POLICY GUIDELINES

FOR

SEED MONEY SCHEME

AMITY UNIVERSITY RAJASTHAN JAIPUR

[Effective from AY 2026-2027]

SEED MONEY POLICY FOR FACULTIES

1. Introduction:

a. Amity University recognizes the pivotal role of research & consultancy in advancing knowledge and fostering innovation. The Seed Money for Research & Consultancy 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.
b. This policy aims to stimulate competitive research, promote interdisciplinary collaboration, consultancy and facilitate the development of innovative solutions with potential for commercialization.
c. This policy shall apply from the date of notification.

2. Objectives:

The objectives of the Seed Money Policy are as follows:

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

3. Eligibility:

a. The scheme is open to all full-time faculty members at Amity University campuses.
b. The PI must be Ph.D degree holder and must have published at least two research papers in reputed Journals (Ph.D exemption may be given for certain domains)
c. Faculty members who have submitted their Ph.D thesis will also be eligible to apply.

4. Guidelines:

a. A Principal Investigator (PI) can submit only one application as lead investigator at a time but can participate as a co-investigator (Co-PI) in multiple proposals.
b. Preference will be given to PIs without existing project funding.
c. The amount of the grant awarded depends on available funds and the quality of the proposal.

AMITY UNIVERSITY RAJASTHAN JAIPUR

d. All items procured using Seed Money grants become the property of Amity University and any intellectual property generated during the project will be owned by the University.
e. Seed Money to be utilized within a timeframe of one year from the date of actual grant.

5. Funding Support:

5.1 The seed grant per project should not exceed more than INR 200,000 (Two Lakh Rupees). The competent authority may consider funding up to INR 500,000 (Five Lakh Rupees) in a special case.

5.2 The total budget allocation for this scheme for each year under these guidelines will be at the discretion of the competent authority.

5.3 The proposed budget should be under following heads:

a. Minor equipment related to proposal
b. Consumables
c. Travel support within country for proposed research work.
d. Contingencies.

5.4 The Seed Money grants cannot be used for Ph.D. work or for organizing or attending conferences, seminars, webinars, etc.

6 Project Submission and Approval Process

6.1 Project Submission: The faculty members can submit project proposals following the announcement in prescribed format (Annexure-I), which are then initially screened by respective HOIs/Deans/Directors.

6.2 Project Duration: The maximum project duration will be generally one year (not more than 2 years in exceptional cases).

6.3 Evaluation by Expert Committee: The project proposals will be evaluated by a nominated Expert Committee, based on criteria such as novelty, innovation, potential for external funding, budget alignment, and intellectual property generation. Selected proposals are then invited for presentation. The evaluation criteria are as below, and format is given at Annexure-II.

6.4 The Evaluation Criteria are as follows:

a. Degree of novelty and interdisciplinary innovation.
b. Potential to drive sustainable research and attract external funding.
c. Alignment of the proposed budget with expected outcomes.
d. Capacity to generate intellectual property, including product and process development.

6.5 Final Approval: The proposals recommended by the expert committee shall be forwarded to the Vice Chancellor/ Pro Chancellor for final recommendation and subsequent submission to C6O for the scrutiny and approval of the Hon'ble Chancellor.

AMITY UNIVERSITY RAJASTHAN JAIPUR

7 **Project Submission Fund Release Mechanism:** The funds will be released in two parts.

a. First part 50% to be released at the time of sanction.
b. The second part will be given only after recommendations by the mid-term review committee and submitting the utilization certificate.

8 **Monitoring and Progress Reporting:** The faculty members receiving seed funding are required to submit mid-term progress reports (half-yearly) detailing the project's objective achieved and outcomes. A final report must be submitted at project completion.

9 **Outcome:** Each project must achieve at least one of the defined outcomes:

a. The outcome of the project should be in the form of a patent grant, patent publication or a product/ Technology.
b. The submission of one Externally funded project resulting from Seed Money-supported research.

10 **Declaration by the PI:**

a. The Principal Investigator (PI) will not leave the university for two years after completion of the project.

b. The PI has to submit an undertaking and an Indemnity Bond in favour of Amity University as per Annexure-III & IV.

Enclosers: -

ANNEXURE-I: Application for Seed Money Research Funding.
ANNEXURE -II: Evaluation Report for Seed Money Project.
ANNEXURE -III: Undertaking by the Principal Investigator.
ANNEXURE -IV: Indemnity Bond for Research Seed Money Grant.

AMITY UNIVERSITY RAJASTHAN JAIPUR

Annexure - I

APPLICATION FOR SEED MONEY RESEARCH FUNDING

1. Project Title

2. Project Cost (Amount in Lakhs)

3. Duration (in months)

4. a) PI Name
   b) Designation
   c) Date of Birth
   d) Date of Joining Amity
   e) Details of Doctoral degree: Title & Year of Award
   f) Post-doctoral experience, if any

5. a) Co-PI Name
   b) Designation
   c) Date of Birth
   d) Date of Joining Amity
   e) Details of Doctoral degree: Title & Year of Award
   f) Post-doctoral experience, if any

6. Introduction: **(**should contain the scientific rationale which should include the origin of the problem, brief review of R&D in the field, National & International status & significance of study)

7. Objectives (Precise & quantitative)

8. a) Work Plan:
   b) Methodology: (It should contain all the details including clear plans as to how each of the objectives will be addressed)
   c) Time Schedule of activities giving milestones through BAR diagram.
   d) Expected outcome within the duration of project

9. Suggested Plan of action stating the name of funding agency where the project will be communicated for financial support within the time period of project.

10. Bibliography:

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

12. Fund requirement

Sl. No.	Head	Amount
1	Minor Equipment	
2	Consumables	
3	Travel support for the purpose of research work	
4	Contingency	
5	Others	
	Total	

Annexure - II

EVALUATION REPORT OF THE SEED MONEY PROJECT

1) Significance and Innovation (Mark on a scale of 1-10)

- Is the Project Scientifically/Academically significant?
- Is there any innovation in the approach?
- Can the project generate: New Knowledge, New Methods, New technology (Please tick one)
- Does the proposal have inherent strength to lead to another proposal to external agency

2) Approach and Work Plan

- Is there a clear hypothesis that drives this work
- Is the research plan clearly presented and realistic
- Is Proposed Schedule clearly indicated
- Are Research Objectives clearly defined
- Are Proposed Methods appropriate for the project
- Is the proposed budget appropriate? (If No) Please Elaborate

3) Please provide a one-paragraph summary of your evaluation and a clear recommendation with justification.

4) What are the main strengths of this proposal?

5) What are the weaknesses, if any of this proposal?

6) Final Recommendation

Annexure-III

UNDERTAKING BY THE PRINCIPAL INVESTIGATOR

I, ___________________________ hereby acknowledge and accept the grant of seed money for my project titled ____ sanctioned by Amity University, 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 Amity University. 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. In the case of my departure from the organization before the project is finalized, I will refund the entire amount of financial assistance (seed money) provided to me for the research project as per agreement [Annexure IV].

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 Amity University. I understand that failure to comply with reporting requirements may result in the termination of the grant.

Ethical Conduct: I will conduct the project by 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 because of the project will be subject to the intellectual property policies of Amity University. I will cooperate with the institution in protecting and managing any intellectual property rights arising from the project.

Acknowledgement: I will acknowledge the support received from Amity University in all publications, presentations, and other dissemination activities related to the project.

Return of Unspent Funds: If there are unspent funds remaining after the project, I agree to return the unused portion of the grant to Amity University 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 Amity University [Annexure IV].

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: _______________

Name: _________________________

Designation: _________________________

Institute: _________________________

Annexure-IV

INDEMNITY BOND FOR RESEARCH SEED MONEY GRANT (on Rs 100/- NJS)

This INDEMNITY BOND is made on __________ (date) by ______________________ (Name), S/o/D/o ________________________, R/o__________________, hereinafter called "EXECUTOR" (which expression shall include his/her heirs, successors, legal representatives, nominees and others) of First Part

IN FAVOUR OF

____________________ (Name of Institution), Amity University situated at ________ hereinafter called as the institution (which expression shall include its heirs, successors, legal representatives and others) of the Second Part.

WHEREAS

THE EXECUTOR is working as ____ in ____________________________(Name of Institution), Amity University

Now this Bond witnessed and is hereby agreed between the two parties hereto as follows:

THAT the institution has granted the seed money of Rs.____________________________ (Rupees____________________________) to the Executor for his/her research project titled __________________________ (Title of Research Project).

THAT the Institution has provided the financial support on the condition that the EXECUTOR shall continue to serve _________________ (Name of Institution), Amity University, till the completion of his/her research project.

THAT the EXECUTOR has agreed that in case, he/she leaves the job before successful completion of his/her research project, he/she will refund the entire amount of financial assistance (seed money) provided to him/her for the research project.

THAT the EXECUTOR has agreed to all the above conditions as such hereby executes the BOND.

IN WITNESS whereof, the **EXECUTOR** has signed this **BOND** on the date as mentioned at the first place.

Signature: _____________________

(Name):_ _____________________

Executor

Witness:

1. ____________________
2. ____________________