



गुजरात केन्द्रीय विश्वविद्यालय
(भारत की संसद के अधिनियम सं. 25, 2009 के तहत स्थापित)

CENTRAL UNIVERSITY OF GUJARAT

(Established by an Act of Parliament of India, No 25 of 2009)

F.No.15-2/2014-Admn/ 549

16.05.2018

Circular No.09/2018-19

University has revised Guidelines for the scheme of Start-up Grant for Newly-Recruited Faculty of University in accordance with Guidelines of University Grants Commission, New Delhi. These Guidelines will be applicable to all existing recipients of the grants as well as future applicants. All concerned are required to take note of it and follow different provisions of the Guidelines while executing research under the scheme.

Alok Gupta

Registrar (Offg.)

Encl: as above

Copy to:

1. All Deans
2. Director, Sector-30 campus
3. FO (Offg.)
4. CoE (Offg.)
5. All Chairpersons/Coordinators of Centre (By Email)
6. All Teaching and Non-Teaching Staff (By Email)
7. ICT Chairperson – with a request to post this Circular on University Website
8. VC Secretariat
9. Finance & Accounts Department
10. Admission & Evaluation Department
11. Deans office (Sector-29 & 30 Campus)
12. All Notice Board, Sec-29 & 30 Campus
13. Circular file
14. Guard File

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Central University of Gujarat

Gandhinagar-382030

Guidelines for Start-Up Grant for Newly-Recruited Faculty of University

Objective:

The start-up grant aims at the initiation of newly-recruited faculty into research activity which will help them generate funding from external funding agencies. This scheme will cover such faculty who wish to engage in systematic minor research for the first time and who have not previously availed any financial support for such research from any funding agencies, exclusive of that as a student or a postdoctoral fellow. A start-up grant up to Rs. 1,00,000.00 will be awarded to individual faculty members, as part of the University efforts to support research and scholarly activity.

Eligibility:

All teachers who are newly appointed at the level of Assistant Professor against the permanent post in various school/centres will be eligible to receive financial support under the scheme. The Assistant professor should possess Ph.D. degree with a minimum of two research publications in UGC recognized/cited journals. Eligible Assistant Professors in university should apply within a period of one year from the date of joining the university in prescribed proforma (**Annexure-I**).

Nature of assistance:

The University will provide a grant up to Rs.1.00 lakhs under the following heads.

1. Books and Journals

Books & journals grants may be utilized to procure essential books & journals needed for the proposed research work. Books & journals acquired by the Principal Investigator under a Project must be deposited to University Central Library after the completion of the project which will be the institutional property.

2. Hiring Services

This is meant for specialized technical work, such as sample analysis, for which the University either has no infrastructure or such services are available on payment basis.

3. Contingency

The admissible contingency grant may be utilized on spares for apparatus, photo-stat copies and microfilms, typing, stationary, postage, telephone calls, internet, fax, computation and printing needed for the project. Expenditure towards the audit fee may also be claimed under contingency head.

4. Special Needs:

Assistance may be provided for any other special requirement in connection with the project which is not covered under any other 'Head' of assistance under the scheme.

5. Chemicals and Consumables

To meet expenditure on chemicals, glassware and other consumable items.

6. Travel and Field Work

The amount allocated under the head travel/field work is to be utilized for data collection and collection of other information such as documents and visit to libraries within the general scope and sphere of the ongoing project. This should not be used for attending conferences, seminars, workshops and training courses etc. All travel shall be undertaken as per entitlement and in accordance with Government of India norms as amended from time to time.

No expenditure on the following is permissible under the scheme.

- a. Major instruments, laptop, computer, printer, scanner.
- b. Recruitment of manpower: Research Fellow/Project assistance
- c. International travel

Duration:

- a. The tenure of research project under the scheme shall be one year extendable by six months upon formal application to Project Cell of the university about rationale for extension.
- b. Requests for extension (without cost) shall be given by the faculty at least two months before the expiry of prescribed tenure.
- c. No requests for extension beyond one and a half year will be considered under the scheme.

Procedure for Award

Faculty desirous of availing the financial assistance under the scheme shall submit detailed project proposal in pro forma for expert appraisal. The Empowered Committee constituted by the university for the purpose will go through the project proposals and submit recommendations for consideration of competent authority of the university whose decision shall be final in the matter.

Procedure for Application

- a. Eligible and interested faculty member should submit dually-filled form with research proposal to Project Cell of the university.
- b. The Project Cell will ascertain the eligibility of the faculty for financial assistance under the scheme and place the research proposal before the Empowered Committee of the university for consideration and recommendations.

- c. The Project Cell will place the recommendations of the Empowered Committee before the competent authority for consideration and issue Award Letters to the faculty under Registrar's signature.

Term & conditions:

- o Faculty member will be responsible for ensuring that all expenditures incurred under the scheme are appropriate and reasonable. Funds are to be spent as per procedures outlined by GFR-2017 and University purchase policy.
- o Expenditure on local and national travel shall be incurred as per the entitlement of the faculty in accordance with norms of Government of India.
- o No application containing more than one principal investigator or co-investigator will be considered.
- o In case the recipient of the award under the scheme happens to leave the university mid-way, he/she will have to deposit the entire amount sanctioned/expended under the project to the university account. It is only upon confirmation of such deposit of project funds in the university account that the Project Cell will issue "No Dues Certificate" to the faculty concerned.

Human Subjects/Animal Usage Review

All projects involving human/animal subjects must be reviewed and approved by the Committee for ethics/biosafety. Recipient must obtain ethics/biosafety committee review and approval of their project within 90 days of notification of an award or the award will be withdrawn.

Reporting and Acknowledgement

- a. Each recipient must submit a final report on project outcomes within 30 days of expiration of project tenure.
- b. The outcomes of the project will be quantified/measured in terms of publications, presentations, monographs and patent resulting from the award.
- c. The grantee must acknowledge "Start-Up" grant in all publications resulting from the grant and provide one copy of the publication to the project cell.
- d. Failure to comply with this acknowledgement requirement may disqualify an individual for future consideration in all internal funding programs.

Intellectual Property

In accordance with University policy, the IP rights will be shared by faculty(s)/Inventors and the University.

Alok Gupta
Registrar

FORMAT FOR SUBMISSION OF PROPOSAL

1. Assistant Professor (Research Investigator)

(i) Name:

(ii) Sex: (M/F)

(iii) Date of Birth:

(iv) Category: (GEN/SC/ST/OBC)

(v) Qualification:

(vi) Designation:

(vii) Address:

Office:

Residence:

E-mail:

2. Area of Specialization

3. Research/consultancy projects handled in past

S.no	Title of Project	Role PI/Co-PI	Funding agency	Amount	Duration

4. Teaching and Research Experience of Assistant Professor (Research Investigator)

(i) Teaching Experience:

S.no	Position	University/Institute/Industry	From	to	Duration

(ii) Research Experience:

S.no	Position	University/Institute/Industry	From	to	Duration

(iii) Year of award of Doctoral Degree:

(iv) Title of thesis for Doctoral Degree:

(v) Publication:

(a) Papers Published: Accepted:

Communicated:

(b) Books Published: Accepted:

Communicated:

(Please enclose the list of papers and books published and / or accepted during last five years)

5. (i) Project Title

(ii) Introduction

- Origin of the research problem
- Review of Research and Development in the Subject:
- International Status
- National Status
- Significance of the Study
- Its potential contribution to knowledge in the field of social relevance or national importance.
- Interdisciplinary relevance

(iii) Objectives

(iv) Methodology

(v) Work Plan

(vi) Expected Outcome

6. Financial Assistance (upto Rs. 1.00 lakhs)

S.no	Budget head	Amount	Justification
1	Books and Journals		
2	Hiring Services		
3	Contingencies		
4	Special Needs		
5	Chemicals and Consumables		
6	Travel and Fieldwork		

7. Any other information which the investigator may like to give in support of this proposal.

Certificate from Principle Investigator

To certify that:

- a) I shall abide by the rules governing the scheme in case assistance is provided to me from the Central University of Gujarat for the above project.
- c) I shall complete the project within the stipulated period and will submit the completion report and shall attempt to Publish the outcome of proposed proposal.

NAME AND SIGNATURE: a) Assistant Professor (Research Investigator)

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