



S.R.I.C

Sambalpur University, Joytivihar, Burla, Sambalpur – 768019, ODISHA

Letter No.03248/SRIC/2021

Date: 06/09/2021

NOTIFICATION

CALL FOR R&D PROPOSAL ON “ISSUES REALTING TO RIVER MAHANADI”

This is to notify to all that Sambalpur University (S.U.) strive to promote research in emerging areas of Science & Technology, Humanities & Social Sciences, Management & Legal Studies, etc. In this context, a call for Research and Development (R&D) proposals are invited from the regular faculties of P.G. Department of Sambalpur University on the theme **“ISSUES REALTING TO RIVER MAHANADI”** in the following thrust areas.

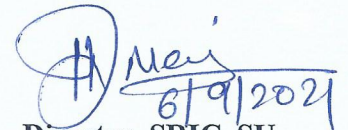
- a. Historical Perspective on the river Mahanadi
- b. Local Literature: Følklore, Tale, Song, Travel narratives
- c. Land Environment: Rock, Soil and Geomorphology
- d. Atmospheric Environment and Climate: Industrial set-up and release, mining set-up and release, air and water quality, meteorological parameter and their variability leading to occurrence of drought, flood, etc.
- e. Biotic Environment: Forest cover, flora and fauna
- f. Human Health: Water borne diseases, air borne diseases
- g. People’s livelihood: Forest dwellers, women and children, farmers/peasants, fisher (wo) men, indigenous knowledge on resource management.
- h. Development and Displacement: Trade, Commerce, Tourism
- i. Modelling and Forecasting
- j. Legal Issues on the river Mahanadi (interstate River Dispute)

Eligibility: Applications may be submitted by the regular faculties of S.U. with research expertise in the same field. The duration of the project will be for 03 years (Three Years).

Norms of Assistance: The funding of selected R&D proposal will be made by S.U. with maximum grant of Rs. 50,000/ per selected project.

How to Apply: The proposal should be prepared as per the prescribed guidelines (copy enclosed) and submit two hard copies of the proposal to the undersigned before 30th September, 2021.

For any further query please contact Director SRIC.


Director, SRIC, SU
Jyoti Vihar

**GUIDELINES FOR FINANCIAL ASSISTANCE TO UNIVERSITY
FACULTIES TO SUPPORT RESEARCH & DEVELOPMENT PROJECTS**

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**Sambalpur University
Jyoti Vihar – 768 019
Sambalpur, Odisha**

Approved
[Signature]
20/07/2024

GUIDELINES FOR FINANCIAL ASSISTANCE TO UNIVERSITY FACULTIES TO SUPPORT RESEARCH & DEVELOPMENT PROJECTS

The Sambalpur University strives to promote research in emerging areas of Science, Engineering, Humanities and Management. The guide-lines provide assistance for the preparation and submission of Project Proposals, the method of approval, mechanism of evaluation & monitoring and submission of utilization certificate.

1. Objectives

The University P.G. Departments are the centres of research. Hence the University teachers need to be supported to meet their requirements of research in identified areas.

2. Eligibility/Target Group

The University will provide support to permanent teachers of different departments. A faculty can avail only one research project (as Principal Investigator) at any given time. The same faculty will be eligible to apply for the research project after 3 years of duration.

3. Advertisement inviting project proposals:

The University will invite applications through advertisement in local newspapers and/or the website of the University. The format of application and the guidelines are available in its website www.suniv.ac.in.

4. Procedure of application

The Principal Investigator may submit five (05) copies of Project Proposal/application. The applications must be submitted through proper channel. The Proposal should be prepared and submitted strictly as per the recommended format. The proposal must be very concise and should be printed on both sides of A4 size paper. The applications must reach by the last date.

5. Tenure and Implementation

The tenure of the project will be for a maximum period of three years. The effective date of implementation will be from the date of release of funds.

6. Nature of Assistance

Normally, the quantum of assistance for a research project will be under Rs. 50 Thousands. The University will not provide any grant under Institutional overhead.

(A) Non-Recurring Grants

- (i) Equipment: Essential minor equipments required for the project.
- (ii) Books and Journals: Essential Books and Journals required for the project.

The minor equipments, books & journals acquired by the Principal Investigator under the Research Project must be deposited to University or in the departmental library or the central library after the completion of the project which will be the institutional property. The University/Department should make every effort to put all the equipment available in the laboratories in effective use.

(B) Recurring Grants

- (i) Hiring Services-Specialized technical work such as sample analysis.
- (ii) Contingency-Advertisement cost, spares of apparatus, photocopies, typing, stationary, postage, computation and printing, audit fee needed for the project, etc.
- (iii) Chemicals and Consumables- To meet expenditure on chemicals, glassware and other consumable items.

- (10)
- (iv) Travel and Field work for data collection and collection of other information such as documents and visit to libraries (only inside the country, foreign travel is strictly prohibited in this scheme); the allocated fund should not be used for attending conferences, workshops, seminars or training program etc.

7. Procedure for approval

The proposals received, complete in all respect and duly forwarded by the Head of the Department/Competent Authority will be assessed by a Sub-committee on R & D. The applicants will be invited to give presentations to defend their proposals. No TA/DA would be paid to the participants. The final decision will be taken by the Vice Chancellor on the basis of the recommendations made by the Committee and availability of funds.

8. Procedure for Release of Grants

- (i) The grant will be released to the Principal Investigator of the P.G. Departments after completion of the codal procedure.
- (ii) The first installment of the grant shall comprise of 100% of the Non-recurring grant and 50% of the total Recurring grant approved by the University.
- (iii) The second installment will be released on the basis of recommendation of the expert Committee, progress report, submission of expenditure statement and utilization certificate. The second installment of the grant shall comprise of 40% of the total Recurring grant approved by the University.
- (iv) The remaining 10% of the total Recurring grant approved by the University will be released after final presentation of the research findings before the subcommittee and on receipt of following documents for final reimbursement.
 - (a) Five copies of the final report of the project
 - (b) A consolidated Audited Utilization Certificate for the amount actually utilized towards the project duly signed and sealed by Internal Auditor/Chartered Accountant, Registrar/Head of the Department as well as the Principal Investigator in the prescribed proforma.
 - (c) The unutilized grant if any may be refunded immediately through demand draft drawn in favour of the Comptroller of Finance, Sambalpur University.
 - (d) Copy of the research publication of the results of the project in any accepted journal.
 - (e) The Principal Investigators are expected to settle the accounts immediately on completion of the project. In case the balance grant is not claimed within six months from the date of completion of the project, the same will lapse and no representation will be entertained on this behalf.
 - (f) It is mandatory to post the Executive Summary of the report, Research documents, Monographs, Academic papers provided under the Project on the website of the University.

9. Evaluation and Monitoring

- After one and half year from the date of release of fund, the University will organize a mid-term evaluation interface meeting wherein the Principal Investigator will present the progress of the project before the Sub-committee on R & D.
- On completion of the project the Principal Investigator is required to present the findings of the project before the Sub-committee on R & D.

10. Submission of Utilization Certificate and Expenditure Statement

The Principal Investigator would furnish to the University the audited Utilization

Certificate and Expenditure Statement in OGFR-7A duly signed by the Principal Investigator, the Head of the Institute and the Head of the Finance wing, pertaining to the grant at the end of the each financial year as well as consolidated statement of expenditure at the end of the project. The Principal Investigator would furnish an audited statement of expenditure to the University.

11. General

- (i) After the finalization of the selection procedure, the selected applicants will be informed.
- (ii) The Principal Investigator must send their acceptance letter duly forwarded by the Head of the Department to SRIC Cell for codal formalities.
- (iii) Project is not transferable in any case.
- (iv) If the Principal Investigator is transferred from her/his original place of work to another Institution, the un-utilized sanction amount will be refund back to the University.
- (v) In any research publication, from the outcome of the project the University must be acknowledged.
- (vi) The data generated and the results obtained out of the Project may be incorporated by the Ph.D/M.Phil scholars in her/his thesis with concurrence of the Principal Investigator.
- (vii) If the Principal Investigator fails to complete the Project, she/he has to refund the entire amount sanctioned with interest.
- (viii) The University reserves rights to reject any or all the research proposals without assigning any reasons thereof.

PART I: PROFORMA FOR SUBMISSION OF RESEARCH AND DEVELOPMENT PROJECT

(To be filled by the applicant)

- 1. Name of the University:
- 3. Name and designation of the Head of the Department forwarding the application:
- 5. Project Title:
- 6. Category of the Project: Research & Development
- 8. Duration:
- 9. Total Cost (Rs.): (Not to exceed Rs. 50 Thousands)
- 10. Project Summary (Not to exceed one page. Please use separate sheet)

11. Name of the Principal Investigator:

Date of Birth: ----- Sex: -----
 Designation: -----
 Department: -----
 Telephone: -----
 E-mail:-----
 No. of Projects being handled at present: -----

12. Name of the Co-Investigator: -----

Date of Birth: -----Sex: -----
 Designation: -----
 Department: -----
 Telephone: -----
 E-mail:-----
 No. of Projects being handled at present: -----

(If more no. of Co-investigators are involved particulars may be provided as above)

13. Introduction (Indicate justification for carrying out this Research)

13.1 Origin of the proposal

13.2 Objectives

14. Review of Current Status of research and development in the subject

14.1 Novelty of the project

14.2 Anticipated products & processes of practical/technology utility/socio-economic relevance expected to be evolved by pursuing the Project

14.3 Expertise available with the proposed investigating Group in the subject of the project.

15. Work Plan

15.1 Methodology

15.2 Linking of the research output with Industry to be explained

15.3 Suggested plan of action for utilization of research outcome expected from the project

15.4 Time schedule of activities giving milestones.

Sl. No.	Name of Milestone	Expected Start (Month/Year)	Expected Completion (Month/Year)

15.5 Specific deliverables:

PART II: BUDGET PARTICULARS

16. Budget (In Rupees)

A. Non- Recurring (e.g. equipments, accessories etc)

Sl. No	Item	Year-1	Year-2	Year-3

Sub- Total (A)

B. Recurring

B.1 Consumables

Sl. No	Item	Quantity	Year-1	Year-2	Year- 3	Total

B.2 Travel				
B.3 Contingency				
Sub total (B =B.1+B.2+B.3)				
Grand Total (A+B)				

Note: Please give justification for each head and sub-head separately mentioned in the above table

PART -III: DECLARATION / CERTIFICATION

It is certified that

- a) The research work proposed in the scheme/ project does not in any way duplicate the work already done or being carried out elsewhere on the subject.
- b) The same project has not been submitted by the Investigator(s) to any other agency/agencies for financial Support.
- c) Necessary provision for the scheme/project will be made in the University budget in anticipation of the sanction of the scheme/project.
- d) If the project involves the utilization of genetically engineered organism, it is agreed that we will ensure that an application will be submitted through our Institution Bio-safety Committee and we will declare that while conducting experiments the Bio-safety guidelines of Govt. of India would be followed in toto.
- e) If the project involves field trials/ experiments/exchange of specimens etc. we will ensure that ethical clearances would be taken from concerned ethical Committees/Competent authorities and the same would be conveyed to the University before implementing the project.
- f) It is agreed that any research outcome or intellectual property right(s) arising out of the project shall be taken in accordance with the instructions issued by the University.
- g) Necessary steps will be taken for publication of the research out puts of the project in accepted research journals.
- h) Wherever necessary, steps will be taken for tie up with industry for developing products and/or processes.
- i) The University agrees that the equipment, other basic facilities and such other administrative facilities, as per terms and conditions of the grant, will be extended to investigator(s) throughout the duration of the project.
- j) The University assumes to undertake the financial and other management responsibilities of the project.

Signature of Principal Investigator

Signature of Co- Investigator

Signature of Head of the Department

**Signature of Executive Authority
of the University with seal**

**PART IV: PROFORMA FOR BIODATA OF PRINCIPAL INVESTGATOR/
CO-INVESTIGATORS**

Name:

Designation:

Department:

Date of Birth:

Sex:

Education (Post Graduation onwards & Professional Career)

Sl. No	Board/University	Degree Awarded	Year	Award/ Prize/ Certificate

Research Experience in various institutions (if necessary, attach separate sheets)

Publications (Numbers only): -----

Books: -----

Research Papers, Reports: -----

General articles: -----

Patents: -----

Others (Please specify): -----

List of important publications relevant to the proposed area of work.

Sl.	Title of	Authors	Reference of Journal	Year of

Project(s) Submitted / being pursued / carried out by Investigator

Sl. No.	Title of Project	Funding Agency	Duration		No. of Scientists/ Associates Working	Total Approved Cost of the Project (in
			From	To		

Highlights of progress of the project (s) to date (in 200 words) for ongoing project only (if necessary attach separate sheets)

Place:

Date:

Signature of Investigator

TERMS AND CONDITIONS OF THE GRANT
(To be signed and enclosed with the proforma)

1. Approval of the Research proposal and grant released would be for the specific Project and will be exclusively spent on the Project for which it had been sanctioned within the stipulated time. Any unspent part of amount would be surrendered to the University through an account payee demand draft drawn in favour of the "Comptroller of Finance, Sambalpur University or carry forward of funds of the next financial year for utilization.
2. For permanent /Semi-permanent assets acquired solely or mainly out of the grant, an audited record in the form of a register in the prescribed proforma shall be maintained by the Principal Investigator. The term "assets" means Equipments. The grant will not be utilized for construction of any immovable Property, full facilities by way of accommodation, etc., for the project will be given by the Institute.
3. All the assets acquired from the grant will be the property of University and should not without the prior sanction of the Vice Chancellor, be disposed of or encumbered or utilized for purpose other than those for which has been sanctioned.
4. The PI/Co-PI will furnish progress report of work on the project every year. The progress of the project will also be reviewed / monitored at least once a year by the concerned Committee etc. On completion of the project, five copies of consolidated report of the work done on the subject would be submitted to the SRIC.
5. The Principal Investigator would furnish to the University the audited Utilization Certificate and Expenditure Statement (Copy enclosed at Appendix- 'B', & 'C') and in OGFR 7A (Appendix 'D') duly signed by the P.I. the Head of the University and the Head of the Finance wing, pertaining to the grant at the end of the each financial year as well as consolidated statement of expenditure at the end of the project.
6. The University would maintain separate audited account for the project. If it is found expedient to keep a part or whole of the grant in a bank account earning interest, the interest thus earned should be reported to the University.
7. Investigators wishing to publish papers based on the research work done under the project should acknowledge the financial support received from the University.
8. Investigators shall follow the detailed instructions on technology transfer and Intellectual Property Rights (IPR) of University.
9. The University reserves the right to terminate the grant at any stage also to recover the amounts already paid it is convinced that the grant has not been properly utilized for the work on the project and the money spent till the date of this / release and shall also arrange to refund the unspent balance, if any.
10. The project will become operative with effect from the data of release of the first installment for the project.
11. If the Investigator to whom a grant for a project has been sanctioned leaves the University, he shall submit five copies of complete and detailed report of the work done by him on the project and the money spent till the date of his / her release and shall also arrange to refund the unspent balance, if any.

UTILISATION CERTIFICATE

1. Title of the project/scheme
2. Name of the Department:
3. Principal Investigator:
4. University sanction order No. & date of sanctioning of the Project:
5. Amount brought forward from the previous financial year quoting the letter No. & date in which the authority to carry forward the said amount was given:
6. Amount received from University during the financial year (please give No. and dates of sanction orders showing the amount paid)
7. Interest earned if any, on grants:
8. Total amount that was available for expenditure during the financial year (Sl. No. 5,6 &7)
9. Actual expenditure (excluding commitments) incurred during the financial year (Statement of Expenditure is enclosed)
10. Unspent balance refunded, if any (please give details of cheque No. etc.)
11. Balance amount available at the end of the financial year
12. Amount allowed to be carried forward to the next financial year vide letter No. & date.

1. Certified that the amount Rs.-----mentioned against Col. 9 has been utilized on the project/scheme for the purpose for which it was sanctioned, that the balance of Rs-----remaining unutilised at the end of the year has been surrendered to University (Vide No.-----dated-----)/ will be adjusted towards the grants in aid payable during the next year.
2. Certified that I have satisfied myself that the conditions in which that grants-in-aid was sanctioned have been duly fulfilled / are being fulfilled and that I have exercised the following checks to see that the money was actually utilised for the purpose for which it was sanctioned.

Kinds of checks exercised:

- 1.
- 2.

(PROJECT INVESTIGATOR)

(FINANCE OFFICER)

(HEAD OF THE INSTITUTE)

Statement of Expenditure referred to in Para 9 of the Utilisation Certificate

Showing grants received from the University and the expenditure incurred during the period from ----- to -----

Item	Unspent balance carried forward from previous year	Grants received from University during the year	Int ertest earned if any on the grant	Total Col (2+3+4)	Expenditure (excluding Commitment) Incurred during the year	Balance (5-6)	Remark
1	2	3	4	5	6	7	8
1.	Nonrecurring (i) Equipment						
2.	Recurring (i) Consumables (ii) Travel (iii) Contingency (iv) Any other (Receipt of Interest on the Grants received) (if applicable)						

(PROJECT INVESTIGATOR)

(FINANCE OFFICER)

(HEAD OF THE INSTITUTE)

(5)

FORM O.G.F.R.-7 (A)
(See Rule 172)

**FORM OF UTILISATION CERTIFICATE FOR THE
YEAR 20**

I hereby certify that the grant at my disposal/at the disposal of-----, in the year 20----- and the amount available for expenditure during the said year were as follows :

1. (a) Unspent balance at the end of the year 20--- :
(b) Grant received during the year 20----- :
TOTAL :
2. (a) Expenditure during the year 20----- :
i. Out of the unspent balance as in (a) above :
ii. Out of grant referred to in (b) above :
TOTAL :
(b) Unspent balance at the end of the year :
3. I further certify that the expenditure of Rs.------(Rupees-----)
only shown as expenditure in the year 20----- under my charge within the
jurisdiction and a sum of Rs------(Rs.-----)
only shown as balance at the end of theyear 20----- and no part has been diverted
to other purpose.
4. I further certify that a list of works on which the expenditure of Rs----- - (Rs.-----)
only has been incurred and the amount spend on each has been prepared and is
maintained in my office (office of the-----)

**Signature of the Principal
Investigator**

**Signature of Finance Officer of
the Institute with seal**

**Signature of the Head of the
Institute with seal**