



Seed Money Grant Policy for Research Project

Version 1.1

Effective February 29, 2024



BRAINWARE UNIVERSITY

398, Ramkrishnapur Road, Barasat, North 24 Parganas, Kolkata - 700 125

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1. INTRODUCTION

Research and Development is a systematic activity of basic and applied research to discover a solution for problems faced by society or creating new products and knowledge. Brainware University desires to inspire its faculty members to actively participate in research and innovation activities to increase IP research, publications, patents and copyright etc.

From its inception Brainware University has provided financial assistance to the faculty members under different areas of research to implement their innovative ideas.

2. OBJECTIVE

- 2.1.** To motivate the faculty members to engage in the activities of research and innovation.
- 2.2.** To improve the research activities of the faculty members to apply for external funded research projects.
- 2.3.** To improve IPR wealth of the University, quality publication and product/process development.

3. SCOPE OF THE POLICY

- 3.1.** This policy is to encourage the regular faculty members of Brainware University to submit their innovative ideas, preferably in the areas of green initiative and community development, as Seed research proposals.
- 3.2.** Any regular faculty member of Brainware University with PhD degree, is eligible to apply for the financial assistance as Principal Investigator (PI). Further, any regular faculty member of Brainware University is eligible to apply as Co-Principal Investigator (Co-PI).
- 3.3.** The faculty member may be awarded the seed money grant for a research project only once in one academic session.
- 3.4.** A regular faculty member can submit only one application as PI. However, he/she can be a Co-PI in more than one proposal.
- 3.5.** The PI at the time of submission of application shall not have any other research project



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funded by an external funding agency (project of Rs. 10.00 Lakhs or more).

- 3.6. Seed money for research will be granted for the maximum period of one year only. This could be extended by another year on the recommendation of the Project Advisory Committee (PAC).
- 3.7. The grant can be sanctioned based on the worth and quality of the proposal and the final decision to be taken by the Project Advisory Committee (PAC).
- 3.8. PI and Co-PI (if any) may be from the interdisciplinary department. The number of Co- PI for a particular project should not exceed 3 preferably.
- 3.9. Faculty members are encouraged to submit interdisciplinary projects.
- 3.10. Expected outcomes of the project should be in the form of patents, technology solutions, product or process development and research paper publications. In all cases, the contribution of Brainware University should be duly acknowledged.
- 3.11. In case the PI leaves the University before the completion of the project, the Co-PI will assume responsibility as PI.
- 3.12. PI should submit a progress report every three months for review by the PAC nominated by the Vice Chancellor, BWU.
- 3.13. Procurement, utilization and maintenance of equipment will be as per the University policy.
- 3.14. The details related to spending process of the allotted funds are as follows:
 - 3.14.1. Spending should be made as per plan submitted for every three months, which will also be reviewed, like academic assessment.
 - 3.14.2. For the recurring items, expenditures may be incurred in either of the processes, in consultation with the Accounts Office:
 - 3.14.2.1. PI can avail the advance, if required, out of the allotted funds, where the same is to be adjusted (Form: F-1 is to be used), within the FY or before the drawal of second advance whichever is earlier.
 - 3.14.2.2. PI can incurred any expenditure, within the existing rules out of own purse, can be claimed for re-imbusement out of the project fund (Form: F-1 is to be used).
 - 3.14.2.3. Consumables can be purchased directly from the vendors, as per limits of the University, where their bills/Tax Invoices can be submitted directly to Accounts (Form: F-2 is to be used).
 - 3.14.2.4. Requisitions can be sent to the Registrar for processing of orders from the University,



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as per existing rules (Form: F-3 is to be used).

- 3.14.3.** No capital expenditure can be made with the support, unless specified thereon in the sanction letter. Where, the requisitions can be sent to the Registrar for processing of orders from the University
- 3.14.4.** Request for advance and /or submission of bill/vouchers need to be endorsed by the Dean-Research, so as to aware about the spending pattern of each of the project.

As time is the essence, a quarterly review will be done as to both the progress of spending and research output. Monitoring will be done by the Dean-Research; where the finance /accounts department may upload data in the google drive every month for each of the projects sanctioned under reference.

- 3.15.** Project completion report to be submitted to the Vice-Chancellor's office, through the Director-Research for scrutiny and finally sending to IQAC for record purposes.

4. PROCESS FOR SEED MONEY FOR RESEARCH PROJECT

- 4.1.** Call for Proposal: Proposals for Seed Money Grant are invited throughout the year.
- 4.2.** The project proposal should be forwarded and recommended by the Head of the Department and appropriate authority, wherever it applicable.
- 4.3.** Project proposal application to be submitted to the VC Office.
- 4.4.** Verification of the information by the VC.
- 4.5.** Project review and evaluation will be done by an expert panel approved by the Vice Chancellor of Brainware University.
- 4.6.** The PI and Co-PIs shall give a presentation before the PAC.
- 4.7.** Registrar office announces a list of selected projects after approval of the Vice Chancellor.
- 4.8.** Final list is to be forwarded to the finance department for disbursement of sanctioned grant by the Registrar's office.
- 4.9.** Seed fund research project sanctioned letter is to be issued to PIs of selected projects by the Registrar's office.
- 4.10.** The spending process is to be done through the University accounts and purchase processes, as per the University rules.



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Application for Grant of Seed Money for Research Project

Part A

Sl No	Name of the Investigator(s)	Department	Designation
1			
2			
3			
Title of Research Proposal			
Type (Basic/Applied)			

Part B

Budget* (with justification for each item)

Heads/Items	First quarter	Second quarter	Third quarter	Fourth quarter	Total (Rs.)
Equipment (Minor)					
Consumables					
Travel/Field Work (Domestic only)					
Contingency					
Total					

A justification note for each is required, separately.

Part C

S. No	Required details	Description
1	The objective of the proposal (mention point-wise objectives)	
2	Methodology and time schedule of activities	



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3	Expected outcomes (point wise) and deliverables and the external agencies where the extended proposal can be submitted for funding	
4	Facilities available for the proposed research work in the Brainware University	
5	Previous work done by the applicant in this or a related area with references of the published work (if any)	

Signature of the Applicant/s (PI & Co-PI)

Head of Department

Date:



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Project Completion Report Under Seed Money for Research

<PROJECT TITLE>

SUBMITTED BY (<Name of the Principal Investigator>: <Department>:)

Date of Sanction

Date of Submission

Project Title:

Duration of the Project: From

To

Principal Investigator:

Department:

Email:

Co-Principal Investigator:

Department:

Email:

Part A - Summary Report

1. Project Objectives

Objective as per the approved Project	Fully Achieved / Partially Achieved (indicate shortfall)	Reason for Partial Achievement

2. Deliverables

Deliverables as per the approved Project	Fully/Partially/Not Achieved	Reason for Partial/ Non-Achievement



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3. Specific Outcome

(Please give details)

- i. Patent, if any
- ii. Product/Process developed/ technology transferred
- iii. List of Publications arising from the Project

(attach Copies of each mentioned above)

- iv. Linkages developed

(enclose supporting documents)

4. Project Budget utilization (Final):

Heads	First quarter	Second quarter	Third quarter	Fourth quarter	Total (Rs.)
Equipment (Minor)					
Consumables					
Travel/Field Work					
Contingency					
Total					

5. Suggestions for Utilization of Project Outcome:

(Give tangible road map, name specific Industrial Units)

Part B – Comprehensive Report

(The Comprehensive Report should be precise in detail and self-contained)

1. Project Title:

2. Product/Process as an outcome of the Project, identify Beneficiaries:



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3. **Scientific Description (Give Specifications/Standards for the same)**
4. **Methodology adopted (State briefly in 300 words, paste picture if any)**
5. **Scientific /Industrial Invention giving underlying Basis (Provide sufficient details)**
6. **Further Effort required, if any, to get full Benefits or enhance Utilization.**
7. **Recommendations for Utilization of the Product/Process. Give details.**
8. **Output of the Project:**
 - Research papers/publications/posters:
 - Patent filings:
 - Participation in conference/ training workshops attended:
 - Status of the submission of the project to any External Funding Agencies (Y/N), If yes give the detail.

Signature and Name of PI

Signature and Name of Co-PI

Director/Dean Research

Director, IQAC

Approved by Vice-Chancellor



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Form F1

Statement of Expenditure for Reimbursement /Adjustment of Advance

The Finance Officer,

BRAINWARE UNIVERSITY

HEAD OF ACCOUNT Dept./Unit:

Please find herewith the details of Cash Memos/Receipts for Rs..... (Rupees in words)

.....for reimbursement / adjustment.

Sl.	Cash Memo./Bill No.	Date	Particulars of Expenditure	Amount (Rs.)
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

TOTAL

<u>BANK A/c Details :</u> A/c No: Bank: Branch:..... IFSC :	Less Advance Rs. (If any) Net payable Rs.
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DECLARATION

I declare that the expenditure has been incurred by me for the research/ academic/official purpose, with verification of prices thereof, for which the advance was drawn/ is to be reimbursed.

Signature of Payee (in full)

Recommended by

Designation.....

Head of the Dept./in-charge with Seal

Department

Noting by Account Section



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Form F2

Statement of Party Bills for Direct Procurement*

The Finance Officer,

BRAINWARE UNIVERSITY

HEAD OF ACCOUNT Dept./Unit:.....

Please find herewith the details of Tax Invoices for Rs. (Rupees in words)

..... for payment to the party.

*The maximum value of each of such bill shall be within the rules of the University, to be procured in exigency.

Sl. No.	Tax Invoice No. & Date	PARTY	Particulars of Items	Amount (Rs.)*
1				
2				
3				
4				
TOTAL				
GSTIN				
BANK DETAILS		A/c No: Bank:		
		Branch: IFSC:		

Total No. of bills enclosed:

Total (in words).....

For each party, separate statement need to be submitted

DECLARATION

I declare that the expenditure has been incurred for the research/ academic/official purpose with verification of prices thereof. Necessary stock entry has already been made & documents are fit for payment. Certification & stock recording are duly made on each of the bills.



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.....

Signature of Lab. In charge /User

Recommended by

Designation

Head of the Deptt./in-charge with Seal

Department

Noting by Account Section



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Form F3

General Requisition Form

(To be submitted in Duplicate)

No. :.....

Date:

The following are required for the Department/Section for the purpose of

under the head of account Scheme/Project:

.....

The cost is estimated to be approximately (including all Taxes) Rs.

(Rupees.....)

.....
Signature of the Head of office/dept. with Stamp

.....
Signature of Lab in-charge/User with Stamp

Item No.	Detailed description /specifications	Stock in hand	Quantity	Estimated Cost (Rs.)



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For Office use only:

Head of Account **Scheme/Project**

Tender formalities	Purchase Order No. Date:
Delivery deadline and follow-up:	Final Payment Recommendation date:



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Progress Evaluation

(with effect from 29th Feb 2024)

Name of the Faculty member:

Department:

Title of the Project:

Date of sanction of the SEED Grant:

Total amount sanctioned:

Progress Evaluation (to be v): 1/2/3/4

Evaluation Details:

S. No.	Details to be checked	Points Allotted	Remarks	Points Gained
1	Status of the completion of the objectives as per the given time line	30		
2	Relevant proof of progress of work	25		
3	Purchase and utilization as per the budget	10		
4	Journal paper (UGC Care list)/ Conference paper/ Patent/Consultancy	25		
5	Status of any related Project	10		
TOTAL		100		

Name of the Evaluator

Signature of Evaluator

Designation

Department/Affiliation.....