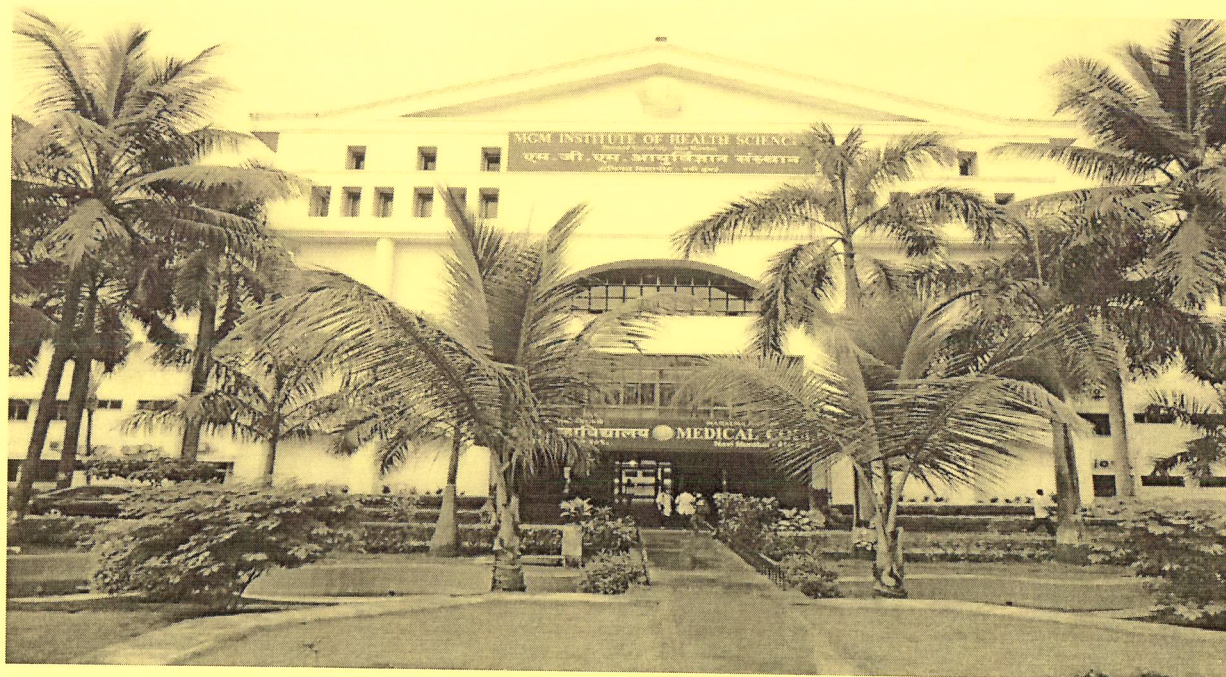




**MGM INSTITUTE OF HEALTH
SCIENCES** (Deemed University u/s 3 of UGC Act,
1956) Accredited by NAAC with 'A++' Grade

Seed Money Policy for Research Projects



Introduction

Research and development is an integral part of advancement of education in the Higher Educational Institute. Research is a systematic process of basic and applied research to come up with newer discoveries and solution to difficulties encountered in society of original product by applying innovative techniques.

The MGMIHS has initiated the Seed Money Policy to offer research grants to research projects (minor below Rs. one lac and major above Rs. one lac). This will motivate the researcher (faculty members/students) to initiate the study and boost their interest in research.

The primary goal of this policy is to support faculty members and students to evolve in their area of research and to develop innovative methodologies. This will enable researcher to file patents, register copyrights and share information through research publication for further growth of research.

Scope of the Policy:

This policy mentions guidelines to assess the projects and sanction the seed money:

1. Seed Money for Research Projects/Research Grant shall be allocated only in creating specialized research resources in their area of expertise duly recommended by Research Promotion Seed Money Committee.
2. The faculty members and students along with their Guide of MGM Institute of Health Sciences (MGMIHS), will be stimulated to submit research proposals based on innovative ideas. The applicant will clearly and convincingly demonstrate that the proposed project represents a new research idea in an area to benefit society and patient care. To file patents/copyrights and publish research articles.
3. Project should be time-bound. The Primary Investigator (PI) would submit their project proposal after approval from the Scientific Advisory Committee (SAC) and Ethics committee of the Institute's of MGMIHS.
4. The Seed Money for Research Projects/Research grant shall be limited to Rs. One Lac for two years (Rs. Fifty Thousand per year) for minor projects. However, in exceptional cases, for major projects it may go up to Rs. Two Lacs with the approval of the Board of Management.

5. The students who have applied to STS projects of ICMR and not sanctioned by ICMR, then in selected cases matching grant will be made available by MGMIHS.
6. The faculty members or students of the MGMIHS, who have applied to external funding agencies and have not received funding from them with a refusal letter may apply for Seed Money on or before 28th February or 30th of August of each year.
7. Approval will be given by the Committee of MGMIHS, after looking in to the importance of the study to benefit society, patients and other stake holders, the committee will give weightage to the innovation and outcome from the study.
Research Promotion Seed Money Committee Members as follows:
 - i. Vice-Chancellor
 - ii. Registrar
 - iii. Director (Research)
 - iv. Research Promotion Committee (Two Members)
 - v. Subject Expert
8. Once Seed Money is disbursed, the PI will submit half yearly report of the work done to SAC of the MGMIHS. The second year grant will be sanctioned only after the completion of the first year and submission of utilization certificate and statement of expenditure and the acceptance of the submitted report to SAC.
9. After completion of the minor/major projects, a final report and utilization certificate must be prepared and submitted to the Research Secretariat of MGMIHS.
10. The PI will ensure that project is completed within the stipulated time and the final report is submitted well in time. In case of failure to achieve the desired project outcome, the PI will be liable to reimburse the seed money received.
11. In case the PI leaves the institute prior to completion of the project he will have to make sure the project is completed or transferred to a competent faculty officially to continue the project. No dues certificate and relieving letter will be issued only after submission of Utilization Certificate.
12. All HODs of Institute's are requested to circulate the attached guidelines for Seed Money for Research Projects/Research Grant along-with the format for submitting the Research Proposal, Budget Format, Six Monthly Progress Report Format and Utilization Certificate(**Refer to Annexure's of Research Promotion Policy**)

Guidelines for Seed Money for Research Projects/Research Grant from MGMIHS:

- 1. Seed Money Amount:** Grant may be disbursed in the form of cash or kind. The Seed Money for minor Research Projects/Research Grant shall be limited to Rs. 1.0 lac, however, in exceptional cases; it may go up to Rs. 2.0 lacs with the approval of the Board of Management. For the minor projects 25% of the total cost of the project or Rs. 25,000.00 whichever is less, will be given initially as seed money. For major projects the Principal Investigator should have applied to other funding agencies and if grant is not received, refusal letter received should be attached with the seed money proposal. Only the 25% or Rs. 50,000.00 whichever is less will be given initially as seed money.
- 2. Eligibility:** Regular faculty members/students along with the Guide are eligible to apply under the scheme. Proposal should have been approved by the Institutional Scientific Advisory Committee and Ethics Committee. The research proposal may not have received funding from other external agencies applied for grant. In exceptional cases who have not applied to external agencies, seed money may be sanctioned for the institutional research project.
- 3. Process:**
 - i. The Research Proposals for seed money must be submitted by the Principal Investigator before the last date of submission, clearly and convincingly demonstrating that the proposed project represents a new research direction in an area likely to benefit society, possibility to file a patents/copyrights, share information through research publication for further growth of research. It should be received in the office of Research Secretariat, through proper channels after the project is approved by the SAC and Ethical committee with recommendation that the project proposals is based on innovative ideas to benefit stake holders.
 - ii. Time bound projects will be preferred for funding.
 - iii. All such Research Proposals would be scrutinized by Research Promotion Seed Money Committee.
 - iv. No TA/DA/Registration-fee would be permitted for incurring expenses by Faculty Member/students for participation in any

Workshop/Training Program/ Conferences/ Meetings/ out of the Seed Money given for the Research Projects.

- v. All the Faculty Members/students with their guide after getting sanction order should work for timely execution of their Research projects by following institute procurement and payment norms. In case of any difficulty what so ever, the concerned Faculty Member /student should report to respective HOD's well in time.
- vi. The Research Promotion Seed Money Committee shall monitor the planned research outcome/performance in respect of each Seed Money Minor Research Projects through annual review meeting.
- vii. Progress report for every six months need to be submitted to Research Secretariat in the form of budget utilization and objectives achieved.
- viii. All purchases have to be done as per MGMIHS norms.
- ix. All items procured under a given Research Project shall remain within concerned Department for use by faculty/students after completion of the project.
- x. The Faculty Members may seek help of Research Secretariat for further support to enhance visibility of research findings by using institutional linkages, infrastructure, patent filings, copyright etc.

These guidelines have been framed with a view to strengthen key information base related with utilization of Seed Money for Research Projects. The Institute has right to add/withdraw or modify the guidelines at any time.



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