



**CMR
UNIVERSITY**

Private University Estd in Karnataka State by Act No. 45 of 2013

CHANCELLOR'S SCHEME FOR RESEARCH GRANT

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CHANCELLOR'S SCHEME FOR RESEARCH GRANT

1. Introduction:

The aim of this scheme is to provide financial aid to initiate research in areas such as Legal Studies, Management, Social Sciences, Engineering and Technology. These funds are intended to support activities necessary to advance competitive research proposals, such as performing preliminary work and facilitating collaboration. It is expected that a competitive proposal for a sizable project will be submitted to an external funding organization within a year of the completion of the research seed fund period. Research seed fund proposals should identify the program and agency to which a future proposal will be submitted, describe the research project in language understandable to faculty reviewers, delineate how the research seed fund activity will result in a more competitive proposal, and include a budget for the research seed grant and a timeline for submission to an external funding organization.

2. Eligibility:

Students, Research Scholars, and Faculty members working at CMR University (CMRU) are eligible for availing the scheme for research seed money.

3. Criteria for Selection:

The overall merit of the research project will be considered and evaluated by a committee of faculty experts who will make their award recommendations to the Director-Research, CMRU. The final selection will be based on the following criteria:

- Intrinsic merit of the work and potential impact of the research on the academic field of study.
- Potential for the award to provide a basis for further research support from external sponsors
- Likelihood that the proposed work will be completed during the award period

4. Guidelines:

1. The application for financial assistance in the prescribed format should be submitted to the Director-DORI, CMR University.
2. The investigators are requested to submit a detailed proposal in the "Prescribed Format" in the address mentioned above, so as to enable, CMRU to scrutinize and sanction proposals recommended for funding by the committee.
3. Item-wise financial estimates should be mentioned clearly in the proposal submitted, showing rates, quantity, and total for each item.

5. Funding Norms:

- a. The maximum eligible funding for a project is limited to Rs. 20,000/- for UG students, 50,000/- for PG students, and 2,00,000/- for research scholars and faculty members.
- b. Subject to availability of funds, proposals for financial assistance will be screened and recommended by the duly constituted committee, which will subsequently be sanctioned through DORI, CMRU on approval of competent authority.
- c. Financial assistance will be released to the investigator through the Registrar of CMRU
- d. The progress report and utilization of funds shall be reported every six months.
- e. The final report, statement of expenditure, and utilization certificate shall be submitted after successful completion of the project along with the copy of the bills and vouchers to CMRU.



- f. The investigators shall make a presentation of the outcome of the research before a committee constituted for the purpose at CMRU.
- g. The whole or part of the granted money remaining unutilized within the prescribed time limit should be refunded to CMRU by remitting back the balance money.
- h. Utilization certificate and statement of expenditure (two copies) shall be furnished to "The Director-DORI, CMRU" within three months from the last day of the project period.
- i. The CMRU reserves the right to order verification/audit of accounts by any Officer authorized by it and is open to audit by the Finance officer. The Accounts shall be kept safely for a minimum period of three years.
- j. The recipient and CMRU shall comply with such other conditions as may be suggested in the 'guidelines' issued in this regard from time to time.

6. Rules and Conditions to be Followed While Granting Seed Money to the Recipients at CMRU:

1. Inclusion of travel grant for data collection under seed grant is permitted, as per university norms
2. The project is limited to a maximum of one year.
3. Progress report for every six months needs to be submitted to Director DORI, CMRU in the form of budget utilization and achieving the objectives.

7. Proposal Evaluation Committee:

The Committee will be composed of the following members:

1. Director-DORI- Chairman
2. Minimum Two Subject Experts-Members
3. Expert from External-Member

8. Project Execution:

The investigator will carry out the work as per the approved proposal and will be submitting the details as mentioned above. The project can be supported by any other external agency. The details of such support need to be reported without fail to the office of the Director-DORI, CMRU immediately

9. Expected Deliverables

Externally funded project should be generated as outcome of seed grant scheme.

Publication in Scopus indexed journals / intellectual property generation including product/process development would be expected as outcome of the project. Further, it is understood that any IP emerging out of research funded by CMR University will be owned by CMR University. Such IPR will recognize contributions by all researches as "investors" and any resulting royalties will be shared by CMR University with the inventors.



Appendix-A

APPLICATION FORMAT FOR CMRU CHANCELLOR'S SCHEME FOR RESEARCH GRANT

A. Applicants details

1. Name of the applicant :

2. Department :

2. Designation

Faculty

Research Scholar

Final Year UG/PG Student

(Please tick any one)

3. Date of Birth

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(Date

month

year)

4. Mobile Number :

5. Email ID :

B. Details of Project PROPOSAL

1.	Title of the Proposal		
2.	Duration <i>(minimum 3 months to maximum 12 months)</i>		
3.	Research Objectives (in Bulletins) • • •		
4.	Tentative Budget <i>(Amount in Rupees)</i>		

5.	Review Status (National and International Level) (Text should not exceed half page)
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6.	Methodology and Research Plan (Text Should Not Exceed Half Page) <ol style="list-style-type: none"> 1. Abstract (in 300 words) 2. Introduction 3. Experimental work to be carried out 4. Deliverables / outcome at the end of the research
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C. Budget Estimates

Sl. No.	Name of the Minor Equipment Chemicals/Software Packages to be Purchased Under This Grant	Estimated Cost (in Rupees)
1.		
2.		
Title of the Experimental / Characterization Work to be Carried Out (Outside the Campus of CMRU)		
1.		
2.		

Note

- Normal purchase procedure will be followed for purchase of minor equipment/chemicals/software packages under this grant.

D. Justification

 (Text Should Not Exceed Half Page)

Justification for the purchase /use of the proposed minor equipment / chemicals / software and Experimental/Characterization work to be carried out (outside the campus of CMRU)

I hereby certify that the contents of this research proposal presented under the CMRU seed money scheme are correct and details provided are genuine up to my entire satisfaction.

Place:

Date:

(Signature and Name of the Applicant)

Terms and Conditions

- The applicant must not hold any other research grant funded by Government or Non-Government agencies.
- Experiments or characterizations conducted outside the CMRU campus will be reimbursed upon proposal approval. Reimbursement will occur after the submission of a completed claim form and original bills.
- The research committee members have full authority to accept or decline seed money proposals.
- Proposals found to be plagiarized will be outright rejected and will not undergo the evaluation process. Rejected proposals, whether modified or not, will not be reconsidered.
- The final budget allocation for each proposal is contingent upon the research board members' final approval.
- The decision of the selection committee will be conveyed to the PI who will be the contact person for all administrative matters regarding the project.
- The PI is responsible for the conduct of the research in accordance with the institute research policy.
- Procurement, utilization and maintenance of equipment will be as per institute policy.
- The fund have to be utilized within the stipulated period. The grant money has to be utilized in accordance with the approved budget.
- The PI should submit a progress report every six months in the prescribed format for evaluation by the committee mandated to monitor individual project. In case it is found that proper efforts are not being made further release of funding may cease. The PI will also be required to report progress outcome at the end of one year after the termination of the seed grant, including grants received and publication/ IPR arising out of the seed grant.
- In any research communication arising out of the funded project, the contribution of the institute should be duly acknowledged.
- In case PI Leave the institute before the completion of project, Co-investigator from CMR University will assume responsibility as PI. No collaborator from another institution can become PI under this condition.

By signing, I agree to the terms and conditions of the CMRU seed money scheme.

Place:

Date:

(Signature and Name of the Applicant)

For Office Use Only

Comments from research board members

Expert Committee Member-1

ExpertCommitteeMember-2

Expert Committee Member-3

Expert Committee Member-External

Director (DORI)

Registrar

Vice Chancellor

CMR University
Directorate of Research and Innovation

TITLE OF THE PROJECT

PROJECT COMPLETION REPORT

under
CHANCELLOR'S SCHEME FOR RESEARCH GRANT

Submitted by

Name

**and official address of
Principal Investigator**

Name and address of School

Month & Year

Summary Sheet

1. **Project code / File No:**
2. **Name of the Principal Investigator:**

Phone No:

Email :
3. **Institution:**
4. **Project Title:**

5. **Date of Sanction:**
6. **Amount Sanctioned:**
7. **Expenditure Incurred:**
8. **Abstract(max.500words)**

9. Major Outcomes / achievements

- a.
- b.
- d.
- e.

9. Signature of Principal Investigator with date

10. Counter signature by Head of institution

Detailed Report

Title of the project

1. Introduction(max. 1 page)
2. Back ground and Motivation (max.1 page)
3. Methodology (max. 4 pages. include schematic diagrams, photograph of set upon this section)
4. Results and Discussion (max2-3pages.Includegraphs,tables etc.)
5. Highlights of the work(max 1page)
6. Major Assets created

No	Item and specification	Quantity	Total value(Rs.)

7. Summary of Expenditure

No	Major Head	Amount(Rs.)
1	Equipment	
2	Consumables	
3	Research Literature	
4	Travel	
5	Contingencies	
6	Others	
7		

8. Major outcomes
 - a. Patent filed
 - b. Products
 - c. Publications in Conferences/Journals
 - d. Proposals for any continuation projects submitted
 - e. Any awards/ laurels
9. Conclusions & scope for future work

DOCUMENTS REQUIRED ALONGWITH PROJECT COMPLETION REPORT

- a Bill wise detailed statement of expenditure for projects
- b Statement Of expenditure
- c Audited UTILIZATION CERTIFICATE
- d Soft copy of project completion report
- e Photographs
- f Copy of publications

Address:

Director Research and Innovation,

CHANCELLOR'S SCHEME FOR RESEARCH GRANT,

CMR University,

Bengaluru, Karnataka

STATEMENT OF EXPENDITURE

Project Title:.....

.....

Name of School:.....

Receipts		Amount (Rs)	Payments		Amount (Rs)
1	Amount sanctioned from CMRU(to be receivable)		1	Equipments	
2	Interest		2	Consumables	
3	Others		3	Research Literature	
			4	Travel	
			5	Contingencies	
			6	Others	
	Total			Total	

Certified that I have exercised all kinds of checks to see that the grant has been utilized for the purpose for which it was sanctioned by CMRU for Chancellor's Scheme for Research Grant.

Name & Signature

of Principal Investigator

Name & Signature

of Dean/Director

Name & Signature

**of Accounts Officer/
Chartered Accountant**

Office Seal

Bill wise Statement of Expenditure (After Completion of Project)

Sl No	Bill No	Date	Particulars	Bill Amount	Sanctioned amount (as per the proceedings)	Payment Amount (Total under each head)	For Travel Purpose of journey	Details of Stock Entry (Equipments & Consumables)	Remarks
I	Equipment								
1									
2									
II	Consumables								
3									
4									
III	Research Literature								
5									
6									
IV	Travel								
7									
8									
V	Contingencies								
9									
10									
VI	Other(specify)								
11									
12									
	Total								

Name & Signature
of Principal Investigator

Name & Signature
Dean/Director

Name &Signature
of Accounts officer/
Chartered Accountant

UTILIZATION CERTIFICATE

Certified that out of Rs.....sanctioned by CMR University towards financial assistance for the CHANCELLOR'S SCHEME FOR RESEARCH GRANT titled '.....',an amount of Rs.....
.....was utilized for the purpose for which it was sanctioned, leaving a balance of Rs. at the close of as shown in the Statement of Expenditure annexed.

**Name & Signature
of Principal Investigator**

**Name & Signature
of Head of the Institution**

**Name &Signature
of Accounts officer/
Chartered Accountant**

Office Seal

