



SPONSORED RESEARCH PROJECT RULES

Research is an integral component of higher education. The University, therefore, encourages its faculty to undertake Research Project from various sponsoring agencies. The guidelines to undertake such projects are presented herewith.

1. DEFINITIONS:

1.1 University means Graphic Era (Deemed to be University) (GEU), Dehradun

1.2 VC means Vice Chancellor, GEU

1.3 Dean means Dean (Project)

1.4 BSR means Board of Sponsored Research

1.5 Sponsored Research Project: Time and cost bound research projects sponsored by government (State/Centre), Public, Private, National/ International agencies and autonomous bodies.

1.6 Sponsor: The organization that offers a sponsored project to the university and provides necessary financial support for successful completion of project on time.

1.7 Principal Investigator (PI): Principal Investigator (PI) is an individual faculty who with his/her expertise submits and gets the Project from sponsoring agency, is the PI of the project.

1.8 Co-Investigator (CI): A faculty member or a retired faculty such as Emeritus Professor/Fellow/ etc. serving the University who is proposed by PI to work jointly with his/her. Co Investigator (CI) can also be from other institution with which a joint project is granted .

1.9 Research Grant: It is the total grant offered for a sponsored Research Project by the sponsor towards the cost of equipment, contingency, overhead expenses, fellowship etc.

1.10 Project Staff: A person appointed in conformity with various guidelines in sponsored project and is governed by University rules.

1.11 University Overhead Charges: A part of the project fund generally 20% of total funds granted by the sponsoring agency, is charged to develop R&D facilities in the University.

2. PROJECT STAFF

2.1 Project posts shall be filled through open selections.

2.2 Project fellow /staff shall be paid consolidated fellowship/emoluments per month as per the guidelines of the sponsor.

- 2.3 The designation for project staff, qualification and experience requirements and consolidated fellowship/emoluments shall be as per the guidelines as agreed by the sponsor.
- 2.4 Appointment on all project post shall be purely on contract basis only.
- 2.5 Project staff will work full time for the project.
- 2.6 The tenure of the project staff will be for the remaining duration of project or one year whichever is less.
- 2.7 Selections of project staff will be as per university norms. However guidelines if any, provided by sponsoring agency may also be followed as far as possible.
- 2.8 In specific circumstances, Adhoc appointment on the post of a person with prescribed qualifications can be considered by Dean (Project).
- 2.9 In special cases, short term assignment on work hire basis may be permitted by Dean (Project) on the request of PI.
- 2.10 Faculty of the University may be granted 15 days of Project leave.
- 2.11 The Project staff shall be entitled to HRA as per university rule. HRA shall be charged to the salary head of the respective project.
- 2.12 HOD on the recommendation of PI, shall sanction the leave of Project staff with information to Registrar & Finance Officer.
- 2.13 Project staff will follow general code of conduct of university and maintain the secrecy of the research findings

3. BUDGET

Total Charges: - The total financial requirement of project should cover the following important aspects.

- i. Permanent equipment if any, to be procured/ fabricated.
- ii. Consumable items.
- iii. Travel and Transport expenses in connection with the project alongwith boarding, lodging, dearness allowance, field allowance to faculty/staff for field works and any other allowance etc.
- iv. Computational or other charges for the work by consultants/hired individual.
- v. Contingency expenses including expenses for work to be carried out on payment basis, remuneration to student assistants etc.
- vi. On collaboration with outside organization/Institutions/individual experts or subcontracting a part of project, the nature, scope and financial budget must be specified in the original proposal.
- vii. Any other charges, relevant to project.

4. FINANCE AND ACCOUNTS

- 4.1 At the time of submission of project proposal, the PI shall make a provision of Institutional Overhead, which is normally 20 % of the project cost.
- 4.2 All purchases will be as per the rules of university.
- 4.3 PI shall arrange and maintain procurement-cum purchase register and stock register, as per rules of the University.
- 4.4 Accounts for sponsored project will be the maintained under budget heads specified in the sanctioned letter from the sponsor as per norms of the University/ Sponsoring agency.
- 4.5 All expenditures shall normally be made within the proposed date of completion of the project. Exceptions may be permitted by Dean (Project) with the consent of the sponsor.
- 4.6 In the event of non-availability of funds in the project to meet the excess expenditure (if any) unforeseen reasons, the PI through Dean (Project) to get the sanction of additional fund from University.
- 4.7 TA rules- As per TA/DA rules of the University.
- 4.8 Students not in receipt of any fellowship may be engaged Rs 75/hr with a maximum of 50 hrs /month.
- 4.9 PI can take advance upto Rs 25,000/- normally.
- 4.10 Adjustment for the advance drawn shall be submitted normally within 30 days from the date of issuing the cheque.
- 4.11 All payments to project staff persons engaged on work hire and students engaged for project office will be done by cheque only.
- 4.12 At the time of submission of final report, a Utilization Certificate be also sent.

5. DUTIES AND RESPONSIBILITIES OF THE PI

- 5.1 The PI will prepare research project proposal in conformity with the
 - (i) permitted designations, qualifications and emolument/fellowship for project staff.
 - (ii) general qualifications and experience required for project staff.
 - (iii) provision for University overhead charges as per rules
 - (iv) rules, regulations & statutes of the University.
- 5.2 All proposals shall be submitted to the sponsor through concern HOD and Dean (Projects).
- 5.3 It shall be the responsibility of the PI to get project work completed satisfactorily within the sanctioned grant and duration.
- 5.4 PI shall ensure that the head-wise expenditure does not exceed the budget allocation.
- 5.5 PI shall maintain Stock Register for equipments purchased and be responsible for preparation of final Utilization Certificate (UC) by the Finance Officer of the University.
- 5.6 PI shall be responsible for submission of periodical and/final report of the project. He/she will also send a copy to Dean (Project).
- 5.7 PI shall recommend /control leave due to Research and other Staff working under the project.
- 5.8 If PI leaves the university/ retires or goes on leave, a Co-PI will be appointed by Dean (Project).

6. SELECTION PROCEDURE FOR RECRUITMENT OF STAFF

6.1 PI will send the draft advertisement for various posts to Dean Project. After approval of the draft, PI will take necessary steps for notification/advertisement.

6.2 PI will advertise the position and receive the applications.

6.3 All the applications received against the advertisement will be screened by a committee consisting of

- i) Dean (Project)/or his/her nominee
- ii) PI and CI (if any)
- iii) One faculty member from the Department

6.4 Interview

The PI will fix the date of the interview and get the interview conducted by a Selection Committee.

6.5 Selection Committee

The selection committee shall consist of the following

- (i) HOD
- (ii) PI and CI (if any)
- (iii) One faculty member at the level of Professor.
- (iv) One external Expert (if required).
- (v) The PI will send Selection Committee report through Dean (Project) for approval by VC.

6.6 The qualifications, experience and salary for JRF, SRF, RA, shall be as per norms of the University or as approved by sponsoring agency.

6.7 In special circumstances, adhoc appointment can be made for a maximum six months or till the regular selections are made whichever is earlier.

7. PROJECT MONITORING COMMITTEE

There shall be a Project Monitoring Committee for each Project of funding more than Rupees one lakh. The committee shall consist of the following members and meet at least once every year to monitor the progress and successful completion of Project work:

- i. Dean Projects/Dean Resrach
- ii. HOD
- iii. PI and CI
- iv. An Expert from the University (to be appointed by the Dean (Projects)).

8. PROFESSIONAL BENEFIT TO PI/CI

- 8.1** Depending on availability of funds under travel head, the University may grant TA/DA and registration fee to the PI/CI for presenting papers in National/International conference etc in the subject relevant to the project.
- 8.2** Project staff shall also be permitted to attend conference/seminar etc. on the recommendation of PI and Dean (Projects) duly approved by VC. They shall also be entitled for TA/DA alongwith registration fee, to attend for presentation of paper.
- 8.3** PI and CI will have right to publish the work carried out and/or file patent(s) unless sponsors have an agreement under which their prior permission is required.

9. OPPROTUNITY FOR HIGHER STUDIES

- 9.1** A Project Staff can register for Ph.D or Masters Program of the university as part time student but only with the permission of Dean (Project)/VC.
- 9.2** A project staff registered for Ph.D / Master's program will be governed by the relevant rules and regulation of the University and fulfills his /her obligation towards project.

10. PROJECT LEAVE

- 10.1** Faculty members may be granted project leave upto 15 working days during a calendar year for Project work in addition to the leave he/she is entitled as a faculty member
- 10.2** Project staff may avail 15 days leave in a calendar year.

11. RULES AND CODE OF CONDUCT

All Project staff shall follow the rules and code of conduct as per norms of the University and shall adhere to the terms and conditions of the Project.