



## Seed Money Policy

### Introduction

The objective of this scheme is to provide financial assistance to initiate research in frontier areas of Science, Engineering, Pharmacy, Business & Commerce, Humanities, UHV and SDG at Atmiya University so that young faculty members can showcase their potential in research which will further facilitate them to grab opportunities of funding from industries or government funding agencies related to research and consultancy assignments. Preference will be given to young and talented faculty members.

### Eligibility criteria:

1. The scheme is only for faculty members of Atmiya University who are appointed on permanent/regular position in the cadre of Assistant Professor / Assistant Professor (SS) / Assistant Professor (SG), who has successfully completed one years of probation period and holding a PhD degree with a proven track record of quality research. However, a relaxation of one year of service can also be considered in exceptional cases based on project quality.
2. Faculty member can submit only one proposal at a time as Principal Investigator (PI). However, he/she can be a co-investigator in more than one proposal. **Co-investigator is allowed only if research project is transdisciplinary in nature.**
3. This scheme is particularly to encourage young faculty members for research, hence those faculty members who have crossed the age of 35 years (as on the declared last date for proposal submission) or already completed any Major Research Project of Rs. 10 lacs and above, are not eligible for applying.
4. Faculty members who have received start-up grant from any other funding agency are not eligible.

### Award

- a. The Grant will be awarded for maximum of one year.
- b. The financial assistance will be given minimum INR 30,000/- (Thirty thousand) to maximum INR 1,00,000/- (One lac) depending on the nature of the project.
- c. However, in exceptional cases, some potential projects may be given extension of time period and higher fund value after review and recommendation of University Research Advisory Board (URAB).

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- d. In any case the maximum duration will not exceed more than two years and 40% of total fund value.

## Guidelines

1. The call for proposal will open twice a year - for **Phase I** (duration May to March) in the month of April and for **Phase II** (duration November to September) in the month of October.
2. Interested faculty members are requested to submit a detailed proposal in the prescribed format (AU/SM/PG-1) and submit it to the office of URAB.
3. After scrutiny, the short-listed candidate may be asked to make a presentation before the expert committee, appointed by the Vice Chancellor.
4. The sanctioned project will be evaluated to monitor its progress at every four months by a review committee. Project progress will be recorded in the prescribed format (AU/SM/PG-2).
5. The PI will be responsible for the conduct of the research in accordance with the University research policy.
6. The funds have to be utilized within the stipulated period.
7. The grant money has to be utilized in accordance with the approved budget.
8. The PI will be responsible for timely submission of bills (format AU/SM/PG-3) as and when the expense occurs during the project duration
9. The PI will be responsible for timely submitting a Project Completion Report (format AU/SM/PG-4) along with Statement of Expenditure (format AU/SM/PG-5) and Utilization Certificate (format AU/SM/PG-6) after completion of project.
10. If the progress in the project work is not found to be satisfactory release of further funding may be ceased and further action may be taken against the investigator(s).
11. It is also expected from investigator(s) to publish the results/outcome of the project in the SCOPUS, Web of Science, prevalent UGC-CARE approved journals or other similar journals of high impact within one years of completion of project. PI has to compulsorily apply for Extramural funded project within 2 years of completion of the project.
12. If any patent emerges out of the research project, The Atmiya University will be considered as owner. Such patent will recognize contributions by all researchers as "inventors", and any resulting royalties will be shared by Atmiya University with the inventors.
13. In any research communication arising out of the funded project, the contribution of the University should be duly acknowledged.

  
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14. In case PI leaves the University before the completion of project, a co-investigator from Atmiya University will assume responsibility as PI. No collaborator from another institution/university can become PI under this condition.



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# ATMIYA UNIVERSITY

(Established under the Gujarat Private University Act 11, 2018)

Yogidham Gurukul, Kalawad Road, Rajkot - 360005, Gujarat (INDIA)

## Format - AU/SM/PG-1

(For URAB-AU internal use only)

Year: April 20\_\_ to March 20\_\_

1. Proposal Number: (assigned by URAB- AU)		2. Date of receipt:	
		3. Category:	

Note: The Candidate would be eligible if:

1. He/She is employed on regular/permanent post as Assistant Professor/ Assistant Professor (SS) / Assistant Professor (SG) in Atmiya University and has successfully completed one year probation period.
2. The candidate must preferably hold a Ph.D. Degree.
3. The proposal must address a current problem and should lead to a solution/feasible concept.
4. Majority of work ( $\geq 80\%$ ) should be carried out at Atmiya University.
5. In special cases, permission may be sought for external work.
6. Students should not be used to carry out research work.
7. Due recognition should be given Atmiya University in all reports, documents, publications etc. (indicating "Sponsored by Atmiya University")

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Project Grant under Seed Money Scheme

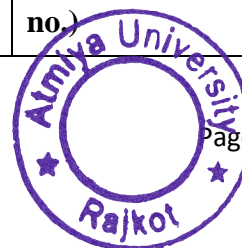
**Application form**

**Part -A**

**General Information**

1.	<b>Title of the proposal</b>	
2.	<b>Broad area of proposal</b>	Environment <input type="checkbox"/>
		Agriculture <input type="checkbox"/>
		Health and wellness <input type="checkbox"/>
		Synthetic and Natural product Chemistry <input type="checkbox"/>
		Pure and Applied Mathematics <input type="checkbox"/>
		Mathematical Science <input type="checkbox"/>
		Nanoscience and Nanotechnology <input type="checkbox"/>
		Sustainable engineering <input type="checkbox"/>
		Automation and Internet of Things <input type="checkbox"/>
		Artificial intelligence and Data Science <input type="checkbox"/>
		Drug discovery from natural sources <input type="checkbox"/>
		Drug delivery system and Bio-availability studies <input type="checkbox"/>
		Corporate responsibility, ethics, accountability and values in society <input type="checkbox"/>
		Market research analysis <input type="checkbox"/>
		Resources management and sustainable development <input type="checkbox"/>
		Accounting, Banking and Finance <input type="checkbox"/>
		Social entrepreneurship <input type="checkbox"/>
		Language and Linguistics <input type="checkbox"/>
		High Impact Teaching <input type="checkbox"/>
Indian Knowledge System <input type="checkbox"/>		
Universal Human Values <input type="checkbox"/>		
Others (specify)		
3.	<b>Sub Area of proposal</b>	
4.	<b>Details of Principal Investigator (PI)*</b>	
	<b>Name</b> 	<b>Designation &amp; Department</b>

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5.	Details of Co-investigator (if any)		
	Name	Designation & Department	Contact details (e-mail, phone number, Ext. no.)
	1.		
6.	Whether the proposal is transdisciplinary?	Yes / No	
7.	Date of Birth of PI (DD/MM/YYYY)		
8.	Date of joining the Department of PI (DD/MM/YYYY)		

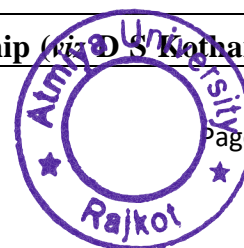
\*Attach the detailed Biodata.

**Part -B**

**Educational Qualification and Previous Research Experience of PI**

1.	Educational Qualification				
	Qualification	Subject	Board/University	Year	Percentage
	i. Ph. D.				
	ii. Post Graduation				
	iii. Under Graduation				
	iv. CSIR/UGG-NET/ SLET/GATE				
2.	Have you previously received any Fellowship from any funding agency?	<input type="checkbox"/> YES		<input type="checkbox"/> NO	
3.	If yes, please indicate whether it was a (✓ tick appropriate)	<input type="checkbox"/> short-term fellowship (viz Project fellow, Project assistant, etc.)			
		<input type="checkbox"/> pre-doctoral fellowship (viz CSIR/UGC JRF or any other)			
		<input type="checkbox"/> post-doctoral fellowship (viz  S Kothari PDF,			

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		or any other)		
4.	If yes, mention the details of fellowship and tenure			
5.	Details of on-going and completed research funded projects (if any)			
	Sr. No.	Title	Project Cost	Sponsoring Agency
				Duration (Start – End – MM/YYYY)
6.	Total Experience		Teaching Experience: (..... Year + ..... Months)	
			Research Experience: (.....Year + ..... Months)	
7.	No. of Publication (Research articles - UGC Approved only)		National:	
			International:	
8.	No. of Publication (Book Chapters)			
	Books Published			
(Please enclose the list of papers and books published and/or accepted during last five years)				

**Part -C**

**PROJECT PROPOSAL**

**1. Title (To be specific within the area of research)**

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**2. Abstract (Provide a summary of your research proposal in 300 words)**

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**3. Introduction: (Define specific research activities to be pursued during the project period and provide a comprehensive description of the importance of proposed study in 800 words)**

**4. Status of Current Research in the proposed field: (Provide a critical evaluation on the status of research in the proposed field in 200 words)**

**5. Objectives of the proposed study: (Write down 5-6 major objective of the proposed research work)**

- 1.
- 2.
- 3.
- 4.
- 5.

**6. Significance of the proposed study: (300 words)**

**7. Relevance of the proposed study to Gujarat: (200 words)**



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**8. Expected benefits of possible findings of proposed research project at societal level particularly to the state of Gujarat: (300 words)**

**9. Methodology:** Define specific research activities to be pursued during the project period and provide a comprehensive description of the hypothesis, sampling plan, data collection, data analysis. (300- 400 words)

**10. Suggested plan of action:** Define the suggested plan of action in 200 words)

**11. Schedule of the Project Task**

Sr. No.	Project Task	Starting Month	Starting Year	Completion Month	Completion Year
1.					
2.					
3.					
4.					
5.					

  
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## 12. Budget Requirements

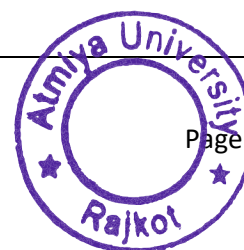
### a. Consolidated budget:

S.N.	Items/Particulars	Rate per Unit	No. of Unit Required	Total Amount
	<b>RECURRING</b>			
1.	Consumables a. Chemicals, b. Glassware, c. Electric items d. Other items (specify)			
2.	Travelling ( <i>viz.</i> sample collection, should be Minimum and with justification)			
3.	Contingency (Upto maximum for Rs. 3000/-)			
4.	Stationery and Printing (With justification)			
5.	Any other special requirement			
	<b>TOTAL</b>			

### b. Detailed Budget with Justification and Timeline of usages of Funds (Research work from May to March):

S.N.	Particulars	Amount (Rs)	Timeline	Justification
1.	<b>A. Chemicals</b>			
	a)			
	b)			
	c)			
2.	<b>B. Glassware</b>			
	a)			
	b)			
	c)			
3.	<b>C. Any other consumable items (like wires/ electric items etc)</b>			

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	a)			
	b)			
<b>4.</b>	<b>Travel</b>	No. of Times in a month		
	a) Purpose 1			
	b) Purpose 2			
<b>5.</b>	<b>Contingency</b>			
<b>6.</b>	<b>Stationery and printing</b>			
	a) Purpose 1			
	b) Purpose 2			
	<b>Grand Total</b>			

#### **Undertaking by Investigator(s)**

- a. This is to certify that the information furnished in the above applications are true to best of my/our knowledge.
- b. If the project is sanctioned for assistance, I/We take full responsibilities to undertake the proposed research project and submit the Project Completion Report, Statement of Expenditure and Utilization certificate immediately after successful completion of project (March / September end of the year).
- c. I/We will apply for extramural funding of research project latest in next academic year.
- d. I/We Will publish findings in SCOPUS / Web of Science / PubMed / Prevalent UGC-Care Journals with 2 years of completion of project, with due acknowledgement of Atmiya University.
- e. The intellectual property right of the finding will rest jointly with Atmiya University (as owner)and investigator(s) as inventors)
- f. I/We will return the full sanctioned project amount, if any of the above are not complied with.

  
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2. Status of Approval : Approved/Not Approved	3. Amount Sanctioned:
4. Project code Number (for approved projects):	

**Date:**

**Name and Signature of Committee Members**

**Place:**

- 1.
- 2.
- 3.
- 4.
- 5.



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## Format - AU/SM/PG-2

Project Grant under Seed Money Scheme

### Project Progress Review Report

#### 1. General Information

1.1. Project Code No. assigned by URAB-AU:

1.2. Letter no. of **Sanction Letter** with date:

1.3. Project Title:

1.4. Details of PI

1.4.1.1. Name:

1.4.1.2. Department:

1.4.1.3. Contact no. and email:

#### 2. Approved Objectives:

#### 3. Brief Description of work done:

#### 4. Proposed plan for completing remaining research work:

#### 5. % of the total research work completed:

#### 6. Details of Publication (Submitted Research Work which is not published yet)

S. No.	Title of the Paper	Journal/Conferences	UGC care no. of Journal

#### 7. Details of the Participation. (STTP/Webinar/Seminar/Workshop etc.)

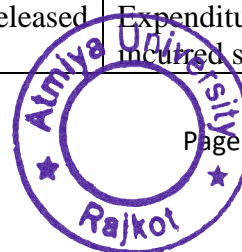
#### 8. Difficulties Encountered:

#### 9. Any other relevant information:

#### 10. Budget status:

Sr. No.	Head of the Expenditure (as per sanction order)	Amount Allocated/	Amount released so far	Expenditure incurred so far

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		Sanctioned		
1.				
2.				
3.				
4.				
5.				
	Total			

Name and Signature with Date

\_\_\_\_\_  
(Principal Investigator)

**For use by Review committee**

**Recommendations/comments by committee**

1.

2.

3.

**Overall Progress of the Project is: Satisfactory / Not Satisfactory**

**Date:**

**Name and Signature of Committee Members**

**Place:**

1.

2.

3.

4.

5.

**Comment by Dean Research:**

**Name & Signature**



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Yogidham Gurukul, Kalawad Road, Rajkot - 360005, Gujarat (INDIA)

## Format - AU/SM/PG-3

Project Grant under Seed Money Scheme

### Abstract for Financial Claims

(Financial Year i.e., 1<sup>st</sup> April to 31<sup>st</sup> March of next year)

Ref. No.: \_\_\_\_\_ (by Account/Audit Office)

To,  
The Registrar,  
Atmiya University, Rajkot

**Subject:** Financial claims for the expenses incurred as a part of project work under seed money scheme.

### Reference Information:

1. Name of PI:
2. Project Title:
3. Project No. assigned:
4. Sanction Letter No.:
5. Total Project Cost Rs.:

Dear Sir,

In reference to above mentioned details kindly find details as follows

Sr. No.	Particulars	Total Amount	Details of Bill, Voucher, etc.*	Remarks
1				
2				
3				
<b>Total</b>			(Rupees in words)	

\* enclose related documents

<b>Date:</b>			
<b>Place:</b>			
	(Name and Signature of PI)	(Name & Signature of Head of Department)	(Name & Signature of Dean Research)

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**Receipt(by applicant)**

Received Rs. \_\_\_\_\_ (Rupees in words) towards financial claim related to project work under seed money scheme

Bank information for Electronic fund transfer

Bank Name: \_\_\_\_\_ Branch & Branch Code: \_\_\_\_\_ A/C

Type (SB/CB) \_\_\_\_\_ A/c No.(Full digits) \_\_\_\_\_ IFSC Code: \_\_\_\_\_

The above information provided by me is correct.

Name & Signature

**(For Office Use only)**

Passed Rs. \_\_\_\_\_ (Rupees in words)

Verified by Account / Audit office

Recommended by Head Account Section

Name & Signature

Name & Signature

  
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## Format - AU/SM/PG-4

### Project Grant under Seed Money Scheme

### Project Completion Report

#### 2. General Information

- Project Code No. Assigned by URAB-AU
- Letter no. of **Sanction Letter** with date
- Project Title
- Brief Scientific summary of the Project
- Date of Sanction
- Name of the Department in which project was carried out
- Area of research
- Discipline
- Name and Designation of Principal Investigator
  - Name
  - Qualification
  - Area of Specialization
  - Project Designation
  - Designation at place of employment
  - Address (Including Email, Fax, Phone, Mob. and PIN)

#### 2. Duration

- Date of Commencement
- Planned date of completion
- Actual date of completion

#### 3. Collaboration (if any)

- Name and Address of Collaborating Agencies/Institute
- Nature of Collaboration

#### 4. Technical Details [Add appropriate photographs of research work, research facilities, field work and experimental work]

- Biomaterials Used/ Biomaterials submitted to Atmiya University
- Milestones proposed (as per Proposal) vs Milestones achieved
- Modification or deviation from the original objective
- Methodology
- Data generation and Results
- Analysis and Discussion

g. Conclusions

h. Summary



- i. Outcomes of the project
- j. Possible Applications
- k. Future Approach
- l. Benefits

## 5. Publications

S.No	Authors	Title of paper	Name of the Journal	Volume	pp	Year	UGC Care No.

### i. Manpower Trained

1. No. of Ph.D./PG/UG students trained
2. Other Technical Personnel trained
3. Patents (if applicable)

## 6. Budget/ Financial Details

- a. Approved Expenditure in a year (Original Plan)
- b. Proposed Budget Estimate
- c. Amount released by Atmiya University

## 7. Financial Details

### a. Expenditure Incurred

No	Budget Head	Funds Sanctioned	Expenditure	% of Total cost
1	Consumables a. Chemicals, b. Glassware, c. Electric items d. Other items (specify)			
2	Travelling ( <i>viz.</i> sample collection, should be Minimum and with justification)			
3	Contingency (Upto maximum for Rs. 3000/-)			
4	Stationery and Printing (With justification)			
5	Any other special requirement			
	<b>Total</b>			<b>100%</b>



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**b. Usage of Equipment/Facilities of Atmiya University**

<b>No</b>	<b>Name of Equipment</b>	<b>Make/Model</b>	<b>Utilization Rate (%)</b>

**8. Plans for utilizing the equipment facilities in future:**

Name and Signature with Date

a. \_\_\_\_\_  
(Principal Investigator)

<b>Comment by HoD and Dean:</b>
<b>Name &amp; Signature</b>
<b>Comment by Dean Research:</b>
<b>Name &amp; Signature</b>

***Please note:***

1. Two copies of the Project Completion Report along-with Statement of Expenditure and Utilization Certificate has to be submitted to the office of URAB on termination of the project.
2. A copy of publications/ posters must be attached at the end of project progress report.
3. Cover page should include the title of the project, proposal no. assigned by URAB, names and addresses of the investigators.
4. Also send a PDF of Project Completion Report on [urab@atmiyauni.ac.in](mailto:urab@atmiyauni.ac.in) along with PDF of publications/ posters merged into the same file.

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# ATMIYA UNIVERSITY

(Established under the Gujarat Private University Act 11, 2018)

Yogidham Gurukul, Kalawad Road, Rajkot - 360005, Gujarat (INDIA)

## Format - AU/SM/PG-5

Project Grant under Seed Money Scheme

### Statement of Expenditure

(Financial Year i.e., 1<sup>st</sup> April to 31<sup>st</sup> March of next year)

1. Project \_\_\_\_\_ Title: 8. Grant Received
2. Project No. \_\_\_\_\_ Assigned: a) 1<sup>st</sup> Installment - Rs. \_\_\_\_\_  
 b) 2<sup>nd</sup> Installment - Rs. \_\_\_\_\_
3. Sanction Letter No. \_\_\_\_\_ c) Interest - Rs. \_\_\_\_\_
4. Total Project Cost Rs. \_\_\_\_\_ d) Total Rs. \_\_\_\_\_
5. Sanctioned/Revised project cost \_\_\_\_\_
6. Date of Commencement of Project \_\_\_\_\_
7. Statement of Expenditure

Sr. No.	Head of the Expenditure (as per sanction order)	Amount Allocated/ Sanctioned	Expenditure in 1 <sup>st</sup> Six month	Expenditure in 2 <sup>nd</sup> Six Months	Total Expenditure
1.					
2.					
3.					
4.					
5.					
	Total				

Fund Released so far: \_\_\_\_\_  
 Date of Start of Project: \_\_\_\_\_  
 Date of Completion of Project: \_\_\_\_\_

<b>Date:</b>			
<b>Place:</b>			
	(Name and Signature of PI)	(Name & Signature of Head of Department)	(Name & Signature of Dean Research)

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Note:

1. Expenditure under the sanctioned heads, at any point of time, should not exceed funds allocated under that head, without prior approval of URAB

<b>(For Office Use only)</b>	
Verified by Account / Audit office	Recommended by Head Account Section
Name & Signature	Name & Signature



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# ATMIYA UNIVERSITY

(Established under the Gujarat Private University Act 11, 2018)

Yogidham Gurukul, Kalawad Road, Rajkot - 360005, Gujarat (INDIA)

## Format - AU/SM/PG-6

### Project Grant under Seed Money Scheme


#### Utilization Certificate

1.	Sanction No. / office order No.	:	
2.	Title of the Project	:	
3.	Date of Start of Project	:	
4.	Date of Completion of Project	:	
5.	Name of the Principal Investigator	:	
6.	Name of the Co-Investigator	:	

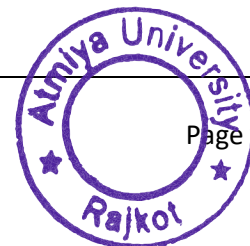
Sr. No.	Head of the Expenditure (as per sanction order)	Amount Allocated/ Sanctioned	Total Expenditure incurred	Balance amount (if any)
1.				
2.				
3.				
4.				
5.				
	Total			

It is to certify that from amongst an amount of Rupees ..... (Rs. ....) sanctioned by Atmiya University vide its letter No..... Dated ....., an amount of Rupees ..... (Rs. ....) had been disbursed, and an amount of Rupees ..... (Rs. ....) has been utilized for the purpose for which it was sanctioned. If as a result of scrutiny or audit objection, if any irregularity is noticed at a later stage, the Principal Investigator shall refund the amount as per URAB-AU decision.

<b>Date:</b>			
<b>Place:</b>			
	(Name and Signature of PI)	(Name & Signature of Head of Department)	(Name & Signature of Dean Research)

<b>(For Office Use only)</b>	
Verified by Account / Audit office	Recommended by Head Account Section
Name & Signature 	Name & Signature

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# ATMIYA UNIVERSITY

(Established under the Gujarat Private University Act 11, 2018)

Yogidham Gurukul, Kalawad Road, Rajkot - 360005, Gujarat (INDIA)

## Format - AU/SM/PG-7

Project Grant under Seed Money Scheme

### Checklist

Title of the Project:

Name of Principal Investigator:

Sr. No.	Contents	Tick	Remarks
1.	Application form	<input type="checkbox"/>	
2.	Sanction Letter	<input type="checkbox"/>	
3.	Project Progress Review Report(s)	<input type="checkbox"/>	
4.	Project Completion Report	<input type="checkbox"/>	
5.	Abstract for Financial Claims	<input type="checkbox"/>	
6.	Statement of Expenditure	<input type="checkbox"/>	
7.	Utilization Certificate	<input type="checkbox"/>	
8.	Document(s) towards release of grants	<input type="checkbox"/>	

Submitted by PI

Comments by HoD &  
Dean

Verified by Dean Research

Approved by Registrar

Signature with Date:  
Name:

Signature with Date:  
Name:

Signature with Date:  
Name:

Signature with Date:  
Name:

  
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