

Nirmala College of Pharmacy
Muvattuuzha



**GUIDELINES FOR
SEED GRANT POLICY**

POLICY FOR SEED GRANT APPLICATION

1. The purpose of seed grant is to
 - a) Support the researchers to continue their scientific pursuit
 - b) Enable the researcher to apply for external grants.
 - c) Have good publications and submission of patents so that the research outcome of the institute exhibits a significant increment.
2. Three seed grants each amounting 2 lakhs will be supported by the management each year (till march 2023).
3. The submitted proposal will be screened by the external members of Institutional and Research Advisory Board before the final approval.
4. Grants will be sanctioned according to the call for proposal
5. Principal investigator and Co-PI are mandatory in SEED grant scheme
6. PI and Co-PI are solely responsible for the completion of project
7. PI can apply once in three years for seed grant.
8. If the PI/Co-PI leaves the institution before completing the project, he/she should inform that, well in advance and substitute suitable faculty, with the consent of research team members, who is willing to complete the project within the stipulated period.
9. Interdepartmental research proposals are highly appreciated and considered
10. Grant is only for faculty project proposals; Student projects are not entertained under the scheme.
11. The outcome expected from the SEED grant includes the publication of MINIMUM ONE research work in SCOPUS/Web of Science indexed journal /attainment of Patent for the submitted research. Honorarium will not be applicable for that publication.
12. Budget should be clearly mentioned and proper justification is necessary for the amount.
13. Once the proposal is approved, the amount will be allocated through R and D, according to the request from the PI for the purchase of items mentioned in the budget.
14. The sanctioned amount will be released on phase wise manner and the payment will be considered in two year time frame.
15. After completion of the project, a detailed report along with the utilization certificate should be submitted to R and D for reference.

R and D cell



Principal



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Under Catholic Diocese of Kothamangalame

RESEARCH AND FACULTY DEVELOPMENT CELL

SEED GRANT PROPOSAL APPLICATION FORM

CHECKLIST

Sl. No.	CONTENTS	YES/NO
1	Seed Grant Proposal Application Form	
2	Endorsement Certificate	
3	Certificate from Investigators	
4	Annexures if any	
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Application No:

Date:

SEED GRANT PROPOSAL APPLICATION FORM

(All fields are mandatory)

- 1. Title of the proposed research project (up to 25 words):**
- 2. Details of PI with the designation:**
- 3. Details of Co-PI with the designation:**
- 4. Research publications of the investigators in the relevant area:**
- 5. Summary of earlier work done/patent filed by the investigators in the proposed area:**
- 6. Details of training/workshop undergone by the investigators in this field:**
- 7. Details of the project Proposal:**
 - a. Introduction (Rationale/ gaps in existing knowledge, Novelty) (250 words)**
 - b. Review of Literature (Most relevant 3 to 4, with references)**
 - c. Hypothesis/ Research question (up to 100 words):**
 - d. Aim and objectives (up to 25 words/ objective, Maximum 4):**
 - e. Materials and Methods (Methodology in detail, Maximum 1000 words)**
 - f. Project Timeline (GANTT chart to be included)**





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g. Expected outcome/ Applicability of the project (up to 100 words):

h. Limitations of this study (up to 100 words):

i. Proposed Budget (Both recurring and non-recurring)

Requirements	Cost involved			
	I yr	II yr	III yr	Total
Recurring-Consumables				
Non-Recurring -Equipment				

j. Institutional Support/ Facilities:

Sl. No	Infrastructural facility	
1	Administrative/ non- teaching support	
	IT support	
	Computational facility	
	Animal House	
	Any other	

k. Equipment available in Nirmala College of Pharmacy for the project

Equipment	Location	Model & Make	Accessories used

l. References (Most relevant, in Vancouver style)





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8. Any other relevant information:

Place:

Name and Signature of PI:

Date:

Name and Signature of Co-PI:





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Guidance for the Investigators: How to develop the research proposal?

The investigators are advised to develop their proposals under the following subheadings:

Title

Should be specific and concise

Introduction

The proposal should have an “Introduction” section that states the ‘need’ for the present study. It should have a brief note on what is already known on the topic and what ‘new’ will be added by doing the present study. It should state how this study is going to benefit the current methodology/clinical practice etc.

Review of literature

It should include existing gaps in the knowledge. It is better to review the recent articles from the indexed journals. An attempt should be made to know what is happening at the international level, national level, and regional levels. It should also explore the strengths and limitations of the previously reported studies.

Aim and Objectives

Broader aims and specific objectives should be clearly defined. All the objectives should be measurable. Mention primary and secondary objectives if necessary. Do not include more than 3-4 objectives.

Material and Methods

Include objective-wise work plan under the following sub-headings:

- a. Rationale (up to 100 words)
- b. Experimental design (study design, sample size, etc) (up to 500 words)
- c. Expected outcomes (up to 100 words)
- d. Statistical methods (up to 50 words)
- e. Alternate strategies (up to 100 words)

In the ‘Methods’ section, please define the setting (Laboratory/hospital/community/college) in which the present study will be done. Also, specify under which Department the proposed study will be done. The method of preparation, assay procedure, analytical methods, method development, etc should be clearly explained with the required quantity of chemicals.

If it is a clinical or pre-clinical study the below-mentioned procedure should be followed.

(i) Study design

Please specify the study design.

In case of clinical or pre-clinical studies, mention study participants/subjects (Human/ Animals/ Laboratory samples/ Secondary data) with the required sample size.





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In quantitative research, the sample size should be calculated based on the 'primary outcome' of the study and justified. It is better to avoid feasible sample/convenient samples in quantitative research as it affects its external validity. In qualitative research, the type of sample and sampling method should be described.

(ii) Sampling procedure

Once the sample size is decided, then that sample should be selected from a suitable 'sampling frame' by using some random selection methods, where every study participant has an equal probability of getting into the study. Sampling procedures and the study period should be defined. In the case of clinical trials, the details related to the 'Phase' of the trial, randomization, and blinding should be given.

(iii) Measurement

Develop a tool that is reliable and valid and follow standard questionnaire development practices. Please check copyright/permission issues if you are using a standard questionnaire. The details of study participants such as age, gender, etc. should be mentioned.

(iv) Ethical issues

Please mention the ethical issues if any, and the strategy to minimize the potential harm. Kindly follow guidelines on Good Clinical Practice (GCP) while conducting clinical trials and CPCSEA guidelines in the conduct of animal experiments. The consent forms for research on human subjects should have an informed consent form along with the patient information sheet.

Analysis

The details of the study variables to be measured and the appropriate statistics should be given. The analysis plan should be specified at the time of proposal development. Please mention the name of the statistical software to be used for the analysis of the proposed study data.

Institutional Support/ Facilities:

Mention the efforts made to achieve inter-departmental or interinstitutional collaboration needed for study implementation,

Mention laboratory facilities (in-vitro/ in-silico), institutional resources such as instruments/ equipment and other physical resources available for use in the project proposed, animal house, etc

Budget

Should not exceed 2 lakh/ study. Justifications for all sub-headings under budget are to be provided in detail.





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How to submit the research proposals?

- Please submit one hard copy of the research proposal with annexures and a cover letter to the R & D cell
- Also, submit a soft copy of the proposal as a single file to email ID - RandDncp@gmail.com

Presentation of the proposal at the Institutional and Research Advisory Board (IRAB) meeting

Investigators are invited to present their proposed research work at a scheduled IRAB meeting. Investigators are advised to make a PowerPoint presentation of not more than 20 minutes as per the template prescribed by the R & D cell. It will be mailed to the concerned presenters once they submit a soft copy to the above-mentioned email ID. There will be 10 minutes for questions and clarifications. The IRAB members will receive the soft copies of all research proposals on their respective email IDs and during the meeting, the members will review and suggest modifications, if required.

Investigators are encouraged to note down the comments of the IRAB members during the presentation. However, all the presenters will receive the compiled comments in a written communication within a week after the presentation.

How to submit the revised proposals?

Investigators have to revise their proposals as per the comments given by the IRAB members. Apart from this, investigators have to respond to each comment as per the given response template and make the corresponding changes in the proposal.

Projects will be shortlisted depending on their scientific merit, national/ regional/local relevance of topics, compliance with comments given by IRAB members, and publication potential. The shortlisted projects will be recommended by R and D cell and forwarded to the Principal and Administrator for final approval. Investigators will have to submit their completed project report and publications related to work done to R & D cell, at the end.





Endorsement Certificate

Project Title :

1. Certified that the Institute accepts the participation of Dr/Mr/Ms _____ as the Principal Investigator and Dr/Mr/Ms _____ as the Co-Investigator for the project and that in the unforeseen event of discontinuance by the Principal Investigator, the Co-Investigator will undertake the responsibility of the fruitful completion of the project.
2. Certified that the equipment, basic facilities, and other administrative facilities as per terms and conditions of the grant, will be extended to the investigator(s) throughout the duration of the project.
3. Institute accepts to undertake the financial and other management responsibilities of the project, provided the investigators remain in the Institute for at least THREE years

Date:

Name and Signature of Principal

Place:

Name and Signature of Administrator





Certificate from the Investigators

Project Title:

1. We agree to abide by the terms and conditions of the SEED grant.
2. We ensure that the project will be completed on time as per the timeline specified and the expenses mentioned in the protocol.
3. We have enclosed the Endorsement Certificate and Certificate from Investigators along with the project proposal.

Date:

Name and Signature of Principal Investigator:

Place:

Name and Signature of Co-Investigator:





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SEED GRANT REVIEWER FORM

Seed Grant proposal No :	Date:
Title of the Project :	
Department :	
Name of Principal Investigator (in Block Letters) :	
Name of Co-Investigator (in Block Letters) :	
Recommendations of the reviewer :	
Recommended by:	





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SEED GRANT APPLICATION - MODIFICATIONS BASED ON RECOMMENDATIONS OF IRAB

Seed Grant proposal No :	Date:
Title of the Project:	
Department:	

Details of Modifications

Modifications suggested by IRAB members	Changes made on Page no in the proposal

Name and signature of Principal Investigator:

Name and signature of Co-Investigator: