



# **Chhatrapati Shahu Ji Maharaj University Kanpur**

**(FORMERLY KANPUR UNIVERSITY, KANPUR)**

**Policy**

*for*

**CV Raman Minor  
Research Projects Grants  
(Seed Money)**

## GENERAL TERMS & CONDITIONS FOR CV RAMAN MINOR PROJECT SCHEMES

### GRANT AMOUNT:

The CSJM University will pay the total grant amount specified in the Reporting & Payment Schedule below. No change in budget cost category is permitted.

### REPORTING & PAYMENT SCHEDULE:

Payments are subject to compliance of Principal investigator with this agreement, including his/her achievements, and the CSJM University's approval, of any applicable targets, milestones, and reporting deliverables required under this Agreement. The CSJM University may, in its reasonable discretion, modify payment dates or amounts and will notify the principal investigator of any such changes in writing.

### REPORTING:

The principal investigator will submit reports according to the Reporting Schedule using the CSJM University's templates or forms, which the CSJM University will make available to the principal investigator and which may be modified from time to time. For a progress or final report to be considered satisfactory, it must demonstrate meaningful progress against the targets or milestones for that investment period. If meaningful progress has not been made, the report should explain why not and what adjustments the principal investigator are making to get back on track. Please notify the CSJM University if the principal investigator needs to add or modify any targets or milestones. The CSJM University must approve any such changes in writing. The principal investigator agrees to submit other reports, the CSJM University may reasonably request.

### PROJECT DESCRIPTION:

The CSJM University is awarding this CV Raman grant to carry out the project. The principal investigator may not use funds provided under this grant for any purpose other than the Project.

The principal investigator may not use Grant Funds to reimburse any expenses he/she incurred, prior to the Start Date. At the CSJM University's request, the principal investigator will repay any portion of Grant Funds and/or Income used or committed in material breach of this Agreement, as determined by the CSJM University in its discretion. "Funded Developments" means the products, services, processes, technologies, materials, software, data, other innovations, and intellectual property resulting from the Project (including modifications, improvements, and further developments to Background Technology). "Background Technology" means any and all products, services, processes, technologies, materials, software, data, other innovations, and intellectual property created by the principal investigator or a third party prior to or outside of the Project used as part of the Project.

#### **PUBLICATION:**

If the Project description specifies Publication, or Publication, is otherwise requested by the CSJM University, the principal investigator will seek prompt Publication of any Funded Developments consisting of data and results. "Publication" means publication in a peer-reviewed journal or other method of public dissemination specified in the Project description or otherwise approved by the CSJM University in writing. Publication may be delayed for a reasonable period for the sole purpose of seeking patent protection, provided the patent application is drafted, filed, and managed.

#### **INTELLECTUAL PROPERTY REPORTING:**

The principal investigator will submit annual intellectual property reports relating to the Funded Developments, Background Technology, and any related agreements using the CSJM University's templates or forms, which the CSJM University may modify from time to time.

**RESPONSIBILITY:**

The principal investigator is responsible for all activities related to the project.

**ANTI-TERRORISM:**

The principal investigator will not use funds provided under this Agreement, directly or indirectly, in support of activities (a) prohibited by laws related to combating terrorism

**ANTI-CORRUPTION AND ANTI-BRIBERY:**

The principal investigator will not offer or provide money, gifts, or any other things of value directly or indirectly to anyone in order to improperly influence any act or decision relating to the CSJM University or the Project, including by assisting any party to secure an improper advantage.

**LOBBYING AND ELECTIONEERING PROHIBITION:**

The principal investigator should not use Grant Funds to influence the outcome of any election for public office or to carry on any voter registration drive. The principal investigator should acknowledge that the CSJM University has not earmarked Grant Funds to support lobbying activities or to otherwise support attempts to influence legislation.

**COMPLIANCE WITH LAWS:**

In carrying out the Project, the principal investigator will comply with all applicable laws, regulations, and rules and will not infringe, misappropriate, or violate the intellectual property, privacy, or publicity rights of any third party.

**RELIANCE:**

The principal investigator should acknowledge that the CSJM University is relying on the information, the principal investigator provides in reports and during the course of any due diligence conducted prior to the Start Date and during the term of this Agreement. The principal

investigator should represent that the CSJM University may continue to rely on this information and on any additional information the principal investigator provides, regarding activities, progress, and funded developments.

**TERM:**

This Agreement commences on the start date and continues until the end date, unless terminated earlier as notified. The CSJM University, in its discretion, may approve in writing any request by the principal investigator for a no-cost extension, including amending the End Date and adjusting any affected reporting requirements.

**TERMINATION:**

The CSJM University may modify, suspend, or discontinue any payment of Grant Funds or terminate this Agreement if: (a) the CSJM University is not reasonably satisfied with the progress on the Project; (b) there are significant changes to the leadership or other factors that the CSJM University reasonably believes may threaten the Project's success; (c) there is a change in the control; (d) You fail to comply with this Agreement.

**RETURN OF FUNDS:**

Any Grant Funds that have not been used for, or committed to, the Project upon expiration or termination of this Agreement must be returned promptly to the CSJM University.

**RECORD KEEPING:** The principal investigator will maintain complete and accurate accounting records and copies of any reports submitted to the CSJM University relating to the Project. The principal investigator shall retain such records and reports for 4 years after Grant Funds have been fully spent. At the CSJM University's request, the principal investigator will make such records and reports available to enable the CSJM University to monitor and evaluate how Grant Funds have been used or committed.

## RESEARCH PROPOSAL for the grant of CV RAMAN MINOR RESEARCH PROJECTS

Chhatrapati Shahu Ji Maharaj University, Kanpur has aimed to accelerate the Research and Development through igniting cutting edge Researches in various disciplines and inviting Research Proposals on themes available on the website (<https://csjmu.ac.in/csjmu-research/>) for the grant of Minor Research Projects during each academic year. The present scheme is introduced to promote and encourage Research Culture among teachers so as to equip them to take up challenging research activities in future career.

### GUIDLINES FOR RESEARCH PROPOSALS FOR CV RAMAN MINOR RESEARCH PROJECTS

General Instruction:

- The Minor Research Proposal should be prepared strictly according to the format given in ANNEXURE - I
- The following documents should be enclosed with the proposal. -Brief Bio-Data (ANNEXURE - II)
- along with the appointment letter -Endorsement (ANNEXURE - III) from the Head of the Dept. / College/ Institute on the official letter head. -If facilities from Collaborating Laboratories/ Organizations are to be used, then a Letter of Consent from the Head of that institution/ organization allowing the use of such facilities -List of Publications (Papers & Books published / accepted) during last five years)

Guidelines for Writing Project Proposal:

- 1) The Project Proposal should have a Brief Title not exceeding two-lines to clearly indicate its subject & aim. The introduction of the proposed research work must cover the Origin of Research Problem, Interdisciplinary Relevance, and Review of Research & Development in the subject.

- 2) Provide comprehensive background information about the project.
- 3) Review the published work in the area with appropriate references from National or International journals. site the major references most pertinent to the subject and justification to carry out the work in the light of the background information.
- 4) The rationale behind carrying out the project should be clearly written as the justification for carrying out the proposed research. It should logically explain the reasons for carrying out the research work and explain how it will further add to our knowledge in the respective field or result in further application.
- 5) Research work should not be repetitive of similar work done earlier either by the investigator or by any other person.
- 6) Briefly describe the proposed Plan of Work. Describe in general the Techniques to be used.
- 7) Give Details of Infrastructural Facilities like Water & Electricity, Laboratory Space, Equipment's, Library, Administrative and Secretarial support, ICT Facilities, Computation and Documentation Facilities etc.
- 8) Give details of the facilities available in the laboratory/ organization to carry out the research work. Give details of Special Laboratory Facilities and any other such facility (please specify)
- 9) List the facilities that will be extended to the investigator by the implementing institution with details of available equipment's and accessories to be utilized for the projects with Name of Equipment, Model and Make, Mention whether it is available with investigator or available in the Department or available elsewhere in the Institution or in the region with Collaborating Institutions.
- 10) If facilities from some other laboratories are to be used, mention the type of facilities and the name of the Collaborating institution where these will be available.

11) The investigator should write a brief conclusion of the project stating how completion of the project will enhance the understanding of the concerned subject and whether it will lead to any applications in the future.

12) Mention about collaborations (Research institution/Industry), if intended.

Guidelines for Preparing Budgets:

The Budget should be prepared for different heads of expenditure such as:

1. Consumables and Chemicals with information about their approximate costs.

2. Equipment's: Request for small equipment's may be considered depending on its necessity and non-availability in the department/institute. (Purchase of major equipment's will be considered, if required, with prior approval from Hon'ble Vice Chancellor Sir having proper Justification).

3. Other expenditure such as Contingency and Local Travel, if needed, may be considered.

The date of commencement of the Project will start from the date on which the University approves the Projects.

The Investigator/s will be governed by the rules and regulations of the C S J M University/ College and will be under administrative control of the University/ College for the duration of the Project. The Investigator shall complete the project within the stipulated period of one year. Head of the Departments/Institutions/Principal of the college will monitor the project and in case of failure to complete the Research Project, University may issue the closure notice for the project. If any scientific misconduct is observed, University may ask for the refund of the amount utilized as project grant. Project must be confined to specific research areas so as the study gets completed within the Granted Time Period. FINAL PROGRESS REPORT, GRANT UTILIZATION CERTIFICATE, STATEMENT OF EXPENDITURE MUST BE SUBMITTED TO THE UNIVERSITY BEFORE 31st MARCH AND FINAL PROJECT REPORT MUST BE SUBMITTED BEFORE 31ST MAY OF THE ACADEMIC YEAR. IN CASE ACCOUNT OFFICER IS VERIFYING THE UC/SE, AN UNDERTAKING FOR THE SAME SHOULD BE SUBMITTED THROUGH THE PRINCIPAL INVESTIGATOR.



#### Important Note:

The scheme welcomes proposals with innovations & new technologies which can be patented or the technologies that can be transferred. The thematic areas such as development on cross-sectoral areas such as health, communicable and emerging infectious diseases, environmental management, climate change adaptation and mitigation measures, agricultural technologies, alternative energy, biodiversity, food processing, advanced materials for development of value-added products, various societal upliftment aspects, social issues are invited (for details please visit (<https://csjmu.ac.in/csjmu-research/>) After completion of the Research Project, Principal Investigator should submit TWO COPIES of the report with a soft copy to [deanproject@csjmu.ac.in](mailto:deanproject@csjmu.ac.in) And in hard copy to The Dean, Project & Consultancy Chhatrapati Shahu Ji Maharaj University Kalyanpur, Kanpur. Principal Investigators will be invited to give presentation of the completed projects before the Expert Committee. Quality Research Projects recommended by the Expert Committee may be further promoted by the University. Researchers will be encouraged to publish their work in reputed indexed National/ International Journals. It is mandatory to put one page synopsis of the sanctioned Research Project on Institution's Web site. The Quality MRPs preferably incorporating Applied Research encouraging young researchers should be forwarded Upper Limit of the Project Proposal outlay should be up to Rs 1.0 Lakh for a period of one year, however University reserves the rights for increasing/decreasing budgets based on project proposals. Infrastructural Facilities or Instruments will be granted in the MRPs, however in case of Special Considerations prior permission from the University would be required. Projects will be scrutinized in University by the Expert Committee Final Decision to Grant MRPs will be taken by APEX COMMITTEE constituted by the Vice Chancellor with representatives from Industry and Academia.

**Project Submission:**

The Four Copies of the Research Proposal (ANNEXURE – I, II and III) and soft copy (deanproject@csjmu.ac.in) along with the above documents should be sent through PROPER CHANNEL (through Head of the Department/ Director / Principal of the college / Institute) marking the Envelop with Title of the Project, Subject, Name of PI, Name of the College,

Mail ID and Mobile No of PI (Through Inward Section of the University) to: The Dean, Projects & Consultancy, Chhatrapati Shahu Ji Maharaj University Kalyanpur, Kanpur 208024 Note: Incomplete projects submissions may be summarily rejected. The University reserves the right to close the minor research project scheme without any prior information.



**REGISTRAR**  
Chhatrapati Shahu Ji Maharaj University,  
Kanpur