

**Guidelines for Innovative Research Grant (IRG) Proposal**  
**Directorate of Research,**  
**M.J.P. Rohilkhand University, Bareilly**

**1. Objectives:-**

- a) To strengthen the research programs of the Departments and to create a vibrant atmosphere of research in the university/affiliated colleges.
- b) To aid a faculty to start a research project that has the potential to be sustained by attracting funds from external agencies.
- c) To promote inter-faculty/colleges collaboration in emerging areas.
- d) To promote generation of IPR and product/process development.

**2. Eligibility:-**

**The eligibility criteria will be as follows:**

- a) The applicant (s) shall be a regular faculty of MJP Rohilkhand University, Bareilly & its affiliated colleges.
- b) The application shall be submitted after completion of probation successfully. It is only for MJP Rohilkhand University campus Departments & its affiliated colleges.
- c) The applicant shall be a Ph.D. along with good publication record (in SCI/SCIE journals) either as First author/Corresponding author. In this case, final decision of DoR screening committee will be final.
- d) Preferably, Research projects should be given to those faculties who do not have any research projects from sponsored agencies.

**3. Guidelines/Regulations:**

- a. The application for financial assistance in the prescribed format should be submitted to Directorate of Research, M.J.P. Rohilkhand University through proper channel (through concerned Head/Dean). The application form shall be available in the university website.
- b. At any time, a PI can submit only one application. However, he/she can be co- investigator in more than one proposal. PI will be responsible for successful completion of the project. The Co-PI will look after the project in case of long leave of PI.

- c. The investigators need to submit a detailed proposal in the “Prescribed Format” within 15 days from the beginning of the academic session or advertisement. The proposal shall be scrutinized and recommended for funding by the expert committee as constituted by Vice Chancellor with the advice of Director, DoR.
- d. The maximum eligible funding for a project shall be limited to Rs. 5,00,000/- (Rupees Five lakhs) for Science and Technology and Rs. 2,00,000/- (Rupees two lakhs) for Social Sciences and Humanities
- e. Subject to availability of funds, proposals for financial assistance will be screened and approved by the duly constituted committee, which will subsequently be sanctioned by the Vice-Chancellor with the advice of Director, DoR.
- f. Item wise financial estimates should be mentioned clearly in the proposal submitted, showing rates, quantity and total for each item. The maximum allowable expenditure for consumables, fieldwork/travel and other expenses for a project shall not exceed 25 %, 25 % and 20 % of the total estimate respectively. The remaining 30 % of the total estimate shall be allowed for use of Book Grant/ Minor equipment (s). There shall not be any salary/Honorarium component in the project.
- g. No expenditure on the following is permissible under the scheme.
  - 1. Major instruments/Equipment’s, laptop, computer.
  - 2. Recruitment of manpower: Research Fellow/Project Assistant.
- h. The progress report and utilization of funds shall be submitted every six months.
- i. On completion of the research project, the investigator shall make a presentation of the outcome of the research/finding before a committee constituted by the Vice Chancellor for the purpose with the advice of Director, DoR.
- j. The final report, statement of expenditure and utilization certificate shall be submitted after successful completion of the project.
- k. The duration of the project shall not exceed more than two years. Under special circumstance it may extend up to maximum 6 months after due approval of the expert committee as constituted by Vice Chancellor with the advice of Director, DoR after proper justification by PI.
- l. The fund shall be provided in three installments. The first instalment i.e., 40 % shall be provided in the beginning of the project. The second instalment i.e., 40 % shall be provided on the basis of progress report and utilization certificate. The final instalment i.e., 20 % shall be provided after the submission of project report and fund utilization certificate.

- m. Utilization certificate and statement of expenditure (two copies) shall be submitted to the Office of the Registrar, MJP Rohilkhand University. The accounts shall be audited by the Internal Audit Officer/Finance Officer of the institution.
- n. After completing the project the PIs are required to submit three copies of the completion report to the office of the DoR along with final utilization certificate.
- o. MJP Rohilkhand University reserves the right to order verification/audit of accounts by any officer authorized by it and is open to audit by Account General. The accounts shall be kept safely for a minimum period of three years.
- p. The sanction of research grant under this scheme does not entail any right to the investigator for further claims of funding from university.
- q. The minor equipment (s) purchased out of innovative project will be the property of concerned department of MJPRU/affiliated colleges and completion of the project shall be transferred to the Department college along with corresponding Stock Register (s) in which the project is undertaken.
- r. If commercial benefits are derived from the knowledge generated from the project, 50 % of such gains shall be shared with MJPRU.
- s. The decision of the Vice-Chancellor shall be the final and binding in all respects.

#### **4. Selection criteria**

- a. Innovative/interdisciplinary research proposal
- b. Team of faculty members whose expertise is complimentary.
- c. Promise of sustainable research and development including a publication in SCI/SCIE research journal having (SCI) impact factor more than 1.0.
- d. Budget matches the claimed outcomes.
- e. Potential to generate intellectual property.
- f. In any research communication arising out of the funded project, the contribution of the institute should be duly acknowledged. i.e. funded by DoR, M.J.P. Rohilkhand University, Bareilly.

**Format for submission of proposal for “Innovative research grant”, MJPRU**

1. Broad Subject:

2. Area of Specialization:

3. Duration:

4. Principal Investigator:

(a) Name:

(b) Gender: M/F

(c) Date of Birth:

(d) Qualification:

(e) Designation:

(f) Department:

(g) Office Address:

(h) Residence:

(i) Mobile No. & Email ID:

(j) Date of Joining MJPRU:

6. Name of the Department where the project will be undertaken:

7. Teaching and Research Experience of Principal Investigator:

(a) Teaching experience: UG-----Years PG ----- Years

(b) No. SCI Publications (as first/corresponding author) with cumulative SCI

Impact factor..... and h index .....

Journals; Enclosed photocopies of the publications (Only SCI)

## Proposed Research Work

1. Project Title:

2. Introduction:

(a) Origin of the research problem:

(b) Interdisciplinary relevance:

3. Review of Research and development in the Subject (in brief):

(a) International status:

(b) National status:

4. Significance of the study (in brief):

5. Objectives:

6. Methodology:

7. Month-wise plan of work and targets to be achieved:

8. Details of collaboration, if any intended:

9. Financial Assistance required (Item Estimated Expenditure under Heads):

(a) Books and Journals/Minor Equipment (s): 30 %

(b) Chemicals/Glassware/Consumable/Small equipment's: 25 %

(c) Field Work and Travel: (no component of salary) 25 %

(d) Contingency (including special needs): 20 %

(f) Total:

1. I/We shall abide by the rules governing the scheme in case assistance is provided to me/us from the University for the above Project.
2. I/We shall complete the project within the stipulated period. If I/We fail to do so and if the University is not satisfied with the project, the university may terminate the project immediately and ask for the refund of the amount received by me/us.
3. The above research project is not funded by any other agency.
4. I/We shall apply different research project to other funding agency while executing this project.

Name & Signature

Principal Investigator:

HoD/Dean of the Faculty

**Pro-forma for Progress Report of Principal Investigator (PI) for the entire duration of Project**

1. Name of the PI:
  
2. Email address of the PI:
  
3. Nature of project grant:
  
4. Sanction Letter No.:
  
5. Name, designation and address of PI:
  
6. Place of work (names of the Department and University/affiliated colleges):
  
7. Starting date of Project:
  
8. (a) Topic of Research:  
  
(b) Broad Subject area:
  
9. Objective in undertaking research:
  
10. Period of project availed (in Years & Months):
  
11. Summary of work done. Actual project achievement may be summarized in about 500 to 1000 words:

- 12 (a). Compressive report of work done during the entire period of project. This should bring clearly the original objectives and how far these have been achieved, emphasizing the salient features of the work done by giving quantitative data and its interpretation, which includes figures, tables and proper statistical analysis.
- (b). Research paper published/accepted for publication/communicated for publication (Full details of authors, title, journal, volume, year and page number may be given and reprints/preprints of research papers must be enclosed. If some papers are submitted for publication or are published after submission of Annexure-III, the copies may be sent to DoR as soon as available by giving reference of Project Award No. This must be ensured by the PI.
13. In case project has not been availed for the full tenure, the reasons for discontinuing may be given.
14. Whether the project work is of any applied importance and, if so, whether patent has been/can be taken? If yes, whether MJPRU informed and acknowledged.
15. Future correspondence address of the PI:
16. Any remark/comment:

Date:

Signature of PI

17. Overall assessment and comments of the DoR

Date: -

Signature of the Director (DoR)



**Annexure-I**

**Plagiarism certificate**

**Undertaking by the Principal Investigator**

To,

The Registrar

MJPRU, Bareilly

Sir,

I.....hereby certify  
that the research proposal entitled

.....  
.....  
.....  
.....  
.....

Submitted for possible funding by the MJPRU through “Innovative Research Grant (IRG)” is my original idea and has not been copied /taken verbatim from anyone or from any other sources. I further certify that this proposal has been checked for plagiarism through a plagiarism detection tool approved by the institute i.e.....

and the contents are original and are not copied/taken from any one or many other sources. I am aware of the UGC regulations on prevention of plagiarism i.e. University Grants Commission (Promotion of Academic Integrity and Prevention of Plagiarism in Higher Educational Institutions) Regulation 2018. I also declare that there are no plagiarism charges established or pending against me in the last five years. If the funding agency notices any plagiarism or any other discrepancies in the above proposal of mine, I would abide by whatsoever action taken against me by the MJPRU, as deemed necessary.

Signature of the PI with date

**Annexure-II**

**BIO-ETHICAL CLEARENCE UNDERTAKING**

Certified that the institute takes the responsibility of implementing the MJPRU approved “Innovative Research Grant (IRG)” project awarded to

..... on the topic

entitled.....

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.....

.....

with file number .....by following the Ministry of Environment and Forests, ICMR, DBT, ICSSR and other agencies of Government of India guidelines on IAEC/IEC/IBSC/IC-SCR and NAC-SCRT without any violations. I will also assure that necessary applications for the above clearance (whatever necessary) have already been submitted and approvals are awaited. The same shall be submitted before release of next installment of funds. In case I fail to get the requisite certificates from the competent committee(s) and project cannot be continued for the said reason, the money will be refunded with applicable interest to MJPRU at earliest. PI and Institute will take full responsibility of the litigation arising (if any) in this regard.

Signatures with date and official seal:

1. Project Investigator

2. Head of the Division/Department

3. Head of the Institution

**ANNEXURE-III**

**REQUEST FOR ANNUAL INSTALMENT WITH UP-TO-DATE STATEMENT OF EXPENDITURE (SE)**

1. Sanction Order No. and date :

2. Name of the PI :

3. Total Project Cost :

4. Date of Commencement :

5. Statement of Expenditure :

(Month wise expenditure incurred during current financial year)

<b>Month &amp; Year</b>	<b>Expenditure incurred/Committed</b>

1. Grant received:

a. 1st Year :

b. 2nd Year :

c. Interest, if any :

d. Total (a + b + c):

**Statement of Expenditure**

<b>Sr. No.</b>	<b>Sanctioned Heads</b>	<b>Total Funds Allocated</b>	<b>Expenditure Incurred</b>		<b>Total Expenditure</b>	<b>Balance</b>	<b>Requirement of Funds</b>	<b>Remarks (If any)</b>
			<b>I<sup>st</sup> Year</b>	<b>II<sup>nd</sup> Year</b>				
<b>(I)</b>	<b>(II)</b>	<b>(III)</b>	<b>(IV)</b>	<b>(V)</b>	<b>(VI= IV+V)</b>	<b>(VII=III- VI)</b>		
1.	Consumables							
2.	Travel							
3.	Contingencies							
4.	Equipment							
5.	Others, If any							
6.	Total							

Name and Signature of Principal Investigator:

Signature of Competent financial authority: \_\_\_\_\_

Date: -

(with seal)

Date: \_\_\_\_\_

**ANNEXURE-IV**

**UTILIZATION CERTIFICATE (UC) FOR THE YEAR.....**

In respect of Non- RECURRING

As on .....to be submitted to **MJPRU, Bareilly**

Is the UC .....(Provisional /Audited)

(To be given separately for each financial year ending on 31<sup>st</sup> March)

- 1.Name of the grant receiving Organization (University/ affiliated college) .....
- 2.Name of Principal Investigator (PI).....
- 3.Sanction order no. & date.....
- 4.Title of the Project.....
- 5.Grants position at the beginning of the of the financial year
  - (i) Carry forward from previous financial year.....
  - (ii) Others, If any.....
  - (iii) Total.....
- 6.Details of grant received, expenditure incurred and closing balances: (Actual)

<b>Unspent balance of Grants received previous years [figure as at SI No. (iii)]</b>	<b>Interest Earned thereon</b>	<b>Grants received</b>	<b>Total Available funds</b>	<b>Closing balance</b>

Details of grants position at the end of the year

- 1. Balance available at the end of financial year: ...
- 2. Unspent balance...
- 3. Balance (carried forward to next financial year) if applicable...

**ANNEXURE-IV**

**UTILIZATION CERTIFICATE (UC) FOR THE YEAR.....**

In respect of Non-RECURRING

As on .....to be submitted to **MJPRU, Bareilly**

Is the UC .....(Provisional /Audited)

(To be given separately for each financial year ending on 31<sup>st</sup> March)

Certified that I have satisfied that the condition on which grants were sanctioned have been duly fulfilled/ are being fulfilled and that I have exercised following checks to see that the money has been actually utilized for the purpose for which it was sanctioned:

(i) The main accounts and others subsidiary accounts and registers (including assets registers) are maintained as prescribed in the relevant Act/Rules/Standing instructions (mention the Act/Rules) and have been duly audited by designated auditors. The figures depicted above tally with the audited figures mentioned in financial statements/accounts.

(ii) There exist internal controls for safeguarding public funds/assets, watching outcomes and achievements of physical targets against the financial inputs, ensuring quality in asset creation etc. & the periodic evaluation of internal controls is exercised to ensure their effectiveness.

(iii) To the best of our knowledge and belief, no transactions have been entered that are in violation of relevant Act/Rules/Standing instructions and scheme guidelines.

(iv) The responsibilities among the key functionaries for execution of the scheme have been assigned in clear terms and are not general in nature.

(v) The benefits were extended to the intended beneficiaries and only such areas/districts were covered where the scheme was intended to operate.

(vi) The expenditure on various components of the scheme was in the proportions authorized as per the scheme guidelines.

Date:

Place:

Signature of PI:	Signature with seal:  ..... Name:  ..... Chief finance officer (Head of Finance)	Signature with seal:  ..... Name:  ..... Head of Organization
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**ANNEXURE-V**

**UTILIZATION CERTIFICATE (UC) FOR THE YEAR.....**

In respect of RECURRING

As on .....to be submitted to **MJPRU, Bareilly**

Is the UC ..... (Provisional /Audited)

(To be given separately for each financial year ending on 31<sup>st</sup> March)

1.Name of the grant receiving Organization (University/affiliated college) .....

2.Name of Principal Investigator (PI).....

3.Sanction order no. & date.....

4. Title of the Project.....

5.Grants position at the beginning of the of the financial year

- (i) Carry forward from previous financial year .....
- (ii) Others, If any .....
- (iii) Total.....

Details of grant received, expenditure incurred and closing balances: (Actual)

<b>Unspent balance of Grants received previous years [figure as at SI No. (iii)]</b>	<b>Interest Earned thereon</b>	<b>Grants received</b>	<b>Total Available funds</b>	<b>Expenditure incurred</b>	<b>Closing balance</b>

Details of grants position at the end of the year

- 1. Balance available at the end of financial year:
- 2. Unspent balance.....
- 3. Balance (carried forward to next financial year) if applicable...

**ANNEXURE-V**

**UTILIZATION CERTIFICATE (UC) FOR THE YEAR.....**

In respect of **RECURRING**

As on .....to be submitted to **MJPRU, Bareilly**

Is the UC ..... (Provisional /Audited)

(To be given separately for each financial year ending on 31<sup>st</sup> March)

Certified that I have satisfied that the condition on which grants were sanctioned have been duly fulfilled/ are being fulfilled and that I have exercised following checks to see that the money has been actually utilized for the purpose for which it was sanctioned:

(i)The main accounts and others subsidiary accounts and registers (including assets registers) are maintained as prescribed in the relevant Act/Rules/Standing instructions (mention the Act/Rules) and have been duly audited by designated auditors. The figures depicted above tally with the audited figures mentioned in financial statements/accounts.

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(vi) The expenditure on various components of the scheme was in the proportions authorized as per the scheme guidelines.

Date:

Place:

Signature of PI:	Signature with seal:  ..... Name:  ..... Chief finance officer (Head of Finance)	Signature with seal:  ..... Name:  ..... Head of Organization
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