	MALLA REDDY (MR)
	Deemed to be University
	Recognized Under Section 3 of the UGC Act, 1956
	Approved by AICTE, New Delhi, Accredited by NAAC with 'A++' Grade (Cycle- III)

SEED GRANT
POLICY

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SEED GRANT POLICY

1. PREAMBLE

Research is a core pillar of academic excellence at Malla Reddy (MR) Deemed to be University (MRDU). Seed Grant support enables faculty members to initiate new research ideas, generate preliminary results, build interdepartmental and interdisciplinary collaborations, and strengthen the institution's research ecosystem. This Seed Grant Policy aims to empower faculty by providing early-stage funding to conceptualize, develop, and validate innovative and impactful research projects with potential for external grant acquisition, technology development, intellectual property creation, and societal relevance.

2. OBJECTIVES OF THE POLICY

The Seed Grant Policy intends to:

- Foster a supportive ecosystem for innovative and pioneering research within the university.
- Provide a structured mechanism to initiate research projects with clear objectives and feasibility.
- Support research aligned with societal needs, Sustainable Development Goals (SDGs), and potential industry applications.
- Encourage interdisciplinary, multidisciplinary, and transdisciplinary collaborations.
- Enable faculty to produce preliminary results essential for securing larger extramural funding.
- Encourage technology development, product/process innovation, and intellectual property generation.
- Promote faculty participation in emerging and nationally significant research areas.

3. ELIGIBILITY CRITERIA

- Only full-time permanent faculty members (Assistant Professor / Associate Professor / Professor) of MRDU are eligible.
- The Principal Investigator (PI) must have at least **two Scopus/WoS indexed publications** in the last five years as first or corresponding author.
- A faculty member may be **PI for only one ongoing Seed Grant project**, but may act as **Co-PI for up to three projects**.
- Each project must have **at least two investigators** (PI + Co-PI).
- A new Seed Grant proposal cannot be submitted until the previously awarded project is completed.

4. TYPES OF RESEARCH SUPPORTED

Seed grants may be sanctioned for:

- Innovative basic and applied research.
- Interdisciplinary and translational research addressing societal or industrial challenges.
- Research with potential for securing extramural funding.
- Projects that demonstrate potential for technology development, prototyping, or commercialization.
- Studies leading to intellectual property generation (patents, copyrights, designs, etc.).

5. FUNDING SUPPORT

- Projects may be funded between **₹1,00,000 to ₹10,00,000**, based on merit, novelty, and feasibility.
- Funds will be released in phases depending on project progress.
- Project duration is **18 months**, extendable by **six months (non-funding extension)** under exceptional circumstances.

6. APPLICATION PROCESS

1. Proposals must be submitted in the prescribed format (**Annexure–IA**) to the Directorate of Research.
2. Applications must be routed through:
   o Head of Department (HoD)
   o Dean of the constituent college
3. Each proposal must include:
   o Research summary and objectives
   o Methodology and expected outcomes
   o Budget justification
   o Timeline (Gantt/Pert chart)
   o Details of previous publications
4. Incomplete proposals will be automatically rejected.

7. EVALUATION & APPROVAL PROCESS

- All proposals will be evaluated by the **Research Appraisal Committee (RAC)** constituted by the Vice-Chancellor.
- Evaluation parameters include:
   o Relevance, novelty, and clarity of objectives
   o Feasibility and methodology
   o Potential for publication, funding, and technology development
   o Alignment with institutional research priorities
- Approved proposals will receive a **Letter of Approval** (Annexure–IB).

8. GUIDELINES & REGULATIONS

- All IPR generated will be jointly owned by **MRDU and the Investigator(s)**.
- Progress will be monitored every six months via **Progress Reports (Annexure–IC)**.
- Investigators must submit **Utilization Certificates (Annexure–ID)** for fund release.
- If PI leaves MRDU, the project must be transferred to the Co-PI using **Annexure–IE**.
- Unutilized funds must be refunded to the Directorate of Research.

9. EXPECTED OUTCOMES

Seed Grant projects are expected to achieve at least **two** of the following outcomes:

- Publications in Scopus/Web of Science indexed journals.
- Intellectual Property creation (patents, copyrights, designs, etc.).
- Prototype, product, or process development.
- Technology transfer/commercialization.
- Startup creation or pre-incubation progress.
- Securing extramural grants from government or industry.

10. DISBURSEMENT OF FUNDS

Funds will be disbursed based on:

- Approval by Research Appraisal Committee.
- Submission of progress reports.
- Adherence to financial and project timelines.
- Satisfactory research milestones.

11. UTILIZATION OF FUNDS

Funds may be used for:

- Consumables and minor equipment.
- Travel related to fieldwork or data collection.
- Outsourcing analytical services.
- Software, materials, and testing charges.

Funds **cannot** be used for:

- Purchase of laptops, desktops, tablets, mobiles, HDDs, etc.
- Salary, fellowship, or incentives.
- Projects forming part of faculty Ph.D. work.

12. ACCOUNTABILITY & AUDIT

- The PI is responsible for maintaining accurate records of expenditures.
- Misuse of funds may lead to project termination and recovery of funds.
- The PI may be barred from future funding if policy norms are violated.

13. POLICY REVIEW & AMENDMENTS

The Seed Grant Policy will be reviewed periodically by the Directorate of Research and IQAC. Necessary revisions may be made based on institutional priorities, research trends, feedback from investigators, and recommendations of expert committees.

Policy Title	MRDU Seed Grant Policy
Policy Code	MRDU/IQAC/SGP/2025
Category	Academic & Research Policy
Version Number	1.0
Release Date	November 2025
Policy Prepared By	Dean (R&D) & Dean (IQAC)
Reviewed By	Vice Chancellor, Finance Committee
Approved By	Board of Management
Next Review Date	November 2027 (or earlier if required)
Distribution	All Schools / Departments / Research Centres / Administrative Units

Document Revision History

Version	Revision No.	Date	Description of Change	Prepared By	Approved By
1.0	0	01 Nov 2025	First issue of the Incentives for Seed Grant Policy	Dean (R&D) & Dean (IQAC)	BoM

Annexure–IA: Seed Grant Project Proposal Format

Part A: Investigator Details

Field	Details
Subject	
Area of Specialisation	
Principal Investigator (PI)	
Name	
Qualification	
Designation	
Institution	
Mobile Number	
Office Address	
Residential Address	
Co-Investigator(s)	
Name	
Qualification	
Designation	
Institution	
Office Address	
Residential Address	
Scopus/WoS Publications (Last 5 years)	
Teaching Experience	
Research Experience	
Papers Presented/Published	

Part B: Project Details

Section	Description
Title (20–25 words)	
Introduction (200–300 words)	
Problem Statement	
Interdisciplinary Relevance	
Review of Literature	
Significance of Study	
Expected Outcomes	
Objectives	
Methodology	Study Design / Site / Sample Size / Methods
Implementation Strategy	
Statistical Analysis	
Ethical Issues	
Statement of Limitations	
Implications	
Future Directions	
Timeline (Gantt / PERT Chart)	
Preliminary Data	
References	

Budget Format

SI. No	Item	Year 1	Year 2	Total
A	Recurring			
1	Consumables			
2	Travel			
3	Contingencies			
B	Miscellaneous			
C	Non-Recurring			
1	Item X			
2	Item Y			
Total				

Annexure–IB: Letter of Approval Format

Field	Details
Principal Investigator Name	
Designation	
Department/Institution	
Proposal Reference Number	
Date of Approval	
Approved Grant Amount	
Project Duration	
Institutional Guidelines / Conditions	
Signature of Director of Research (With Seal)	
Date	

Annexure–IC: Progress Report Format

Field	Details
Project Report Number (1st/2nd/3rd/Final)	
Registration Number	
Reporting Period	
Project Title	
Principal Investigator	
Institution & Department	
Effective Start Date	
Grant Approved	
Total Expenditure	
Work Done So Far	
Results Achieved / Publications	
Additional Information	
Difficulties Faced	
Expected Completion Time	
Summary of Findings (if final report)	
Signatures: PI / HOD / Dean / Director of Research	

Annexure–ID: Utilization Certificate Format

Field	Details
Project Title	
Registration Number	
Name of Principal Investigator	
Institution & Department	
Sanctioned Amount	
Amount Received	
Duration of Project	

Utilization Table

S. No.	Item	Approved Amount (₹)	Expenditure (₹)	Remarks
1	Books & Journals			
2	Equipment			
3	Fieldwork / Travel			
4	Hiring Services			
5	Chemicals / Consumables			
6	Glassware			
7	Any Other Items			
Total Amount Spent				
Unspent Amount (if any)				

Declaration: Certified that the funds were utilized as per MRDU guidelines.

PI / HOD / Dean / Finance Officer / Director of Research

Signatures

Annexure–IE: Request for Withdrawal Format

Field	Details
Project Title	
Registration Number	
Name of PI	
Institution & Department	
Date of Withdrawal Request	
Total Amount Approved	
Total Amount Received	
Total Expenditure	
Reason for Withdrawal	
Percentage of Work Completed	
Key Milestones Achieved	
Summary of Results	
Plan for Handling Remaining Work	
Financial Reconciliation	
Unspent Amount	
Equipment Purchased	

PI Declaration: I declare that the information provided is accurate and any unspent funds or assets will be returned.

PI / Co-Investigator(s) / HOD / Dean / Director of Research

Signatures