



**CHITKARA**  
UNIVERSITY

# **POLICY AND PROCEDURE FOR GRANT OF FINANCIAL SUPPORT/SEED MONEY FOR RESEARCH TO FACULTY MEMBERS**

**Chitkara University, Himachal Pradesh**

Approved vide agenda no. 31.13 of Board of  
Management meeting held on June 29, 2016 and 23.14  
of Governing Body meeting held on June 30, 2016.

## **Policy and Procedure for Grant of Financial Support/Seed Money for Research to Faculty Members**

***Prelude** – Chitkara University is committed to promote the research / IP wealth / capacity building / Outreach / Skill upgradation / Knowledge upgradation among its knowledge pillars. For this, we encourage our faculty members to participate and engage their selves actively in the activities associated to aforesaid headings without financial bondage. In order to work in this direction, the university provides seed grants and financial assistance to its faculty members according to certain rules given in this policy document. The document is applicable with effect from July 2016.*

A faculty member can apply for financial assistance in one or more than one activity on the basis of reasons given below:

1. To register or attend a conference (national/international).
2. Prototype development for a novel research idea or concept (Annexure (i) and (ii)).
3. To file a patent/s.
4. To provide fee discount in pursuing Ph.D. degree from the home university.
5. To attend refresher course, faculty development program (FDP) and research training program.
6. Travel and accommodation fair to present research work
7. To organise a capacity building event such as, training programs for research scholars, inviting prominent researchers to interact with the group etc.
8. To provide funding for paid certification programs in order to upgrade faculty with new skills and knowledge.
9. For buying a technology device/s by a faculty to increase the research output.
10. For membership of professional societies or registration etc.

The faculty members involved in activities mentioned in above points may apply on prescribed format (Annexure (i) and (ii)) with brief explanation of the seed money / financial support required by them to their respective heads anytime during a session.

Approval committee: The seed financial support committee (SFSC) comprising of (i) Dean, Research and Development (ii) Registrar (iii) Finance Representative, and (iv) Concerned Head of Department, and (v) Subject Expert will meet twice in a session (as per the requirement) to give decision on the received applications.

All the supporting documents must be submitted to accounts department after approval from the respective head of department with reference to sanction order of seed money for further processing. The head of concerned department must ensure that the financial support sought by a faculty member is valid under the reason given in the submitted application for financial support.



**Annexure (i)**

Application form for seeking financial support to promote cause of research and innovation

**Dated:**

To  
The .....  
Chitkara University  
Himachal Pradesh

**Subject: Request to provide Financial Support/Seed Money for Research and Innovation**

**Activities**

Dear sir/mam,

I wish to apply for the financial support for the activities related to research, innovation and extension under one or more of the following heads:

- i) For publishing and getting rewarded only in Scopus indexed conferences (national/International) / journals.
- ii) To develop proof of concept or prototype for a novel research idea.
- iii) For pursuing PhD from the home institution in the form of discount in the PhD Fee.
- iv) For Filing Patents.
- v) Travel / accommodation to present my research work.
- vi) For attending training programs / FDPs / refresher courses etc.
- vii) For capacity building (organizing training programs for research scholars, inviting prominent researchers to interact with the group.)
- viii) For new skill upgradation based paid certification programs.
- ix) Technology allowance to buy a portable technology device, which can aid in mobility and increase the research output.
- x) Any other (viz., Membership of professional bodies, registration fees etc)

Justification for seeking financial support:

(Supporting document/s is/are attached with this application)

Requested amount for financial assistance from the university (INR): .....

Yours Sincerely

Name and Signature: .....

Forwarding authority

Designation: .....

Department: .....

Approved by Vice-Chancellor

**Annexure (ii)**  
**Application Form for Seed Money for R&D Project/Prototype**  
**(For Faculty Members of Chitkara University, Himachal Pradesh)**

**PART – A**

1. Title of the Proposal :  
2. Broad Area of Proposal :  
3. Duration :  
4. Principal Investigator :  
5. Designation :  
6. Department :  
7. Amount Requested :

8. Component wise requirements:

S.no.	Parameter	Cost
1	Equipment/Material, if needed	
2	Field work and travel	
3	Consumables	
4	Contingency	
5	Others, if any	

*\*Please attach the separate sheet in case of more components*

**9. Outcome of the proposal pertains to:**

- Process     Product     New use     Process/Product both

**10. Please tick the outcome of the project proposal.**

- Publication     Patent     Conference     other \_\_\_\_\_

**11. Area of invention which is best matching**

- Pharma     Biotech     Engineering     Software     Biomedical  
 Agriculture     Physics     Chemistry     Environment     Testing Devices  
 Other (Pl. describe) below

**12. Justification**

--

**13. Proposal**

**i) Title of the Project**

--

**ii) Introduction**

**iii) Material/Methodology**

**iv) Proposed Outcomes**

**14. Research centre (Inhouse/Outside University):** Inhouse  
*Provide justification if outside university:*

**15. Any Collaboration (Name of collaborating Person/Department/Institute/Society)**

**Note:** *Separate sheet can be attached (as Annexure) for large description of proposal.*

*Date:*

*Signature of the Applicant*

**PART – B**

**Evaluation Sheet**

**Name of the reviewer:**

**Title of proposed project:**

- (a) Is the proposal at a high scientific level? Is it original, ambitious and cutting edge within its field?

**5 Outstanding**   
**4 Excellent**   
**3 Good**   
**2 Average**   
**1 Poor**

- (b) Is it likely that the research proposed will lead to results within the given duration of the project?

**5 Outstanding**   
**4 Excellent**   
**3 Good**   
**2 Average**   
**1 Poor**

- (c) Please comment on the appropriateness of the research competencies within the group. Does the group suggested comprise the necessary talent and scientific creativity to pursue the aims of the research plan?

**5 Outstanding**   
**4 Excellent**   
**3 Good**   
**2 Average**   
**1 Poor**

**Comments of Reviewer**

--

**Approved/Not Approved**

**Reviewer's Signature with Date**

**Approval Authority  
(Vice-Chancellor)**



**CHITKARA**  
UNIVERSITY  
HIMACHAL PRADESH

**UNIVERSITY CAMPUS**

Pinjore-Barotiwala National Highway(NH-21A)  
Himachal Pradesh - 174 103

[www.chitkarauniversity.edu.in](http://www.chitkarauniversity.edu.in)

---