



IIT PALAKKAD

Indian Institute of Technology Palakkad

FACULTY SEED GRANT GUIDELINES AND PROCEDURES

1. Faculty Seed Grant of Rs. 5 Lakhs:

Newly joined faculty members will be provided a seed grant of up to Rs 5 Lakhs to establish a preliminary R&D setup immediately upon joining. The purpose of the seed grant is to provide initial support to faculty members joining the Institute to initiate their research work at IIT Palakkad and to enable the faculty members to seek and find external funding, which is envisaged to be done using the Seed Grant. The seed grant should be utilized within **THREE YEARS** from the date of joining.

The seed grant can be utilized for the following purposes.

- I. Purchase of minor equipment and consumables pertinent to the research.
- II. Purchase of IT equipment such as a Laptop and a Desktop computer.
- III. Expenses incurred towards testing related to research.
- IV. Travel and accommodation expenses within India for presenting a research paper at a conference/ symposium.
- V. Registration fees for the Conference for presenting research papers within India.
- VI. Registration fees of the Conference for presenting research papers outside India (limited to one overseas conference registration during the tenancy of the seed grant).
- VII. Travel and accommodation expenses for research-related visits within India (e.g. for research collaboration visits).
- VIII. Contingency expenses related to research. The total expenditure towards testing charges and contingency should not exceed 25% of the seed grant.
- IX. Salary (including HRA) for a Research Associate (at the level of a JRF) up to a maximum of 75% of the grant (Rs. 3,75,000/-). The recruitment process should be in accordance with the ICSR guidelines for recruiting and fixing the monthly remuneration of the project staff.

For items IV, V, and VI above, appropriate supporting documents, such as Conference Call for Papers, Acceptance notification, Proof of Registration fees, etc., must be submitted along with the Prior Approval Application Form.

For item 7 above, an invitation letter/ email from the host organization indicating the date(s) and purpose of visit must be submitted along with the Prior Approval Application Form. The reimbursement claim form submitted after the trip must be supported with a brief description of the outcome of the visit.

Purchasing consumables (not pertinent to research) in normal cases is discouraged.

In case the faculty member wishes to hire a Project staff with a designation less than JRF mentioned in point 9 above, the designation shall be kept in a generic manner and the consolidated salary shall be recommended by the selection committee based on the nature of the research work to be assigned to the staff.

Purchase of a printer, furniture, mobile phone, iPad or other portable personal electronic devices is not supported.

2. Additional Faculty Seed Grant of Rs. 5 Lakhs:

An additional grant of up to Rs. 5 Lakhs will be sanctioned based on the requirement of the faculty members with proper justification of their requirement for research. Sanction of this additional grant of up to Rs. 5 Lakhs will be subject to the approval of the competent authority. Application for the additional grant of up to Rs. 5 Lakhs must be made within one year of their joining.

Guidelines for utilizing the Additional Seed Grant of Rs. 5 Lakhs:

- A. Purchase of Minor Scientific Equipment.
- B. Purchase of consumables & contingency pertinent to the research.
- C. Purchase of IT equipment is not supported from this additional grant.
- D. Manpower and travel are not supported from this additional grant.
- E. The additional grant should be utilized within three years from the date of joining of the faculty member.

3. Faculty Seed Grant of Rs. 25 Lakhs – Project/ Research Proposal:

An additional grant of up to Rs. 25 Lakhs may be sanctioned to the faculty members who submit a Project/ Research proposal. The faculty will have to submit a detailed proposal (Template: [Annexure-I](#)), including the phase-wise budget for two/ three years, to the Research Advisory Committee/ Expert Committee, which will then analyze the proposal and recommend the sanction of the grant. Application for the grant of Rs. Up to 25 Lakhs must be made within one year of their joining. The proposals will be accepted thrice a year, with the following deadlines:

- October 15
- March 15
- June 15

All proposals will be consolidated and reviewed by the Research Advisory Committee/ Expert Committee, which may also schedule presentation meetings, if required.

Guidelines for utilizing the Seed Grant of Rs. 25 Lakhs:

- A. Major portion of the grant should be utilized to procure equipment for establishing new capabilities or high-value research facilities.
- B. Minor portion of the grant can be utilized for consumables and contingency expenses.

- C. Purchase of IT equipment is not supported by this grant.
- D. Manpower and travel are not supported by this grant.
- E. This grant should be utilized within three years from the date of joining of the faculty.

Application Procedure for the Purchase and Expenses

The faculty member has to submit the request through the ERP portal (ICSR project management software) (<https://erp-icsr.iitpkd.ac.in/sfacts/>) for the procurement of items intended from the above grants. The login credentials will be sent to the concerned faculty. All the procurements will be followed as per the GFR 2017 rules and regulations and the accounts of the project shall be open to inspection by the sanctioning/ audit authority.

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