

# **Guidelines for University SEED Grant for promoting Research & Developments**

**(Approved in the 5<sup>th</sup> Governing Body Meeting held on 26<sup>th</sup> September 2024)**



**Girijananda Chowdhury University, Assam**

**N.H-37, Hatkhowapara, Azara, Guwahati-781017, Kamrup,  
Assam**

Registrar  
Girijananda Chowdhury University, Assam  
Azara, Guwahati - 781017



## **Guidelines for University SEED Grant for promoting Research & Development**

### **1. Purpose**

SEED grant funding for R&D serves as a catalyst for innovation and economic growth by providing crucial early-stage funding to researchers and entrepreneurs. This financial support mitigates the risks associated with developing new technologies, enabling the creation of prototypes and proof-of-concept models. By fostering collaboration between academia, industry, and government, SEED grants help build research capacity and drive advancements in various fields. Additionally, these grants encourage market research and feasibility studies, enhancing the commercial potential of innovations. Ultimately, SEED grants contribute to addressing societal challenges and stimulating economic activity through the development of new products, services, and technologies. GCU-SEED has proposed the creation of a SEED grant to encourage faculty and research scholars to apply for and secure early-stage funding for initiating R&D projects.

### **2. Objectives**

- 2.1. To foster Innovation by promoting innovative and high-risk research concepts that could result in substantial advancements in Science and Technology, humanities, social sciences and management.
- 2.2. To support early-stage research by offering funding for early exploratory studies that, despite lacking preliminary data, demonstrate potential for future development and larger-scale funding.
- 2.3. To bridge funding gaps by providing assistance to the University researchers in obtaining the necessary preliminary results and data to apply for larger, more comprehensive grants from other funding sources.
- 2.4. To encourage interdisciplinary collaboration by encouraging collaboration across various fields and disciplines to tackle complex research questions and challenges.
- 2.5. To accelerate technology development and technology transfer through support projects that could lead to the development of new technologies, products, or processes, with a strong emphasis on impactful technology transfer to strengthen the Industry-Academia relationship.
- 2.6. To stimulate economic growth and encourage research that could drive economic development through the innovation and commercialization of new ideas.



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2.7. To address societal challenges by funding research aimed at solving pressing issues related to health, environmental sustainability, and social well-being.

### **3. Eligibility Criteria**

3.1 The applicant shall be the regular faculty of the university. Projects from distinguished research scholars under the guidance from the Research guide may also be applicable to apply.

3.2 The applicant shall be a Ph.D holder with a good academic and research profile.

3.3 Faculty who are currently receiving a SEED grant from the university cannot apply for a new grant until the previous project is completed and all required documentation is submitted.

3.4 Faculty who received SEED grant from other funding State/National/International agency is not eligible for the University SEED grant.

### **4. General guidelines**

4.1 Normally, the seed money project grant has to be approved from the University Governing Body. The amount may vary from time to time subjected to the availability of funds and as per the directions of the University Governing Body. The maximum funding amount will be capped at 1 lakh per project for those involving laboratory work and maximum of up to 30,000 rupees per project for those not involving laboratory works. In exceptional cases a higher amount may be considered to certain distinguished proposals with potential outputs by the Vice Chancellor for approval on recommendations by an external subject expert.

4.2 The duration of the project shall be a minimum of 1 year and a maximum of 2 year from the date of sanction.

4.3 Extensions are generally not allowed. In exceptional cases, the PI must request a maximum three-month extension from the Chairman, Research & Development (RDC), explaining the delay. No additional funding will be provided.

4.4 The project will be sanctioned in two installments. The second installment may be release after submission of all the required documents inclusive of audit report, yearly progress report, utilization certificate and others.

4.5 The investigators shall be requested to submit a detailed proposal in the prescribed Proforma format (PART-A, PART-B and PART-C of Annexure-I) within 30 days of



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notification. Proposal received after the proposed period shall not be entertained and shall remain rejected. The proposal shall be scrutinized and recommended for funding by the expert committee as constituted by the RDC with the approval of the Vice Chancellor (Chairman, RDC).

4.6 The proposal submitted should clearly outline item-wise financial estimates, including rates, quantities, and totals for each item. There shall be no salary or honorarium component included in the project.

4.7 No Expenditure on the following is permissible under the scheme.

a. Major instruments, laptop, computer, printer, scanner.

b. Recruitment of manpower: Research Fellow/ Project Assistant.

4.8 The screening committees will shortlist the projects and posts the results on the university's website and social media platforms. Investigators of the selected projects will be required to present their research proposals to the committee. If a large number of projects are selected, presentations may be conducted in two phases by the investigators.

4.9 A routine progress report (Annexure-II) and a detailed account of fund utilization (Annexure-III, Part-A and B) shall be submitted every six months to the RDC.

4.10 Upon successful completion of the project, the final completion project report (Annexure-V), final statement of expenditure (Annexure-IV), and final utilization certificate (Annexure-III, Part-A and B) must be submitted along with a cover letter addressed to 'The Registrar, GCU, Assam.

4.11 Two copies of the utilization certificate and statement of expenditure must be submitted to the Office of the Registrar at GCU. The accounts will be audited by the institution's Accounts Officer or Finance Officer. Additionally, all financial communications related with the SEED money sanctioning (Phase-1 or Phase-2 sanction) shall be disbursed through the Chief Finance Account Officer and after prior approval of the Vice Chancellor, GCU.

4.12 The Principal Investigators are required to submit three copies of the project report to the Office of the Registrar, along with the final utilization certificate and original bills.

  
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- 4.13 All acceptance letters will be sent by the Registrar of the University on behalf of RDC-project screening and selection committee (PSSC) recommendation. The acceptance letter memo number shall be used for future communications.
- 4.14 Expected deliverables outcomes from the SEED grant shall be in terms of publications (research paper/patents/technology transfer/product development) and shall be compulsorily to all funded projects.
- 4.15 The minor equipment purchased for the project will be the property of the concerned department at GCU. Upon completion of the project, the equipment shall be transferred to the department where the project was conducted.
- 4.16 If a faculty member with a sanctioned project grant plans to leave the University or take a long leave of six months or more, the project will either be terminated or transferred to a Co-PI with prior approval of the Chairman, RDC. The faculty must submit the Utilization Certificate and final project report before departure.
- 4.17 If the Co-PI is to be selected from another university/research center/institute for matters related to research collaborations or extended research support, this will be permitted only with prior approval from the University Vice Chancellor.
- 4.18 A project completion certificate will be delivered to the Investigator once the project is completed and all the documents have been successfully verified.
- 4.19 The University RDC reserves the right to terminate the project at any stage if satisfactory progress is not being made or if the grant is not being properly utilized.
- 4.20 Misutilization of grants may lead to punishable offences. Only original bill In-voice with significant justification of details of expenditure may be accepted for audit.
- 4.21 No entertainment of candidature to the selection authority shall be permitted through back doors, bribe, personal relationships or peer connection. The application shall remain cancelled if such cases occurred.
- 4.22 The decision of the Vice-Chancellor shall be the final and binding in all respects.

  
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## 5. Project Screening & Selection committee (PSSC)

The constitution of the PSS committee is as follows:

- |  |   |
|--|---|
| 1. President, SSA                            | Member & Representative from Management |
| 2. Chancellor, GCU                           | Advisor                                 |
| 3. Vice Chancellor, GCU                      | Chairperson                             |
| 4. Registrar, GCU                            | Member                                  |
| 5. Director (RDC), GCU                       | Member Secretary                        |
| 6. Director (IQAC), GCU                      | Member                                  |
| 7. Dean(s) of DRC(s), GCU                    | Member(s)                               |
| 8. Chief Finance Account Officer, GCU        | Member                                  |
| 9. Special invitees (on special requirement) |   |

## 6. Selection criteria and short-listing mechanism

### 6.1. Selection criteria

- 6.1.1. Based on the innovative research with groundbreaking discoveries and technologies.
- 6.1.2. Excellent novelty and rationality of the project.
- 6.1.3. Faculty profile and expertise of the research team.
- 6.1.4. Outcomes that can be commercializable and able to generate Intellectual Property.
- 6.1.5. Outcomes that dealt with current scientific, technological and societal challenges.
- 6.1.6. Likelihood of achieving the stated objectives within the given timeline and resources.
- 6.1.7. Reasonableness and appropriateness of the proposed budget.
- 6.1.8. Compliance with ethical standards and regulatory requirements.
- 6.1.9. Interdisciplinary / multidisciplinary research
- 6.1.10. Sustainability that can potentially lead to achieved higher grants from Govt. funding agencies in the future or continuation of the research.


### 6.2. Short-listing mechanism

- 6.2.1. **Phase-I (Preliminary selection):** The Office of the Director (RDC) will conduct a preliminary screening of the proposals submitted in the prescribed format, short listing those that, on initial review, meet the eligibility criteria and include all required supporting documents. The shortlisted proposals will then be presented to the

Selection/Expert Committee. Proposal which do not comply with the relevant format provided in the Proforma will be rejected automatically.

**6.2.2. Phase-II (Core committee evaluation & selection):** The project proposal which passed the Phase-I will be called for presentation (Presentation template is attached in Annexure-VI) before the selection committee. A letter of acknowledgement along with the presentation template shall be provided to the investigators from the RDC office through email.

**6.2.3. Phase-III (Final accepted proposals):** The Expert Committee will evaluate the proposal along with the on-the-spot assessment report from the visiting expert team. Final decisions regarding financial support will be primarily based on the quality and merit of the proposed project, as well as the credibility and past performance of the candidate organization(s), following the established selection criteria and the recommendations of the expert committee. A final acceptance letter, including a Memo number, will be issued for the successful proposals, listing the Investigator's name.

  
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**PART-A**

**PROFORMA FOR SUBMISSION OF PROPOSAL**

1. Title of the Project:
2. Broad Subject:
3. Area of Specialization:
4. Duration of project:
5. Total Cost of the project:
6. Principal Investigator:
  - (a) Name:
  - (b) Designation:
  - (c) School/Department:
  - (d) Gender:
  - (e) Date of Birth:
  - (f) Qualification:
  - (g) Email:
  - (h) Contact Details:
  - (i) Date of Joining GCU:
7. Co-Investigator:
  - (a) Name:
  - (b) Designation:
  - (c) Correspondence Address:
  - (d) Gender:
  - (e) Date of Birth:
  - (f) Qualification:
  - (g) Email:
  - (h) Contact Details:
  - (i) Date of Joining GCU:
8. Name of the department where the project will be undertaken:
9. Teaching and Research experience of the PI:
10. Total No. of research publications: \_\_\_\_\_ (Please provide the list of **TOP TEN** best publications following Vancouver style of referencing and include photocopies of the first page of each publication for verification.).
11. Summary of roles/responsibilities for all Investigators:
12. Any other information (If any):

Name & Signature of PI

Name & Signature of Co-PI

Name & Signature of Dean/HoD

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**PART-B**

**Proposed Research Work Format**

1. Title of Project:
2. Introduction (max 1000 words):
  - (a) Origin of the research problems (500 words)
  - (b) Relevance of the project (500 words)
3. Review of research and development in the subject (max 1000 words):
  - (a) International status (500 words)
  - (b) National status (500 words)
4. Significance of the study (max 500 words)
5. Objectives (Max 3-4 point-wise):
6. Methodology (max 1000 words, include phase-wise)
7. Month-wise work plan of project with targets to be achieved (Use PERD diagram):
8. Details of collaboration (If any):
9. Probable outcomes of the project (Deliverables):
10. Is Ethical Clearance Certificate required in the proposed research? (If Yes, please mention)  
\* Attach Ethical Clearance Certificate:
11. Any other information (If any):
12. Budget summary (in Rs.): (a) Recurring: Rs. \_\_\_\_\_  
(b) Non-recurring: Rs. \_\_\_\_\_ (If any minor instrument)
13. Declaration by the PI and Co-PI:
  - a) The above project proposal is not submitted to or funded by any other agency.
  - b) I/we shall abide by the rules and regulations governing the SEED grant/minor research project, in case the financial assistance is provided.
  - c) The project shall be completed within stipulated period. If unable to do so, and if the University is not satisfied with the progress of the research work, the project may be terminated and may asked to refund the amount received by me/us.

**Name & Signature of PI**

**Name & Signature of Co-PI**

**Name & Signature of Dean/HoD**



**PART-C****Standard Proforma for Budget details**

S.N	Item	Budget		Total (Rs.)
		1 <sup>st</sup> yr	2 <sup>nd</sup> yr	
<b>A</b>	<b>Recurring</b>			
	1. Man power (If any)			
	2. Consumables			
	3. Travel/Field visit/Demo			
	4. Contingencies/ Other costs			
	5. Other Budget Cost (Please specify)			
<b>B</b>	<b>Non-Recurring (Minor Instruments/equipments)</b>			
	1.			
	2.			
	<b>Grand Total (A+B) (in Rs.)</b>			

**Note:**

1. The budget shall not exceed the sanctioned amount.
2. The budget shall be supported with valid comparative quotations statements of items.
3. Major instruments are not allowed to be purchased in this grant.



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**PROFORMA FOR SIX MONTHLY PROGRESS REPORT**

(To be submitted every six month with probable deliverable outcomes)

**Note:** Two copies of the six-month Project Report must be submitted exactly six months from the date of sanction, with a delay of no more than one week. The cover page should include the project title, file number, and the names and addresses of the investigators.

1. Project Title:
2. Sanctioned Memo No. with date:
3. Details of the PI and Co-PI:
4. Date of commencement of project:
5. Implementing School/department along with collaborating Institution (if any):
6. Objectives stated in the project with achievable outcome

Objective No.	Objective statement	Outcomes achieved (Yes/No)
1		
2		

7. Deviation made from the original objectives if any, while implementing the project and reason thereof:
8. Experimental work progress giving full details of experimental set up, methods adopted, data collected supported by necessary table, charts, diagrams & photographs:
9. Detail analysis of results indicating contributions made towards increasing the state of knowledge in the subject:
10. Conclusions summarizing the achievements of objectives:
11. S&T benefits accrued so far:
  - (a) List of research publications (Vancouver style)
  - (b) List of patents published/granted
  - (c) Product development / technology transfer
  - (d) Manpower generated (Research scholars/research scientists/Ph.D. with number and names)
  - (e) Any other outcome
12. Financial positions with audited documents

S.N	Item	Budget		Total (Rs.)
		1 <sup>st</sup> yr	2 <sup>nd</sup> yr	
<b>A</b>	<b>Recurring</b>			
	1. Man power (If any)			
	2. Consumables			
	3. Travel/Field visit/Demo			
	4. Contingencies/ Other costs			
	5. Other Budget Cost (Please specify)			
<b>B</b>	<b>Non-Recurring (Minor Instruments/equipments)</b>			
	1.			
	<b>Grand Total (A+B) (in Rs.)</b>			

Name and Signature

(a) Principal Investigator

Name and signature

Head of the department



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**PROFORMA FOR UTILISATION CERTIFICATE (Part-I)**

1. Project Title:
2. Name of PI & Co-PI:
3. School & Department:
4. Project Sanctioned Number and Date:
5. Amount Sanctioned:
6. Amount Release date:
7. Duration of Project: DD/MM/YYYY to DD/MM/YYYY
8. Financial details for utilization:

**A. NON-RECURRING**

Sl. No	Name of the minor Equipment Procured	Amount Sanctioned (Rs.)	Amount Utilized (Rs) (Item wise)	Unspent Balance (Rs.)
1	(a) . (b) . (c) .			
	Total		Rs.	

**B. RECURRING**

Sl. No.	Name of the Item Expenses (Consumables, contingencies, Travel/Field visit/Demo, others etc.)	Amount Sanctioned (Rs.)	Amount Utilized (Rs.)	Unspent Balance (Rs.)
1				

9. Amount brought forward from the previous financial year:
10. Amount received during the total financial year:
11. Actual expenditure:
12. Balance amount available at the end of the financial year:
13. Unspent balance refunded if any (Details to be furnished):
14. Amount to be carried forward to the next financial year:

**Statement of Utilisation certificate**

Certified that the grant has been utilized for the purpose for which it was sanctioned in accordance with the "Terms and Conditions" attached to the grant. If, as a result of check or audit objection some irregularity is noticed at a later stage, action will be taken to refund, adjust or regularize the amount objected to.

Finance Officer  
(Signature & Seal)

Registrar/Dean/HoD/Principal  
(Signature & Seal)

Dated:



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**PROFORMA FOR AUDITED UTILISATION CERTIFICATE (Part-II)**

Certified that out of Rs. \_\_\_\_\_ of Grant-in-aid of the SEED fund sanctioned during the year \_\_\_\_\_, in favor of (Write Department name) vide Letter Memo No. \_\_\_\_\_ dated \_\_\_\_\_, Rs. \_\_\_\_\_ has been utilized for the purpose of \_\_\_\_\_, for which it was sanctioned and the balance of Rs. \_\_\_\_\_/- remaining unutilized (unspent) at the end of the year will be adjusted towards the grants-in-aids payable during the next year i.e. \_\_\_\_\_

Certified that the grant has been utilized as per laid down terms and conditions for which it was sanctioned.

\_\_\_\_\_  
Signature of the PI and Co-PI (if any)

\_\_\_\_\_  
Finance Officer  
(Signature and Seal)

\_\_\_\_\_  
Dean/Dean/ HoD/Principal  
(Signature and Seal)

Dated:



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**PROFORMA FOR STATEMENT OF EXPENDITURE**

Project Title:

Project Sanctioned Number and Date:

Amount Sanctioned:

Amount Release date:

Duration of Project: DD/MM/YYYY to DD/MM/YYYY

SN.	Sanctioned Heads	Total fund received	Expenditure incurred		Total expenditure	Remaining Balance as on _____	Remarks (if any)
			1 <sup>st</sup> Yr	2 <sup>nd</sup> Yr			
1.	Manpower						
2.	Consumables						
3.	Travel/Field visit/Demo						
4.	Contingencies/ Other costs						
5.	Other Budget Cost (Please specify)						
6.	TOTAL						

**Note:**

- The Statement of expenditure format shall be submitted all the time along with the six monthly progress reports.
- A final statement of expenditure shall be submitted along with the Final Project Completion report stating all the expenses incurred during the tenure of the project.

Name and Signature of PI:

Name and signature of CO-PI

Name and Signature of the Chief Account and Finance Officer

Name and Signature of Dean/Head of the Department

  
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**PROFORMA FOR PROJECT COMPLETION REPORT**

**Note:** Three copies of the Project Completion Report (PCR) must be submitted within one month of the project's completion or termination. The cover page should include the project title, file number, and the names and addresses of the investigators.

13. Project Title:
14. Sanctioned Memo No. with date:
15. Details of the PI and Co-PI:
16. Date of commencement of project:
17. Date of completion of project:
18. Implementing School/department along with collaborating Institution (if any):
19. Objectives stated in the project with achievable outcome

Objective No.	Objective statement	Outcomes achieved (Yes/No)
1		
2		

20. Deviation made from the original objectives if any, while implementing the project and reason thereof:
21. Experimental work giving full details of experimental set up, methods adopted, data collected supported by necessary table, charts, diagrams & photographs:
22. Detail analysis of results indicating contributions made towards increasing the state of knowledge in the subject:
23. Conclusions summarizing the achievements and indication of scope for future work:
24. S&T benefits accrued:
  - (f) List of research publications (Vancouver style)
  - (g) List of patents published/granted
  - (h) Product development / technology transfer
  - (i) Manpower generated (Research scholars/research scientists/Ph.D. with number and names)
  - (j) Any other outcome
25. Financial positions with audited documents

S.N	Item	Budget		Total (Rs.)
		1 <sup>st</sup> yr	2 <sup>nd</sup> yr	
A	<b>Recurring</b>			
	1. Man power (If any)			
	2. Consumables			
	3. Travel/Field visit/Demo			
	4. Contingencies/ Other costs			
	5. Other Budget Cost (Please specify)			
B	<b>Non-Recurring (Minor Instruments/equipments)</b>			
	1.			
	<b>Grand Total (A+B) (in Rs.)</b>			

**Name and Signature**

**(a) Principal Investigator**

**(b) Co-Investigator**

**Name and signature**

**Dean/Head of the department**

  
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## **PROFORMA FOR PREPARATION OF PRESENTATION SLIDES**

PI with their selected proposals shall prepare their presentation slides strictly as per the following template. The date, timeframe and timeslot for presentation will be notified by the RDC-GCU:

### **Presentation Format:**

1. **Title Slide (max 1 slide):** Should bear the title of the project with the names of PI and Co-PI and their affiliations
2. **Introduction & Rationale of Study (max 1-2 slide):**
3. **Objective of the study (max 1 slide):** Proposed a maximum of 2-3 major objectives.
4. **Methodology (max 2 slide):** Proposed a concise and reproducible methodology.
5. **Budget head-wise proposed expenditure (max 1 slide):** Please use the table specified in the Annexure-I (Part-C)
6. **Timeline (PERD diagram, max 1 slide):**
7. **Conclusion, expected outcome and deliverables (max 2 slide):**



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