

Yenepoya University

Application Form and Procedure for Submission of Project Proposal
under Seed Grant for Faculty for Research

The Research Proposal for funding should be submitted to

The Registrar

Yenepoya University

University Road

Deralakatte, Mangalore

Email: registrar@yenepoya.org

Index

Sl. No	Items	Page No.
1	Concept Note (Brief technical details, objectives, project cost & milestones)	
2	General Information	
3	Technical details of Project	
4	Budget estimates	
5	Physical Infrastructure	
7	Performa for biographical sketch of Investigators	
8	Terms and Conditions of the Grant	
9	Annexure 1: Declaration/Certification	
12	Annexure 2: Statement of Expenditure (to be submitted at the end of financial year)	
13	Annexure 3: Half yearly financial progress	

PART-A

Format for submission of project proposal

Concept Note (max 2 pages)

1. Title of project:
2. Objectives:
3. Name of the PI and Department:
4. Duration of the Proposed Project (in months):
5. Total Cost:

Manpower (part-time technical assistance):

Non recurring: (Equipments):

Recurring (Consumables /Contingency):

Misc:

6. Executive Summary (200 words):

PART-B

General Information

1. Name of the PI, Co-PI and Collaborator (if any) submitting the project proposal.

E-mail _____

2. Name of the department

3. Name of the Head of the Department forwarding application

4. Project title

5. Reason and justification to make the proposal (500 words).

6. Specific area _____

7. Duration _____ Year(s) _____ Month (s)

8. Total cost (Rs.) _____

9. Whether the project is Single Department or Multi-Department (S/M)

10. If the project is Multi-Departmental, please furnish the following:

Name of the Collaborator and department _____

Department _____

11. Whether consent from the HOD of the collaborators department is taken, if yes furnish details.

PART-C

Technical Details of Project

(Under the following heads on separate sheets)

1. Introduction (reasons and justification for the proposal, historical background of the circumstances under which it was necessary to make the proposal)
2. Description of the problem
 - Rationale of the study
 - Current state of knowledge (review) both national and International (review of literature)
 - The relevance and expected outcome of the proposed study
 - Preliminary work done so far
3. Objectives (should be written in bulleted form and should be specific)
4. Work plan (operational details for the project with milestones or timeline)
5. Methodology (including experimental design). Should include all the details including sample size, end point indicators etc.
6. Technical gain to the department after completion of the project
7. Benefit for the University that would accrue from the project

PART-D

Budget Estimates

Sl. No.	Item	Year wise fund breakup in Rs.			
		1st year	2nd year	3rd year	Total
A	Recurring 1. Consumables 2. Travel 3. Contingencies				
B	Non-Recurring Equipments				
C	Grant Total (A + B)				

- Justification for the cost estimates of various components

Physical infrastructure

- Existing facilities (details not exceeding one page)
- Laboratory
- Equipment(s)

PART-E

Proforma for Biographical Sketch of Investigators

(Do not exceed 1 page)

1. Details of Principal Investigator

Name _____

Date of Birth (DD/MM/YYYY) _____

Department _____

Permanent Address _____

Telephone _____ Fax _____

E-mail _____

2. Academic and Professional Career:

Education (Post-Graduation onwards)

Sl. No.	Institutes place	Degree awarded	Year	Field of study

3. Positions held (Starting with the most recent employment)

Sl. No.	Institute/place	Position	Period	
			From	To (date)

--	--	--	--	--

4. Academic Achievements

- Honours/ Awards/Prize/Certificate etc.

5. Professional experience and training relevant to the project

6. Publications (Numbers only)

Books _____

Research papers in journals _____

Reports _____

Bulletins _____

Manuals _____

General articles _____

Patents _____

Other (please specify) _____

7. Selected peer reviewed publications (most relevant publications in chronological order in the last 5 years

1.

2.

3.

4.

8. List of completed and ongoing projects

Details of Co-PI (repeat, in case of more than one Co-PI)

1. Name _____
2. Date of Birth (DD/MM/YYYY) _____
3. Permanent Address _____
4. Telephone _____
5. E-mail _____
6. Number of research projects being handed at present
7. Publications (Numbers only)
8. List of completed / ongoing projects
9. List of projects submitted
10. List of 5 best publications since last 5 years

Terms and Conditions of the Grant

- The funds will be exclusively utilized for the purpose for which it is released
- The Research Governing Council shall monitor the progress of the project from time to time
- The PI will submit their account to the Finance Officer of the University periodically
- The PI should undertake not to encumber, dispose off/or otherwise utilize the assets created out of the funds except with the prior permission from the Registrar of the University. The centre will maintain a register of the permanent and semi-permanent assets acquired and shall be furnished when required.
- The PI shall observe all austerity measures while utilizing the fund released.

Declaration by the PI

It is certified that

- The work proposed in the schemes/project does not in any way duplicate the work already done or being carried out elsewhere on the subject.
- If the project involves Human subjects Clearance from University Ethical Committee or Animal ethical committee (case may be) should be submitted to the Registrar, Yenepoya University prior to the execution of the project
- We agree to accept the terms and conditions
- The Department agrees that the equipment(s), other basic facilities
- The PI assumes to undertake the financial and other management responsibilities of the project.

Signature of Principal Investigator:

Signature of HOD with seal

Statement of Expenditure
(To be submitted at the end of the financial year)

Title of the project/scheme

Name of the Department

Principal Investigator

Amount received (Please give project no. and dates)

Amount brought forward from the previous financial year

Total amount that was available for expenditure during the financial year

Actual expenditure (excluding commitments) incurred during the financial year

Unspent balance refunded, if any

Balance amount available at the end of the financial year:

Amount allowed to be carried forward to the next financial year vide letter no. & date:

Certified that the amount of Rs. _____ mentioned against col. (has been utilized on the project for the purpose of which it was sanctioned and that the balance of Rs. remaining unutilized at the end of the year has been surrendered to Finance Department (Vide No. Dated)/ will be adjusted towards the grants-in-aid payable during the next year.

(PROJECT INVESTIGATOR)

(FINANCE OFFICER)