



RAKSHA SHAKTI UNIVERSITY

Institute of Research & Development

(Established by Government of Gujarat and recognized by UGC)

Research Projects(Sponsored) GUIDELINES

1. General

- 1.1. This programme of Research Projects (Sponsored) is a series of research projects conducted simultaneously or sequentially on themes of critical significance and priority to be notified by the RSU, from time to time.
- 1.2. The RSU expects that the research will develop new understanding and insight on the issues which will become bench mark in terms of concept, theory, methodology and research outcomes.
- 1.3. Such research studies will be commissioned by the RSU from identified experts and research Institutions in a desired theme of study.
- 1.4. An institution/group of institutions, individual scholar of eminence or group of scholars interested in carrying out a programme of research on any theme notified by RSU under this programme having necessary facilities and expertise, may submit a proposal thereon to the RSU.
- 1.5. The extent and scope of these studies will be more extensive and financial outlays will also be higher as compared to normal responsive project grant.
- 1.6. Given the scale and nature of research under sponsored program, the RSU expects that the research will ordinarily be inter-disciplinary in character and that researchers from different discipline will constitute a team. Research teams may consist of more than one department/Centre/institute. In some cases, individual researchers/Institutes will also be considered.

2. Eligibility for Award

- 2.1. Proposal considered under Sponsored Research Study may be solicited by the RSU on the recommendations of the Expert Committee, identifying the thrust areas suited to take up the study. Alternatively, applications may be sought from scientists/academicians/professionals/administrators from eminent institutions to send proposals to the RSU. In either of the above cases, the prescribed application form will be submitted to the RSU for further financial and administrative processing.

- 2.2. Priority will be given to proposals forwarded by organizations/ institutions funded by Central/State Government. Only outstanding proposals from privately (not funded by Central/State Government) Social Science research institutions, will also be considered.
- 2.3. Separate allocation of Project Grant shall be made for the SC/ST/NER candidates as per allocations made in the RSU Plan Grant. To achieve physical and financial targets under these categories, relaxations in the guidelines may be permitted, as required.

3. How to apply

- 3.1. All applications for financial grant have to be made on the prescribed application form for Research Projects (Sponsored), as attached with these guidelines, along with all the following annexure and enclosures:-

| | |
|--------------|---|
| Annexure-I | Format of Research Proposal |
| Annexure-II | Format for Bio-Data |
| Annexure-III | Format of the Letter from Affiliating Institute |
| Annexure-IV | The cost of the project |
| Annexure-VI | Six Monthly Progress Report |
| Annexure-VII | Form of fund Utilization Certificate |

Duly attested SC/ST/OBC/PH certificate, if applicable Institutional Profile for Applications forwarded by Non-Public funded Institutions, as per prescribed format.

- 3.2. All application forms have to be submitted in soft copy through e-mail followed by submission of a hard copy of the proposal, which must be duly forwarded on the prescribed format of the application form with signatures and seal of the Head of the Institution from where the project grant is to be financially administered.

4. Duration and Financial Allocation

- 4.1. Normally a Sponsored Study will be required to be completed in two years, resulting in a Major publication of RSU by a reputed publisher. Limited extensions of time may be granted by the D.G./Director. However, any financial enhancement in the initially sanctioned grant shall be done only by the Finance Committee on the recommendations of the Director.
- 4.2. The Institute/individual scholar/group of scholars will have a large autonomy for framing the budget subject to the following broad expenditure sub-heads:

Distribution of Expenditure under the following heads:

| Sr. No | Expenditure Head | Percentage allocation to the total budget of the study |
|---------------|--|---|
| 1 | Full time Research Staff/Part-time Assistance/Hiring Charges | Not exceeding 50% |
| 2 | Field work cost Travel/Logistics/ Boarding/ Source Materials/ Software/ Data Base etc. | Not less than 37.5% |
| 3 | Contingency | 5% |
| 4 | Institutional Overheads | 7.5% |

5. Remuneration and Emoluments of Project Staff

- 5.1. Except for the field work staff, only an essential Secretarial core research staff should be employed for the project.
- 5.2. Such staff could be engaged by the Project Director/Coordinator on a full time or part time basis and the duration and consolidated monthly emoluments of their employment may be decided by the project director within the limits of the sanctioned financial allocation under this head.
- 5.3. A re-appropriation upto 10% of any expenditure head into another existing/new expenditure head shall be permissible, subject to approval by the RSU.

6. Procedure for award of sponsored research project

- 6.1. All the Sponsored Projects, whether on application or through solicitation, shall be approved by the Council after due process of evaluation by the Experts Committee and subsequent recommendation of the Research Committee.
- 6.2. The RSU may hold interactive sessions with the prospective recipients of sponsored studies to finalize the academic and financial details.
- 6.3. All research proposals received, along with those selected for research grant, will be placed before the Research Committee/Council for final approval.
- 6.4. Each Sponsored Research Study will have an average allocation broadly ranging between Rs.1 to 15 lakh, approved by academic council (proposed 1 to 20 lakh) disbursed in three installments of 50%, 40% and 10% of the grant, the last being released on completion of the study and submission of report.
- 6.5. Installments subsequent to the first will be released on the basis of the receipt of progress reports, including statement of expenditure incurred on the project.

7. Monitoring and Evaluation

- 7.1. Each sponsored study shall have an Advisory Committee constituted by the RSU in consultation with concerned Project Director/Coordinator. This Advisory Committee shall meet twice annually to monitor and sort out all the details pertaining to administrative, financial and ethical issues.
- 7.2. The Formal minutes of these Advisory Committee meeting will constitute the Progress Report of the research study.
- 7.3. The Project Director is required to submit three copies (two hard copies and a soft copy) of the Project Report to the Council on completion of the project work.
- 7.4. All studies funded by RSU under sponsored projects are expected to acknowledge the supportive contribution of RSU in all forms of dissemination of findings of the study both in print and on electronic media.

8. Obligations of the Forwarding Institution

- 8.1. The forwarding institution, where the proposed research project is to be located and administered has to provide, in the prescribed format contained in the Application Form, an undertaking to administer and manage the RSU grant and provide logistical support for study.
- 8.2. Such institution will be under obligation to ensure submission of the final report and audited statement of accounts.
- 8.3. The affiliating institution shall make suitable arrangements for preservation of data such as filled-in schedules, tabulation sheets, manuscripts, report etc, relating to the project.
- 8.4. The Committee reserves the right to demand raw data or such part of it as may be specified to be transferred to the Committee.
- 8.5. All Rights will be vested with RSU.

Any violation of rules will entail refund of the entire research grant by the RSU.

Annexure I

Format of Research Proposal

Discipline of the Project:-

- **Title:** the title of project should be concise (with sub-title, if any) reflecting the scope of the investigation.
- **Aim of the Project:** The broad aim of the project emphasizing the over all thrust of the proposed investigation should be clearly mentioned.
- **Statement of the Problem:** The problem to be investigated should be clearly contextualized in the theoretical framework of the discipline.
- **Overview of Literature:** The problem identified should be logically linked to other studies on the theme in the literature delineating the need for the present investigation.
- **Conceptual Framework:** The concepts to be used, their relevance and applicability to the study and their operationalisation should be indicated.
- **Research Questions or Hypothesis:** The research questions to be answered/addressed need to be unequivocally stated.

Research Methodology:-

- **Coverage:** The proposal should clearly indicate the universe of the study sampling frame, sampling methods, sampling size, units of observation etc.
- **Data Collection:** The proposal should indicate sources of data, types of data, tools and techniques for collection of various categories of proposed data.
- **Data Analysis:** It should indicate the statistical techniques, if any, proposed to be used in data processing, specific packages for data analysis, content analysis, indices/scaling techniques proposed to be used etc.

Implications:-

The proposal should state whether this research would bring forth any implications for policy making either for the region concerned or the country, any methodological innovations or contribute to theory building.

References:-

The proposal should include a “List of References” mentioned in the text along with other important recent additions to the literature on the theme. The references should indicate the author, title, publisher and year of publication and should follow standard formats like APA/MLA/Harvard, etc.

Duration of the Project:-

The duration of the project can be estimated depending upon the scope and size of the project but **should not exceed two years**. It should indicate the time needed for various tasks such as preparation of schedules, pilot study (if any), data collection, data analysis, report writing etc.

Personnel:-

It should indicate the number and category of personnel needed for various tasks, their qualifications and the man-months needed with adequate justification.

Budget:-

This should indicate the cost personnel, travel (no. of days and places with justification), data processing, stationary and printing, books, journals, equipment, contingency and any other items.

Summary:-

Five Copies of summary of the Research Proposal (about 500 words) indicating the statement of the problem, objectives of the study, research questions or hypothesis or both, sample size (if any) and research methodology should be provided.

Annexure II

Format for preparing Bio-Data by Scholars to Apply for a Research Project

Affix a
Photograph

1. Name in Full : _____
2. Address (Permanent) : _____

Address (Correspondence): _____

3. Phone: (office) _____ (Residence) _____
4. E-Mail : _____
5. FAX: _____
6. Date of Birth : _____
7. Sex: _____
8. Nationality : _____
9. Whether -SC, ST or OBC (attach photocopy of the category certificate): _____
10. Whether belongs to Northeast Region (NER): _____

11. Academic Qualification (in chronological order)

| No. | Course/Degree | Subject (s) | Class/Grade | University/Board | Year Passing |
|-----|---------------|-------------|-------------|------------------|--------------|
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12. Employees : Yes/No (If „Yes“ please furnish information in chronological order in the following format):

| Position Held | Institution | From | To | Salary Drawn |
|---------------|-------------|------|----|--------------|
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13. Publications in the last five years (Please indicate title, publisher and year of publication)

| | |
|----|---|
| a. | Books |
| | Authored: |
| | |
| | Co-authored: |
| | |
| | Edited: |
| | |
| b. | Research Papers in peer-reviewed journals only (Give title, journal, year): |
| | |

14. Details of the projects

| Sr. No. | Title of the Project | Duration | Sponsored/ Funded by the Institute | Year of Completion | Budget Sanctioned | Report Submitted / Year |
|---|----------------------|----------|--|-----------------------|----------------------|-------------------------------|
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| Current Project being Conducted : Yes/No (If yes, please furnish the details in the following format) | | | | | | |
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| Whether any proposal submitted for a project to other agencies for consideration : Yes/No (If yes, Please indicate the details in the following format) | | | | | | |
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15. Please indicate the name and address of the institution where the scholar want to affiliate this project and reasons thereof:

16. Any other relevant information in support of the proposal:

Date:

Signature of the Applicant

Annexure III

Format of the letter from Affiliating Institute

To,
The Director
Institute of Research &
Development,
Raksha Shakti University,
At Lavad, Ta Dahegam,
Gandhinagar, Gujarat-382305.

Project Proposed by:

Subject: Proposal for finance Support from RSU.

I forward the proposal for financial support to the RSU.

The institution agrees to:

1. Administer and manage the finances;
2. Provide accommodation and furniture required for the project;
3. Make available all its research facilities such as library, laboratory and other equipment;
4. Provide the material and managerial assistance for the project

For this purpose, it is understood that our institute/university will receive 7.5% of the total sanctioned amount of the project.

If the scholar, directing the project leaves our institution to join some other institution after part of the sanctioned grant has been received, we would have no objection to the transfer of the project to a new institution, if the Director, R & D, RSU so desires. The institution, however, shall continue to be responsibility for submitting the audited statement of accounts and utilization certificate for the grant received by it, for this purpose.

Date:

Signature

Annexure IV

The cost of the project is to be estimated in terms of total man-months and the facilities needed. Calculate it under the following headings:

1. Personnel Requirement in the format given below (the approved emoluments for project staff are given at the end):

| Position | No. of Persons | Emoluments | Duration | Amount Required |
|----------|----------------|------------|----------|-----------------|
| | | | | |
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2. Travel:
3. Data Processing :
4. Stationary & Printing:
5. Books, Journal, etc. (Expenditure not be exceeded 55 of the total Budget):
6. Contingency Expenses including postage (Expenditure not be exceed 5 5 of the total Budget):
7. Any other: Equipment* - not to exceeds 10% of the Budget to a ceiling of Rs. 50,000/-,
Internet Charges – not to exceeds Rs. 5000/-
8. Overhead Charges (7.5% of the cost i.e. the sum of 1 through 7, where applicable.
9. Grand Total :

While preparing budget estimates for the research proposal, the project Director should take into account the time, funds as well as various steps involved in the conduct of the research proposal. The rational for the allocation of time and money for the various item of budget estimate must be furnished.

Approve Emoluments for Project Staff

| | |
|--|--|
| Assistant Director/Assistant Professor | |
| Research Officer/Research Associate | |
| Research Assistant/Research Investigator | |
| Typing Assistant/Computer Operator | |

b. On-going

| Sr. No. | Title | Project Director | Amount | Details Funding Agency | Year of Completion |
|---------|-------|------------------|--------|------------------------|--------------------|
| | | | | | |
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c. Under Consideration

| Sr. No. | Title | Project Director | Amount | Details Funding Agency | Year of Completion |
|---------|-------|------------------|--------|------------------------|--------------------|
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8. Name(s) and Address(es) of the Governing members:

9. Name(s) and Address(es) of the Advisory Committee.(Please submit a copy of the minutes of the meeting)

10. A copy of the M.O.A of organization.

11. Details of Audited Statement of Accounts and Annual Reports
(Please enclose documents for last three years):

12. Whether the organization is recognized by any university/state/central government for training/research purposes/financial assistance : Yes/No (If „Yes“ please give the details):

13. Details of publication year wise brought out by the organization during the last five years:

14. Photocopy of Income tax exemption certificate issued to your organization.

15. Any other relevant information (Please enclose in different sheet) :

Date:

Signature of Head of the Institute with stamp
Name & Designation (In Block Letters)

Annexure VI

Six Monthly Progress Report

1. Title of the Research Project:

2. Period of the report:

From:

To:

3. Progress Report of the work Done on the project:

(Please prepare a detailed and self-contained not less than 1000 words) of the work done on the project during the period under review and enclosed with this report)

4. Personnel at work during the period:

| Sr. No. | Name | Designation | Scale of pay | Total | Total period for which employed and period during which the persons worked on the project |
|---------|------|-------------|--------------|-------|---|
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5. Statement of expenditure incurred during the period: The following expenditure is incurred during the period and review:

| Sr. No. | Item | Amount approved in accordance with the sanction order | Expenditure incurred at during the period under review | Expenditure incurred during the period under review | Total expenditure at the end of the period under review | Balance of the grant still available |
|---------|------|---|--|---|---|--------------------------------------|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| | | | | | | |
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Certified that the expenditure of the scheme has been incurred in accordance with the budget approved by Raksha Shakti University (RSU).

a. Total amount sanctioned for the project:

b. Amount received from the RSU as at the beginning of the period under review:

- c. Amount received from the RSU during the period under review:
- d. Total amount received from the RSU at the end of the period under review:

| Sr. No. | Item | Anticipated expenditure during the next period of six months (From_____To_____) |
|---------|------|---|
| | | |
| | | |
| | | |
| | | |
| | | |

Amount now asked for from the RSU Rs. _____

Certified that no change has been made in the project as approved by the RSU

Signature of the Project Director

Counter Signature of the Administrative Head of the Institution/University

Annexure VII

Form of fund utilization certificate (projects/schemes)

Name of the Nodal Institution:

Department of Organization:

Name of the Project Scheme:

Certified that out of Rs. _____ of Grant-in-aid sanctioned during the financial year _____ in favour of _____

On the subject project for the _____ (first/second/third year Raksha Shakti University as per sanctioned order No. _____ Date _____ and Rs. _____ Unspent balance of the previous year a sum of Rs. _____ has been utilized during the current financial year _____.

On the project/scheme and the balance amount of Rs. _____ remaining unutilized as the end of the project will be adjusted towards the grant-in-aid payable for the next year _____. The unspent balance is on completion of the project will be/was surrendered to Pay and Accounts Officer, Raksha Shakti University duly supported by consolidated Audited statement of account, reports, papers, compendium of data analysis etc. (Cheque/DD No. _____ Date _____)

Project Investigator

Head of Institution

Registrar/Auditor

Investigator

(with seal)

Finance Officer (with Seal)

(To be filed by the Raksha Shakti University)

Certified that I have satisfied myself that the conditions on which the grant-in-aid was sanctioned during the financial year have been duly fulfilled and that I have exercised the checks as are found necessary to ensure that the money was actually utilized for the purpose for which it was sanctioned as per data is furnished above.

Registrar
Raksha Shakti University
Gandhinagar