



## Seed Money Policy

### Purpose:

The purpose of this policy is to promote Research and Publications, the Research Advisory Committee of Cauvery College for Women (Autonomous) has formulated a policy for the Seed Money Internal Research Projects with effect from (2021-22) and onwards.

- The college shall provide Seed Money for the financial assistance to initiate research in Arts / Science / Commerce / Management streams.
- The college shall provide the basic infrastructure required to conduct Research Projects.

### Scope:

The Reddy Educational Trust aspires to advance quality education and research because it is enlightened to support research scholars and faculty members who are looking for seed money funding for projects or initiatives that fit with the institution's mission and strategic aims. The Trust constantly works to advance the application of technological innovation, consistently supports creative minds by providing funding for research seed money in order to foster innovation.

### Norms for Research Seed Money:

- "Seed Money": Initial funding provided to faculty to support the development and implementation of new projects or initiatives.
- "Project/Initiative": A specific endeavour or activity designed to achieve defined objectives or outcomes. Norms for Qualifications for a Principal Investigator (PI) to apply for internal project and Collaborative Research Projects .
- As per qualified norms the PI are encouraged to identify inter-disciplinary research in their chosen field of research.

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- The faculty should be Ph.D qualified/ pursuing Ph.D with a minimum of two years of working experience who is willing to be the Principal Investigator (PI), in Cauvery College for Women(Autonomous) shall apply for seed money along with one or more inspired faculty members as Co PI who have the fire to innovate and achieve the goals in a given time frame

## Policy Statement:

Recognizing the vital role of initial investment in igniting research initiatives, our institution provides seed funding to catalyze innovation and scholarly exploration. Seed money grants serve as essential stepping stones, enabling faculty members to embark on transformative research endeavours that may not yet qualify for external funding. By offering this crucial support, we aim to cultivate a culture of inquiry, empower faculty creativity, and facilitate the generation of impactful knowledge. Seed funding addresses the critical need for early-stage financial support, propelling promising ideas towards fruition and fostering a vibrant research ecosystem within our institution.

## Rules of Scheme with Qualification:

1. The faculty members working in Cauvery College for Women (Autonomous) and adhering to the qualification norms are eligible to make application seeking Seed Money.
2. The minimum eligible funding for a project is limited to Rs.1,00,000/-.
3. Subject to availability of funds, proposals will be scrutinized by Research Advisory Committee as nominated by the Principal / Secretary.
4. The recommendations of the Research Advisory Committee shall be forwarded to the Principal / Secretary of Cauvery College for Women(Autonomous) for the approval and subsequent sanctioning of grants in favour of recommended proposals submitted by the faculty members.
5. Financial Assistance will be released directly to the Principal Investigator.
6. The Starting Date of the Project shall begin from the Date of Approval as mentioned in the sanction order irrespective of the actual date of release of grants.

Annamalai Nagar, Tiruchirappalli - 620 018, Tamil Nadu, South India.

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7. The Project Duration is limited to a maximum of 24 months (2 years).
8. Progress Report and Utilization of Certificate shall be reported on completion of sixteen (16) months.
9. The Investigators shall make a Presentation of the Outcome of the Research before the Advisory Committee constituted for the purpose.
  - The Schedule for Selection Process will be as follows:

Call for Applications:	1 <sup>st</sup> week of July
Application Submission Last Date:	3 <sup>rd</sup> week of August
Date of Approval:	1 <sup>st</sup> week of September
Award of Seed Money after Scrutinizing:	3 <sup>rd</sup> week of September
First review Submission:	1 <sup>st</sup> week of December
Second review Submission:	1 <sup>st</sup> week of October
Utilization Certificate:	2 <sup>nd</sup> week of October
Final Report Submission:	3 <sup>rd</sup> week of June

## Process Criteria:

- A qualified faculty researcher shall submit application for policy for the Seed Money Internal Research Projects in the prescribed format to the Convener, Research Advisory Committee of Cauvery College for Women (Autonomous).
- The Research Advisory Committee is responsible for overseeing the application process, reviewing proposals, and allocating seed money funds.
- Principal Investigator are responsible for managing seed money funds in accordance with institutional policies and procedures, including reporting requirements and financial accountability
- The proposals (not more than 1,500 words / 5 pages) is appended broad-based information in **Annexure-I**

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## Research Proposal for Seeking Seed Money for Internal Research:

### Annexure-I

1. Name, address & experience of Principal Investigator and Co-Principal Investigator
2. Broad Subject Area/Field of specialization
3. Title of the Research Proposal
4. Abstract (500 words)
5. Objectives of the Project (300 words)
6. Methodology
7. Particulars of Equipment Required
8. Particulars of any other Facilities Required
9. Budget for the Project
10. Expected Outcomes

The format may vary according to the Nature / Discipline of Research.

### Ethical Considerations:

- Principal Investigators are required to comply with reporting and publication guidelines outlined in this policy.
- When the Principal Investigator (PI) wishes to leave the Institution, then it is the responsibility of the PI to inform the same to the Principal through the Research Advisory Committee. Then the Principal, in consultation with Research Advisory Committee and the Head of the Department, shall evolve steps to ensure successful completion of the project, through Co-PI before relieving the PI.
- After the completion of the projects the Investigators must publish the reports / findings in the form of scientific papers in UGC – CARE List Approved Journals and/or International Peer Reviewed Journals which are indexed by Scopus / Web of Science.

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- While Publishing Reports / Research Articles in the journals, the Awardees / Investigators must acknowledge the grant received under the Scheme of Research Seed Money extended by Cauvery College for Women(Autonomous) in the article to be published

## Reporting and Accountability:

- On completion of the project, two copies of the Final Project Report shall be submitted to the Principal / Secretary through the Head of the Department after due scrutiny and approval by the Convener of the Research Advisory Committee
- This policy will be periodically reviewed by the Research Advisory Committee to ensure its effectiveness and alignment with institutional goals and priorities. Revisions may be made as necessary based on feedback and changing circumstances

## Funding and Compensation of approval:

Following receipt of the Research Advisory Committee's recommendations, the Principal or Secretary of Cauvery College for Women (Autonomous) would authorise and sanction financing for the faculty members' proposed projects. Financial support will be provided to the Principal Investigator right away. Project start date will be the Date of Approval as stated in the sanction order, regardless of when the grant is actually released.

## Effective Date:

This policy is effective as of Date of Approval

1.	Issued	4 <sup>th</sup> of October 2021
2.	Revision	21 <sup>st</sup> of August 2023

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## Contact Information:

For questions or concerns regarding this policy, please contact Research Advisory Committee, Secretary, Cauvery College for Women (Autonomous), Trichy-620018

## 9. Appendices:

- Seed Money Application Form
- Guidelines for Proposal
- Utilization Certificate
- Expenditure statement

Therefore mentioned subjective activities being completed could be used as an assessment of the project's success. The results offered here provide insightful information that provides up opportunities for more research and development in the area.



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