships

Annexure 2

**PROGRESS REPORT FORMAT**

**Suggestive Instructions for the Report:**

- i. The report be limited to 5 pages
- ii. Please do not leave any item unanswered.

<b><u>PROGRESS REPORT</u></b>		
1.	Project Title:	Project Code:
2.	PI:	Date of Birth
3.	Co-PI:	Date of Birth
4.	Approved Objectives of the Proposal:	
5.	Date of Start:	Total cost of Project:
6.	Date of completion:	Expenditure as on _____:
7.	Salient Research Achievements:	
	7.1 Summary of Progress	
8.	Manpower involved:	
9.	Research work which remains to be done under the project (for on-going projects)	
10.	List of Publications emanated out of this Project (including title, author(s), journals & year(s))  (A) Papers communicated / published in Journals:  (B) Papers published in Conference Proceedings, Popular Journals etc.	

### Equipment

S	Sanctioned List	Procured	Cost	Working	Utilisation
No		(Yes/ No)	(Rs in lakhs)	(Yes/ No)	Rate (%)
		Model & make			