L.No. GGSIPU/DRC/2022/1445   **Dated: 30.08.2022**

OFFICE ORDER

The Board of Management in its 77th meeting held on 14.06.2022 on the recommendations of the Finance Committee has approved the revised guidelines for Faculty Research Grant Scheme (FRGS) as attached.

(Registrar)

Copy to:

1. All Deans (USICT, USMS, USCT, USBT, USEM, USM&PMHS, USBAS, USHSS, USLLS, USE, USMC and USAP).
2. Director, (Academic Affairs), GGSIPU.
3. Director, (R&C), GGSIPU.
4. Director, CEPS, GGSIPU.
5. Director, CDMS, GGSIPU.
6. Director, (International Affairs), GGSIPU.
7. Director, (Development), GGSIPU.
8. Controller of Finance.
9. AR to Hon'ble Vice Chancellor for information please.
10. In-Charge server room for uploading on the University Website.
11. Guard File.

GUIDELINES FOR FACULTY RESEARCH GRANT SCHEME (FRGS)

1.0 OBJECTIVE

The scheme has been formulated to provide financial support to faculty members of University School of Studies to facilitate their research activities to augment the research output of the University.

2.0 ELIGIBILITY

The University will provide financial assistance to permanent/regular teachers working in the University School of Studies in the University Campus.

3.0 CATEGORIES OF GRANT

3.1 One time Seed Money Grant

Any faculty joining University School of Studies on regular basis will be provided one time seed money to facilitate take off research by the faculty. A faculty joining in the University School of Information & Communication Technology, University School of Chemical Technology, University School of Biotechnology, University School of Environmental Management and University School of Basic & Applied Sciences will be provided a grant of Rs. 5.00 lakh. The faculty joining in the University School of Management Studies, University School of Architecture & Planning, University School of Humanities & Social Sciences, University School of Law & Legal Studies, University School of Education and University School of Mass Communication will be provided a grant of Rs. 3.00 lakh.

a. **Use of Grant:** The grant may be utilized for the purchase of equipment, hardware, software, printer, printer cartridges, USB and external hard disk, pen drive, stationery, books & reference materials, consumables and chemicals related to laboratory research, but cannot be used for travel, salary of any type of manpower and purchase of Laptop/desktop. However, payment of manpower services related to data collection and data analysis will be admissible after proper justification.

a. **Period of utilization:** The grant has to be utilized within a period of 02 years from the date of award. The tenure of the utilization of grant may be extended by one more year with the approval of the Competent Authority.

Eligible faculty will apply for this grant to the O/o. Director (R&C) through the Dean of the concerned School in the given format (Annexure – I). Nodal agency for implementing of the scheme will be the O/o. Director (R&C). The concerned faculty will be informed after approval of the grant by the Competent Authority.

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3.2 Annual Research Grant

To assist the regular faculty of University Schools of Studies in carrying out their research activities, an Annual Top-up Research Grant will be provided excluding the first year of the new appointee if he/she has availed the seed money grant. A grant of Rs. 2.00 lakh per year will be provided for the faculty working in the University School of Information and Communication Technology, University School of Chemical Technology, University School of Biotechnology, University School of Environment Management and University School of Basic and Applied Sciences, and a grant of Rs. 1.00 lakh per year will be provided for faculty working in the University School of Management Studies, University School of Architecture and Planning, University School of Humanities and Social Sciences, University School of Education, University of Law and Legal Studies, and University School of Mass Communication.

A faculty seeking the annual research grant as above will have to submit a research proposal indicating objectives of their research, methodology and tentative budget estimate. A template format of the proposal will be prepared and circulated by the O/o. Director (R&C).

b. **Use of Grant:** The grant can be utilized for various research related activities like purchase of equipment, hardware, software, consumables, lab supplies and services, printer, printer cartridges, USB and external hard disk, pen drive, stationary items, books & reference materials, and contingency expenses, but cannot be used for travel, appointment of manpower and purchase of Laptop/desktop. However, payment of manpower services related to data collection and data analysis will be admissible after proper justification.

c. **Period of utilization:** The faculty will be allowed to utilize the sanctioned funds during the given financial year. Any unutilized research grant shall lapse at the end of each financial year.

c. **Project submission and evaluation:** The faculty of USS shall submit the proposal in the given format (Annexure-I) to the O/o. Dean of the concerned school, who shall forward all the received proposals to the O/o. Director (R&C). The proposals shall be evaluated by the Evaluation Committee, comprising of the DRC, Dean of the concerned School and one subject expert from outside the university to be nominated by the Hon'ble Vice Chancellor. Entire process for submission of evaluation of grant proposals should be completed by 15th March of every year, so that the grants may be released in the next financial year by 1st April, of the year. O/o. Director (R&C) will co-ordinate the FRGS in different activities of FRGS like call for proposals, evaluation and approval of the proposals after the recommendation by the Evaluation Committee and subsequent approval by the Competent Authority.

Note :- Faculty availing the aforementioned top up research grant, will not be eligible for existing development grant of Rs. 10,000/- for purchasing of miscellaneous items. However, a faculty not availing annual grant will be eligible for this development grant in a given year.

4.0 NATURE OF ASSISTANCE:

4.1 Equipment

1. This head will also cover the software / hardware purchase.
2. Name of the Equipment, software / hardware with full details with tentative cost should be given in the project proposal with justification.
3. The amount under this head should not be more than Rs.75,000/- (Rupees Seventy Five Thousand).
4. All equipment/ hardware/ software purchased should be entered in the respective School's stock register in addition to the stock register being maintained by the faculty (PI) for the FRGS grant.
5. Once the project is over equipment may be deposited in the Departmental Store or Central Store and re-issued to faculties if required.

4.2 Chemicals and Consumables

To meet expenditure on chemicals, glassware/plasticware and other consumable items.

4.3 Books

1. As far as possible, the required books may be issued from the Central Library, if available.
2. The grant under Books head may be utilized to procure the essential relevant books needed for the proposed research work.
3. No expense on account of journals / newspapers and similar items will be considered.
4. A proper record of all the books procured /issued under FRGS from the project should be maintained by the Faculty and once the project is over or at the time of superannuation or permanent movement from the University, these books must be deposited to the Departmental Library of the School.
5. The amount under this head should not exceed 20% of the project cost.
6. The books procured under FRGS may also be shared with other faculty members.
7. Once the project is over books may be deposited in the Departmental Library or University Library and re-issued to faculties if required.

4.4 Hiring Services

This is meant for specialized technical work, such as sample analysis, for which the University/Institution either has no infrastructure or such services are available on payment basis.

4.5 Contingency

The admissible contingency grant may be utilized on spares for apparatus, photo-stat copies and microfilms, typing, stationary, postage, telephone calls, internet, fax, computation and printing needed for the project. The Contingency amount should not exceed 10% of the total project cost.

4.6 Special Needs

Assistance may be provided for any other special requirement in connection with the project which is not covered under any other 'Head' of assistance under the scheme.

4.7 Field Work

The amount allocated under the head field work is to be utilized for data collection and collection of other information such as documents and visit to libraries within the general scope and sphere of the ongoing project. This should not be used for attending conferences, seminar, workshops and training courses etc.

1. Bills of vehicle hired for the field work should have following details:

    i. Total Kilometers traveled date wise.
    ii. Rate of per Kilometer charged.
    iii. Details of night/waiting charges, if any.
    iv. The rate should not exceed as approved by the State Transport Authority.

2. Air Tickets must be purchased from authorized agent i.e. Balmer Lawrie and Company Ltd., Ashok Travels and Tours and IRCTC/ Direct from the airline counter/ Airline website.

3. Accommodation & food to be restricted as per entitlement.

4.8 Re-Appropriation

The Principal Investigator may re-appropriate a maximum of 20 per cent of the grant allocated under each head with proper justification and approval of the Competent Authority. Re-appropriation shall be allowed only within the different recurring head budgets. Re-appropriation of funds shall not be allowed from Recurring to Non-recurring or vice-versa.

5.0 Publication

1. It is expected that faculty members publish the research conducted using FRGS grants and publish atleast one research paper in a standard journal (WoS, SCOPUS, UGC-CARE etc.) from each FRGS grant received.

2. It is mandatory to acknowledge the grant received under FRGS Scheme of Guru Gobind Singh Indraprastha University, in publications, presentations or any other IPR item, from the research facilitated by FRGS funds.

3. If awardee fails to publish the paper in three years, then there should be a cooling period of one year, and the faculty would be eligible for the next grant, once the publications are made from the earlier grants.

6.0 General

a. While submitting the project, the budget should be justified and elaborated under each head.

b. FRGS grant shall be given on an individual basis with individual responsibility and will not be clubbed with any other Project.

c. The purchasing power/ sanctioning authority of the PI shall be equivalent to the level of Dean currently Rs.1 Lakh or as revised from time to time.

d. Purchase Procedure: Principal Investigator/Faculty will follow all the codal formalities & purchase procedures as specified in the GFR.

e. Advance Drawl: Advance can be drawn/ sanctioned only in case of emergent purchase for specific item under specific/concerned head; the concerned faculty should apply in prescribed form.

f. Expenditure Control Register: Principal investigator/ Faculty will maintain Expenditure Control Register and keep a record of all receipts and payments.

g. The PI shall maintain stock registers for consumable and non-consumable articles purchased from the project funds.

h. The responsibility of technical examination and vetting of the total expenditure incurred under FRGS project shall be with the concerned Dean of the School and also the same shall be forwarded through DRC for financial examination and vetting by the Finance and Accounts Department.

i. Expenditure Sanction: Principal investigator/Faculty will issue/convey expenditure sanction order, as the case may be, along with duly verified necessary document/ bills to Account Branch under the specific head as approved in the Grant along with Expenditure Control Register.

All the bills in respect of the research project shall be verified by the PI and sent directly to the Finance and Accounts Branch for payment, along with the sanction orders conveyed or accorded as the case may be, research project budget control register and signed copy of GRF rules, as applicable. It shall be the responsibility of the PI to ensure that the bills are complete in all respects and that they are in order. If the Finance and Accounts Branch has any procedural objections to a bill, it should be returned to the PI for clarification, otherwise the payment shall be released.

j. Submission of report: Principal investigator/ Faculty have to submit work report and utilization report after utilization of the grant.

k. No further grant will be given till utilization of the previous grant is submitted by the faculty.

l. The Grant is not transferable. If the principal investigator/faculty is likely to leave/ superannuate from the university then he/she should settle the accounts of grants

before final relieving from the university, and if PI/ faculty fails to complete the project, he/she has to refund the entire amount released with interest.

m. The Accounts branch will ensure that all the purchases/ expenditure are in accordance with the GFR or other codal formalities.

n. It is reiterated that Laptop/ Desktop Computers/ travel grant to attend Conference shall not be allowed under FRGS.

o. After finalization of the allotment of FRGS grants, the names of awardees will be posted on the university website. The Faculty should check their names and send their acceptance certificate (Annexure – II) duly forwarded by the Dean of the concerned School immediately to the Director (R & C) so that the sanction letters are released in time.

7.0   In case of any ambiguity about these guidelines, the final decision will rest with the Hon'ble Vice Chancellor.

GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY
FORMAT FOR SUBMISSION OF PROPOSAL FOR GRANT UNDER FRGS (Seed Money/Annual Grant)

PART – A

1. Name of the Faculty:

2. Name of the School of Study:

3. Designation:

4. Sex: M/F

5. Date of Birth:

6. Category: (GEN/SC/ST/OBC)

7. Qualifications:

8. Address: Office:
   Mobile No.:

   Residence:
   Mobile No./Phone No.:
   Email:

9. **Teaching and Research Experience of the Faculty:**

10. **Publication:**
    (i) Please enclose a list of papers and books published and/or accepted during last three years.

    (ii) Please enclose a list of the papers published from the work done in the project(s) sanctioned under the FRGS in the last three years. Please also mention the year of sanction of the relevant FRGS project.

    (iii) Please provide first and last page of best three papers published during the last three years from the work done in the project(s) sanctioned in the FRGS.

PART – B

Proposed Research Work (in full detail)

11. Project Title:

    (i) Introduction

    (ii) Objectives

    (iii) Methodology

    (iv) Projected outcome

12. Financial Assistance required

S.No.	Item	Estimated Expenditure (in Rs.)
1.	Chemicals , Consumables, Plasticware, Glassware	
2.	Books (Please provide details of the books to be purchased and tentative cost)	
3.	Field Work	
4.	Hiring Services	
5.	Contingency (including special needs)	
6.	Equipment, Hardware/Software (Please provide the name with full details in terms of tentative cost, specifications, etc)	
	Total	

Please provide a justification of the funds requested under each head of the project:

13. Whether the Utilization of last grant submitted (give details)

14. Details of ongoing projects from other granting agencies (Please give Title of the project, Name of the investigators, Granting agency, Amount, and Time period)

15. Any other information which the faculty may like to give in support of this proposal

CERTIFICATE

a. The information given in the project proposal are true to the best of my knowledge and belief. .

b. I shall abide by the rules/regulations governing the scheme stipulated by the university from time to time.

c. The above research project is not funded by any other granting agency.

Name & Signature of the Faculty

Signature and Seal of Dean of the School

GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY

ACCEPTANCE CERTIFICATE FOR FRGS GRANT

Name of the Faculty _____

No.F. _____ dated _____

Title of the Project_____

1. The research project is not being supported by any other funding agency.

2. The terms and conditions related to the grant are acceptable to me.

3. I have settled the accounts of earlier FRGS grant received.

4. The tentative date of start of the project is _____

Name and Signature of Faculty

Signature of the Dean of the School

GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY

STATEMENT OF EXPENDITURE IN RESPECT OF FRGS GRANT

1. Name of Investigator _____

2. School _____

3. Approval Letter No. and Date _____

4. Title of the Research Project _____

5. Effective date of starting the project _____

6. a. Period of Expenditure: From _____ to _____

    b. Details of Expenditure _____

S.No.	Item	Amount Approved (Rs.)	Expenditure Incurred (Rs.)
i.	Chemicals, Consumables, Plasticware, Glassware		
ii.	Books		
iii.	Field Work		
iv.	Hiring Services		
v.	Contingency (including special needs)		
vi.	Equipment, Hardware/Software		
	Total		

7. If as a result of check or audit objection some irregularly is noticed at later date, action will be taken to refund, adjust or regularize the objected amounts.

8. It is certified that the grant of Rs. _____ (Rupees _____ only) received from the Guru Gobind Singh Indraprastha University under FRGS Grant has been fully utilized for the purpose for which it was sanctioned and in accordance with the terms and conditions laid down by the University.

NAME AND SIGNATURE OF FACULTY

SIGNATURE & SEAL OF DEAN OF THE SCHOOL

GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY

Report of the work done under FRGS Project

(Report to be submitted within 2 weeks after completion of project each year)

1. FRGS Reference No.F. _____

2. Period of report: from _____ to _____

3. Title of research project _____
   _____

4. (a) Name of the faculty _____

   (b) School _____

5. Effective date of starting of the project_____

6. Grant approved and expenditure incurred during the period of the report:

   a. Total amount approved Rs. _____

   b. Total expenditure Rs. _____

7. Report of the work done: (Please attach a separate sheet)

   i. Work done and results / outcome achieved.

   ii. Has the progress been according to original plan of work and towards achieving the objective? (YES/NO) If not, state reasons.

   iii. Please provide complete details of any publication from this FRGS project.

   iv. Please provide details of presentation of the work done in the project in any conference/seminar/symposium, etc.

Signature of the Faculty

Signature of Dean of the School