

Internally-funded Research Projects

Rationale

The SGC Centre for Research and Publications (CRP) is a service unit under the Office of the Director (Research). CRP promotes and nurtures a culture of genuine intellectual inquiry, advances inter-disciplinary and multi-disciplinary studies, and serves as a clearing house for information related to faculty research activities on campus.

Internal Funding for Research Projects

CRP provides funds to the faculty for carrying out research or development projects. The results of these Projects may form the basis for applying Research Projects to external funding agency. These Projects may be basic or applied.

Basic Requirements

Faculty Qualification

All fulltime faculty members with Ph.D. qualification are qualified as investigator of research projects.

Types of Research Proposals

1. Basic / Applied Research

Basic or fundamental research involves experimental or theoretical work undertaken to acquire new knowledge without particular or specific application in use.

Applied research involves an original investigation undertaken to acquire new knowledge toward a specific practical aim or objective.

2. Experimental Development Project

Experimental Development project refers to systematic work that draws from existing knowledge gained from research and/ or practical experience that is directed to produce new materials, products and devices, install new processes, systems and services, and substantially improve those already produced or installed.

Submission of Proposals

1. Research proposal application can be submitted within 30 days from the commencement of academic session of the year to the Director (Research) through the respective HOD.
2. Project submission application should have complete details of project idea, project methodology, project duration and fund requirement details.

General Guidelines & Policies

Evaluation Criteria of Project Proposals

A project may be approved if:

- The project will result in publishable / patentable research output.
- New knowledge will be produced and contribute to different field/areas of specialization.
- The project is part of the research thrusts of the Department / College / University /State.
- The investigator should have the capability to undertake and complete a research project.
- An investigator will be granted only one internally-funded project at one time.

Monitoring of Research Budget

- No disbursement of funds in excess of the approved budget is allowed.
- Funds approved for one project may not be allocated for another project.
- Fund disbursement is subject to the prompt submission of progress reports, mid- term report, and / or settlement of previous cash advances.
- Settlement should be supported by acceptable cash invoices/original official receipts.
- Checks for project equipment / supplies must be submitted with a corresponding Material Requisition Form signed by the Principal Investigator countersigned by HOD.

Monitoring of Research Progress

- A progress report, mid-term report, final and revised report has to be submitted to the Research office
- Faculty investigators are required, where applicable, to attach photos/pictures of research activities to the progress report.
- Submission of a progress report and mid-term report are pre requisite to the subsequent release of funds.
- Copy of the final report should be submitted to Research Office.
- Faculty investigator is required to submit research outputs in publishable form.
- The Principal Investigator has to complete the research project within the allowable period. For extension of deadlines, if any, the investigator need to request in writing and addressed to the Director (Research) with supporting documents.
- Requests for extension of deadlines should always be accompanied by a current status report.
- Long overdue projects (i.e. Projects that exceed the maximum deadline of project completion) will be reviewed by management.

Evaluation of Final Reports

- All final reports of research projects are evaluated by experts in the field.
- Reports for publication are presented to research office by the investigator.

Completion of Research Project

A project is considered provisionally complete upon acceptance of the evaluator of the final report/research output (with or without revisions). A project is considered complete upon compliance with the above provision and submission of the following requirements:

- Project Report duly signed by the investigator and HOD
- Hard Copy and Electronic Copy of the report/publication
- Complete report of fund used for the project duly signed by the investigator and HOD

Dissemination of Research Output

Upon completion of the project, the investigator shall disseminate his / her research findings to his/her department (or) he / she is invited to present his/her study through the Research Office.

Publication of Internally-Funded Research Projects

- Investigator who has completed his/her research project is encouraged to publish his/her work.
- Proper acknowledgement of the grant should be made in any publication of the report.

PRINCIPAL