JIIT/2021/IRDPS/SD

Jaypee Institute of Information Technology Noida
Institute Research and Development Project Scheme (IRDPS) for Faculty

1.   PREAMBLE:
In general, it has been found that there is a positive correlation between the research and development, and ranking of universities/institutions. Further UGC and AICTE give considerable weightage for research and development projects to be carried out in universities and institutions. It helps faculty to remain creative and up-to-date which is must for a teacher to be impressive and effective in the objective based education and also contribute in nation building. The regulatory bodies emphasize for internally funded R&D projects by universities and institutions. JIIT being a leading Deemed to be University in private sector should also introduce internally funded R & D project scheme to encourage and motivate young faculty. They will also be better prepared to write good R & D projects for external funding.

2.   SCHEME DESCRIPTION
Institute Research and Development Project Scheme (IRDPS), of Jaypee Institute of Information Technology, Noida, will support different areas of research and development for the faculty joining the Institute. The funding under this scheme is to be used to initiate/continue the research work of the faculties. The objective of the scheme is to accelerate the possibility to receive the financial support from external agencies in future. The applicant must clearly and convincingly demonstrate that the proposed project represents a new research direction in an area likely to generate external funding.

Research Project that is already supported by other sources will not be considered for funding. The project under IRDPS will be considered as Minor Project and relevant API score will be credited as per the norms of JIIT, Noida.

3.   PROCESS OF SELECTION:
3.1   Preference will be given to proposals that;
   a)   Have a high potential for external funding
   b)   Have significant scientific merit
   c)   Represent a new direction for the PI
   d)   Build or strengthen inter-disciplinary research partnerships

3.2   Applicant Eligibility
   a)   Applicants must be a full time faculty at the Institute.
   b)   Principal Investigator (PI) must be a Ph.D. degree holder and minimum designation should be Assistant Professor.
   c)   Those who have submitted their Ph.D. thesis will also be eligible as PI.
   d)   To encourage research, Assistant Professor without Ph.D. degree may apply as Co-PI under seed money scheme. The number of Co-PI associated with a project must be restricted to one.

e) Co-PI(s) satisfying the criteria of PI, can submit a separate proposal as PI under IRDPS.

f) The age of the PI/Co-PI should not be more than 40 years.

g) At a time, one PI will be eligible for one project under IRDPS but he/she may be associated as Co-PI in one other project under this scheme.

h) Time gap between two successive Research and Development Project Grants will be a minimum of 6 years.

i) If an application for R & D Project under IRDPS has been turned down by the Institute, the PI is allowed to submit a new proposal.

j) During the execution period of two years of the project, PI/ Co-PI will not resign from the service till the completion of the project. PI and Co-PI will be required to complete the project and submit all the required documents.

3.3 Proposal Submission

The proposal submission will be open throughout the year. The project proposal should be submitted as per format attached as **Annexure I**. The duration of IRDPS will be two years.

3.4 Proposal Review

Submitted proposal will be evaluated as per the format enclosed as **Annexure II.**

4. FUNDING OF GRANTS

a) Awards will be up to Rs. 5, 00,000/- (Rs. 5 Lac) only for two years.

b) Additional grant may be sought with proper justifications at the time of the project evaluation meeting.

c) Funding is available for;
1. Minor equipment/software related with proposal.
2. Consumables (Like ICs, application boards, chemicals, testing charges, tools, etc.).
3. Travel support for the purpose of research work.
4. Contingencies (books, annual membership fees in technical societies excluding subscription charges, etc).
5. Any other items subject to the prior approval of Pro-Chancellor

d) Grant funds can't be used for;
1. Travel outside India.
2. Laptop /Desktop purchase

5. GRANT ADMINISTRATION

The PI is responsible for the administration of granted funds. In particular, he/she must be certain that over-expenditures do not occur. Any procurement will be made as per the existing purchase policy of the Institute. Capital equipment purchased from this fund will be the property of **Jaypee Institute of Information Technology, Noida.**

If the work requires more time over initial two-year period to complete, the PI may request one six-month extension by sending a request to the Dean (A&R) at least one month prior to the end of the project duration.

6. PROJECT COMPLETION

a) PI is required to submit a proposal for external funding to the external agencies preferably within the time period of project under IRDPS.

b) PI will be responsible to submit a hard copy of project completion report (**Annexure III**) along with final Utilization Certificate (**Annexure IV**) (a soft copy should also be submitted).

7. PROJECT EVALUATION

The date of proposal evaluation meeting will be notified by the office of the Dean (AR).

8. IRDPS COMMITTEES:

8.1 Screening Committee:

The proposals will be submitted to the departmental screening committee which will include the following members:

1. Head of the Department (Chairman)
2. Two Professors of the Department (Nominated by Vice-Chancellor)
3. One Professor/ Associate Professor of the area of the project from within or outside the Institute nominated by Vice-Chancellor

8.2 Institute Research and Development Project Scheme Committee (**IRDPSC)**

The proposals will be forwarded by the screening committee to IRDPS which will also be the recommending committee for the scheme. This committee will include the following members:

1. Vice Chancellor   Chairman
2. Director   Member
3. All Deans   Member
4. HoD   Member

The recommendation of the committee will be sent to the Pro-Chancellor for due approval.

8.3 Project Monitoring

The progress of the project will be monitored twice in a year. The monitoring cum evaluation committee for the IRDPS will comprise of the following members:

1. Dear (AR), Chairman
2. Head of the Department - Member
3. One expert in the area from the department - Member
4. One expert from the allied department - Member
5. One external expert - Member

The above committee will also evaluate the completion report of the project.

FORMAT FOR PROPOSAL SUBMISSION

1. **Details of Principal Investigator** (Name, Designation, Highest Qualifications, Department, E-mail, Contact no, Date of Joining):
2. **Details of Co-Principal Investigator** (Name, Designation, Highest Qualifications, Department, E-mail, Contact no, Date of Joining):

Technical details

Title of the work:

1. **Introduction: (Maximum 1 page)**
   (Scientific rationale for doing this work should be elaborated)
2. **Review of status of Research and Development in the subject**
2.1 **International Status: (Maximum 1 page)**
   (Researchers working in the area worldwide and their contributions must be properly highlighted with recent references and reviews. A correct and faithful description of the international research status must be given)
2.2 **National Status: (Maximum 1 page)**
2.3 **Importance of the proposed project in the context of current status including scientific objective (Maximum 1 page)**
   (Highlight what is the new area or gap which will be solved in the project in relating to what is already known. This is a very important section to project the novelty content of the proposal)
3. **Progress/achievement so far, if any**
4. **Work Plan:**
4.1 **Methodology: (Maximum of 2 pages)**
   (It should contain all the details of how each of the objectives will be addressed. This section must be detailed and have clear plans, not vague and generalized statements. It should have several schemes, tables, figures, equations etc. in addition to text, explanation and justification of why the project research plan will work)
4.2 **Time Schedule of activities giving milestones through BAR diagram. (Maximum 1/2 page)**
4.3 **Expected outcome within the time period of the project.**
5. **Suggested Plan of action stating the name of funding agency where the project proposed on extension of current project will be communicated for financial support within the time period of project.**
6. **Bibliography:**
7. **List of Projects submitted/implemented by the Investigators (Separate for PI and Co-PI)**

7.1   Details of Projects submitted to various funding agencies:

Sl. No.	Title	Cost in lakhs	Month of submission	Role as PI/ Co-PI	Agency	Status

7.2   Details of Projects under implementation

Sl. No.	Title	Cost in lakhs	Duration	Role as PI/ Co-PI	Agency

7.3   Details of Projects completed during the last 5 years

Sl. No.	Title	Cost in lakhs	Duration	Role as PI/ Co-PI	Agency

8.   List of publications published by the Investigators, if any:

9.   Budget

Sl. No.	Head	Amount in INR
1	**Capital (Non-Recurring)** Minor Equipment/software (Generic Name with minimum required accessories, make & model & cost in Indian Rupees)(Mention other PI(s) name, Department with whom joint purchase is proposed)	
2 2.1	**Recurring** Consumables (Like ICs, application boards, chemicals, testing charges, tools, etc.)	
2.2	Travel support for the purpose of research work.	
2.3	Contingency	
3	Others	
	Total	

10. Name of at least two subject experts from the Institute and one from the outside Institute with their contact details:

CERTIFICATE FROM THE INVESTIGATOR

Project Title:

It is certified that

1. I/we do hereby agree to submit a complete proposal for financial support to the external funding agency within the time period of the project.

2. I/we undertake that spare time on equipment procured in the project will be made available to other users.

3. I/we agree to submit a certificate from Institutional Biosafety Committee, if the project involves the utilization of genetically engineered organisms. I also declare that while conducting experiments, the Biosafety Guidelines of Department of Biotechnology, Department of Health Research, GOI would be followed in toto.

4. I/we agree to submit ethical clearance certificate from the concerned ethical committee, if the project involves field trails/experiments/exchange of specimens, human & animal materials etc.

5. I/ we shall not leave/ resign from the Institute till the completion of the project

6. I/ we agree to abide by the terms and conditions of IRDPS, JIIT, Noida.

Name and signature of   Name and signature of
Investigator   Co-Principal Investigator
Date:
Place:

Forwarded by Head of the Department

Signature of the Head

ANNEXURE - II
PROJECT EVALUATION FORMAT

Recommendation Sheet

Name of the Investigator	
Name of the Co-Investigator	
Name of the Department	
Title of project	
Recommendation of the evaluation committee (Recommended/Revision/Not Recommended)	
Financial allocation recommended	

Sl. No.	Head	Amount in INR
1	**Capital (Non-Recurring)** Minor Equipment/software (Generic Name with minimum required accessories, make & model & cost in Indian Rupees)	
2 2.1	**Recurring** Consumables (Like ICs, application boards, chemicals, testing charges, tools etc.)	
2.2	Travel support for the purpose of research work.	
2.3	Contingency	
3	Others	
	Total	

Name and Signature of the IRDPS committee members with date

ANNEXURE III
PROJECT COMPLETION REPORT

1	IRDPS Reference No	
2	Title of research project	
3	Name of the Principal Investigator	
4	Name of the Co-Investigator	
5	Name the Department	
6	Effective date of starting of the project	
7	Grant approved and expenditure incurred during the period of the report	
7.1	Total amount approved	Rs.
7.2	Total expenditure	Rs.
8	Report of the work done: (Please attach a separate sheet) i. Brief objective of the project: ii. Work done so far and results achieved and publications, if any, resulting from the work (Give details of the papers and names of the journals in which it has been published or accepted for publication or communicated) iii. Has the progress been according to original plan of work and towards achieving the objective if not, state reasons iv. Has the project been submitted for external funding? If so give details of the project submitted/ being submitted for external funding including status and if not, state reasons.	
9	Please indicate the difficulties, if any, experienced during the project duration	

Signature of the Principal Investigator   Signature of the Co-Principal Investigator

Signature of the Head

ANNEXURE IV
UTILIZATION CERTIFICATE

Certified that the grant of Rs. ……………………………(Rupees ……………………………….. only) received from the Jaypee Institute of Information Technology, Noida under the Research and Development Project Scheme entitled _____vide letter No. ……………………………… dated ………………….. has been fully utilized for the purpose for which it was sanctioned and in accordance with the terms and conditions laid down by JIIT, Noida.

Signature of the Principal Investigator   Signature of the Co-Principal
                                                                 Investigator

Signature of CFO/FO, JIIT, Noida