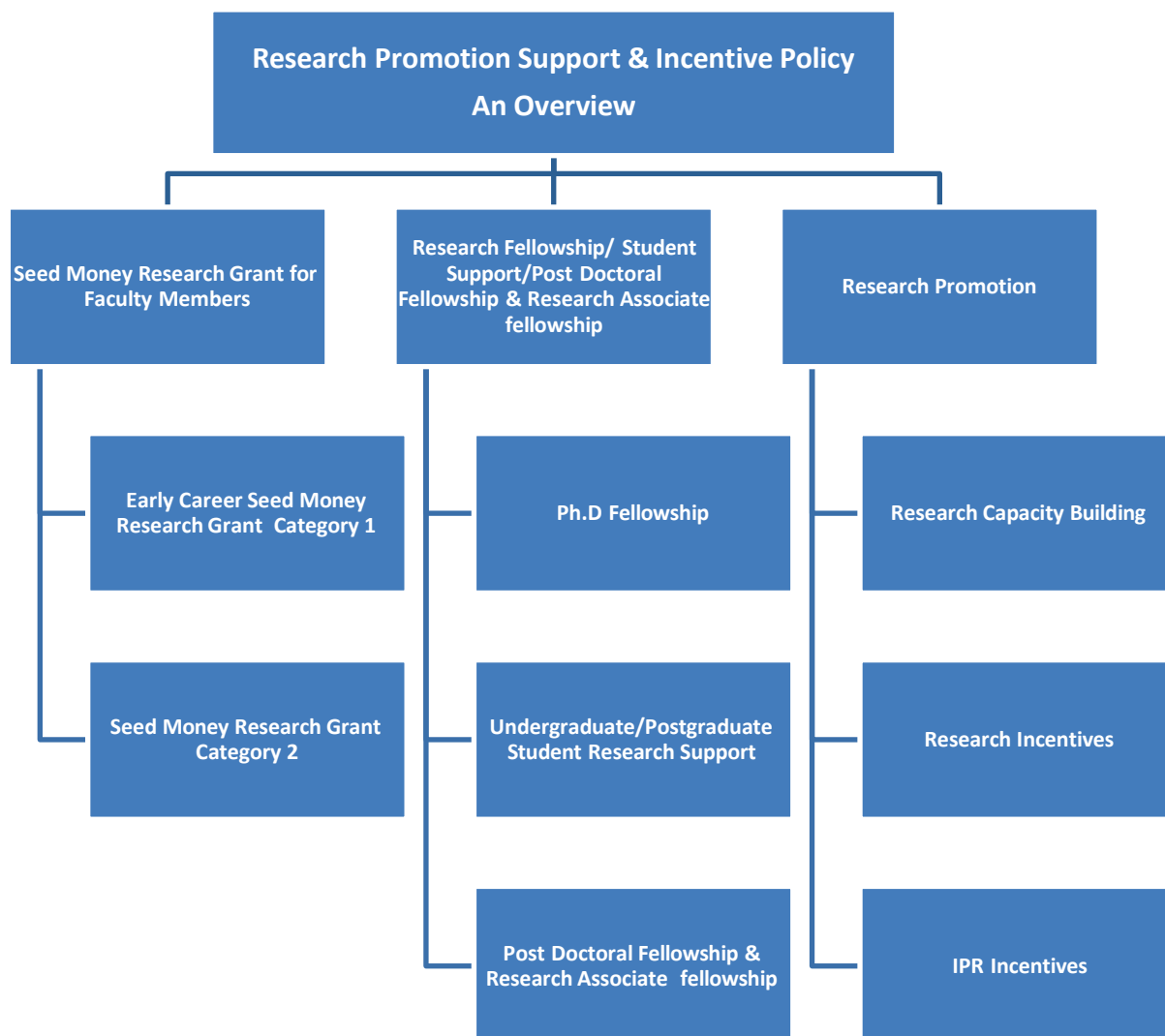




VINAYAKA MISSION'S RESEARCH FOUNDATION

(Deemed to be University under section 3 of the UGC Act 1956)

Research Promotion Support & Incentives Policy



Research Promotion Support and Incentives Policy

Purpose:

VMRF (DU) is keen to establish itself as a leading research institution by promoting research in its constituent colleges, Schools and departments by expanding its research infrastructure and rewarding its most productive researchers with incentives to increase the number of publications, patents, Extramural Projects. VMRF (DU) is committed to create conducive environment for its faculty and students to conduct the research in the University. The VMRF (DU) Research promotion support and Incentives policy has been modified with the following objectives.

1. To offer financial support to encourage faculty members (Full time, recognized faculty members including Assistant Professors (Research)) to carry out innovative research and prove/test their research ideas by granting seed money on merit of the proposal on competitive basis.-
2. To offer Chancellor's awards in every Calendar year, to the faculty members (Assistant Professors (Research) are not eligible) having a) annual highest cumulative impact factor/Cite Score publications, b) annual highest number of indexed (Scopus, WoS (core collection), PubMed, UGC CARE) publications, c) completed highest value externally funded research project. d) To offer award to the institution which had executed highest cumulative value of externally funded projects. Both awards a) & b) are given, separately for Health Sciences Faculty and non- health sciences faculty.
3. The University offers incentives for the patents granted viz. inventions, design, Published copyrights, trademarks granted thus encouraging Intellectual Property Rights.
4. To reimburse the publication charges of papers published in Q1 & Q2 journals as per the policy.
5. To reimburse the Patent filing charges to eligible faculty.
6. To provide support to faculty and students for IPR.
7. To strengthen the Ph.D program by offering fellowships to candidates.
8. To recruit Post-doctoral fellows/Research Associates to carryout research in the Areas of interest to the institutes/University.
9. To encourage UG/PG students research projects/dissertation/thesis through short-term Financial support
10. To encourage faculty members to provide consultancy services on the respective domains.
11. Incubation facilities are set up to promote innovation, entrepreneurship and encourage startups.
12. To conduct Oration/ Guest Lectures by eminent Scientists/Academicians/Health Care Professionals/ Industry Experts.

I. OVERVIEW OF SEED MONEY RESEARCH GRANTS FOR FACULTY MEMBERS:

To encourage faculty members to carryout research, try their novel research ideas and to prove /test their conceptual ideas, research grants in the form of seed money are provided in every academic year for an amount of Rs.300 Lakhs/year to the faculty in its constituent colleges/Schools of the University. The research grants are provided in two categories **Category I: Faculty members of less than 40 years of age exclusively and Category II: All faculty members irrespective of age.**

Table 1: Overview of Seed Money Research Grants for Faculty members*

	Early Career Seed Money Research Grants Category I	Seed Money Research Grants Category II
Purpose	Seed money for early career faculty exclusively to Support for preliminary studies/proof of concept research.	Seed Money to all interested faculty members to Support aiding to sponsored research projects
Who can apply?	Early stage Faculty of (<40years) with no prior funding from VMRF(DU)	Any faculty member with no currently active Category I or Category II seed money
How much funding?	Normally up to Rs.2,00,000 for a period of maximum 2 years for equipment / personnel /consumables	Normally up to Rs. 5,00,000 for a period of maximum 2 years for equipment / personnel/Consumables
Budgeted Amount	Rs. 100 Lakhs in each Academic year	Rs. 200 Lakhs in each Academic year
Deliverables	<ul style="list-style-type: none"> ● Deliverables as projected in the proposal ● Project outcome report, ● At least two indexed publications, ● Follow-up grant proposal for external funding. 	<ul style="list-style-type: none"> ● Deliverables as projected in the proposal, ● Project outcome report, ● Follow-up grant proposal for external funding ● Two indexed publications and ● A paper presentation at National/ International Conference.

* See Part I for details

Note: All Seed Money Projects approved by Vice Chancellor will be given an Unique Id by Director (Research), which shall be referred to in all the correspondence viz. request for approval of purchase, hiring of any services etc. by PI to HoI, Indent being sent to Purchase Officer, Purchase Order placed by Purchase Officer, the receipt voucher by the Stores Officer, Stock register maintained by the Stores Officer, issue of items to PI and Payment made by the accounts manager.

I. OVERVIEW OF RESEARCH FELLOWSHIPS /STUDENT SUPPORT/ POST-DOCTORAL FELLOWSHIP & RESEARCH ASSOCIATE AWARD *:

Table 2: Overview of Research Fellowships / Student Support/ Post-Doctoral Fellowship and Research Awards

(Priority based on the No. of Research Supervisors in the Institutions and the emerging areas of research)

	Ph.D Fellowships Category- I	Undergraduate/Post graduate support Category II	Post-Doctoral Fellowship/ Research Associates Award Category III
Purpose	Fellowship support for Ph.D candidates	Support for undergraduate/postgraduate students Projects	Support for Post-Doctoral Research/Research Associates
Who can apply?	Full time Ph.D candidates receiving no other financial support	Undergraduate/ Postgraduate students who are carrying out project work requiring financial support.	For Post Doctorate: Ph.D candidates. Research Associates: Preferably Ph.D holders
Selection process	Entrance test / interview for Ph.D applicants	Evaluation of received research proposals	Proposal Review and /or Interview by a selection committee
How much funding?	Fellowship of up to maximum of Rs. 25,000 per month for a maximum duration of 3 Years. Based on the Performance, after review, the fellowship may be extended for one more year in exceptional situations. Those who are qualified in GATE,GPAT, UGC CSIR NET etc. are eligible for a fellowship of Rs.30,000/Month. A maximum of Rs.10,000/year as contingency	Up to Rs. 20,000/ Student	Rs.40000/ to Rs.75000/ Month for the period of engagement. Maximum of Rs.50,000/year- for consumables, travel and contingency/Human Resource Support
Budgeted Amount	Rs. 65 Lakhs/year	Rs. 20 Lakhs/ Year	Rs. 65 Lakhs/year
Deliverables	1. Ph.D Thesis 2. Minimum Three publications in Indexed Journals	1. Project report 2. Minimum one publication (at least communicated to indexed journal)	1.Project Report 2.Minimum Three publications in indexed journals/year

* See Part 2 for details

III. OVERVIEW OF RESEARCH PROMOTION:

To promote and get external research funding from R&D organizations and industries to update the faculty technical skills and meet industry requirements.

Table 3: Overview of Research Incentives**

Type of Incentive	Quantum of incentive
i) Incentives for obtaining external research Funding	5% of total grant amount received shared in a 1:1 ratio between Principal and Co-investigator(s) from VMRF(DU)
ii) Incentives for publications – Journal articles (SCOPUS/Web of Science (Core Collection) /PubMed/UGC CARE)	Ranging from a total of Rs.2000/ publication to Rs.9000* (as per the Journal Impact Factor/Cite Score) per publication to be shared between First Author, Corresponding Author and Co-authors as mentioned.
iii) Incentives for Indexed Books/Book Chapters	Rs. 20000/Book which is indexed in Scopus/WoS. If the indexed Book is Published by VMRF Faculty, no separate incentive will be paid for the book Chapters of that book. If the Indexed Book is Published/edited by the faculty of other Universities, an incentive of Rs. 5000/Book Chapter contributed by VMRF faculty will be paid. No incentive will be paid for non-indexed books & Book chapters.
iv) Incentive for Patents Granted	Patents Granted: Inventions: Rs.50,000 Designs, Aesthetics of Products : Rs.10,000 Trademarks, Brands: Rs.2,500 Published Copyright :Art, Software, Music: Rs.2,500 Geographical Indications: Origins : Rs.2,500 Trade Secrets, Formulae, Know-How's : Rs.2,500 The incentive will be only for the Published Copyrights only. The Incentives for the Patents granted will be given if the applicant's name is in the name of VMRF (DU) only.
v) Incentive for Research Capacity Building	Faculty who qualify in NPTEL/SWAYAM that are Research Capacity building courses only are awarded the following incentives (8-12 week Courses) Based on Securing grades Gold/Topper – Rs. 7,500/course Silver – Rs.5,000/Course Elite – Rs.3,000/Course Successful – Rs.2,000/Course For 4 week courses an amount of Rs.2000/ will be paid.

<p>vi) Chancellor's Awards</p> <p>a)Chancellor's Award for Annual Highest Cumulative Impact factor/ Cite Score Publications.</p> <p>b)Chancellor's Award for Annual Highest Number of Indexed Publications</p> <p>C)Chancellor's Award for Annual Highest value Externally funded research project executed by the faculty member (after completion of the project.)</p> <p>d) Chancellor's Award for Annual Highest cumulative value of externally funded research projects completed by the institution.</p>	<p>a) Two cash prizes of Rs. 100000/- and certificates of appreciation.</p> <p>b) One award each will be given for the faculty of Health Sciences and other than Health Sciences faculties.</p> <p>c) Assistant Professors (Research) are not eligible.</p> <p>d) Two cash prizes of Rs. 100000/- and certificates of appreciation.</p> <p>e) One award each will be given for the faculty of Health Sciences and other than Health Sciences faculties.</p> <p>f) Assistant Professors (Research) are not eligible.</p> <p>g) <i>Health Sciences Faculties include Medicine, Dental, Homeopathy, Pharmacy, Physiotherapy, Allied Health Sciences, Nursing</i></p> <p>h) <i>Other than Health Sciences Faculties include Engineering & Technology, Management, Arts & Sciences, Law, Architecture, Physical Education.</i></p> <p>i) A cash prize of Rs.50000/- and certificate of appreciation - Assistant Professors (Research) are not eligible.</p> <p>j) A cash prize of Rs.50000/- and certificate of appreciation to the institution.</p>
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****See Part 3 for details**

Research Prizes: Every year Research Prizes will be given to the institutes & faculty who excel in Research, during the University Research Day. In addition Research Paper contest will be conducted and 1st, 2nd, 3rd Prizes will be given for the best research papers during the Research day.

PART 1 : SEED MONEY RESEARCH GRANTS FOR FACULTY MEMBERS

Early Career Seed Money Research Grant-Category I

Purpose

To support faculty members including Assistant Professors (Research), at the early part of their career to nurture them in the field of research.

Eligibility

- A Faculty member of VMRF(DU) University below the age of 40 years as on 1st January of the year in which the seed money is sought.
- Younger applicants who have not received external funding will be preferred, depending on their potential and topic of importance.

Funding level

Normally up to a maximum of Rs.200000/-

Duration

Maximum 2 years. Extension by six months in justifiable cases with a no-cost escalation.

VMRF (DU) Budgeted amount

A total of Rs.100 Lakhs/ Year is earmarked for this type of grant.

Budget norms

The total funding can be used for equipment purchase/ hiring Personnel/Consumables purchase/Contingencies with the following conditions / limits:

Equipment including computers and software.	<ul style="list-style-type: none">• No sub-limit• Due processes and procedures as specified by VMRF (DU) to be followed in equipment procurement.• Equipment procured under the project will be the property of VMRF (DU) and will be under the administrative control of the concerned Head of Department / Institution. During and after completion of the project, it will be shared and made available for any other project/program if such use will not interfere with the work on the project for which the equipment was originally procured.
Personnel	<ul style="list-style-type: none">• A Research Assistant or Technical Assistant or Field Assistant may be recruited purely on a temporary basis for one year, extendable to a maximum of two years.• Maximum remuneration of Rs.10000 per month for Research Assistant, Rs.8000 per month for Technical / Field Assistants.• Qualifications and recruitment procedures as laid down by VMRF (DU) to be followed for recruitment.
Consumables	<ul style="list-style-type: none">• No sub-limit• Only for consumables directly required for the project. Expenses on stationery, travel is not permitted.

Payments towards charges for in- house investigations	<ul style="list-style-type: none"> ● No sub-limit.
Payments towards charges for investigations / services by external agencies	<ul style="list-style-type: none"> ● Only if the investigations / services are crucial for the study and are unavailable in-house. ● Not more than 50% of total grant may be used for such purposes. ● VMRF (DU) procedures to be followed while availing services by external agencies against payment.
Publication charges	<ul style="list-style-type: none"> ● Publications Charges of up to Rs. 10000/ towards indexed Publications made arising out of the Seed Money Project.

Selection process and timeline

- Applications in prescribed format will be submitted to the University through Head of the Institution with recommendation of Institutions Research Committee and Ethical Committee, if required, on or before specified date to Director (Research).
- External Experts will evaluate the seed money proposals and make their recommendation. The University Technical Committee constituted by Vice Chancellor will review the recommendations. The recommendations of the Technical committee will be placed in the University Research Committee for final recommendation to the Vice Chancellor for approval.
- The Vice Chancellor may approve the research proposals based on the URC's recommendation.

Post-award processes

- Projects have to be initiated within 1 month of approval
- The progress report has to be submitted to the Director (Research) through HoI every 3 months.
- If an extension of duration is sought, the request should be submitted in prescribed format, at least two months before the originally scheduled end of the project through HoI to the Director (Research) for recommendation to Vice Chancellor.
- The Guidelines to be followed by PI, HoI, Purchase officer, Accounts Manager are given in Annexure A.

Deliverables

- A final report in the prescribed format has to be submitted through HoI to the Director (Research) after the completion of the project.
- At least two indexed publications shall be submitted in indexed (Scopus / Web of Science (Core Collection)/ PubMed / UGC CARE) Journal along with final project report
- Deliverables as projected in research proposal.
- Faculty shall apply for a follow-up grant proposal for funding from any external funding agency

SEED MONEY RESEARCH GRANT FOR FACULTY MEMBERS (CATEGORY II)

Purpose

To support faculty members including Assistant Professors (Research) to nurture them in the field of research, to have research bent of mind, to update their knowledge through research, to initiate a research project that has the potential to be developed into an externally funded proposal.

1. This grant may be used for the following types of studies:
 - §Feasibility studies to test/prove research concepts, pilot studies.
 - §Studies aimed at collecting preliminary data.
 - . Exploration of novel research ideas or conducting research in important areas.

Eligibility

- A Faculty member with one year experience in VMRF (DU) with no other currently active VMRF (DU) funded project.
- Faculty who are not currently having any external funding will be preferred.

Funding level

Normally up to a maximum of Rs.500000/-

Duration

Up to 2 years. Time extension of 6 months in justifiable cases with no-cost escalation.

VMRF (DU) quantum of grants

A total of Rs.200 lakhs/Year is earmarked for this type of grant.

Budget norms

The total funding can be used for equipment purchase/ Personnel hiring / Consumables purchase / Contingencies with the following conditions/ limits:

Equipment (Laptop computers are not permitted).	<ul style="list-style-type: none">● No sub-limit● Due processes and procedures as specified by VMRF(DU) to be followed in equipment procurement● Equipment procured under the project will be property of VMRF (DU) and will be under the administrative control of the concerned Head of Department / Institution. During and after completion of the project, it will be shared and made available for any other project/program if such use will not interfere with the work on the project for which the equipment was originally procured.
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Personnel	<ul style="list-style-type: none"> ● A Research Assistant or Technical Assistant or Field Assistant may be recruited purely on a temporary basis for one year, Extendable to maximum of two years. The need for such Personnel should be clearly justified. ● Maximum remuneration of Rs.10000/- per month for Research Assistant, Rs.8000/- per month for Technical / Field Assistants. ● Qualifications and procedures as laid down by VMRF (DU) to be followed for recruitment. ● Applicants who are active PG/Ph.D guides are encouraged to involve their PG students/Ph.D Scholars preferably instead of recruiting personnel under these grants.
Consumables	<ul style="list-style-type: none"> ● No sub-limit ● Only for consumables directly required for the project. Expenses on stationery and travel is not permitted.
Payments towards charges for in-house Investigations	<ul style="list-style-type: none"> ● No sub-limit.
Payments towards charges for investigations / services by external agencies	<ul style="list-style-type: none"> ● Only if the investigations / services are crucial for the study and are unavailable in-house. ● Not more than 50% of total grant may be used for such purposes
Publication charges	<ul style="list-style-type: none"> ● Publications Charges of up to Rs. 10000/ towards indexed Publications made arising out of the Seed Money Project.

Selection process and timeline

- Applications in prescribed format will be submitted to the University through Head of the Institution with recommendation of Institutions Research Committee and Ethical Committee, if required, on or before specified deadline to Director (Research).
- External Experts will evaluate the seed money proposals and make their recommendation. The University Technical Committee constituted by Vice Chancellor will review the recommendations. The recommendations of the Technical committee will be placed in the University Research Committee for final recommendation to the Vice Chancellor for approval.
- The Vice Chancellor may approve the research proposals based on the URC's recommendation.

Post-award processes

- Projects have to be initiated within 1 month of approval
- The progress report has to be submitted to the Director (Research) through Hol for every 3 months.
- If an extension of duration is sought, the request should be submitted in prescribed format, at least two months before the originally scheduled end of the project through Hol to the Director (Research) to be recommended to

Vice Chancellor.

- The Guidelines to be followed by PI, HoI, Accounts Manager are given in Annexure A.

Deliverables

- A final report in the prescribed format has to be submitted through HoI to the Director (Research) after the completion of the project.
- At least two indexed Publications in (Scopus / Web of Science (Core Collection) /PubMed/UGC CARE) Journal along with final project report
- Faculty shall apply for a follow-up grant proposal for funding from any external funding agency
- Deliverables as projected in research proposal.

PART 2: RESEARCH FELLOWSHIPS / AWARDS/ STUDENT SUPPORT

i) Ph.D Fellowships Category I

Each year, Fellowships will be available for full-time Ph.D candidates selected through the procedures described in the VMRF (DU) Ph.D Regulations. Each fellowship will carry a consolidated stipend of maximum up to Rs.25,000 (regular), Rs.30,000 (for students qualified in GATE, GPAT, UGC CSIR NET, etc. in the last 3 years) per month for three years and extendible by one year in deserving cases after performance review.

Selection Process: Applications for pursuing Ph.D in VMRF (DU) will be sought through an advertisement put in University Website/News Paper. After the last date, the eligible applicants will be called for a written test. The candidates qualified in the written test will be called for interview. The selected candidate will pursue the Ph.D programme in any of the constituent institutes. The research topic will be decided by the Guide and student together and it shall preferably in an area of interest to the university

Contingency Fund: Rs. 10,000/year is available for each Ph.D Scholar towards contingencies.

ii) UG/PG student support Category II

- ~~1.~~ A total of up to 100 Short term Student projects of a maximum of Rs. 20000/ student project in every academic year will be given on a competitive basis for the UG/PG students. The sanctioned amount will be paid after successful completion of the project and publishing one indexed publication (In Scopus/WoS/PubMed/UGC CARE).
- ~~2.~~ For receiving Category II support, students have to apply through the project guide/ Supervisor (Faculty member).
- ~~3.~~ Funding will be for the duration of the project not exceeding 24 months depending up on the Streams.
- ~~4.~~ The Student Research Grant may be used (with prior approval by HoI) for any research related expense other than travelling/registration for conferences /workshops etc.

- 5- Applications in prescribed format will be submitted through Hol to the Director (Research).
- 6- A final list of selected applicants will be made by the Technical Committee and put up to Vice Chancellor for approval. The sanctioned list of fellowship will be reported to URC.
- 7- Project completion report is to be submitted in prescribed format within 1 month of completion of the project.
- 8- On acceptance and approval of project completion report, the Student Investigator will receive a Certificate from VMRF (DU).

iii) Post-Doctoral Fellowships / Research Associates fellowships:

When Post-Doctoral fellows/Research associates have to be recruited, University will advertise in the news Papers/ University web site, the requirements, the desired qualifications and Specializations. After the last date for receipt of applications, the received applications will be screened by a Technical committee. The applicants meeting the desired qualifications and specializations will be interviewed by a selection committee appointed by Vice Chancellor as per the objective assessment decided by the university and performance in the interview. The selected candidates will be posted in the different constituent institutes of the university.

PART 3: INCENTIVES FOR RESEARCH OUTCOMES

Section 1: General Guidelines

Faculty members of VMRF (DU) University will be eligible for incentives for research activities.

1. The incentives will be calculated as per guidelines detailed in the following sections.
2. The claims for research incentives shall be submitted in the format given through Hol to Director (Research).
3. The faculty members of VMRF (DU) shall clearly indicate the Departmental, Institutional, University affiliations to be eligible for publication incentive claims.
4. The Chancellor's awards will be given once every calendar year for the faculty (other than Assistant Professors (Research)) having:
 - a) The indexed Publications as **first author** with Highest Cumulative journal impact factor/Cite Score by a faculty. To be eligible the Cumulative Journal Impact Factor/Cite Score shall be more than or equal to **5**.
 - b) Max. Number of indexed publications by a faculty as first author. To be eligible, the number of indexed publications as first author shall be more than or equal **5**.
 - c) Faculty who has received and completed highest externally funded Research project. To be eligible the total received money shall be more than or equal to **Rs. 10 Lakhs**.
 - d) Institution that has completed highest cumulative externally funded research projects in that calendar year. To be eligible the total received money of the projects shall be more than or equal to **Rs.10 Lakhs**.
5. For Chancellor's Awards, the indexed publications made based on the faculty's **original**

Research only will be counted and review publications will not be counted.

6. Presentation of Chancellor's awards in different categories will be for the contributions in that particular calendar year.
7. Director (Research) will send the communication seeking nominations from different constituent institutes of VMRF (DU) to Hols. Nominations for different awards shall be accompanied by supporting documents like the Journal papers with impact factor/Cite Score, list of Publications made as a first author in a calendar year, Sanction letter of the externally funded research projects, Proof of successful completion of NPTEL/SWAYAM courses certification with the category. Research Section will evaluate the nominations received and put them up to Awards & Incentives Committee for scrutiny & approval.
8. For Chancellor's awards, the committee may decide and ask the faculty concerned to present the research work carried out before a committee. After Vice Chancellor approves, the awards will be disbursed.
9. Research faculty are eligible for Seed Money grant and all incentives. However they are not eligible for Chancellor's Awards.
10. Ph.D Scholars are not eligible for the incentives.

Section 2: Incentives for obtaining external research funding

Faulty members including Assistant Professors (Research) of VMRF (DU) are eligible to claim incentives for obtaining research grants from external agencies .

1. A total of 5% of the external grant received may be awarded as incentive to the Principal investigators (PI) and Co-investigators (CI) who are faculty members in VMRF (DU).
 - a. PI will receive 50% of the incentive (i.e., 2.5% of the research grant)
 - b. CI's will share the other 50% equally
 - c. MODROBS grants are not eligible for Research Incentives.
2. The incentive will be calculated on the amount actually received for the project.
3. The incentive can be claimed only on completion of the research project and submission of the completion report to the Funding agency, a copy of which is to be furnished along with the claim.
4. Grants received for Student projects / fellowships in which faculty members are guides / mentors will not be eligible for this incentive.

Section 3: Incentives for publications

1. Faculty members including Assistant Professors (Research) of VMRF (DU) are offered incentives for publications in scientific journals and contributions to books /monographs.
 - a. Incentives will be calculated as detailed below in Tables 4 and 5
 - b. Only publications in legitimate peer-reviewed journals that are in the UGC Approved Journals list ie. Scopus/Web of Science (Core Collection)/ PubMed /UGC CARE are eligible for incentives. ESCI, Additional WoS Publications are not eligible for incentives.

- c. For multi-institutional indexed Publications with in VMRF (DU), the first author will be given the incentive. The first author's institute has to apply for the incentive.
- d. For joint indexed publications with faculty of other universities, the first author of VMRF (DU) will be given incentive.

2. Reimbursement of Publication Charges:

The Publications Charges actually paid will be reimbursed for the Publications made in **Quartile 1 (Q1) or Quartile 2 (Q2) journals of Scopus or Web of Science (Core Collection only)**, as **First author as per the following policy:**

- 2.1. 50% of the publication charges paid with an upper sealing of Rs.30000/- for the publications made in **Q1 Journals of Scopus or Web of Science (Core Collections only)**.
- 2.2. 50% of the publication charges paid with an upper sealing Rs.20000/- for the publications made in **Q2 Journals of Scopus or Web of Science (Core Collections only)**.
- 2.3. The Publication should have been made by the faculty of VMRF-DU as **FIRST author**.
- 2.4. This is in addition to the Publication incentives provided by the University.
- 2.5. Only Faculty of VMRF-DU are eligible. The Publication shall consist of Institute and University affiliation compulsorily for being eligible for the reimbursement.
- 2.6. The publication charges should **not** have been claimed from any other source or as part of Seed Money Project.
- 2.7. The Original Receipt of Payment to the publishers shall be produced for reimbursement.
- 2.8. The Reimbursement of Publication Charges will be made for the Q1 or Q2 Publications published from **1st April 2023** onwards.
- 2.9. The reimbursement claims will be processed once in a quarter along with other Research Incentives.
- 2.10. Faculty can claim for as many Q1 or Q2 publications as they have made in the calendar year, as per the above norms.

Both Book and Book chapters which are indexed in Scopus/WoS will be eligible for incentive as per Table 5.

Table 4: Articles / papers in peer-reviewed scientific journals

Sl.No	Type of Publication	First Author (Rs.)	Corresponding Author ⁴ (Rs.)	Co-Author(s) ⁵ (Rs. to be equally divided)
1.	Original research paper / Case Study Report / review / letter to editor / invited editorial in indexed ¹ journals with an Impact Factor (IF) ³ of 0.5 or more			
	IF 3.0 and above	3,000+*	3,000+*	3,000+*
	IF 1.0 to <3.0	2,000	2,000	2,000
	IF 0.1 to <1	1,000	1,000	1,000
2.	IF = 0	1000	500	500

* **Rs. 9000 + Rs. 150 for every additional 0.1 impact factor value over 3.0**

* In case of single author the total amount may be claimed by sole author. In case of two authors the total amount shall be equally shared. In case corresponding and first author do not belong to

VMRF (DU) the faculty member of VMRF(DU) is eligible to claim the co-author portion of the total incentive.

- * The incentive will be paid to the first author of the publication.
- * Process for paying the incentive: The incentives will be paid once in every quarter. The consolidated list from each institute shall be sent through HoI to Director (Research). The Awards & Incentives committee constituted by Vice Chancellor will scrutinize the requests and based on its recommendation, VC will approve it for disbursement of payment.
- * Here Impact Factor means the Journal Impact Factor given by WoS or Cite Score given by Scopus.

Table 5: Incentives for Books and Book Chapters. ⁽⁴⁾

Sl.No	Description	Amount (Rs.)
1	Book authored or edited by VMRF Faculty indexed in Scopus/WoS. Authors of the Book Chapters of this book are not eligible for incentive.	20000
2	Book Chapter authored by VMRF Faculty in the indexed books authored/edited by faculty of other Universities.	5000
3	Non-Indexed Books/Book Chapters authored by VMRF Faculty.	No Incentive

3. Reimbursement of Patent Filing Charges:

- 3.1. All the eligible faculty members of the institutes of VMRF (DU) are encouraged to file their innovative ideas which are a) new and novel, b) original and nonobvious, c) Useful for Patents at the earliest with IPR India.
- 3.2. Institutes shall apply through KAPILA (Kalam Program for IP Literacy and Awareness) scheme, which provides up to 50% reimbursement of Patent filing Charges.
- 3.3. **Patents shall be filed with Institute Name, Vinayaka Mission's Research Foundation (DU) as APPLICANTS.**
- 3.4. The Charges Paid towards Patent filing, Patent Publishing, Patent Examination Charges and Fast tracking charges will be reimbursed to the institutes along with Quarterly Research Incentives after verification that University name is there as Applicant.
- 3.5. **These reimbursement incentive is available only for Indian (Invention/Design) patents.**

Part 4: Other Research Promotion activities:

Section 1: Incubation Centers and Entrepreneurship:

To promote innovation among students and faculty, incubation centers are established at Salem and Paiyanoor campuses to try and test their innovative ideas and convert them to prototype products. University may decide to start such incubation centers in other campuses also based on the requirement. After successfully testing the Prototype products, they will be converted to products that can be commercialized through a startup or the technology can be transferred to Industry. The incubation centers enable students to turn in to entrepreneurs by starting Startups. The incubation centers will be equipped with all the required state of the art test and measuring equipment. The incubation centers also will work in close coordination with the constituent colleges and make use of their research laboratories. Each incubation center will serve a cluster of institutions ie. Salem Cluster and Chennai cluster. The incubation centers also will work in close coordination with Institute Innovation Cells (IICs).

Section 2: Oration Lectures:

To provide opportunity to the faculty and students to hear to eminent Scientists/academicians/Health Care Professionals, industry Experts on state of the art research, technology or health care topics, oration lectures are planned in various ambit institutes of VMRF (DU). These are in addition to the Guest Lectures arranged in the institutes. The conduct of such oration lectures shall be informed to VC, Pro VC, Registrar, Director(Research), HO and all Hols of the University. The expenses towards the conduct of such oration lectures shall be accounted under a separate budget head by the accounts manager.

Section 3: Participation in International/National Conferences by Faculty: The Hol of the concerned institute will recommend/approve the participation of their Faculty in the International/National conferences based on its relevance to the area of the faculty members' specialization and work. Normal approval process of the institution shall be followed by Hol while recommending or approving such proposals. The registration fee and national travel expenses will be borne by the respective institute. The period of absence will be treated as on duty. Where ever International Travel is involved the faculty shall seek the approval by sending the details through Hol to the Registrar. Vice Chancellor will approve the international travel based on the recommendation of Registrar. Participation in both national/international conferences shall be recorded in a separate register and the money spent on registration fees, travel expenses shall be accounted with a separate budget head with the details.

Section 4: Sharing of Intellectual Property revenue accrued:

- A) **Patents:** If the patents are filed by the faculty/research scholar/students using the time in the working hours, institute infrastructure, institute resources, the IP rights of those patents will rest with the institute & university. The amount received as royalty for using the Patents granted to the university shall be shared in the ratio of 40:60 between the university and Faculty members/research Scholars/students. If more than one faculty member/research scholar/student is involved in the patent, the amount received as faculty share shall be shared equally among the members.
- B) **Product design, technology transfer:** Any product/design/idea developed by the faculty/research scholar/students using the time in the working hours, institute infrastructure

including incubation center, institute resources, the rights of those intellectual property will rest with the institute & university. The amount received through commercialization of those products/designs/ideas including technology transfer shall be shared in the ratio of 60:40 between university and the faculty/research scholar/students. If more than one faculty member/research scholar/student is involved in the product/design/idea development, the amount received as faculty share shall be shared equally among the members.

- C) **Books & Book Chapters:** Any books/book chapters written by the faculty/research scholar/students using the time in the working hours, institute infrastructure, institute resources are published, the IP rights of those Intellectual property will rest with the institute & university. The amount received as royalty from those intellectual property to the university shall be shared in the ratio of 30:70 between the university and Faculty members/research Scholars/students. If more than one faculty member/research scholar/student is involved in this academic activity, the amount received as faculty share shall be shared equally among the members.
- D) **Cash awards received for best papers:** Any cash award received by the faculty/research scholar/students for presenting any academic activity like presenting a paper in international/national conferences/workshops will be the exclusive right of the faculty/research scholar/students. However any shield received for participating in any competition and winning the award will be the property of the institute.
- E) **Consultancy:** The activities that fall under the consultancy are I) Services rendered for development of a product/part of product or services for any individual industry or organization external to the university and its constituent colleges shall fall under consultancy where one or more university staff works for such development for a pre-agreed cost and period. II) Services rendered for modification, augmentation or alteration of any product or process or services where one or more university staff extend their active participation for such job. III) Any kind of professional advice given by one or more staff of the university to external organization/firm/individual for a pre-decided cost and time. IV) Any research work undertaken by one or more staff of the university for any external individual or organization to develop product or process or services. V) Conduct of any special courses, delivery of expert advice/discourse for a fee to any outside organization/individual.

Revenue Sharing: Consultancy project with a substantial contribution by the Investigator(s) and no resources of the institution/units (like labs, computer, software etc. utilized), the 'consultancy fee' shall be divided between Faculty and institute in 60:40 ratio. The 60% of the 'consultancy fee' of the faculty shall be divided in 2:1 ratio between the PI and Co-I. (in the case of more than one investigator). Consultancy money accrued for projects executed utilizing the resources of the University/Institutions such as laboratory facilities, computing facilities, drafting and other facilities, the share of the institute will be 60% of the total consultancy amount received and 40% of the 'Consultancy fee' for faculty. The 40% of the consultancy fee received shall be divided in 2:1 ratio between the PI and co-I

Section 5: Sharing of Overhead Charges

The overhead charges collected by the institutes towards executing externally funded Research projects, Consultancy projects/services will be shared by the investigators, department and the

institute in the ratio of 10%: 15%: 75%. The investigators can use the money for professional activities like becoming members of professional societies. The departments can use the money for buying new equipment. In case more than one investigator, department, institute execute the project, their money will be shared equally among themselves.

Foot notes

1. UGC Approved list of Journals UGC CARE LIST
 2. Journal Impact Factor assigned by Web of Science and Cite Score assigned by Scopus will be considered.
 3. Co-Author(s) – Author(s) other than First Author and Corresponding Author. Points shown in this column are to be divided between all Co-Authors irrespective of affiliation or student/faculty status.
 4. Incentive may be claimed for the publication of first edition. Revision/Reprint are not eligible for new claim. Soft copy & Hard Copy of contribution need to be submitted.
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Annexure A

Guidelines for executing Seed Money Research Proposals.

Unique Id:

- Each Seed Money Project that is approved by Vice Chancellor is given a Unique Id.
- The Unique id shall be mentioned in all the correspondence such as i) request by the Principal Investigator to HoI for procurement of any material, any service etc., ii) any procurement done by the purchase officer against that seed money project, iii) any item received by the stores officer against that seed money project, iv) Any item issued by the stores officer to the principal investigator, v) Any payment made by Accounts manager against the particular Seed Money Project, vi) Any progress report or technical report prepared by the Principal Investigator etc.

A) Guidelines for Principal Investigators (PI):

1. Each Seed Money Proposal approved by the Vice Chancellor has been given a unique id at University Level and is being communicated to you through the HoI and with a copy to the Research Coordinator of the institute.
2. The Research work proposed shall start within one month of approval of the proposal.
3. The Project duration will be counted from the date informed by Director (Research) after approval of Vice Chancellor.
4. The seed money approved shall be strictly used for carrying out the research work proposed in the proposal only. The money shall be used for the budget item proposed and any re-appropriation shall be with the prior approval of the Vice Chancellor through Director (Research) and HoI.
5. The procurement of any equipment, taking any services, employing any person on short term basis shall be as per the institute's operational process.
6. The PI shall fill up the attached **Form-1 (Annexure-1)**, for funds and get the approval of HoI before incurring any expenditure or initiating any activities for expending.
7. The PI is responsible for tracking the account of seed money approved, money spent on each item with details like date of payment, amount spent, description of the item, money committed against any item and plan their expenditure accordingly.
8. PI shall project the quantum of Seed money required for the project work and inform to HoI for necessary action quite in time, so that progress of the project is not effected at any time.
9. The progress of the work shall be reviewed by IRC at least once in two months.
10. URC/Director (Research) will review the progress every three months.
11. The Project progress status report along with immediate work plans and reasons for delay, if any, shall be submitted by PI through HoI concerned to the Director (Research) every 3 months. Based on satisfactory progress only the next instalment of seed money will be credited.
12. In the beginning about 25% of the sanctioned seed money or as much as requested by PI based on the need for the Seed Money Project will be credited to the institute to start the research work. Money can be spent by the PI with the prior approval of HoI, concerned.
13. After successful completion of the project, the complete Project completion Report with the deliverables shall be presented to the URC.

14. The complete account of money spent for each project shall be submitted by the PI along with the project completion report with the approval of HoI.
15. The periodic internal audit will be carried out on project finance (Seed Money) and the detailed breakup shall be submitted to Director (Research) through concerned HoI.
16. In case of unavoidable circumstances, if the project is not completed on approved time, time extension shall be sought with justifiable reasons through IRC to URC.
17. In case of unavoidable reasons, if the PI seeks more money than the approved money for the proposal during the closing stages of the project, PI may seek small additional funds with due justification to Vice Chancellor, through HoI and Director(Research)
18. The PI shall involve Co-investigator in all the activities of the Seed Money research.
19. The PI shall sign the **undertaking letter (Annexure-2)** and return to HoI.

B) Guidelines for HoI:

1. Each Seed Money Proposal approved by Vice Chancellor for the institute has been given a unique id at University Level and is being communicated to you with a copy respective RC.
2. The Research work proposed shall start within one month of approval of the proposal.
3. The Project duration will be counted from date informed by Director (Research) after approval of Vice Chancellor.
4. The seed money approved shall be strictly used for carrying out the research work proposed in the proposal. The money shall be used only for the project specified work items and any re-appropriation shall be with the prior approval of Vice Chancellor through Director (Research). HoI shall ensure the same before approving any expenditure.
5. The procurement of any equipment, taking any services, employing any person on short term basis shall be as per the respective institute operational process. HoI shall ensure the same.
6. The PI shall fill up the **attached Form (Annexure-1)**, for funds and get the approval of HoI before incurring any expenditure or initiating any activity for expending. HoI may approve incurring expenditure after ensuring sufficient funds are available against the approved seed money project. If required, HoI may consult the institute's accounts manager.
7. PI will project the quantum of Seed money usage based on project work items or quarter wise and inform HoI. HoI may take necessary action quite in time, so that progress of the project is not effected at any time.
8. HoI shall facilitate all the purchases, hiring of any other services are done in reasonable periods so that the progress of the project is not effected.
9. The periodic internal audit will be carried out on project finance (Seed Money) and the detailed breakup shall be submitted to Director (Research) through HoI.
10. The progress of the work shall be reviewed once in two months by IRC.
11. In addition, URC/Director (Research) will review the progress once in three months. The progress status report shall be submitted by PI through HoI concerned to the Director (Research) every 3 months. Based on satisfactory progress only the next instalment of seed money will be released.
12. In the beginning about 25% of the sanctioned seed money or as much as requested by PI based on the need for the Seed Money Project will be credited to the institute to start the research work. Money can be spent by the PI with the prior approval of HoI, concerned.
13. After completion of the project, the complete Project Report with the deliverables shall be presented to the university by PI through HoI.

14. In case of unavoidable circumstances, if the project is not completed in time, time extension shall be sought with justifiable reasons through IRC to URC.
15. HoI shall ensure that Co-Investigator is also participating in the research execution activities of the project from the beginning. In the unlikely event of PI leaving the institution, Co-Investigator shall continue the project and successfully complete. In such an event of PI leaving the institute, HoI shall ensure that PI hands over all the documents, equipment procured under this budget and technical information and status to the Co-Investigator.
16. In case of unavoidable reasons, if the PI seeks more money than the approved money for the proposal during the closing stages of the project, PI may seek small additional funds with due justification to Vice Chancellor, through HoI and Director(Research)
17. The PI shall sign the **undertaking letter (Annexure-2)** and return to HoI.

C) Guidelines for the Accounts Manager of the institutes:

1. Each Seed Money Proposal approved by Vice Chancellor has been given a **unique id** at University Level and is being shared with the Accounts department of the institute.
2. The Research work proposed shall start within one month of approval of the proposal.
3. The Project duration will be counted from date informed by Director (Research) after approval of Vice Chancellor.
4. The procurement of any equipment, taking any services, employing any person on short term basis shall be as per the Institute's operational process. HoI and accounts manager shall ensure the same before expending.
5. The PI shall fill up the attached **Form (Annexure-1)**, for funds and get the approval of HoI before incurring any expenditure or initiating any activity for expending. HoI may approve incurring expenditure after ensuring sufficient funds are available against the approved seed money project. If required, HoI may consult the institute's accounts manager and accounts manager may facilitate the same at the earliest.
6. Accounts manager shall maintain a separate ledger account for each seed money project proposal approved with unique id, amount sanctioned against each seed money proposal, expenditure incurred against that proposal with required bills, amount committed such as purchase orders, as per the institute's operational process.
7. Accounts Manager shall ensure that money spent & committed does not exceed at any time, the total money approved against the seed money proposal.
8. The accounts manager shall ensure that the money credited towards seed money proposals is not spent for any other purpose.
9. The periodic internal audit will be carried out on the project finance (Seed Money) and will be submitted to Director (Research) through the HoI.

d) Guidelines to the Purchase Officer:

1. Any Purchase request that comes from the institute shall have the Unique Id mentioned in that request.
2. When Purchase Officer places any purchase order for a particular Seed Money Project, the Unique Id shall be mentioned in the purchase order.
3. Any correspondence by Purchase officer to the Stores officer or Accounts Manager regarding procurement, delivery, payment etc. shall have the Unique Id.

e) **Guidelines to the Stores Officer:**

1. Any item that is received against the purchase order corresponding to seed money Projects shall be entered in the stock register with the Unique Id.
2. All the items issued to PI against the particular seed Money Project shall have the Unique id and shall be acknowledged by the PI.
3. The stores officer shall maintain all the records as per the Institution's operational

Vinayaka Mission's Research Foundation -DU

Annexure-1

Ref: VMRF/SeedMoney/2020/18

Form: Requisition for incurring any expenditure for purchase of any equipment, hiring any services, travel, contingency etc. for approved Seed money proposal.

Date:

- 1) Institute Name:
- 2) **Unique id** of the Seed Money Proposal approved:
- 3) Name of the Principal Investigator:
- 4) Name of the Research Proposal:

- 5) Total Seed Money approved & Total Duration:

- 6) Details of Item(s) to be purchased/reasons for hiring any human resources/ any technical services, travel, contingencies:

- 7) Expected expenditure:
- 8) Total Money spent so far:

- 9) Total commitments made, but money to be paid:

- 10) Any Other relevant information:

(Signature of PI)

Approved/ Not approved

(Signature of HoI)

To,

Accounts Manager

Vinayaka Mission's Research Foundation-DU

Annexure-2

Ref: VMRF/SeedMoney/2020/19

Date:

Sub: Undertaking from Principal Investigator.

1. I _____(PI's Name), Grade_____,
_____ (Name of the department), of
_____ (Name of the Institute), Vinayaka Mission's Research
Foundation-DU agree to abide by the Guidelines given by the university for executing the Seed
Money Research Project.
2. I also abide by the code of conduct rules to be followed by the faculty of the Vinayaka
Mission's Research Foundation-DU.
3. I agree that all the Intellectual Property and research outcome of the Seed Money Research
Project belongs to the Vinayaka Mission's Research Foundation -DU.
4. Any Products, patents that accrue out of the project belongs to the university.
5. I also agree that I **shall not** divulge any Intellectual Property that accrue out of the project
directly or indirectly to any outside person/agency/institute.
6. I shall abide by this undertaking even if I leave the University.
7. I will involve the Co-Investigator in all activities of the project.
8. The Publications that are published out of this research work shall contain an
acknowledgement that **"This research work is carried out with the Seed Money granted by
Vinayaka Mission's Research Foundation -DU"**.

(Signature of PI with Date)

(Signature of Co-I with Date)

(Signature of Hol with Date)
