

Internal Grant Guidelines 2018-19

1. Total funds available for a year for allocation should be notified by the internal grant committee (IGC) at the very beginning of the year. The term 'year' for the purpose shall be construed as the financial year as followed by the TERI School of Advanced Studies. Additionally, IGC funds are competitive in nature and merely meeting the criteria will not ensure funding.

1. For Faculty Members

- Internal Grant remains open to all the full-time faculty members of the University, preference may be given to the proposals submitted by the faculty at the assistant professor/lecturer level. Senior faculty members are encouraged to develop and submit proposals involving at least one junior colleague.

1.1. Grant for supporting research

- 1.1.1. A fund of Rs 5,00,000 is being set aside for the first year, to support faculty members in their research and collaborative efforts.
- 1.1.2. Although research proposals may be submitted throughout the year, IGC committee will meet every third month in a year to discuss/decide about the grant applications for research proposals that are submitted in that particular quarter. However, a quicker disposal may be considered by the Committee in some very special circumstances upon satisfactory justification by the applicant.
- 1.1.3. The upper limit for the support grant for the initial year would be Rs 50,000, to be used for direct expenses as budgeted under heads in the original proposal. Any diversion from one head to another would require a prior approval from the Committee.
- 1.1.4. Following factors, inter alia, shall be kept in mind while evaluating the proposals:
 - Multi-disciplinarity;
 - Primary research data generation ability;
 - Possible linkage to a bigger research;
 - Linkages to any ongoing research; which is not otherwise funded
 - Relevant stationery and other costs for publishing a paper/ working paper;
Cost of organizing workshop/ conference/ seminar/ symposium.

- 1.1.5. Any unutilized funds shall be carried forward to the next year and thus be added to the corpus. The Committee shall upwardly revise the fund allocation limit every year ensuring that individual allocation limit does not fall below 10% of the total funds available that year.
- 1.1.6. The recipient shall not normally be eligible for another grant unless the earlier project is formally closed.
- 1.1.7. The maximum time limit of a project would be two years.
- 1.1.8. A proper report containing the findings, outputs and impact must be submitted by the incumbent(s) to the IGC within one month from its completion/presentation. The faculty should also share the findings at any of the University forums (L&L) in the form of a presentation/ seminar. An outcome such as a publication in a peer reviewed journal, conference proceeding, oral/poster presentation in national/international platform is also expected from the research grant recipient. If all above documents are not duly submitted by incumbent (s) within the stipulated time, finance officer should consider final settlement as outstanding and will also halt annual appraisal process of the concern faculty. Further, document submissions will be mandatory for recent beneficiaries (Feb, 2017 onwards) of TU-IGC grant.
- 1.1.9. Faculty testimonials on acknowledging TU-IGC should also be recorded for inclusion in TU- annual report.
- 1.1.10. Every year, the project expenditures will be audited under the supervision of the University FO. Finance officer should inform about available corpus money before commencement of quarterly IGC meeting.

1.2. Grant for Conference Participation

- 1.2.1. A maximum sum of Rs 2,00,000 per year would be available to support the participation costs of faculty members in conferences and workshops. Any unutilized resources would be carried forward to the next cycle of funding (financial year).
- 1.2.2. Each faculty member would have a budgetary ceiling of 12.5 % of total available funds in a financial year in this particular head for attending National Conference and 20 % of available fund in a financial year in this particular head for attending International Conference for this purpose. The travel allowance will be as permissible according to the TERI School of Advanced Studies rules for Professor, Associate Professor or Assistant Professor.

1.2.3. A copy of the application should be submitted to the head of the concerned department/centre.

1.2.4. A copy of the approved abstract/paper along with budget details should be mandatorily attached along with the IGC application. Incomplete applications will be rejected and should be resubmitted.

1.2.5. Following factors may be taken consideration while evaluating the proposal by the Internal Grants Committee (IGC):

- That the conference / workshop are relevant in the field of the faculty concerned.
- It should be an event of international/national repute with recognized speaker lists
- Skill learning training programme/workshop for faculty members
- The faculty member should have a significant role in the event – either as a speaker/paper presenter or as a Chair/moderator.
- Preference will be given to those who are applying first time
- Faculty should have demonstrated that, he/she has made efforts in raising funds from other sources.

1.2.6 A proper report containing the findings, outputs and impact, copy of the conference presentation, post event photographs which have TERI School of Advanced Studies logo in poster/presentation along with participants (visual evidence) must be submitted by the incumbent(s) to the IGC within three months from its completion/presentation. The faculty should also share the findings at any of the University forums (L&L) in the form of a presentation/seminar. If all above documents are not duly submitted by incumbent (s) within the stipulated time, finance officer should consider final settlement as outstanding and will also halt annual appraisal process of the concern faculty.

1.3. Proposal Format

The proposal should contain the following information in clear terms:

- Purpose
- Details of the proposed work
 - Scope and objective(s)
 - Brief outline of the proposed work with timeline
 - Budget

2. Expected outcome (s)

3. For Student participation in Conferences/Workshops

- 3.1. A maximum sum of Rs. 2,00,000/- per year would be available to support the participation costs of students in conferences and workshop. Any unutilized resources would be carried forward to the next cycle of funding (financial year)
- 3.2. Master's program of TSAS would have a total budgetary ceiling of Rs. 75,000/- in a financial year. Maximum ceiling of grant per program will be Rs. 5000/-
- 3.3. A maximum sum of 1,25,000/- per year would be available for Doctoral programs. Maximum ceiling of grant per Doctoral scholar will be Rs. 10,000/- in a financial year.
- 3.4. A copy of the approved abstract/paper along with budget details should be mandatorily attached along with the IGC application. Incomplete applications will be rejected and should be resubmitted.
- 3.5. The Supervisor for doctoral candidates who have completed their comprehensive examination may nominate the student to IGC for the final approval of grant. Following may be considered as factors for identifying the most eligible candidate
 - Merit
 - Value addition to the overall research objectives for the doctoral student
 - Training programme to learn a new skill set required for the doctoral research
 - Preference may be given to research scholars of the TERI School of Advanced Studies
- 3.6. The programme coordinator in consultation with supervisor for Masters' Programme may nominate PG student to the IGC for final approval of grant for participation in any relevant academic event/conference/workshop/Quiz/Competition.
- 3.7 Full accounts would need to be submitted to TU Administration on the utilization of these resources and due care taken to minimize expenditure.
- 3.8 A proper report containing the findings, outputs and impact, copy of the conference presentation, post event photographs which have TERI School of Advanced Studies logo in

poster/presentation along with participants (visual evidence) must be submitted by the incumbent(s) to the IGC within one month from its completion/presentation.

3.9 If all above documents are not duly submitted by incumbent (s) within the stipulated time, finance officer should consider final settlement as outstanding and will halt student's semester registration process. Further, document submissions will be mandatory for recent beneficiaries (Feb, 2017 onwards) of TU-IGC grant.

4. These guidelines will be reviewed periodically

IGC Committee:

Dr. Anu Rani Sharma (Convenor)
Prof. Prateek Sharma
Prof. Arun Kansal
Prof. Manipadma Dutta
Dr. Udit Soni
Mr. Dhanraj Singh