



St. Francis

College for Women

Begumpet, Hyderabad-500016

(Autonomous & Affiliated to Osmania University)

SFC Minor Research Project Grant Scheme 2021-2022

Introduction

Research endeavours have been a regular feature of the heritage of St. Francis College. The SFC minor research grant scheme is designed to motivate the faculty members to embark into research arena and thereby strengthen the research spirit in the college. The management intends to provide financial support to help SFC faculty members to pursue research work along with their academic engagements.

Objectives:

- To foster research temper among the faculty
- To encourage interdisciplinary research work
- To motivate original ideas and talent.

Eligibility:

- Regularized faculty members of SFC
- Should have a minimum of five years to superannuation.
- Should not have any ongoing research project
- Should have completed at least 1 year after completion of a research project
- Should have at least 2 research article publications in recognized journals
- Faculty members who are pursuing Ph.D. are not eligible to apply

Proposal Submission

- The last date for submission of the proposal will be July 31st every year.
- The duration of the project will be two years only.
- Extension of 6 months after the approval by the Principal and Research Committee Coordinator.
- Mail the filled in Application Form to mrp@sfc.ac.in

Grant Budget:

For Minor Research Project in Science – Rs. 2,00,000/-

- Non-recurring grant - 1,00,000/- (Equipment, Books & Journals, Software)
- Recurring grant - 50,000/- per year for 2 years

(Can include hiring services, travel /field work,contingency,chemicals,glassware etc.)

For Minor Research Project in Humanities, Social Science, Languages, Literature, Arts, Commerce, Management, Sports, Library, and allied disciplines - Rs. 1,50,000/-

- Non-recurring grant - 50,000/- (Books & Journals, Software)
- Recurring grant - 50,000/- per year for 2 years

(Can include hiring services, travel /field work,contingency etc.)

Procedure For Approval

Duly filled in project proposals will be assessed by the Principal and the Research Committee(RC). The final decision on release of grant will be taken by the Principal.

Procedure for Release of Grants:

- **The first instalment** of the grant shall comprise of 100% of the non-recurring and 50% of the total recurring grant. This will be made available to the applicant after the project proposal is duly approved by the Principal and the RC

- The first year progress report should be submitted along with

- ❖ Statement of expenditure

- ❖ Utilization certificate of the first instalment of the grant

- ❖ Acceptance letter from the editor of the UGC recognized journal to whom the first research article emerging from the project under-grant has been sent for publication

On approval of the above by the concerned college authorities, 60% of the remaining recurring grant (Rs.30,000/-)will be released as second instalment.

- After the completion of the minor research project period, the following documents should be submitted to the Principal and the research committee coordinator.

- ❖ Copy of the final report of the minor research project along with a soft copy of the same.

- ❖ A consolidated item-wise detailed statement of expenditure incurred during the complete project period in the prescribed proforma duly signed by the Principal Investigator

- ❖ A consolidated audited utilization certificate for the amount actually utilized towards the minor research project duly signed by SFC Finance officer in the prescribed proforma.

- ❖ Acceptance letter from the editor of the UGC recognized journal to whom the second research article emerging from the project under-grant has been sent for publication

On approval of the above by the concerned college authorities, 40% of the remaining recurring grant (Rs.20,000/-)will be released as third and the last instalment.

- Any unutilized amount of grant , should be refunded with proper justification.

Guidelines:

- The applicant, also called the Principal Investigator(PI) should carry out the project on her/his own, and not outsource.

- Students can be involved with prior written permission of the Principal and the RC
- Research done on SFC Grant will be carried out within the SFC premises, and researchers should obtain prior permission from the Principal to work outside the premises.
- The proposal should be based on the applicant's original ideas.
- Every awardee is expected to present a work-in-progress report of their research project every six months both in writing as well as a one-on-one presentation to the RC. If the committee is not convinced with the progress, they may give suggestions for change or withdraw the awarded SFC Minor Research grant completely.
- Decision to grant an extension of time vests with the Principal. Request for the same to be sent at least ONE month prior to the completion of the project period.
- If the PI cannot complete the minor research project on time or he /she leaves SFC, the entire research grant will have to be refunded with simple interest of 10% per annum to SFC besides depositing all books/ journals/ equipment purchased out of the project grant.
- Sanctioned project cannot be transferable to any another person on any grounds.

Application for the Minor Research Project Proposal

Details of Principal Investigator

1. Name:
2. Designation:
3. Highest Qualification:
4. Department:
5. E-mail:
6. Contact no:
7. Date of Joining:
8. Details of projects completed:
9. List of research article publications (last 2 years) in APA format:
10. Books published:

Minor Research Project Proposal

Technical Details

Research Project Title:

Introduction:

Objectives:

Methodology:

Year-wise Plan of work and timeline of targets to be achieved.:

Expected Outcome:

Relevance of the Study:

References:

Financial Assistance required:

Items	Estimated Amount
Books and Journals	
Equipment	
Field Work and Travel	
Chemicals and glassware	
Contingency (including special needs)	
Outsourcing (with approval of Research committee)	

Declaration from the Investigator

Minor Research Project Title:

I do hereby agree

1. To complete the proposed minor research project within the time allotted and the grant awarded. If for any reason the timeline is not met, I undertake to refund the entire amount with interest and return all equipment, books & journals to the college and I understand that my minor research project will be declared null and void.
2. To undertake that the equipment procured with the grant will be made available to other users.
3. To follow all Bio-safety rules, if the project involves the utilization of genetically engineered organisms. I also declare that while conducting experiments, the Bio safety guidelines will be strictly followed.
4. To submit ethical clearance certificate from the concerned ethical committee, if the project involves field trials/experiments/exchange of specimens, human & animal materials etc.
5. To publish a minimum of two research articles from the project under-grant within the SFC minor research project grant.
6. To abide by the terms and conditions of SFC Minor Research Grant Scheme.

Name of the Principal Investigator:

Signature:

Date:

Place:

Head of the Department :

Signature of the HoD

SANCTION CERTIFICATE

(to be filled by the Principal Investigator and submitted with the Proposal)

It is certified that the minor research project proposal titled

_____ **by**
(Dr./Mr./Mrs.) _____

Dept. of _____ has been assessed by the SFC Research committee and has been approved for Financial support under the SFC Minor Research grant scheme.

Recommendations by the Committee:

Signature of the Principal:

Signature of the Research Committee Coordinator :

Date:

Please Note:

The Minor Research Project proposal (Application and technical details) must be printed neatly on A4-size paper.

- Use Times New Roman, 12-point-size font, 1.5 spacing.
- The proposal must have a Title page and must be spiral-bound along with declaration and Sanction certificate.
- Give all the requested information in the proposal.
- The hard copy to be submitted to the Principal's office and the soft copy to be mailed to mrp@sfc.ac.in.
- Once submitted no changes can be made and the decision by the Principal along with the Research committee is final.

**INTERIM REPORT OF THE WORK DONE ON THE MINOR RESEARCH
PROJECT**

(Report to be submitted within 6 weeks after completion of each year)

1. Title of the Research Project.....
2. Name of the Principal Investigator
3. Period of report: from.....to
4. Sanctioned Date:
5. Date of starting the project
6. Total grant allocated
7. Total grant received
8. Amount utilised:

Principal investigator

Principal

Attach the following documents.

- **Report of work done so far and results achieved**
- **Research Papers published or accepted for publication(if any)**
- **Sanction certificate**
- **Utilization certificate**

FINAL REPORT OF THE WORK DONE ON THE MINOR RESEARCH PROJECT

(Report to be submitted within 6 weeks after completion of each year)

1. Title of the project.....
2. Name of the Principal Investigator
3. Sanction certificate
5. Date of Implementation
7. Total grant allocated
8. Total grant received
9. Final expenditure

Principal investigator

Principal

Attach the following documents.

- **Minor Research Project Final Report**
- **Research Paper Publications**
- **Sanction certificate**
- **Utilization certificate**

STATEMENT OF EXPENDITURE
MINOR RESEARCH PROJECT

1. Name of Principal Investigator _____
2. Dept. of PI _____
3. Sanction / Approval Letter No. and Date _____
4. Title of the Research Project _____
5. Effective date of starting the project _____
6. a. Period of Expenditure: From _____ to _____
- b. Details of Expenditure _____

S.No.	Item	Amount Approved (Rs.)	Expenditure Incurred (Rs.)
1.	Books & Journals		
2.	Equipment		
3.	Contingency including special needs		
4.	Field Work/Travel (Give details in the proforma).		
5.	Hiring Services		
6.	Chemicals & Glassware		

7. It is certified that the grant of Rs. _____ (Rupees _____ only) received from the St. Francis College under the scheme of support for Minor Research Project entitled _____ has been fully utilized for the purpose for which it was sanctioned and in accordance with the terms and conditions laid down by the College.

Signature of Principal Investigator

STATEMENT OF EXPENDITURE INCURRED ON FIELD WORK

Name of the Principal Investigator:

Name of the Place visited	Duration of the Visit		Mode of Journey	Expenditure Incurred (Rs.)
	From	To		

Certified that the above expenditure is in accordance with the SFC norms for Minor Research Project.

Signature of Principal Investigator

Utilization certificate

Certified that the grant of Rs. _____ only) received from the SFC
Minor research project grant scheme in support of the project titled

has been fully utilized for the purpose for which it was sanctioned and in accordance with
the terms and conditions laid down by the SFC Minor research project grant scheme.

Signature of the Finance officer with seal

Signature of the Principal Investigator