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भारतीय प्रौद्योगिकी संस्थान जोधपुर

Indian Institute of Technology Jodhpur

अनुसंधान एवं विकास कार्यालय / Office of Research & Development

No. IITJ/R&D/2024-25/04

Date: 27 May 2024

अधिसूचना / Notification

Subject: Revised Policy and Guidelines for Seed Grant.

It is hereby notified that the existing norms and guidelines for Seed Grant have been revised. The **Seed Grant** is renamed as **Research Initiation Grant**. The guidelines for the same are approved by the Competent Authority. The **Initiation Grant Review Committee (IGRC)** will be responsible for the recommendation and approval of the Research Initiation grant projects. The revised Policy and Guidelines for Research Initiation Grant will be effective from 27th May 2024. The revised guidelines are attached with this notification.

Samanviti Pal
27.5.24

अधिष्ठाता (अनुसंधान एवं विकास)

Dean (Research & Development)

वितरण / Distribution:

1. Director - *for kind information.*
2. Deputy Director - *for kind information.*
3. Dean, Faculty Affairs
4. Registrar
5. All Heads
6. All Faculty Members
7. All Staff Members
8. Webmaster for updating the R&D webpage.

Policy and Guidelines for Research Initiation grant

Introduction:

The Institute supports newly joined faculty members for initiating their research work immediately on joining with a sum of INR 25 lakhs (maximum) as initiation grant. The objective of such a grant is to encourage FMs to set up their basic research facility to initiate activities pertaining to their key research areas as soon as they join the institute. It is envisaged that such a research grant will allow the FM to establish a preliminary research framework at the Department/School/center and enable UG/PG student mentorship and further submission of project proposals. Initiation Grant Review Committee (IGRC) will be responsible for recommendation and approval of the initiation grant projects.

Guidelines:

1. The Office of R&D will accept submission of grant proposals quarterly in a calendar year with fixed dates for submission on or before 31st March, 30th June, 30th September and 31st December.
2. The newly joined FM will be required to submit the initiation grant proposal in the prescribed format to the Office of R&D within three months (3 months) of joining the institute.
3. The proposal shall be a single PI proposal and would be for duration of one year from the date of registration of the project.
4. **Evaluation policy:** Evaluation of the proposal will be in two stages: a) The proposal will be reviewed by a domain expert from within the Institute. Review report will be submitted by 15 days to the Office of R&D. b) Based on the report of the expert, the Initiation Grant Review Committee (IGRC) will either recommend the proposal for funding to the Director or send the review comments and suggestions of the committee to the FM for submission of a revised proposal.
5. After the approval of the Director, the same will be notified to the FM and Initiation grant project registration will be initiated by the Office of R&D on receipt of FMs request.
6. The expenditure towards consumable and contingency together shall not exceed 10% of the total sanctioned budget. The grant does not allow hiring of manpower and procurement of furniture/computer/printer.
7. It is advised to FMs to propose equipment budget along with equipment quotation valid for six months at least to get a correct estimate of the budget requirement.
8. IGRC will review the project at the end of one year from the registration of the initiation grant project. A few of the following points will be considered for satisfactory performance in the project: a) Completion of laboratory set up or completion of basic facility to initiate research work in the key research area; b)

- research proposals submitted to at least two external funding agencies as PI. These activities must be completed in one year from the date of sanction of the project.
9. IGRC will review the project closure report along with the outcome and would either recommend the project closure or would invite the PI for brief discussion.
 10. On IGRC recommendation, the Office of R&D will close the project.

Proposal submission format:

The PI will be required to submit a two-page proposal (preferred font: Times New Roman, font size 12.) in the following format:

1. Title of the proposal:
2. Key words (Maximum 5)
3. Objectives: Two to three objectives
4. Summary of the proposal (Max. 500 words)
5. Research facilities to be created:
6. How the proposed research facility will ensure initiation of research activities:
7. Future utilization of the created facility:
8. Laboratory space and furniture requirement for setting up the research facility (if any):
9. Name and email ID of domain experts from within the Institute (At least two):
10. Budget proposal:

Budget Head	Amount in INR (Maximum 25 Lakhs)
Equipment	As per quotation along with custom duty and GST
Consumable and contingency	Not more than 10% of the total budget

11. Checklist to be followed while submitting the initiation grant proposal:

- a. Project Proposal and Project Budget in the Specified format
- b. Certificate / Endorsement from the PI
- c. Detailed Curriculum Vitae (CV) of PI
- d. Recommendation of the HoD

Review report format:

The reviewer will be sent a request from the Office R&D to review the initiation grant proposal as per IGRC approval. The reviewer will be required to submit the review report to the Office of R&D within 15 days of receipt of the initiation grant proposal.

The review needs to be prepared in the following format:

Comments on the scientific and technical merit of the proposal (100 words)

Relevance of the lab facility to be created (100 words)

Constitution

Composition of the Initiation Grant Review Committee (IGRC):

- i) Director (Chairman)
 - ii) Deputy Director (Member)
 - iii) Dean, Faculty Affairs (Member)
 - iv) Dean (R&D) (Convener)
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- a. IGRC can opt to invite the Head of the Department of the FM seeking Initiation grant as a special invitee if required.
 - b. The committee will meet quarterly to discuss the proposal submitted, the satisfactory performance and closure of proposals, any request from PI (related to re-appropriation or extension due to unavoidable situation)
 - c. The IGRC meeting dates will be marked in an academic year by the Office of R&D.
 - d. AR, R&D will assist Dean (R&D) in organizing the meeting.