



## **GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY**

Sec-16–C, Dwarka Campus, Delhi–110 078

Website: [www.ipu.ac.in](http://www.ipu.ac.in)

### **OFFICE OF THE DIRECTOR (RESEARCH & CONSULTANCY)**

Ph: 011-25302123 & email Id: [drcggsipu@gmail.com](mailto:drcggsipu@gmail.com)

## **GUIDELINES FOR FACULTY RESEARCH GRANT SCHEME (FRGS)**

### **1. OBJECTIVES**

The scheme has been formulated to provide financial support to faculty members of University School of Studies to facilitate their research activities to augment the research output of the University.

### **2. ELIGIBILITY**

The University will provide financial assistance to permanent/regular teachers working in the University School of Studies in the University Campus.

### **3. CATEGORIES OF GRANT**

#### **3.1 One time Seed Money Grant**

Any faculty joining University School of Studies on regular basis will be provided one time seed money to facilitate take off research by the faculty. A faculty joining in the University School of Information & Communication Technology, University School of Chemical Technology, University School of Biotechnology, University School of Environmental Management and University School of Basic & Applied Sciences will be provided a grant of Rs. 5.00 lakh. The faculty joining in the University School of Management Studies, University School of Architecture & Planning, University School of Humanities & Social Sciences, University School of Law & Legal Studies, University School of Education, and University School of Mass Communication will be provided a grant of Rs. 3.00 lakh.

The grant may be utilized for the purchase of equipments, softwares, printer, printer cartridges, USB and external hardisk, pen drives, purchase of stationary items, purchase of books & reference materials, consumables and chemicals related to laboratory research. The grant has to be utilized within a period of 2 years from the date of award. The tenure of the utilization of grant may be extended by one year with the approval of the Competent Authority. Faculty has to submit work report and utilization report after utilization of the grant. After the expiry of two years any unutilized funds will lapse. All the codal formalities and purchase rules as per GFRs as applicable from time to time have to be followed for the utilization of the grant. The funds cannot be utilized for travel, salary of any type of

manpower and purchase of laptop. Faculty will maintain stock register of the items purchased out of the grant.

Eligible faculty will apply for this grant to the O/o. Director (R&C) through the Dean of the concerned School in the given format (Annexure – I). Nodal agency for implementing of the scheme will be the O/o. Director (R&C). The concerned faculty will be informed after approval of the grant by the Competent Authority.

### **3.2 Annual Research Grant**

To assist the regular faculty of University Schools of Studies in carrying out their research activities, an Annual Top-up Research Grant will be provided excluding the first year of the new appointee if he/she has availed the seed money grant. An grant of Rs. 2.00 lakh per year will be provided for the faculty working in the University School of Information and Communication Technology, University School of Chemical Technology, University School of Biotechnology, University School of Environment Management, and University School of Basic and Applied Sciences and a grant of Rs. 1.00 lakh per year will be provided for faculty working in the University School of Management Studies, University School of Architecture and Planning, University School of Humanities and Social Sciences, University School of Education, University of Law and Legal Studies, and University School of Mass Communication.

A faculty seeking the annual research grant as above will have to submit a research proposal indicating objectives of their research, methodology and tentative budget estimate. A template format of the proposal will be prepared and circulated by the O/o. Director (R&C). The grant can be utilized for various research related activities like purchase of consumables, lab supplies and services, printer, printer cartridges, USB and external hardisk, pen drives, stationary items, purchase of books & reference materials, softwares and contingency expenses. The grant cannot be utilized for the purchase of equipments/laptop, travel and appointment of manpower. However, payment of manpower services related to data collection and data analysis will be admissible after proper justification. The faculty will be allowed to utilize the allotted during a Financial Year. Any unutilized funds in a given year may be utilized in the next year for the ongoing research. The faculty will have to submit the progress report and utilization report at the end of the financial year. No further grant will be given till utilization of the previous grant is submitted by the faculty.

The research proposals duly forwarded from the O/o. the Dean of the respective School of Studies will be invited by the O/o. Director (Research & Consultancy) in the stipulated time window only once in a year in the given format (Annexure – I). The O/o. Director (R&C) will obtain approval of Hon'be Vice Chancellor after scrutinizing the proposal. All the financial rules and regulations and codal formalities will be followed as stipulated in the GFRs and regulations as issued by O/o. Director (Research & Consultancy). Faculty will maintain stock register of the items purchased out of the grant and will submit statement of

expenditure (Annexure – III). After the completion of project, faculty will submit a progress report (Annexure – IV).

Faculty availing the aforementioned top up research grant, will not be eligible for existing development grant of Rs. 10,000/- for purchasing of miscellaneous. However, a faculty not availing annual grant will be eligible for this development grant in a given year.

#### **4. NATURE OF ASSISTANCE:**

##### **(a) Equipments**

Minor equipments required for the implementation of the project may be processed only out of the Seed Money grant.

##### **(b) Chemicals and Consumables**

To meet expenditure on chemicals, glassware/plasticaware and other consumable items.

##### **(c) Books and Journals**

The books & journals grant may be utilized to procure the essential books & journals needed for the proposed research work.

The books & journals acquired by the Faculty under FRGS must be deposited to Central library or in the departmental library at the time of superannuation / left from the University.

##### **(d) Hiring Services**

This is meant for specialized technical work, such as sample analysis, for which the University/Institution either has no infrastructure or such services are available on payment basis.

##### **(e) Contingency**

The admissible contingency grant may be utilized on spares for apparatus, photo-stat copies and microfilms, typing, stationary, postage, telephone calls, internet, fax, computation and printing needed for the project.

##### **(f) Special Needs**

Assistance may be provided for any other special requirement in connection with the project which is not covered under any other 'Head' of assistance under the scheme.

##### **(g) Field Work**

The amount allocated under the head field work is to be utilized for data collection and collection of other information such as documents and visit to libraries within the general

scope and sphere of the ongoing project. This should not be used for attending conferences, seminars, workshops and training courses etc.

#### **(h) Re-Appropriation**

The Principal Investigator may re-appropriate maximum 20 per cent of the grant allocated under each head with proper justification and approval of the Competent Authority.

#### **4. GENERAL**

a) After finalisation of the allotment of FRGS grants, the names of awardees will be posted on the university website. The Faculty should check their names and send their acceptance certificate (Annexure – II) duly forwarded by the Dean of the concerned School immediately to the Director (R & C) so that the sanction letters are released in time.

(b) The grant is not transferable in any case.

(c) If the Faculty is likely to be left / superannuated from the GGSIP University or he/she should settle the accounts of the grants before final relieving from the University.

(d) If a Principal Investigator fails to complete the project, he/she has to refund the entire amount released with interest.

**GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY  
FORMAT FOR SUBMISSION OF PROPOSAL FOR GRANT UNDER  
FRGS (Seed Money/Annual Grant)**

**PART – A**

1. Name of the Faculty:
2. Name of the School of Study:
3. Designation:
4. Sex: M/F
5. Date of Birth:
6. Category: (GEN/SC/ST/OBC)
7. Qualifications:
8. Address:   Office:  
                  Mobile No.:
  
- Residence:  
                  Mobile No./Phone No.:
- Email:
9. Teaching and Research Experience of the Faculty :
10. Publication (During last 5 years):  
(Please enclose the list of papers and books published and/or accepted during last five years; Enclose the reprints of five best papers)

**PART – B**

**Proposed Research Work**

11. Project Title

(i) Introduction

(ii) Objectives

(iii) Methodology

(iv) Projected outcome

12. Financial Assistance required

<b>Item</b>	<b>Estimated Expenditure</b>
i. Chemical/consumables, glassware/plasticware	
ii. Books and Journals	
iii. Field Work	
iv. Hiring Services	
v. Contingency ( including special needs)	
vi. Equipment (only for Seed Money Grant)	
<b>Total</b>	

13. Whether the Utilization of last grant submitted (give details)

14. Details of ongoing projects from other granting agencies (Please give Title of the project, Name of the investigators, Granting agency, Amount, and Time period)

15. Any other information which the faculty may like to give in support of this proposal

## **CERTIFICATE**

- a. The information given in the project proposal are true to the best of my knowledge and belief. .
- b. I shall abide by the rules/regulations governing the scheme stipulated by the university from time to time.
- c. The above research project is not funded by any other granting agency.

**Name & Signature of the Faculty**

**Signature and Seal of Dean of the School**

**GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY**

**ACCEPTANCE CERTIFICATE FOR FRGS GRANT**

Name of the Faculty \_\_\_\_\_

No.F. \_\_\_\_\_ dated \_\_\_\_\_

Title of the Project \_\_\_\_\_

1. The research project is not being supported by any other funding agency.
2. The terms and conditions related to the grant are acceptable to me.
3. I have settled the accounts of earlier FRGS grant received.
4. The tentative date of start of the project is \_\_\_\_\_

**Name and Signature of Faculty**

**Signature of the Dean of the School**



**Annexure - III**

**GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY**

**STATEMENT OF EXPENDITURE IN RESPECT OF FRGS GRANT**

1. Name of Investigator \_\_\_\_\_
2. School \_\_\_\_\_
3. Approval Letter No. and Date \_\_\_\_\_
4. Title of the Research Project \_\_\_\_\_
5. Effective date of starting the project \_\_\_\_\_
6. a. Period of Expenditure: From \_\_\_\_\_ to \_\_\_\_\_  
b. Details of Expenditure \_\_\_\_\_

<b>S.No.</b>	<b>Item</b>	<b>Amount Approved (Rs.)</b>	<b>Expenditure Incurred (Rs.)</b>
i.	Books & Journals		
ii.	Contingency including special needs		
iii.	Field Work (Give details in the Proforma)		
iv.	Hiring Services		
v.	Chemicals, Glassware & Plasticware		
vi.	Equipments		

7. If as a result of check or audit objection some irregularly is noticed at later date, action will be taken to refund, adjust or regularize the objected amounts.

8. It is certified that the grant of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_ only) received from the Guru Gobind Singh Indraprastha University under FRGS Grant has been fully utilized for the purpose for which it was sanctioned and in accordance with the terms and conditions laid down by the University Grants Commission.

**NAME AND SIGNATURE OF FACULTY**

**SIGNATURE & SEAL OF DEAN OF THE SCHOOL**

**GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY**

**Report of the work done under FRGS Project**

**(Report to be submitted within 2 weeks after completion of project each year)**

1. FRGS Reference No.F. \_\_\_\_\_
2. Period of report: from \_\_\_\_\_ to \_\_\_\_\_
3. Title of research project \_\_\_\_\_
4. (a) Name of the faculty \_\_\_\_\_  
(b) School \_\_\_\_\_
5. Effective date of starting of the project \_\_\_\_\_
6. Grant approved and expenditure incurred during the period of the report:
  - a. Total amount approved Rs. \_\_\_\_\_
  - b. Total expenditure Rs. \_\_\_\_\_
  - c. Report of the work done: (Please attach a separate sheet)
    - i. Work done so far and results achieved and publications, if any, resulting from the work
    - ii. Has the progress been according to original plan of work and towards achieving the objective. if not, state reasons.

**Signature of the Faculty**

**Signature of Dean of the School**