



**ST. TERESA'S COLLEGE
(AUTONOMOUS), ERNAKULAM**

RESEARCH SEED MONEY POLICY

MANAGEMENT-AIDED RESEARCH GRANT (MARG)

(SEED MONEY FOR RESEARCH)

1. PREAMBLE: The Management Aided Research Grant (**MARG**), an initiative of CSST Management, provides financial support in the form of *Seed Money* to foster a culture of research among faculty members. The scheme, inaugurated in 2018, signifies the institution's commitment to promoting academic research.

2. OBJECTIVES: The primary objective of the MARG scheme is to enhance research activities with practical applications for industry and society. This initiative serves as a catalyst, propelling them to seek major research grants from various national and international funding agencies.

3. ELIGIBILITY: All regular and guest faculty members, either individually or through interdepartmental collaborations, are eligible to apply for funding under the MARG scheme. Applicants must have a minimum of one year of research or teaching experience or a doctoral degree in the relevant field.

4. DURATION: Projects supported under the MARG scheme will have a duration of a minimum of one year and a maximum of two years.

5. NATURE OF FINANCIAL ASSISTANCE: The maximum grant per project under the scheme is Rs. 1 lakh. The grant covers analytical services required to fulfil specific project tasks. No additional special grants will be provided. Purchases of equipment or consumables, if any, must adhere to Government and University rules.

Expenditure: Under the MARG scheme, certain expenditures are eligible for funding, while others are restricted. The allowable expenses typically aim to support the direct research activities and contribute to the successful execution of the project and include-

- Data Collection and Analysis- Costs related to collecting data, such as survey distribution, or experiment materials and expenses for data analysis tools and software may be allowable.
- Publication and Dissemination- Costs associated with publishing research findings, including fees for journals, open-access publication, or other dissemination methods including presentation of papers related to the research project in conferences,

seminars workshops etc.

- Prototyping and Development- For projects involving product development or prototyping, expenses related to creating and testing prototypes may be allowable.
- Legal and Ethical Compliance- Costs associated with obtaining necessary approvals and meeting legal and ethical compliance requirements, such as Institutional Review Board (IRB) approvals for human subjects research.
- Communication and Outreach - Expenses related to communication and outreach activities that promote the research project, such as creating educational materials, hosting public talks, or engaging with the community.

The following expenditures are not allowed under the MARG scheme - air-conditioners, laboratory renovations, Motherboard, DVD writer, Hard Disk, RAM, Antivirus, Computer, Laptop, Mobile, internet charges, DVD, Steam Oven, Home Theatre, Handy cam, Scanner, Fridge, Cupboard, Books rack, Furniture, and air travel.

6. PROCEDURE FOR APPLICATION AND SELECTION OF PROJECT PROPOSALS:

- The college will invite proposals through a notice on the college website.
- Eligible faculty members should submit applications with objectives, national and international context, methodology, research plan, expected outcomes, and a budget estimate in the prescribed format.
- Preference will be given to proposals with innovative elements, applied research components, or proven concepts.
- For collaborative projects, the responsibilities and budgets of each department must be clearly defined.
- Applicants must submit three hard copies and a soft copy of the detailed proposal to the college.
- Proposals will undergo review from the MARG Review Committee, and shortlisted proposals will be presented to the External Expert Committee.

Additional Guidelines:

- Project transfers are not permitted.
- The faculty member who has used the seed money for a project can apply for funding again, but only after three years following the completion of their first project.
- It is mandatory to complete the research project within the stipulated time. If not, the entire amount has to be reimbursed with the interest to the management.
- Half-yearly progress reports must be submitted to the MARG Committee.

7. PROCEDURE FOR RELEASE AND UTILIZATION OF GRANTS:

- The sanctioned amount will be transferred to the Principal Investigator's account.
- The first instalment will constitute fifty per cent of the total grant.
- Release of the second instalment depends on work quality, achievements, and review committee recommendations.
- Audited Statements of accounts and utilization certificates must be submitted at the end of the financial year.
- Publication of the research output related to the area of research with the affiliation of the name of St. Teresa's College (Autonomous), Ernakulam, in reputed peer-reviewed/ UGC care-listed journals is a mandatory pre-requisite for the final release of grants.

#The participation of the principal investigator in the pertinent research-related outcome-based activities is mandatory for the releases of the grants.

8. PROJECT COMPLETION REPORT: Upon completion of the research project, the Principal Investigator must submit a bound copy of the final report in thesis form to the Research Committee. The report should include:

- Sanction letter for the project from the manager of the college.
- Technical report with conclusions and research outcomes
- Publications based on the research work
- Patents, if any

- Audited statements of accounts
- Audited utilization certificate
- Plagiarism report

A soft copy of the completed project should be sent in pdf format to *margstc@teresas.ac.in* with the title of the project as the file name.

**This policy may be updated periodically to align with current needs and is subject to changes at the discretion of the management.*

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MANAGEMENT ASSISTED RESEARCH GRANT (MARG)
(Seed Money for Research)

UNDERTAKING

I/ We the undersigned selected for the seed money of Rs.....
(specify amount received) under the MANAGEMENT AIDED RESEARCH GRANT
(MARG) scheme of the college for the research project entitled
.....
.....

duly agree to abide by the following:

- I/We shall abide by the policy governing the MARG scheme which has been instituted by the CSST Management.
- I/We shall complete the project within the stipulated period. If I/we fail to do so and if the Management is not satisfied with the progress of the research project, the Management may terminate the project immediately and ask for a refund of the amount received by me/us with interest.
- I/We agree to submit a utilization certificate duly signed by the auditors as stipulated by the Management.
- It is certified that the equipment(s) is/are not available in the Institute/Department or these are available but cannot be spared for the project
- It is further certified that the equipment required for the project have not been purchased from the funds provided by management for other project(s) in the Institute.
- I/We agree to submit the detailed project report along with the necessary documents mandated in the MARG policy to the Data Repository within one month from the date of completion of the project.
- I/We agree to submit the final report and a list of articles, both expendable and non-expendable, left on the closure of the project.
- The above Project is not funded by any other agency.

- I/We understand and agree that it is mandatory to publish a minimum of one paper affiliated with the name of St. Teresa's College (Autonomous), Ernakulam, in peer-reviewed journals / or journals approved by the UGC and it is a prerequisite to the completion of the project. The project would be deemed incomplete without the paper publication.

Name and Signature of Principal Investigator

Name and Signature of Co-Investigator

Principal

Manager

College Seal