

**NOTE SHEET**  
(For the approval of Seed Grant Policy)

Date: 17/09/2024


Note Sheet- No:  
N01/PHD/09/24/658



To support the early-stage researchers, interdisciplinary collaboration, faculty support & promotion, and to encourage faculty and researchers to explore innovative and high-risk, high-reward research ideas, the NIILM University Seed Grant Policy has been framed.

This note sheet seeks your kind approval.

  
Registrar  


  
Approved By  
Hon'ble Vice Chancellor  
NIILM University, Kaithal  


Ref. No. NU/PHD/09/24/659

Dated: 16/09/2020

### Composition of Research Project Screening Committee

To create an ecosystem of research, the NIILM University promotes research, innovation, and interdisciplinary collaboration. As envisioned in the University Research Policy, a screening/expert/evaluation committee has been constituted for the evaluation of minor and major research projects submitted by the faculty and young researchers of the university. The composition of the Expert/ Screening/Evaluation Committee is as follows:

Director/ Dean R&D Cell	Chairperson
Dean Academic Affairs	Convenor
Dean of All Faculties/ Schools	Advisory Committee Members
Head of the Concerned Department	Member Secretary
Representatives from R&D Cell Committees	Members



Hon'ble Vice-Chancellor





Estd. in 2011



Estd. in 2011

**NIILM<sup>®</sup>**  
**University**

**NIILM University Kaithal Haryana**

**Seed Grant Policy**

**2024**



## Table of Contents

1. Preamble	3
2. Eligibility	3
3. Funding Details	3
4. Application Process	3
5. Selection Criteria	4
6. Procedure for Release of Grant	4
7. Reporting Requirements	5
8. Monitoring and Accountability	5
9. Intellectual Property (IP)	6
10. Renewal and Follow-Up Funding	6
11. Process of Procurement	6

## 1. Purpose

The NIILM University Seed Grant Program is designed to support innovative, high-potential projects at their earliest stages. This funding aims to provide faculty, researchers, and graduate students with resources to explore new ideas, generate preliminary data, and establish a foundation for securing external funding or achieving long-term impact.

## 2. Eligibility

Eligible applicants must meet the following criteria:

- Be current faculty members, researchers, or graduate students of the NIILM University
- Submit a proposal that aligns with the program's objectives.
- Demonstrate the ability to complete the proposed work within the specified timeframe.

Collaborative and interdisciplinary projects are strongly encouraged. Research projects may be undertaken by an individual teacher or a group of teachers. In case a project is undertaken jointly, one of the teachers will function as a Principal Investigator (PI) and he/she will be responsible for all matters about the project.

## 3. Funding Details

- **Award Amount:** Minor Research Grants will range from 2 Lakh to 5 Lakh and Major Research Grants will range from 5 Lakh to 10 Lakh, depending on the scope and needs of the project.
- **Duration:** Projects must be completed within 6 months to 2 years.
- **Allowable Expenses:**
  - Personnel (e.g., research assistants).
  - Supplies and materials.
  - Equipment necessary for the project.
  - Travel directly related to project execution.
- **Prohibited Expenses:**
  - Salaries for tenured or tenure-track faculty.
  - Overhead or administrative costs.
  - Entertainment or unrelated travel.

## 4. Application Process

Applications must include the following components:



1. **Project Proposal (maximum 5 pages):**
  - o Background and objectives.
  - o Methodology and approach.
  - o Expected outcomes and potential for external funding or impact.
  - o Work Plan
2. **Budget and Justification:** A detailed breakdown of how the funds will be utilized.
3. **Timeline:** A clear timeline of project milestones.
4. **CV/Resume:** For the principal investigator (PI) and key personnel.

Applications must be submitted to the Office of Director R&D Cell, NIILM University.

## 5. Selection Criteria

Proposals will be evaluated based on:

- **Innovation and Significance:** The originality and potential impact of the project.
- **Feasibility:** The practicality of achieving proposed outcomes within the timeline and budget.
- **Alignment with University Goals:** Relevance to NIILM University's strategic priorities.
- **Future Potential:** Likelihood of securing follow-up funding or generating scalable results.

A Research Project Screening Committee comprising faculty members, and external experts (if any), duly constituted and approved by Hon'ble Vice Chancellor will assess applications.

The PIs for the Research Projects will be invited to make presentations before the Expert/ Screening Committee. The final decision will be taken by the R&D Cell keeping in view the recommendations made by the Expert/ Screening Committee and the availability of funds for the scheme.

## 6. Procedure for Release of Grant

The first installment of the grant shall comprise 40% of the total budget of the project and will be released immediately. The amount released can be spent according to the need on the expenses mentioned in the project. The second installment comprising 40% of the total budget of the project, would be released on utilization of at least 80% of the earlier grant and on receipt of the progress Report, Utilization Certificate, and item-wise statement of expenditure in the prescribed proforma duly certified by the Registrar and Director R&D Cell. The remaining 20% grant will be released on receipt of the last progress report. The R&D Cell may alter the



ratio and release cycle as per the duration of the project and fund availability.

Any expenditure incurred before the issue of the approval letter and after the expiry of the tenure of the project will not be admissible.

The Principal Investigator is expected to settle the accounts immediately upon completion of the project. In case the grant is not claimed within three months from the date of completion of the project, the same will lapse and no representation will be entertained on this behalf.

## **7. Reporting Requirements**

Grant recipients must adhere to the following reporting guidelines:

- Submit an interim progress report every six months till completion.
- Submit a final report within 30 days of project completion, detailing:
  - Key findings and outcomes.
  - Challenges encountered.
  - Next steps, including plans for external funding.
- Provide a financial reconciliation of grant expenditures.

Failure to meet reporting requirements may affect eligibility for future funding.

## **8. Monitoring and Accountability**

The Office of the Director R&D Cell will monitor the use of seed grant funds to ensure compliance with university policies. Any misuse of funds will result in immediate termination of the grant and may require repayment.

The R&D Cell shall organize review meetings of all the ongoing projects, where the Principal Investigators would be invited to present of work being done by them before an Expert/ Screening/ Evaluation Committee constituted by the Commission.

The recommendations of the Expert/ Screening/ Evaluation Committee would decide the continuance of the project.

The project once approved is not mutually transferable. The transfer of the project to the Co-Investigator provided he/she fulfills the eligibility criterion and is working from the beginning of the project may be considered by the R&D Cell in the event of death, disability, or any other incapacity of the PI. In all other cases, the project shall be deemed to be closed and it shall be the responsibility of the concerned Department to settle all issues in respect of the project.

If need be, a co-investigator may be inducted into the project later with prior approval of the R&D Cell. However, he/she will not be entitled to take over as PI under any circumstances.



All assets generated out of the fund for the project including equipment, books, and journals or IP of any type, will become the property of the University on completion of the project.

The results of the study on the project must be published as research papers/ articles in the university journal or any other journal, the investigator should acknowledge the contribution made by the staff appointed for the project and the support received from the University including the fund and other resources. A copy of the "Final Report" of the work done may be kept in the Library as published work.

### **9. Intellectual Property (IP)**

Any intellectual property resulting from seed grant-funded work will be governed by NIILM University's Intellectual Property Policy. Recipients must acknowledge the support of the Seed Grant Program in publications or presentations arising from the project.

### **10. Renewal and Follow-Up Funding**

While seed grants are non-renewable, recipients are encouraged to apply for follow-up funding through external grants. The university may offer additional guidance or support in identifying appropriate funding opportunities.

### **11. Process of Procurement**

To ensure transparency, accountability, and compliance with the University's procurement policies, all purchases made using seed grant funds must follow these guidelines:

a) **Procurement Guidelines:**

- o All purchases must adhere to the university's procurement policies
- o For purchases exceeding Rs. 1 Lakh, competitive quotes or bids may be required unless a sole-source justification is approved.

b) **Purchase Approval:**

- o Prior approval must be obtained for equipment purchases exceeding Rs. 1 Lakh.
- o All purchase requests should be routed through the R&D Cell.

c) **Preferred Vendors:**

- o When possible, grant recipients should utilize the university's list of preferred or contracted vendors for cost efficiency and compliance.

d) **Documentation:**





- Maintain detailed records for all procurement activities, including purchase orders, invoices, and receipts. These documents must be submitted as part of the financial reconciliation process.

e) **Restricted Purchases:**

- The use of funds for personal items, unauthorized equipment, or non-research-related services is strictly prohibited.

f) **Procurement Assistance:**

- For guidance on procurement processes or vendor selection, contact the Chief Accountant/ Account Branch at the University.

---

