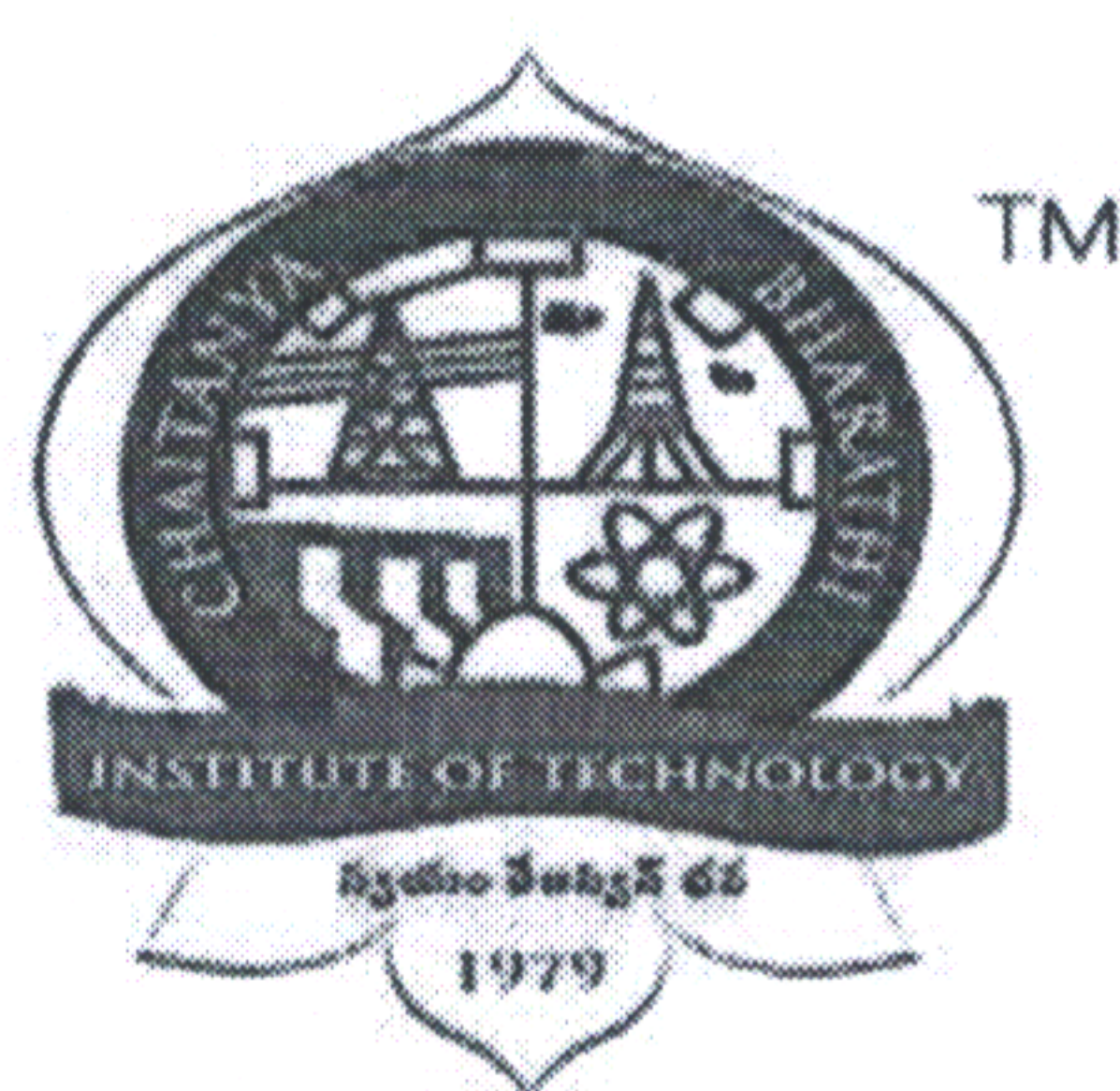


Research and Development Cell Research and Entrepreneurship Hub

IN-HOUSE SEED GRANT PROJECTS POLICY

Version: 01

w.e.f. Date: 06.10.2025



Chaitanya Bharathi Institute of Technology

(Autonomous under UGC)

Affiliated to Osmania University

Accredited by NAAC-UGC

ISO 21001:2018 Certified Institution

Gandipet, Hyderabad, 500075

Telangana State, INDIA

IN-HOUSE SEED GRANT PROJECTS POLICY

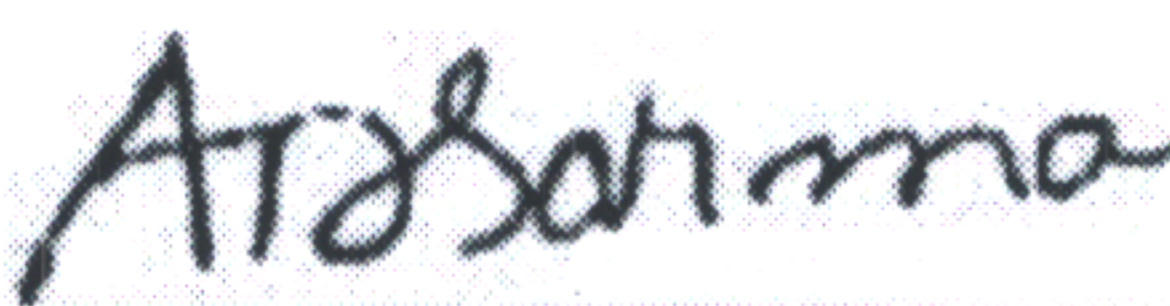
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Chaitanya Bharathi Institute of Technology

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IN-HOUSE SEED GRANT PROJECTS POLICY

(MAJOR, MINOR & STUDENT PROJECTS)

I. INTRODUCTION

Research indicates a strong correlation between knowledge accumulation and wealth growth. Knowledge and wealth must be accumulated moment-by-moment and bit-by-bit, For CBIT, an institute of higher education built on Indian wisdom, both knowledge and wealth are synonymous and it realises the need to facilitate its faculty and students in building both these resources gradually and continuously through their research work. However, no research work can happen instantaneously and research grants are limited. Hence, to help faculty obtain substantial research grants, CBIT provides them with 'seed money' to get their research ideas take off the ground. The Institution encourages its faculty to undertake department-wise R&D activities along with students and other faculty members.

Seed grant projects play a critical role in fostering innovative research and development at an early stage. These grants are typically provided to support preliminary studies, pilot projects, or novel ideas that have the potential to grow into larger, externally funded research initiatives. By offering initial funding, seed grants enable researchers to validate the proof of concepts, generate preliminary data, and build a foundation for future proposals to various funding agencies such as ANRF, DST, UGC, AICTE, DBT, ISRO, BARC, DRDO, BIRAC, ICSSR, MeitY and other funding agencies.

In addition to promoting research innovation, seed grant projects can contribute to scholarly publications, intellectual property creation and capacity building within institution. They also play an important role in enhancing institutional metrics such as research outcome, patents and academic reputation, which are key factors in national rankings and accreditation systems like NIRF, ARIIA, NAAC and NBA.

II. OBJECTIVES

1. To utilize the outcomes of the seed grant-funded project for preparing and submitting research proposals to national and international funding agencies.
2. To publish high-quality research papers in reputed peer-reviewed journals to contribute to the academic and scientific community.
3. To develop innovative hardware and/or software solutions with the potential for patent applications and technology transfer.
4. To support the enhancement of the Institute's rankings and accreditations such as NIRF, ARIIA, NAAC and NBA through impactful in-house research initiatives.

III. ELIGIBILITY CRITERIA

There are three categories of grants namely major and minor projects for faculty and student projects with faculty as mentor. The eligibility criteria to apply for the in-house seed grant is as follows.

1. Faculty with Ph.D qualification are preferable.
2. Faculty should have minimum two years of service before superannuation
3. There is no provision to recruit research associates, assistants for the research work. Though students may be a part of the project, the faculty is expected to carry out a significant part of the research work on their own.
4. Though travel for research work is understood to be a part of the expenses, the faculty may not use the grant to attend conferences, seminars or workshops (travel as well as registration fee) and also organizing such events.
5. Faculty may not demand seed money as their right. The grant depends on the funds allocated for the scheme for the given year and also on other factors such as the number of applications, quality of proposal received.
6. UG students of 2nd, 3rd, 4th Year and all PG students are eligible for student projects.
7. At least two faculty should involve as a Mentor and Co-Mentor for student projects.

IV. APPLICATION PROFORMA

1. Faculty members/students can submit their proposals in the prescribed format through the Head of the Department to the Director R&D against announcement of call for proposal submission.
2. Faculty can also submit a proposal interdisciplinary or in collaboration with other faculty from the same department or different departments. However, only one of them can be designated as Principal Investigator (PI) and remaining faculty are designated as CO-PIs.
3. Any faculty member must not be the PI for more than one project at any point of time.

V. SELECTION PROCEDURE

1. The Director R&D will constitute a review committee with the approval of Principal to assess the proposals.
2. The review committee calls the faculty for PPT presentation of their proposals.
3. The recommendations of the committee will be submitted to the principal for approval.
4. If the proposal is rejected, the faculty may reapply by incorporating the suggestions/recommendations of the review committee for the next call.
5. Up on approval of Principal, sanction orders will be released to PIs / Mentors
6. A copy of sanction orders will be forwarded by the office of the principal to the finance section for the release of funds.
7. The commencement of the research project is the date of release of sanction order

VI. EVALUATION PROCEDURE

1. The Research Projects Monitoring Committee conducts the review meetings quarterly to monitor the progress of the project.
2. The PI must submit a quarterly progress report to R&D in prescribe format.
3. Upon completion of the project, Project Completion Report (PCR) along with Statement of Expenditure (SE) must be submitted to the R&D. The PCR must include the research findings, outcomes achieved such as publications, patents, products and proposal submitted along with future scope of research.

VII. TENURE OF THE PROJECT

The duration of the research projects is one year from the date of sanction order released. The PIs/Mentors must ensures that the project is completed within the stipulated time i.e one year. Under extraordinary conditions and condition beyond our control, the project duration may be extended up to maximum of half of the project duration i.e six months based on the written request by PIs/Mentors,

VIII. SEED GRANT AMOUNT

Generally the maximum seed grant for various categories of projects is as follows.

S. No	Criteria	Major Project	Minor Project	Student Project
1	Funding (Maximum)	Rs. 3,00,000/-	Rs. 1,50,000/-	Rs. 50,000/-

The decision to grant more than the maximum is at the discretion of Director R&D with the approval from the principal. For collaborative projects (Inter and intra departments) higher amount up to 10 lakhs can be granted. Two or three project proposals may also be submitted by different Principal Investigators, aimed at procuring a common state-of-the-art equipment for projects with varying aims and objectives.

IX. OUTCOMES

The minimum expected outcomes such as Scopus/Web of Science indexed Journal paper, Scopus/Web of Science indexed conference paper, Patent Publication, Research proposal submission for funding agency and product development vary from one category project to other category project and these are as shown below.

S. No	Criteria	Major Project	Minor Project	Student Project
1	Minimum Expected Outcomes	1. One Scopus/Web of Science indexed Journal paper 2. One Scopus/Web of Science indexed conference paper/Patent Publication 3. One Project proposal to be submitted for external funding agencies	1. One Scopus/Web of Science indexed Journal paper 2. One Scopus/Web of Science indexed conference paper/Patent Publication	1. One Scopus/Web of Science indexed conference paper/Patent Publication/Product development

X. GENERAL INFORMATION

1. Director R&D in consultation with heads of the departments identifies certain thrust areas based on the current technological trends in sponsoring agencies for which seed money will be granted.
2. The junior faculty are strongly advised to have their proposals reviewed by senior colleagues before submission.
3. In certain cases, the Director R&D may appoint some senior faculty as 'mentor' for a seed project to ensure that it translates into a bigger project.
4. At least one Co-PI/Co-mentor is must for any project.
5. If the PI / Mentor of a project leaves the Institution, The CO-PI / Co-Mentor will become PI /Mentor automatically.
6. As per the objective of the scheme, faculty are expected to 'convert' these research projects into more significant research projects by applying to external funding agencies.
7. All items procured (Equipment and Consumables) under the seed grant scheme must be the property of the Institution. Stock entry should be done in Main Stock Register (MSR) at the department level.
8. Any intellectual property generated during the course of such a project shall be subjected to the general rules and regulations/guidelines of the institution.
9. The research work being carried out under the seed grant projects must be exhibited during the research day celebration in the form of poster/product.
10. The terms and conditions, along with other guidelines, have to follow as per the sanctioned order.
11. Acknowledging CBIT funding in all publications is mandatory. All investigators' names must be included and only publications dated after the release of the sanctioned order will only be considered.

XI. SUMMARY

The purpose of the policy document is to make procedure for execution of in-house seed grant projects easy and simple without compromising core and ethical values. Any issue that is not dealt here can be taken up independently by the competent authority involving Director R&D and Principal. This document can be updated periodically to encourage faculty and students to take up the in-house seed grant projects.