



Chhatrapati Shahu Ji Maharaj University Kanpur

(FORMERLY KANPUR UNIVERSITY, KANPUR)

Policy

for

**Teachers Receiving
National/International
Fellowship/Financial Support by
Various Agency for Advance
Studies/Research**

1. PREAMBLE

CSJM University Kanpur encourages faculty members to pursue further studies or engage in research activities that can enhance their teaching skills and contribute to the development of their respective fields. The policy includes guidelines on the criteria for eligibility, the application process, and the terms and conditions of the fellowship or financial support. Faculty members are to comply with the policies and guidelines set by their respective National/ International government or non-government institutions and to ensure that the fellowship or financial support they receive is aligned with their academic goals and the mission of the University.

2. ELIGIBILITY

Faculty members (Principal Investigator(s), Co- Principal Investigator(s) and other members of the project proposal) applying to any call for project proposals need to ensure that they are fulfilling each essential eligibility criteria notified by the funding agency. In case of proposals prepared in collaboration with external institutions/organization, faculty members need to ensure the collaborators eligibility criteria notified by the funding agency. Faculty members need to ensure that all formats and guidelines (laid down by the funding agency and scheme) have been followed during the proposal preparation.

3. PROCESS TO REQUEST FOR ENDORSEMENT LETTER

- 3.1. Faculty members can obtain the Endorsement letter/No-Objection Letter or any such document, which is needed to be enclosed with the project proposal, forwarded from the Head of Department, then the Office of Dean (Project & Consultancy) followed by Registrar, CSJMU. Faculty members need to submit an application requesting Endorsement letter/No Objection Letter at least 7- working days before the deadline
- 3.2. Following procedure need to be followed if a CSJMU faculty member applies for a project proposal scheme as a Principal Investigator.
- 3.3. Faculty member (Principal Investigator(s)) of the project proposal need to submit an application enclosed with the supporting documents to the Office of Dean (Project & Consultancy) followed by Registrar CSJMU.
- 3.4. Following procedure need to be followed if a CSJMU faculty member applies for a project proposal scheme in case of Co-PIs:

- From CSJMU and same department: Application duly signed by the PI and Co-PI.
- From CSJMU and other department/ Institutional Organization/NGO/Industry collaborators: Application duly signed by the PI and Co-PI, forwarded by Head of Department of the PI and Co-PIs Institutions.
- A document furnishing details of the PI and their institution/organization and details of non-CSJMU Co-PIs should be submitted.

3.5. Draft project proposal should include

- Call for Proposals document should clearly indicate the funding agency, scheme name, Eligibility, Nature & Duration of Support, Selection & Mode Of Application, Role of the host institution and any other necessary details.
- Bio-data of the PI and Co-PIs.
- Budget details, PI and Co-PI details, etc.

3.6. If the faculty member has applied to the scheme before, s/he need to submit previous project proposal in brief (Any proposal technically rejected should not be resubmitted without any substantial revision).

4. TIMELY REVIEW OF ALREADY AWARDED PROJECTS

Faculty members who are currently PI/Co-PI of any operating project funded by an external agency need to follow the below-mentioned procedure.

4.1. Progress report submission to the office of Dean (Project & Consultancy) twice every calendar year (once by last working day of June and Once by last working day of December) of the project duration (report should be sent even if project has not become fully operational).

4.2. Progress reports should cover the work done, expenses incurred, publication and any other details during the duration of 6-months.

4.3. Format of Progress report should be similar to that of the funding agency/call for proposal scheme.

4.4. The principal investigator must ensure that the Utilization Certificate and Statement of Expenditure of the project must be compiled in timely fashion and updated with the office of the Dean (Projects, R & D) and Accounts.

4.5. Utilization certificate of the project must be compiled in timely fashion.

5. COMPLETED PROJECTS

Faculty members who have successfully completed any externally funded research projects as PI/Co-PI need to follow the below-mentioned procedure.

5.1. Project Completion Report:

5.1.1. Cover page: Title of the project, PI(s) and Co-PI(s) names and details, implementing institution(s) and other collaborating institution(s) details, date of commencement, planned and actual date of completion.

5.1.2. Other necessary details including Utilization Certificate should be completed

5.2. Format of the project completion report should be similar to that of the funding agency/call for proposal scheme.

5.3. Obtain Project Completion certificate from the sponsoring agency

6. OTHER TERMS AND CONDITIONS

- ✚ The awardee shall submit an annual report on the progress, each year through the Research Supervisor (in case of Research Associate/Post doctoral fellow), Head of the Department and Head of the Institute.
- ✚ The final progress report should be submitted by the awardee through the Head of the Department / Institution to the organization/Institute.
- ✚ Transfer of the extramural projects awarded to university faculty by various funding agencies to any other research institute or university awardee upon job change will be governed by the rules and regulations of the funding body. However, the grant in aids given by the university to its faculty or students shall not be transferred in any case.
- ✚ The awardee shall devote full time to research during the tenure of fellowship and will not be permitted to take any part time/full time assignment.
- ✚ The nature of the candidature will not be changed during the program.
- ✚ The awardee shall give a declaration that if the results of research are such that can be

exploited commercially by taking a patent or otherwise commercial exploitation and patent rights should be with the university, candidate and supervisor. However, the rules of respective research institute/organization, if any, in this regard will be applicable.

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