



AJEENKYA
D Y PATIL UNIVERSITY

THE INNOVATION
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SEED Money Research Funding Policy



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April 3, 2024



Introduction:

At Ajeenkya DY Patil University (ADYPU), we recognize the pivotal role of research in advancing knowledge and fostering innovation. The SEED Money Research Funding Policy is designed to provide financial support to faculty members to initiate and conduct research projects in emerging areas of national and international importance. This policy aims to stimulate competitive research, promote interdisciplinary collaboration, and facilitate the development of innovative solutions with potential for commercialization.

Objectives:

The objectives of the SEED Money Research Funding Policy are as follows:

- To create an enabling environment that encourages research activities within the University.
- To provide necessary support through research framework and guidelines.
- To foster socially useful research with potential for commercialization.
- To engage faculty members in real-life research projects.
- To support the initiation of research programs with potential for external funding.
- To facilitate the testing of novel ideas and generation of preliminary results for external funding proposals.
- To promote inter-departmental collaboration in emerging areas.
- To encourage the generation of intellectual property and product/process development.

Eligibility:

- All regular faculty members of Ajeenkya DY Patil University are eligible to apply for SEED Money funding.
- Each Principal Investigator (PI) may submit only one application at a time but can participate as a co-investigator in multiple proposals.
- The maximum grant amount is INR 100,000 (one lakh rupees).
- The amount of the grant awarded depends on available funds and the quality of the proposal.
- SEED Money grants cannot be used for Ph.D. work or for organizing or attending conferences, seminars, webinars, etc.
- All items procured using SEED Money grants become the property of ADYPU, and any intellectual property generated during the project will be owned by the University.



Process:

- **Announcement:** Faculty members are encouraged to submit pre-proposals following announcements made by the University.
- **Evaluation:** Pre-proposals will be initially reviewed and assessed at the school level. Subsequently, approved pre-proposals will be forwarded to the Office of the Dean of Research and Development for further consideration.
- **Shortlisting:** PIs of shortlisted pre-proposals will be invited to submit full proposals.
- **Review:** Full proposals will be reviewed by a University Research Committee, considering criteria such as innovation, potential for external funding, budget alignment, and intellectual property generation.
- **Presentation:** PIs of shortlisted proposals may be invited to make presentations before the selection committee.
- **Decision:** The committee will recommend the proposals to the Honorable Vice Chancellor for final approval regarding the award of SEED Money grants.
- **Progress Reporting:** Staff members receiving seed funding are required to submit periodic progress reports, detailing the project's advancements, challenges, and outcomes.
- **Financial Documentation:** Recipients must provide appropriate financial documentation, including expense reports and receipts, to account for the usage of the seed funding.

Criteria of Evaluation:

- Innovative interdisciplinary research.
- Potential for sustainable research and development attracting external funds.
- Budget alignment with claimed outcomes.
- Potential to generate intellectual property, including product and process development.



Expected Outcome:

- Publication in peer-reviewed journals and generation of intellectual property.
- Externally funded projects resulting from SEED Money-supported research.

Review and Amendment:

This policy will undergo periodic review and may be amended as necessary to ensure alignment with the objectives of ADYPU. Any amendments will be communicated to faculty members in a timely manner.

Contact Information:

For inquiries related to the SEED Money Research Funding Policy, please contact the Dean of Research and Development or the Office of Research and Development at ADYPU.

This policy outlines the framework for the SEED Money Research Funding program at Ajeenkya DY Patil University, providing faculty members with opportunities to initiate and conduct research projects in alignment with the University's goals of promoting innovation and advancing knowledge.

Appendix-I: Application for SEED Money Research Funding

Appendix-II: Evaluation Sheet

Appendix-III: Undertaking After Seed Money Grant Sanction



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Appendix-I Application for SEED Money Research Funding

Date:

Application ID:

Personal Information:

1. Full Name:
2. ADYPU Employee ID:
3. Position/Title:
4. Date of Joining ADYPU:
5. Name of School:
6. Phone Number:
7. Email Address (ADYPU Official mail ID):
8. Brief Biography (200 words maximum):



Project Information

1. Project Title:
2. Project Duration (Start Date - End Date):
3. Project Description:

Objectives and Goals:

- 1.
- 2.
- 3.

Methodology/Approach:

Expected Outcomes:

- 1.
- 2.
- 3.



Budget Information

1. Total Budget Requested:
2. Itemized Budget (Please provide a detailed breakdown of expenses on separate sheet):
3. Previous Funding Received (if any):
4. Collaboration/Partnerships (if applicable):
5. Ethical Considerations (if applicable):
6. Sustainability Plan (if applicable):

Declaration:

I hereby certify that the information provided in this application is accurate to the best of my knowledge. I understand that any misrepresentation of information may result in the rejection of this application, or the revocation of any funding awarded based on this application.

Applicant's Signature: _____ Date: _____

Recommendation by the Dean of School:

Signature: _____

Note: Please submit this completed application form along with supporting documents to the Dean Research and Development office through the Dean of School.



Appendix-II Evaluation Sheet for Assessing SEED Money Funding Applications

Application ID : _____ Date of Evaluation _____

Evaluator's Name : _____

Evaluator's School Name : _____

Criteria	Score
Criteria 1: Project Feasibility	
1.1. Clarity of Project Objectives and Goals (10)	
1.2. Alignment with SEED Money Funding Priorities (10)	
1.3. Feasibility of Project Implementation Plan (10)	
1.4. Potential Impact and Contribution to Knowledge/Society (10)	
1.5. Overall Assessment of Project Feasibility (10)	
(Out of 50)	
Criteria 2: Budget Justification and Management	
2.1. Appropriateness of Budget Allocation (10)	
2.2. Adequacy and Justification of Expenses (10)	
2.3. Realistic Budget Planning and Cost Effectiveness (10)	
2.4. Clear Demonstration of Cost Control Measures (10)	
2.5. Overall Assessment of Budget Justification and Management (10)	
(Out of 50)	
Criteria 3: Methodology and Approach	
3.1. Clarity and Rigor of Methodological Approach (10)	
3.2. Innovativeness and Creativity in Project Design (10)	
3.3. Consideration of Potential Challenges and Risk Mitigation (10)	
3.4. Integration of Interdisciplinary Perspectives (if applicable) (10)	
3.5. Overall Assessment of Methodology and Approach (10)	
(Out of 50)	



Criteria 4: Applicant's Qualifications and Capabilities	
4.1. Relevance of Applicant's Background and Experience (10)	
4.2. Demonstrated Skills and Competencies for Project Implementation (10)	
4.3. Quality of Previous Work and Track Record (if applicable) (10)	
4.4. Potential for Growth and Development (10)	
4.5. Overall Assessment of Applicant's Qualifications and Capabilities (10)	
(Out of 50)	

Overall Assessment

Criteria	Criteria 1 (50)	Criteria 2 (50)	Criteria 3 (50)	Criteria 4 (50)	Total (200)
Marks Obtained					

5.1. Overall Suitability and Potential of the Project: [Comments]

5.2. Strengths and Weaknesses Identified: [Comments]

5.3. Recommendations for Funding Decision: [Comments]

Evaluator's Signature: _____ Date: _____

Final Recommendation:

[Select one: Approve / Approve with Conditions / Reject]

Dean Research

Vice-chancellor



Appendix-III Undertaking After Seed Money Grant Sanction

I, [Your Full Name], hereby acknowledge and accept the grant of seed money for my project titled "[Project Title]" sanctioned by Ajeenkya D Y Patil University, Pune on [Date of Sanction].

I understand that this seed money grant is provided to support the initiation and development of my proposed project. In accepting this grant, I undertake the following commitments:

Utilization of Funds: I will utilize the seed money grant solely for the purposes outlined in the project proposal and budget submitted to Ajeenkya D Y Patil University, Pune. Any deviation from the approved budget will be communicated to and approved by the appropriate authority.

Project Completion: I commit to completing the proposed project within the agreed-upon timeframe specified in the grant agreement. I will diligently work towards achieving the project objectives and deliverables as outlined in the project proposal.

Accountability and Reporting: I will maintain accurate records of all expenditures related to the project and provide timely financial and progress reports as per the requirements of Ajeenkya D Y Patil University, Pune. I understand that failure to comply with reporting requirements may result in the termination of the grant.

Ethical Conduct: I will conduct the project in accordance with the highest ethical standards and adhere to all applicable laws, regulations, and institutional policies governing research and project implementation.

Intellectual Property: I acknowledge that any intellectual property generated as a result of the project will be subject to the intellectual property policies of Ajeenkya D Y Patil University, Pune. I will cooperate with the institution in protecting and managing any intellectual property rights arising from the project.

Acknowledgment: I will acknowledge the support received from Ajeenkya D Y Patil University, Pune in all publications, presentations, and other dissemination activities related to the project.



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Return of Unspent Funds: In the event that there are unspent funds remaining at the conclusion of the project, I agree to return the unused portion of the grant to Ajeenkya D Y Patil University, Pune as per their instructions.

I understand that any breach of the terms outlined in this undertaking may result in the suspension or termination of the grant, and I may be required to reimburse the full or partial amount of the grant as determined by Ajeenkya D Y Patil University, Pune.

I hereby affix my signature as a demonstration of my understanding and acceptance of the terms and conditions associated with the seed money grant.

Signature: _____ Date: _____

[Your Full Name]

[Your Position/Title]

[Your Contact Information]