Research Promotion Support &Incentive Policy

June 2020

Foreword

Research and innovation play an important role in the development of Science & Technology, helping the human mankind to have a better and comfortable standard of living. In the early years, the research has been more self-driven and individual centric. However over a period of time, exclusive institutes have been setup to do research in an organized way and we could see phenomenal growth over the last six to seven decades.

Realizing the importance of research, educational institutes have started contributing to the development and many well established universities have been encouraging and incentivizing the efforts of faculty throughout the world.

Ever since Vinayaka Mission's Research Foundation has become a Deemed university in 2001, the concentration was more on achieving academic excellence. Having attained a level of maturity in academics, I am happy that the University has turned its attention towards research. The last one year has seen significant initiatives towards research and the efforts started yielding positive results. Many exclusive Research Laboratories have been established in different institutes of the university by investing considerable money and time.
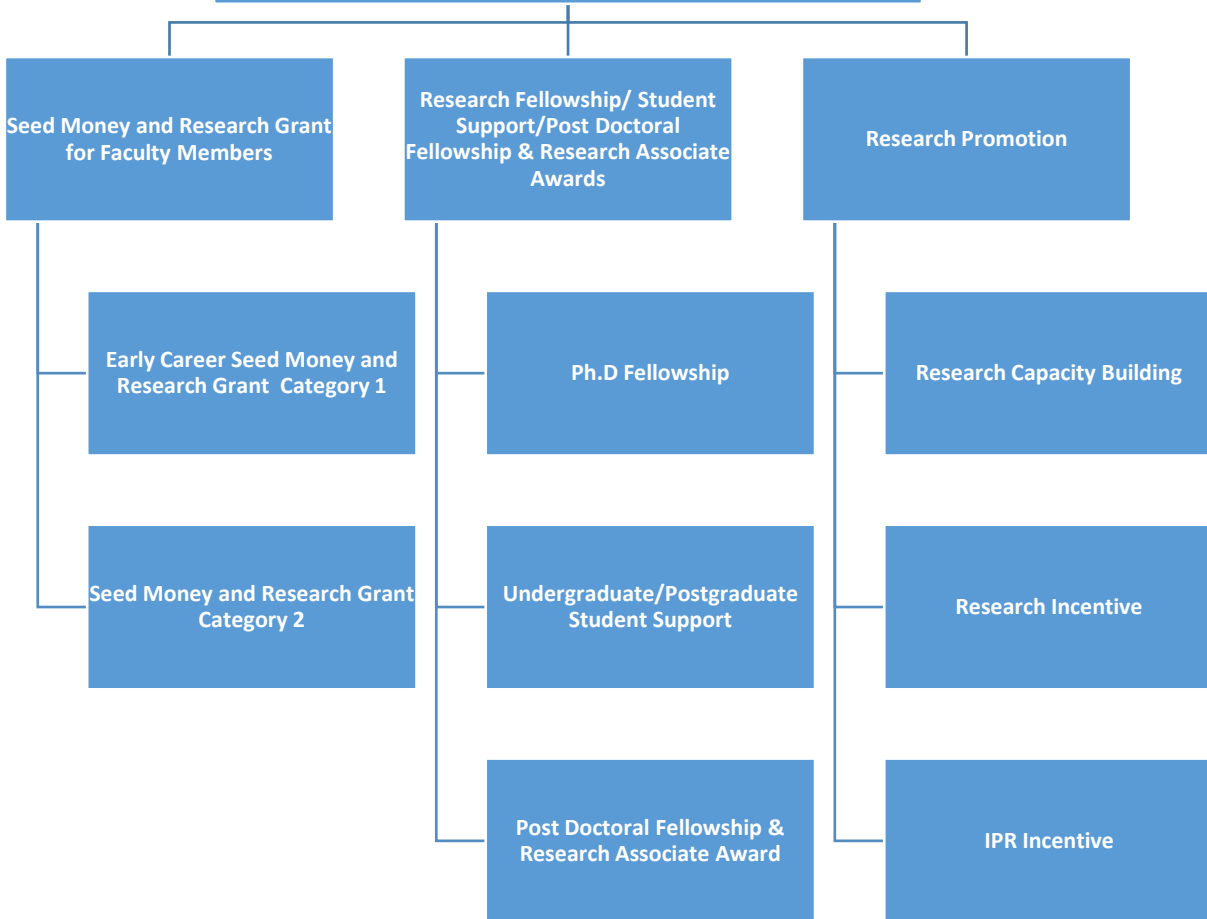
VMRF-DU is keen to establish itself as a leading research institution by promoting research in its constituent colleges, by taking research initiatives and outcome to next higher level. As part of this effort, systems, structures and organization have been put in place. To accelerate the growth, it is decided to reward its most productive researchers with handsome incentives, to increase the research outcome, the number of publications and patents as well as expand its research infrastructure. VMRF-DU is committed to create conducive environment for its faculty and students to conduct the directed research in the University.

The University Research Policy has been put in place. This document illustrates the revised Research Promotion and incentive policy covering the various initiatives such as Seed Money to faculty to prove/test their innovative research concepts, enhanced fellowships to Ph.D scholars, Post Graduate Students, Postdoctoral fellows. Also to make rapid progress in research, Research Associates for carrying out full time research are being recruited to augment the research efforts of the faculty. Various incentives for carrying out externally funded research, publishing their research outcomes in high impact factor journals, publishing maximum number of indexed journals, writing books and book chapters, filing patents and towards capacity building for research.

I sincerely thank the management for the far reaching and progressive initiatives taken to promote research in the university.

(Prof.Dr.P.K.Sudhir)
Vice Chancellor

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Research Promotion Support & Incentive Policy
An Overview
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- Seed Money and Research Grant for Faculty Members
  - Early Career Seed Money and Research Grant Category 1
  - Seed Money and Research Grant Category 2
- Research Fellowship/ Student Support/Post Doctoral Fellowship & Research Associate Awards
  - Ph.D Fellowship
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- Research Promotion
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  - IPR Incentive

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Research PromotionSupport and IncentivesPolicy

Purpose:

VMRF-DU is keen to establish itself as a leading research institution by promoting research in its constituent colleges, Schools and departmentsby expanding its research infrastructure and rewarding its most productive researchers with incentives to increase the number of publications and patents. VMRF-DU is committed to create conducive environment for its faculty and students to conduct the research in the University. The VMRF-DU Research promotion support and Incentives policy has been modified with the following objectives.

1. Toofferfinancialsupport toencouragefaculty members and students to carryout innovative research and prove/test their research ideas by granting seed money on merit of the proposalbasis.

2. To offer awards to the faculty members, having annual highest impact factor publication, annual highest number of publications and carrying out highest value externally funded research project. To offer award to the institution executing highest cumulative value of externally funded projects.

3. the University offers incentives for the patents viz. inventions, design, copyrights, trademarksgranted thus encouraging Intellectual Property Rights.

4. To Provide support to faculty and students for IPR.

5. TostrengthenthePh.Dprogrambyofferingfellowshipsto candidates.

6. To recruit Post-doctoral fellows/Research Associatesto carryout research in the areas of interest to the institutes/University.

7. ToencourageUG/PGstudentsresearchprojects/dissertation/thesis throughshort-term financial support

8. To encourage research productivity among the faculty members and students.

9. To encourage faculty members to provide consultancy services on the respective domains.

10. incubation facilities are set up to promote innovation, entrepreneurship and encourage startups.

11. To conduct Oration/ Guest Lectures by eminent Scientists/Academicians/Health Care Professionals/ Industry Experts.

I. OVERVIEW OF SEED MONEY AND RESEARCH GRANTS FOR FACULTY MEMBERS:

To encourage faculty members to carryout research, try their novel research ideas and to prove /test their conceptual ideas, research grants in the form of seed money are provided for an amount of Rs.3crores/year to the faculty in its constituent colleges/Schools of the University. The research grants are provided in two categories **Category I: Faculty members of less than 40 years of age exclusively and Category II:All faculty members irrespective of age.**

Table 1: Overview of Seed Money and Research Grants for Faculty members*

	Early Career Seed Money and Research Grants Category I	Seed Money and Research Grants Category II
Purpose	Seed money for early career researchers exclusively to Support for preliminary studies/proof of concept research.	Seed Money to all interested faculty members to Support aiding to sponsored research projects
Who can apply?	Earlystageresearchers<40years) withnopriorfundingfromVMRF-DU	Any faculty member with no currently active Category I or Category II seed money
How much funding?	Normally up to Rs.2,00,000 for a period of maximum 2 years for equipment / personnel /consumables	Normally up to Rs. 5,00,000 for a period of maximum 2 years for equipment / personnel / Consumables
Budgeted Amount	Rs. 100 Lakhsin each financial year	Rs. 200 Lakhs in each financial year
Deliverables	- Deliverables as projected in the proposal - Project outcome report, - At least one manuscript for publication, - Follow-up grant proposal for external funding.	- Deliverables as projected in the proposal, - Project outcome report, - Follow-up grant proposal for external funding - One manuscript publication and - A paper presentation at National/ International Conference.

* See Part I for details
Note: All Seed Money Projects approved by Vice Chancellor will be given an Unique Id by Director(Research), which shall be referred to in all correspondence viz. request for approval of purchase, hiring of any services etc. by PI to HoI, Indent being sent to Purchase Officer, Purchase Order placed by Purchase Officer, the receipt voucher by the Stores Officer, Stock register maintained by the Stores Officer, issue of items to PI and Payment made by the accounts manager.

I. OVERVIEW OF RESEARCH FELLOWSHIPS / STUDENT SUPPORT/ POST-DOCTORAL FELLOWSHIP & RESEARCH ASSOCIATE AWARD*:

Table 2: Overview of Research Fellowships / Student Support/Post-Doctoral Fellowship and Research Awards

(PrioritybasedontheNo.ofResearchSupervisorsintheInstitutionsandtheemergingareasof research)

	Ph.DFellowships Category- I	Undergraduate/Post graduatesupportCate gory II	Post-Doctoral Fellowship/ Research AssociatesAward Category III
Purpose	Fellowship support for Ph.D candidates	Support forundergraduat e/ postgraduate students Projects	Support for Post-Doctoral Research/Research Associates
Who can apply?	Full time Ph.D candidates receiving no other financial support	Undergraduate/ Postgraduate students who are carrying out project work requiring financial support.	For Post Doctorate: Ph.D candidates. Research Associates: Preferably Ph.D holders
Selection process	Entrance test / interview for Ph.D applicants	Evaluation of research proposals	Proposal Review and /orInterview by a selection committee
How much funding?	Fellowship ofupto maximum ofRs. 25,000 per month for a maximum duration of 3 Years. Based on the Performance, after review,the fellowship may be extended for one more year in exceptional situations. Those who are qualified in GATE,GPAT, UGC CSIR NET etc. are eligible for a fellowship of Rs.30,000/Month. A maximum of Rs.10,000/year as contingency	Up to Rs. 10,000/student	Rs.40,000 to Rs.75,000/ Monthfor a period of one year. Duration can be extended based on the performance of the candidate. Maximum of Rs.50,000/year- for consumables,travel and contingency/Human Resource Support
Budgeted Amount	Rs. 65 Lakhs/year	Rs. 10 Lakhs/year	Rs. 65 Lakhs/year
Deliverables	1. Ph.DThesis 2. MinimumThreepublic ationsin IndexedJournals	1. Project report 2. Minimum one publication (at least communicated toindexed journal)	1.Project Report 2.MinimumThree publications in indexed journals

III. OVERVIEW OF RESEARCH PROMOTION:

To promote to get external research funding from R&D organizations and industries to update the faculty technical skills andmeet industry requirements.

Table 3: Overview of Research Incentives**

Type of Incentive	Quantum of incentive
i)Incentives for obtaining external researchFunding	5% of total grant amount received shared in a 1:1 ratio between Principal and Co-investigator(s) from VMRF-DU
ii) Incentives for publications – Journal articles (SCOPUS/Web of Science/PubMed/IEEE/UGC CARE/Copernicus(till end Dec 2021)	Ranging from a total of Rs.2000/ publication to Rs.9,000* (as per the indexing conditions) per article to be shared between First Author, Corresponding Author and Co-authors as per the indexing conditions.
iii) Incentives for Indexed publications – Book chapters / Books	For a book chapter: Rs.5,000 For a Book: Rs.10,000
iv) Incentive for Patents Granted	Patents Granted: Inventions: Rs.50,000 Designs, Aesthetics of Products : Rs.10,000 Trademarks, Brands: Rs.2,500 Copyright :Art, Software, Music: Rs.2,500 Geographical Indications: Origins : Rs.2,500 Trade Secrets, Formulae, Know-How's : Rs.2,500
v) Incentive for Capacity Building	Faculty who qualify in NPTEL/SWAYAM courses are awarded the following incentives (1 Semester Courses) Based on Securing grades Gold/Topper – Rs..7,500/course - Silver – Rs.5,000/Course Elite – Rs.3,000/Course Successful – Rs.2,000/Course
vi) Chancellor's Awards **a) Chancellor's Award** for Annual Highest Impact factor Publication.	a) A cash prize of Rs. 1,00,000/- and a certificate of appreciation.
b)Chancellor's Award for Annual Highest Number of Indexed Publications	b) A cash prize of Rs. 1,00,000/- and a certificate of appreciation.
c)Chancellor's Award for Annual Highest Externally funded research	c) A cash prize of Rs.50,000/- and certificate of

project by the faculty member.	appreciation
d)Chancellor's Award for Annual Highest cumulativeExternally funded research projects by the institution.	d) A cash prize of Rs.50,000/- and certificate of appreciationto the institution.

See Part 3 for details

PART 1: SEED MONEYAND RESEARCH GRANTS FOR FACULTY MEMBERS

Early Career Seed Money And Research Grant- Category I

Purpose

To support faculty members at the early part of their career to nurture them in the field of research.

Eligibility

- A Faculty member of VMRF-DU University below the age of 40years as on 1st January of the year in which the seed money is sought.
- Younger applicants who have not received external funding will bepreferred, depending on their potential and topic of importance.

Funding level

Normally up to a maximum of Rs.2,00,000/-

Duration

Maximum 2 years. Extension by six months in justifiable cases with a no-costescalation.

VMRF-DU Budgeted amount

A total of Rs.100 Lakhs/ Year is earmarked for this type of grant.

Budget norms

The total funding of Rs.2,00,000 can be used for equipment purchase/ hiringPersonnel / Consumablespurchase / Contingencies with the following conditions / limits:

Equipment including computers and software.	- Nosub-limit - Due processes and procedures as specified by VMRF-DU to be followed in equipmentprocurement. - Equipment procured under the project will be the property of VMRF-DU and will be under the administrative control of the concerned Head of Department / Institution. During and after completion of the project, it will be shared and made available for any other project/programifsuchusewillnotinterferewiththeworkonthe project for which the equipment was originally procured.
Personnel	- A Research Assistant or Technical Assistant or Field Assistant may be recruited purely on a temporary basis for one year, extendable to a maximum of twoyears. - Maximum remuneration of Rs.10,000 per month for Research Assistant, Rs.8,000 per month for Technical / FieldAssistants. - Qualifications and recruitment procedures as laid down by VMRF-DU to be followed forrecruitment.

Consumables	• No sub-limit • Only for consumables directly required for the project. Expenses on stationery, travel is not permitted.
Payments towards charges for in-house investigations	• No sub-limit.
Payments towards charges for investigations / services by external agencies	• Only if the investigations / services are crucial for the study and are unavailable in-house. • Not more than 50% of total grant may be used for such purposes. • VMRF-DU procedures to be followed while availing services by external agencies against payment.
Publication charges	• Publication charges for the Additional pages in indexed journals arising from the project can be funded • Publication charges in high impact factor journals arising from the project can be funded

Selection process and timeline

- Applications in prescribed format will be submitted to the University through Head of the Institution with recommendation of Institutions Research Committee and Ethical Committee, if required, on or before specified date.
- The University Technical Committee will evaluate the proposals based on the parameters fixed by the University from time to time. The recommendation of the Technical committee will be placed in the University Research Committee for final recommendation to the Vice Chancellor for approval.
- The Vice Chancellor shall approve the research proposals based on the URC's recommendation.

Post-award processes

- Projects have to be initiated within 1 month of approval
- The progress report has to be submitted to the URC through HoI every 3 months.
- If an extension of duration is sought, the request should be submitted in prescribed format, at least two months before the originally scheduled end of the project through HoI to the URC.
- The Guidelines to be followed by PI, HoI, Purchase officer, Accounts Manager are given in Annexure A.

Deliverables

- A final report in the prescribed format has to be submitted through HoI to the URC within three months of completion of the project.
- At least one manuscript shall be submitted to a indexed (PubMed / Scopus / Web of Science/IEEE/UGC CARE) Journal along with final project report
- Deliverables as projected in research proposal
- There may be a follow-up grant proposal for funding from any external funding agency

Evaluation form for Early CareerSeed Money and Research Grant for Faculty Member (Category I)

Nameof PI: **Name of Co-I:**   **Institution:**   **ApplicationID:**

Title ofProject:

Eligibility criteria

1. Applicant is below age of 40 years as on 1st Jan of the year: Yes ☐   No ☐
2. Applicant has not availed the VMRF-DUCategory I grantearlier: Yes ☐   No ☐

S.No.	Criteria	Marks Allotted	Marks Awarded
	Criteria to Evaluate the merits of the proposal		
1.	Whether the Aim/Objective of the Research Study is clear?:	10 Marks	
2.	Whether the Research work is relevant and meet the thrustarea of the Institute/University?:	10 Marks	
3.	Advantages/benefits that would accrue out of the research:	10 Marks	
4.	Whether the Methodology of the research work is Clear and well defined?:	20 Marks	
5.	Previous experience of PI in research work including publications	15 Marks	
6.	Whether the deliverables(Products/solutions/ methodology/ publications etc.) are clearly defined and achievable?:	10 Marks	
7.	Whether the Three Monthly milestones for review are well defined?:	5 Marks	
8.	Total Time being sought is reasonable and objectives are achievable?:	5 Marks	
9.	Total Budget sought is reasonable and objectives are achievable?:	5 Marks	
10.	Whether the major equipment required is available in the institute?	5 Marks	
11.	Breakup of the budget in terms of equipment, consumables, manpower is clear?	5 Marks	
	Grand Total	100 Marks	

Comments (attach additional sheet if required):
Ethics review
Approved ☐   Not Applicable ☐ NotApproved   ☐

Overall recommendation:
Recommended ☐   Notrecommended ☐

--Name & Signature of Chairperson of URC

SEED MONEY AND RESEARCH GRANT FOR FACULTY MEMBERS (CATEGORY II)

Purpose

To support faculty members to nurture them in the field of research, to have research bent of mind, to update their knowledge through research, to initiate a research project that has the potential to be developed into an externally funded proposal.

1. This grant may be used for the following types ofstudies:
   - ▪Feasibilitystudies to test/prove research concepts,pilot studies.
   - ▪Studies aimed at collecting preliminarydata.
   - .Exploration of novel researchideas or conducting research in important areas.

Eligibility

- A Faculty member with one year experience in VMRF-DU with no other currently active VMRF-DU fundedproject.
- Faculty who are not currently having any external funding will bepreferred.

Funding level

Normally up to a maximum of Rs.5,00,000/-

Duration

Up to 2years. Time extension of 6 months in justifiable caseswith no-cost escalation .

VMRF-DUquantum of grants

A total of Rs.200 lakhs/Year is earmarked for this type of grant.

Budget norms

The total funding of Rs.5,00,000/-Can be used for equipment purchase/ Personnel hiring / Consumables purchase / Contingencies with the following conditions/ limits:

Equipment including computers and software.	- Nosub-limit - Due processes and procedures as specified by VMRF-DU to be followed in equipmentprocurement - Equipment procured under the project will be property of VMRF-DU and will be under the administrative control of the concerned Head of Department / Institution. During and after completion of the project, it will be shared and made available for any other project/programifsuchusewillnotinterferewiththeworkonthe project for which the equipment was originally procured.
Personnel	A Research Assistant or Technical Assistant orFieldAssistant may be recruited purely on a temporary basis for one year, extendable to maximum of two years. The need for such

	• personnel should be clearly justified. • Maximum remuneration of Rs.10,000/- per month for Research Assistant, Rs.8,000/- per month for Technical / FieldAssistants. • Qualifications and procedures as laid down by VMRF-DU to be followed forrecruitment. • Applicants who are active PG/Ph.D guides are encouraged to involve their PG students/Ph.D Scholars preferably instead of recruiting personnel under thesegrants.
Consumables	• Nosub-limit • Only for consumables directly required for the project. Expenses on stationery and travel is notpermitted.
Payments towards charges for in-house Investigations	• Nosub-limit.
Payments towards charges for investigations / services by external agencies	• Only if the investigations / services are crucial for the study and are unavailablein-house. • Not more than 50% of total grant may be used for suchpurposes
Publication charges	• Publication charges for Additional pages in indexed Journals arising from project can be funded • Publication Charges in High impact factor Journals arising from Project can be funded.

Selection process and timeline

- Applications in prescribed format will be submitted to the University through Head of the Institution with recommendation of Institutions Research Committee and Ethical Committee, if required, on or before specified deadline.

- The University Technical Committee will evaluate the proposals based on the parameters fixed by the University from time to time. The recommendation of the Technical committee will be placed in the University Research Committee for final recommendation to The Vice Chancellor.

- The Vice Chancellor shall approve the research proposals based on the URC's recommendation.

Post-award processes

- Projects have to be initiated within 1 month of approval
- The progress report has to be submitted to the URC through HoIfor every 3 months.
- If an extension of duration is sought, the request should be submitted in prescribed format, at least two months before the originally scheduled end of theproject through HoI to the URC.
- The Guidelines to be followed by PI, HoI, Accounts Manager are given in Annexure A.

Deliverables

- A final report in the prescribed format has to be submitted through HoI to the URC within three months of completion of the project.
- At least one manuscript shall be submitted to a indexed (PubMed / Scopus / Web of Science/IEEE/UGC CARE) Journal along with final project report
- There maybe a follow-up grant proposal for funding from any external funding agency
- Deliverables as projected in research proposal.

Evaluation form for Early CareerSeed Money and Research Grant for Faculty Member(CATEGORY II)

Nameof PI: **Name of Co-I:**   **Institution:**

ApplicationID:

Title ofProject:

Eligibility criteria

1.   Applicant does not have any currently active Category II:Yes   ☐   No ☐

	Criteria to Evaluate the merits of the proposal		
S.No.	Criteria	Marks Allotted	Marks Awarded
1.	Whether the Aim/Objective of the Research Study is clear?:	10 Marks	
2.	Whether the Research work is relevant to Institute/University?:	10 Marks	
3.	Advantages/benefits that would accrue out of the research are important?:	10 Marks	
4.	Whether the Methodology of the research work is Clear and well defined?:	20 Marks	
5.	Previous experience of PI in research work	15 Marks	
6.	Whether the deliverables(Products/solutions/ methodology/ publications etc.) are clearly defined and achievable?:	10 Marks	
7.	Whether the Three Monthly milestones for review are well defined?:	5 Marks	
8.	Total Time being sought is reasonable and objectives are achievable?:	5 Marks	
9.	Total Budget sought is reasonable and objectives are achievable?:	5 Marks	
10.	Whether the major equipment required is available in the institute?	5 Marks	
11.	Breakup of the budget in terms of equipment, consumables, manpower is clear?	5 Marks	
	Grand Total	100	

Has candidate received research fundingearlier?
    FromVMRF-DU   ☐ From ExternalFundingAgency   ☐ None   ☐

Comments (attach additional sheet if required):
Ethics review

Approved   ☐   Not Applicable ☐NotApproved   ☐

Overall recommendation:

Recommended   ☐   Notrecommended   ☐

Name & Signature of Chairperson of URC

PART 2: RESEARCH FELLOWSHIPS / AWARDS/ STUDENT SUPPORT

i)   Ph.D Fellowships Category I

Each year, Fellowships will be available for full-time Ph.D candidates selected through the procedures described in the VMRF-DUPh.D Regulations. Each fellowship will carry a consolidated stipend of maximum up to Rs.25,000 (regular), Rs.30,000 (for students qualified in GATE,GPAT, UGCCSIR NET, etc. in the last 3 years) per month forthree years and extendible by one year in deserving cases after performance review.

Selection Process: Applications for pursuing Ph.Din VMRF-DU will be sought through an advertisement put in University Website/News Paper. After the last date, the eligible applicants will be called for a written test. The candidates qualified in the written test will be called for interview. The selected candidate will pursue the Ph.Dprogramme in any of the constituent institutes. The research topic will be decided by the Guide and student together and it shall preferably in an area of interest to the university

Contingency Fund: Rs. 10,000/year is available for each Ph.D Scholar towards contingencies.

ii)   UG/PG student support Category II

1. A total of 50short-term student support (total funding of Rs.5 Lakhs is earmarked for this grant) will be offered each year on a competitive basis for Under Graduate and Post Graduate students. The total funding for each Institution shall not exceed Rs.1,00,000 in a year under thisscheme.
2. For receiving Category II support,students have to apply through the project guide/supervisor (faculty member).
3. Funding will be for the duration of the project not exceeding 24 months depending upon the streams.
4. Funding up to Rs.10,000/student which may be used (with prior approval by HoI) for any research related expense other than travelling/registration for conferences /workshopsetc.
5. Applications in prescribed format will be submitted through HoI to the University.
6. A final list of selected applicants will be made by the Technical Committeeand put up to Vice Chancellor for approval.The sanctioned list of fellowship will be reported to URC. The maximum VMRF-DU of fellowships awarded to any one Institution will be restricted to seven (or a total grant amount of up to Rs.1,00,000 per the Institute).
7. Project completion report to be submitted in prescribed format within 1month of completion of the project.
8. On acceptance and approval of project completion report, the Student Investigator will receive a Certificate from VMRF-DU.

Evaluation form for UG/PG student supportCategory II

Nameof SI: **Institution:**

ApplicationID:

Title ofProject:

Eligibility criteria

1. Applicant does not have any currently active Category II SupportYes   ☐   No ☐

	Evaluate the merits of the proposal on each of the following criteria:	Max	Awarded
	Criterion	**Max**	**Awarded**
1.	Originality	05	
2.	Significance of research objectives	05	
3.	Validity of research design and proposed methods	20	
4.	Appropriateness of statistical methods	10	
5.	Feasibility	20	
6.	Opportunity for student to gain hands on experience in research	20	
	Total	*80*	
	Evaluate the clarity of the proposal based on each of the following criteria:		
1.	Research objectives, hypothesis stated clearly	5	
2.	Need for study established with appropriate background	5	
3.	Methods including statistical approach described clearly	5	
4.	Timeline for project presented clearly	2	
5.	Budget requirements presented clearly	1	
6.	References formatted according to guidelines	1	
7.	Adherence to recommended style guidelines	1	
	Total	*20*	
	*Grand total**	*100*	

Comments (attach additional sheet if required):

Ethics review
Approved ☐   NotApproved ☐   Not Required   ☐

Overall recommendation:
Recommended ☐   Notrecommended ☐

Name & Signature of Chairperson of URC

iii) **Post-Doctoral Fellowships / Research Associates Awards:**

When Post-Doctoral fellows/Research associates have to be recruited, University will advertise in the news Papers/ University web site, the requirements, the desired qualifications and Specializations. After the last date for receipt of applications, the received applications will be screened by a Technical committee. The applicants meeting the desired qualifications and specializations will be interviewed by a selection committee appointed by Vice Chancellor as per the objective assessment decided by the university and performance in the interview. The selected candidates will be posted in in the University/ different constituent institutes of the university. The objective assessment will be made as mentioned in Annexure B or Annexure C.

PART 3: INCENTIVES FORRESEARCH OUTCOMES

Section 1: General Guidelines

Faculty members of VMRF-DU University will be eligible for incentives for research activities.

1. The incentives will be calculated as per guidelines detailed in the following sections (Section 2 &3)

2. Submissions of details of activities are to be made by individual faculty members in the prescribed format as notified by the University. The submission will be scrutinized and forwarded by the head of the Institution through the IRC to URC.

3. The faculty members (VMRF-DU) shall clearly indicate the Departmental, Institutional and affiliations to be eligible for publication incentiveclaims.

4. The Research incentives are a) An indexed Publicationwith Highest impact factor by a faculty b) Max. number of indexed publications by a faculty as first author c) Faculty who has received highest external funded Research project d) Institution that has received highest cumulative external funded research projects.

5. All Incentivesmentioned in Table 3 will be disbursed once in each year or as frequently as desired by the University. Eligible requests shall be verified by IRC and send to university through HoI. The list of eligible requestswill be decided as per the Guidelines by Technical Committee consisting of Pro Vice Chancellor, Director(Research and Research Administration), & Deputy Director(Research) and recommended to the Vice Chancellor for approval. The sanctioned list of publication incentives will be reported to URC.

6. Presentation of Chancellor's awards in different categories will be for the contributions over the previous calendaryear.

7. Registrar/Director(Research and Research Administration) will send the communication seeking nominations from different constituent institutes of VMRF through HoI. Nominations for different awards shall be accompanied by supporting documents like the Journal paper of highest impact factor, list of Publications made as a first author in a calendar year, Sanction letter of the externally funded research projects, proof of successful completion of NPTEL/Swayamcourses certification with the category.

Section 2: Incentives for obtaining external research funding

Faulty members of VMRF-DU University are eligible to claim incentives for obtaining research grants from external agencies.

1. A total of 5% of the external grant receivedmay be awarded as incentive to the Principal investigators (PI) and Co-investigators (CI) who are faculty membersin VMRF-DU.
    a. PI will receive 50% of the incentive (i.e., 2.5% of the researchgrant)
    b. CIs will share the other 50% equally
    c. For external grants for infrastructure development where the University provides a matching grant / co-sponsorship, the incentive is limited to 2 % of the external grantreceived.

2. The incentive will be calculated on the amount actually received for theproject.

3. The incentive can be claimed on completion of the research project and submission of the completion report to the Funding agency, a copy of which is to be furnished along with theclaim.

4. Grants received for Student projects / fellowships in which facultymembers are guides / mentors will not be eligible for thisincentive.

Section 3: Incentives for publications

1. Faculty members of VMRF-DU University are offered incentives for publications in scientific journals and contributions to textbooks /monographs.

    a. Incentives will be calculated as detailed below in Tables 4 and 5
    b. Only publications in legitimate peer-reviewed journals in the UGC Approved Journals list (UGC CARE)/ PubMed /IEEE/Scopus/Web of Science/Copernicus(till end Dec. 2021) are eligible forincentives.
    c. Calculation of incentives will be based on the information updated on a research contributions database / portal maintained by the University.

2. In addition to the above, reimbursement of publication charges for additional pages or papers published in Journals (Web of Science and SCOPUS only)arising from project may be claimed from the institute by the Corresponding Author. In additionpublication charges in high impact factor journal arising from project may be funded.Actual charges up to a maximum of Rs. 10,000/Faculty member/Year may be claimed.

3. Both Book/Book chapter of reviewed standard publication will be eligible for incentive as per Table5.

Table 4: Articles / papers in peer-reviewed scientific journals

Sl.No.	Type of Publication	First Author (Rs.)	Corresponding Author[4] (Rs.)	Co-Author(s)[5] (Rs. to be equally divided)
1.	Original research paper / Case Study Report / review / letter to editor / invited editorial in indexed[1] journals with an Impact Factor (IF)[3] of 0.5 or more			
	IF 3.0 and above	3,000+*	3,000+*	3,000+*
	IF 1.0 to <3.0	2,000	2,000	2,000
	IF 0.1 to <1	1,000	1,000	1,000
2.	Other original research paper / review in other peer-reviewed non-indexed journals(UGC approved CARE Journals list)	1000	500	500

* **Rs. 9000 + Rs. 150 for every additional 0.1 impact factor value over3.0**

* Incase of single author the total amount may be claimed by sole author. In case of two authors the total amount shall be equally shared. In case corresponding and first author do not belong to VMRF-DU the faculty member of VMRF-DU is eligible to claim the co-author portion of the total incentive.

* Process for paying the incentive: The incentives will be paid one in every quarter. The consolidated list from each institute shall be sent through HoI to Research Director. The committee consisting of Pro VC, Director(R&RA), Director(MR), Dy. Director(Research) will scrutinize the requests and based on its recommendation, VC will approve it for disbursement of payment.

Table 5: Authoring / Chapter Contributions to Books.

Sl.No.	Description	Amount (Rs.)
1.	Editor / Section Editor / Single Author of academic textbook / monograph[6]	10,000
2.	Contributor to Chapter(s) in an academic textbook / monograph[6]	5,000

Part 4: Other Research Promotion activities:

Section 1: Incubation Centers and Entrepreneurship:

To promote innovation among students and faculty,incubation centers are established at Salem and Paiyanoor(Kanchipuram)campuses to try and test their innovative ideas and convert them to prototype products. University may decide to start such incubation centers in other campuses also based on the requirement.After successfully testing the Prototype products, they will be converted to products that can be commercialized

through a startupor the technology can be transferred toIndustry. The incubation centers enable students to turn in to entrepreneurs by starting Startups. The incubation centers will be equipped with all the required state of the art test and measuring equipment.The incubation centers also will work in close coordination with the constituent colleges and make use of their research laboratories. Each incubation center will serve a cluster of institutions ie. Salem Cluster and Chennai cluster.The incubation centers also will work in close coordination with Institute Innovation Cells(IICs).

Section 2: Oration Lectures:

To provide opportunity to the faculty and students to hear to eminent Scientists/academicians/Health Care Professionals, industry Expertson state of the art research, technology or health care topics, oration lectures are planned in various ambit institutes of VMRF-DU. These are in addition to the Guest Lectures arranged in the institutes. The conduct of such oration lectures shall be informed to VC, Pro VC, Registrar, Director(Research), HO and all HoIs of the University. The expenses towards the conduct of such oration lectures shall be accounted under a separate budget head by the accounts manager.

Section 3: Participation in International/National Conferences by Faculty: The HoIof the concerned institute will recommend/approve the participation of their Faculty in the International/National conferences based on its relevance to the area of the faculty members' specialization and work. Normal approval process of the institution shall be followed by HoI while recommending or approving such proposals. The registration fee and national travel expenses will be borne by the respective institute. The period of absence will be treated as on duty. Where ever International Travel is involved the faculty shall seek the approval by sending the details through HoI to the Registrar. Vice Chancellor will approve the international travel based on the recommendation of Registrar. Participation in both national/ international conferences shall be recorded in a separate register and the money spent on registration fees, travel expenses shall be accounted with a separate budget head with the details.

Section 4: Sharing of Intellectual Property revenue accrued:

A) **Patents:**If the patents are filed by the faculty/research scholar/students using the time in the working hours, institute infrastructure, institute resources, the rights of those patents will rest with the institute & university. The amount received as royalty for using the Patents granted to the university shall be shared in the ratio of 40:60 between the university and Faculty members/research Scholars/students. If more than one faculty member/research scholar/student is involved in the patent, the amount received as faculty share shall be shared equally among the members.

B) **Product design, technology transfer:**Any product/design/idea developed by the faculty/research scholar/students using the time in the working hours, institute infrastructure including incubation center, institute resources, the rights of those intellectual property will rest with the institute & university. The amount received through commercialization of those products/designs/ideas including technology transfer shall be shared in the ratio of 60:40 between university and the faculty/research scholar/students. If more than one faculty member/research scholar/student is involved in the product/design/idea development, the amount received as faculty share shall be shared equally among the members.

C) **Books & Book Chapters:**Any books/book chapters written by the faculty/research scholar/students using the time in the working hours, institute infrastructure, institute resources are published in indexed publishers, the rights of those Intellectual property will rest with the institute & university. The amount received as royalty from those intellectual property to the university shall be shared in the ratio of 30:70 between the university and Faculty members/research Scholars/students. If more than one faculty member/research scholar/student is involved in this academic activity , the amount received as faculty share shall be shared equally among the members.

D) **Cash awards received for best papers:**Any cash award received by the faculty/research scholar/students for presenting any academic activity like presenting a paper in international/national conferences/workshops will be the exclusive right of the faculty/research

scholar/students. However any shield received for participating in any competition and winning the award will be the property of the institute.

E) **Consultancy:**The activities that fall under the consultancy are I)Services rendered for development of a product/part of product or services for any individual industry or organization external to the university and its constituent colleges shall fall under consultancy where one or more university staff works for such development for a pre-agreed cost and period. II)Services rendered for modification, augmentation or alteration of any product or process or services where one or more university staff extend their active participation for such job. III) Any kind of professional advice given by one or more staff of the university to external organization/firm/individual for a pre-decided cost and time. IV) Any research work undertaken by one or more staff of the university for any external individual or organization to develop product or process or services.V) Conduct of any special courses, delivery of expert advice/discourse for a fee to any outside organization/individual.

Revenue Sharing: Consultancy project with a substantial contribution by the Investigator(s) and no resources of the institution/units (like labs, computer, software etc. utilized), the 'consultancy fee' shall be divided between Faculty and institute in 60:40 ratio. The 60% of the 'consultancy fee' for faculty shall be divided in 2:1 ratio between the PI and Co-I (in case of more than one investigators). Consultancy money accrued for projects executed utilizing the resources of the University/Institutions such as laboratory facilities, computing facilities, drafting and other facilities, the share of the institute will be 60% of the total consultancy amount received and 40% of the 'Consultancy fee' for faculty.The 40% of the consultancy fee received shall be divided in 2:1 ratio between the PI and co-I

Section 5: Sharing of Overhead Charges

The overhead charges collected by the institutes towards executing externally funded Research projects, Consultancy projects/services will be shared by the investigators, department and the institute in the ratio of 10%: 15%: 75%. The investigators can use the money for professional activities like becoming members of professional societies. The departments can use the money for buying new equipment. Incase more than one investigator, department, institute execute the project, their money will be shared equally among themselves.

References: (Foot notes)

1. UGC Approved list of Journals UGC CARE LIST
2. Indexed in PubMed (NLM) OR ISI Web of Science (Thomson Reuters) OR Scopus (Elsevier). The following links maybe used to search for journals indexed by thesedatabases:
   PubMed: http://www.ncbi.nlm.nih.gov/pubmed/citmatch

   ISI Web of Science: http://ip-science.thomsonreuters.com/cgibin/jrnlst/jlresults.cgi?PC=K

   Scopus: SCOPUS.com
3. Impact Factor assigned by ISI Web of Science, Thomson Reuters in the Journal Citations Report (http://wokinfo.com/products_tools/analytical/jcr/). Librarians of the respective Institutions will assist in finding the ImpactFactor.
4. Corresponding Author as specified in the article, irrespective of author position (order), provided s/he is not also the FirstAuthor.
5. Co-Author(s) – Author(s) other than First Author and Corresponding Author. Points shown in this column are to be divided between all Co-Authors irrespective of affiliation or student/faculty status.
6. May be claimed once in the year of publication of first edition / revised edition(s). Reprint not eligible for new claim. Soft copy of contribution will need to besubmitted.

Annexure A

Guidelines for executing Seed Money Research Proposals.

Unique Id:

- Each Seed Money Project that is approved by Vice Chancellor is given an Unique Id.
- The Unique id shall be mentioned in all the correspondence such as i) request by the Principal Investigator to HoI for procurement of any material, any service etc., ii) any procurement done by the purchase officer against that seed money project, iii) any item received by the stores officer against that seed money project, iv) Any item issued by the stores officer to the principal investigator, v) Any payment made by Accounts manager against the particular Seed Money Project, vi) Any progress report or technical report prepared by the Principal Investigator etc.

A) Guidelines for Principal Investigators (PI):

1. Each Seed Money Proposal approved by the Vice Chancellor has been given **a unique id**at University Level and is being communicated to you through the HoI and with a copy to the Research Coordinator of the institute.
2. The Research work proposed shall start within one month of approval of the proposal.
3. The Project duration will be counted from **1ˢᵗ February, 2020**.
4. The seed money approved shall be strictly used for carrying out the research work proposed in the proposal only. The money shall be used for the budget item proposed and any re-appropriation shall be with the prior approval of the Vice Chancellor through Director(Research) and HoI.
5. The procurement of any equipment, taking any services, employing any person on short term basis shall be as per the institute's operational process.
6. The PI shall fill up the attached **Form-1** (**Annexure-1**), for funds and get the approval of HoI before incurring any expenditure or initiating any activities for expending.
7. The PI is responsible for tracking the account of seed money approved, money spent on each item with details like date of payment, amount spent, description of the item, money committed against any item and plan their expenditure accordingly.
8. PI shall project the quantum of Seed money usage based on project work items or quarter wise and inform to HoI for necessary action quite in time, so that progress of the project is not effected at any time.
9. The progress of the work shall be reviewed by IRC at least once in two months.
10. URC will review the progress every three months.
11. The Project progress status report along with immediate work plans and reasons for delay, if any, shall be submitted by PI through HoI concerned to the Director(Research) every 3 months. Based on satisfactory progress only the next instalment of seed money will be credited.
12. In the beginning about 25% of the sanctioned seed money will be credited to the institute to start the research work. Money can be spent by the PI with the prior approval of HoI, concerned.
13. After successful completion of the project, the complete Project completion Report with the deliverables shall be presented to the URC.
14. The complete account of money spent for each project shall be submitted by the PI along with the project completion report with the approval of HoI.
15. The periodic internal audit will be carried out on project finance(Seed Money) and the detailed breakup shall be submitted to Director(Research) through concerned HoI.

16. In case of unavoidable circumstances, if the project is not completed on approved time, time extension shall be sought with justifiable reasons through IRC to URC.
17. In case of unavoidable reasons, if the PI seeks more money than the approved money for the proposal during the closing stages of the project, PI may seek small additional funds with due justification to Vice Chancellor, through HoI and Director(Research)
18. The PI shall involve Co-investigator in all the activities of the Seed Money research.
19. The PI shall sign the **undertaking letter (Annexure-2)** and return to HoI.

B) <u>Guidelines for HoI:</u>

1. Each Seed Money Proposal approved by Vice Chancellor for the institute has been given **a unique id**at University Level and is being communicated to you with a copy respective RC.
2. The Research work proposed shall start within one month of approval of the proposal.
3. The Project duration will be counted from **1st February, 2020**.
4. The seed money approved shall be strictly used for carrying out the research work proposed in the proposal. The money shall be used only for the project specified work items and any re-appropriation shall be with the prior approval of Vice Chancellor through Director(Research). HoI shall ensure the same before approving any expenditure.
5. The procurement of any equipment, taking any services, employing any person on short term basis shall be as per the respective institute operational process. HoI shall ensure the same.
6. The PI shall fill up the **attached Form (Annexure-1),** for funds and get the approval of HoI before incurring any expenditure or initiating any activity for expending. HoI may approve incurring expenditure after ensuring sufficient funds are available against the approved seed money project. If required, HoI may consult the institute's accounts manager.
7. PI will project the quantum of Seed money usage based on project work items or quarter wise and inform HoI. HoI may take necessary action quite in time, so that progress of the project is not effected at any time.
8. HoI shall facilitate all the purchases, hiring of any other services are done in reasonable periods so that the progress of the project is not effected.
9. The periodic internal audit will be carried out on project finance(Seed Money) and the detailed breakup shall be submitted to Director(Research) through HoI.
10. The progress of the work shall be reviewed once in two months by IRC.
11. In addition, URC/Director(Research) will review the progress once in three months. The progress status report shall be submitted by PI through HoI concerned to the Director(Research) every 3 months. Based on satisfactory progress only the next instalment of seed money will be released.
12. In the beginning about 25% of the sanctioned seed money will be credited to the institute to start the research work. Money can be spent by the PI with the prior approval of HoI, concerned.
13. After completion of the project, the complete Project Report with the deliverables shall be presented to the university by PI through HoI.
14. In case of unavoidable circumstances, if the project is not completed in time, time extension shall be sought with justifiable reasons through IRC to URC.
15. HoI shall ensure that Co-Investigator is also participating in the research execution activities of the project from the beginning. In the unlikely event of PI leaving the institution, Co-Investigator shall continue the project and successfully complete. In such an event of PI leaving the institute, HoI shall ensure that PI hands over all the documents, equipment procured under this budget and technical information and status to the Co-Investigator.

16. In case of unavoidable reasons, if the Pi seeks more money than the approved money for the proposal during the closing stages of the project, PI may seek small additional funds with due justification to Vice Chancellor, through HoI and Director(Research)
17. The PI shall sign the **undertakinglette**r (**Annexure-2)** and return to HoI.

C) **Guidelines for the Accounts Manager of the institutes:**

1. Each Seed Money Proposal approved by Vice Chancellor has been given a **unique id**at University Level and is being shared with the Accounts department of the institute.
2. The Research work proposed shall start within one month of approval of the proposal.
3. The Project duration will be counted from **1st February, 2020.**
4. The procurement of any equipment, taking any services, employing any person on short term basis shall be as per the Institute's operational process. HoI and accounts manager shall ensure the same before expending.
5. The PI shall fill up the attached **Form (Annexure-1),** for funds and get the approval of HoI before incurring any expenditure or initiating any activity for expending. HoI may approve incurring expenditure after ensuring sufficient funds are available against the approved seed money project. If required, HoI may consult the institute's accounts manager and accounts manager may facilitate the same at the earliest.
6. Accounts manager shall maintain a separate ledger account for each seed money project proposal approved with unique id, amount sanctioned against each seed money proposal, expenditure incurred against that proposal with required bills, amount committed such as purchase orders, as per the institute's operational process.
7. Accounts Manager shall ensure that money spent & committed does not exceed at any time, the total money approved against the seed money proposal.
8. The accounts manager shall ensure that the money credited towards seed money proposals is not spent for any other purpose.
9. The periodic internal audit will be carried out on the project finance(Seed Money) and will be submitted to Director(Research) through the HoI.

d) **Guidelines to the Purchase Officer:**

1. Any Purchase request that comes from the institute shall have the Unique Id mentioned in that request.
2. When Purchase Officer places any purchase order for a particular Seed Money Project, the Unique Id shall be mentioned in the purchase order.
3. Any correspondence by Purchase officer to the Stores officer or Accounts Manager regarding procurement, delivery, payment etc. shall have the Unique Id.

e) **Guidelines to the Stores Officer:**

1. Any item that is received against the purchase order corresponding to seed money Projects shall be entered in the stock register with the Unique Id.
2. All the items issued to PI against the particular seed Money Project shall have the Unique id and shall be acknowledged by the PI.
3. The stores officer shall maintain all the records as per the Institution's operational process.

Vinayaka Mission's Research Foundation-DU

Annexure-1

Ref: VMRF/SeedMoney/2020/18

Form : Requisition for incurring any expenditure for purchase of any equipment, hiring any services, travel, contingency etc. for approved Seed money proposal.

Date:

1) Institute Name:
2) **Unique id** of the Seed Money Proposal approved:
3) Name of the Principal Investigator:
4) Name of the Research Proposal:

5) Total Seed Money approved & Total Duration:

6) Details of Item(s) to be purchased/reasons for hiring any human resources/ any technical services, travel, contingencies:

7) Expected expenditure:

8) Total Money spent so far:

9) Total commitments made, but money to be paid:

10) Any Other relevant information:

(Signature of PI)

Approved/ Not approved

(Signature of HoI)

To,
Accounts Manager

Vinayaka Mission's Research Foundation-DU

Annexure-2

Ref: VMRF/SeedMoney/2020/19   Feb., 2020

Sub: Undertaking from Principal Investigator.

1. I _____(PI's   Name),   Grade_____, _____ (Name   of   the   department),   of _____(Name   of   the   Institute),   Vinayaka   Mission's   Research Foundation-DU agree to abide by the Guidelines given by the university for executing the Seed Money Research Project.

2. I also abide by the code of conduct rules to be followed by the faculty of the Vinayaka Mission's Research Foundation-DU.

3. I agree that all the Intellectual Property and research outcome of the Seed Money Research Project belongs to the Vinayaka Mission's Research Foundation-DU.

4. Any Products, patents that accrue out of the project belongs to the university.

5. I also agree that I **shall not** divulge any Intellectual Property that accrue out of the project directly or indirectly to any outside person/agency/institute.

6. I shall abide by this undertaking even if I leave the University.

7. The Publications that are published out of this research work shall contain an acknowledgement that "this research work is carried out with the Seed Money granted by Vinayaka Mission's Research Foundation-DU".

(Signature of PI with Date)

(Signature of HoI with Date)

Annexure B

Sub: Assessment of Engineering Research Associates

S.No.	Assessment attribute	Marks obtained
1.	**Performance in Education** B.E(Passed in Distinction-8 Marks) B.E(Passed in First Class-4 Marks) B.E(University Rank holder- Additional 5 Marks) M.E.(Passed in Distinction-8 Marks) M.E(Passed in First Class-4 Marks) M.E.(University Rank Holder- Additional 5 Marks) Ph.D Completed (10 Marks) Ph.D Thesis Submitted (5 Marks) Max- Marks: 25 Marks	
2	**Relevant Research Experience** 1 Year more (5 Marks) 2 years or more (10 Marks) 3 years or more (15 Marks) 5 years or more (20 Marks) Max. Marks: 20 Marks	
3	**Additional Qualifications(Post PG/Post Ph.D)** Fellowship: 1 Year or more (5 Marks) Fellowship: 2 Years or more (7 Marks) Fellowship: 3 Years & more (10 Marks) Max. Marks : 10 Marks	
4	**Books/ Book Chapters** Book : 10 Marks/ Book Book Chapter: 5 Marks/Book Chapter Max. Marks: 10 Marks	
5	**Publications: (In Scopus, Web of Science, IEEE, PubMed, UGC approved Journals)** Publications: 3 Marks/Publication Publication in Non indexed Journal: 1 Mark/Pub.(Max. 5 Marks) Max. Marks : 25 Marks	
6	**Presentations In National/International Conferences** Oral Presentations: 2 Marks/Presentation Poster Presentation: 1 Mark/Presentation Max. Marks: 10 Marks	
7	**Patents** Patents Filed: 5 Marks/Patent filed Patents Published : 7 Marks/Patent Published Patents Granted: 10 Marks/Patent Granted Max. Marks: 10 Marks	
A	**Cumulative Marks of 1 to 7 (Max: 75 Marks)**	
B	**Interview Performance(Max. 25 Marks)**	
	Total Marks(A+B)	

Annexure C

Sub: Assessment of Health Services Research Associates

S.No.	Assessment attribute	Marks obtained
1.	**Performance in Education** UG (Passed in Distinction-8 Marks) UG (Passed in First Class-4 Marks) UG (University Rank holder- Additional 5 Marks) PG (Passed in Distinction-8 Marks) PG (Passed in First Class-4 Marks) PG University Rank Holder- Additional 5 Marks) M.Phil : 5 Marks Ph.D Completed (10 Marks) Ph.D Thesis Submitted (5 Marks) Max- Marks: 25 Marks	
2	**Relevant Research Experience** 1 Year more (5 Marks) 2 years or more (10 Marks) 3 years or more (15 Marks) 5 years or more (20 Marks) Max. Marks: 20 Marks	
3	**Additional Qualifications(Post PG/Post Ph.D)** Fellowship: 1 Year or more (5 Marks) Fellowship: 2 Years or more (7 Marks) Fellowship: 3 Years & more (10 Marks) Max. Marks : 10 Marks	
4	**Books/ Book Chapters** Book : 10 Marks/ Book Book Chapter: 5 Marks/Book Chapter Max. Marks: 10 Marks	
5	**Publications: (In Scopus, Web of Science, IEEE, PubMed, UGC approved Journals)** Publications: 3 Marks/Publication Publications in non-indexed Journals: 1 Mark/Publication: Max.5 Max. Marks : 25 Marks	
6	**Presentations In National/International Conferences** Oral Presentations: 2 Marks/Presentation Poster Presentation: 1 Mark/Presentation Max. Marks: 10 Marks	
7	**Patents** Patents Filed: 5 Marks/Patent filed Patents Published : 7 Marks/Patent Published Patents Granted: 10 Marks/Patent Granted Max. Marks: 10 Marks	
A	**Cumulative Marks of 1 to 7 (Max: 75 Marks)**	
B	**Interview Performance(Max. 25 Marks)**	
	Total Marks(A+B)	

_____