

POLICIES AND **G**UIDELINES

**for Internally-funded
Research Projects**

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Introduction

Hindustan University

Vision-Mission

The University's Centre for Research and Consultancy (CRC) is a service unit under the Office of the Director(Research). It provides valuable support in fulfilling the University's Vision-Mission through its programs and services. CRC promotes and nurtures a culture of genuine intellectual inquiry, advances inter-and multi-disciplinary studies, and serves as a clearinghouse for information related to faculty research activities on campus, among others, in support of this Vision-Mission.

Its Programs and Services

- administers the Academic Research Program
- monitors externally-funded projects under taken by the different departments and research centers
- disseminates salient findings of completed researches
- provides project development and implementation assistance
- documents and assists in the formulation, review, and amendment of guidelines and policies governing research in the University

Internal Funding for Research Projects

The University provides funds to the faculty for carrying out research or development projects. The results of these Projects may form the basis for applying Funded Research projects. These Projects may be basic or applied.

Basic Requirements/Conditions

Faculty Qualification

1. Research grants are awarded to academic teaching full time and part time faculty members. Priority is given to full-time faculty members.
2. Upon the recommendation of their respective DEAN/HOD, full time faculty members may qualify as investigator and co-investigator of research projects.
3. Visiting or exchange faculty members with research experience may qualify as investigator, but the duration of the grant should not go beyond the term of their appointment.
4. Retiring faculty members with research experience may qualify as investigator, but the duration of the grant should not go beyond the date of their appointment.

Types of Research Proposals

1. Basic/Applied Research

Basic or fundamental research involves experimental or theoretical work undertaken to acquire new knowledge without particular or specific application in use.

Applied research involves an original investigation undertaken to acquire new knowledge toward a specific practical aim or objective.

2. Experimental Development Project

Experimental Development project refers to systematic work that draws from existing knowledge gained from research and/ or practical experience that is directed to produce new materials, products and devices, install new processes, systems and services, and substantially improve those already produced or installed.

Submission of Proposals

1. Research proposal application can be submitted throughout the year in research office after getting approval from respective HOD/DEAN.
2. Project submission application should have complete details of project idea. Project methodology, project duration and fund requirement details.

General Guidelines & Policies

Evaluation Criteria of Project Proposals

A project may be approved if:

- The project will result in publishable/patentable research output.
- The project will make an impact on and contribution to education in the University.
- New knowledge will be produced and contribute to different field/areas of specialization.
- The project is part of the research thrusts of the Department/ College/University/State.
- The investigator should have the capability to undertake and complete a research project.
- If a investigator has an ongoing project, and he/she proposes a new one, approval of the new project will be deferred until the time that the earlier project is completed.
- An investigator is granted only one internally-funded project at one time.

Monitoring of Research Budget

- No disbursement of funds in excess of the approved budget is allowed. However, those with exceptional cases may file a request for additional funds to the University through the Director (Research).
- Funds approved for one project may not be allocated for another project.
- Fund disbursement is subject to the prompt submission of progress reports, mid-term report, and/or settlement of previous cash advances.
- Settlement should be supported by acceptable cash invoices/original official receipts.

- Checks for project equipment /supplies must be submitted with a corresponding Materials Requisition Form signed by the Principal Investigator, countersigned by HOD / Dean and Director (Research).
- Cash advances for up to 20% of the approved budget may be requested for materials and supplies. Generally, all cash advances should be settled within 15 days.

Monitoring of Research Progress

- A progress report, mid-term report, final, and revised report has to be submitted to the Research office
- Faculty investigators are required, where applicable, to attach photos/pictures of research activities to the progress report.
- Submission of a progress report and mid-term report are prerequisite to the subsequent release of funds.
- Copy of the final report should be submitted to Research Office.
- Faculty investigator is required to submit research outputs in publishable form.
- An investigator handling project should submit a final report different from the student's thesis.
- The research investigator is expected to complete the research project according to the terms approved by the University. The investigator is not allowed to transfer the project to another faculty member without proper approval.
- Long overdue projects (i.e. projects that exceed the maximum deadline of project completion)will be reviewed by management.
- For projects with more than one investigator, the role and output of each investigator should be clearly identified in the proposal stage.
- In cases where the co-investigator has retired, has resigned, goes on study leave, the main investigator will take over the project and see to its completion.
- The Principal Investigator has to complete the research project within the allowable period.

Extension of Projects:

Normally the Projects are expected to be completed as projected. With regard to requests for additional funds/extension of deadlines/changes in the project proposals:

- Requests for extension of deadlines or additional funds are discouraged.
- The Investigator need to request for additional funds or an extension of the project deadline, this should be done in writing and addressed to the Director (Research). Supporting documents should be attached.
- Requests for extension of deadlines should always be accompanied by a current status report.
- The Research office along with respective DEAN/HOD evaluates requests for changes in project duration and fund allotment.

Evaluation of Final Reports

- All final reports of research projects are evaluated by experts in the field.
- Reports for publication are presented to research office by the investigator.

Completion of Research Project

A project is considered provisionally complete upon acceptance of the evaluator of the final report/research output (with or without revisions).A project is considered complete upon compliance with the above provision and submission of the following requirements:

- Project report duly signed by the investigator/co-investigator, by respective DEAN and HOD.
- Hardcopy and electronic copy of the report/publication on CD.
- Complete report of fund used for the project.

Dissemination of Research Output

Upon completion of the project, the investigator shall disseminate his/her research findings to his/her department, or he/she is invited to present his/her study through the University Research Office.

Publication of Internally-Funded Research Projects

1. Investigator who has completed his/her research project is encouraged to publish his/her work.
2. Proper acknowledgement of the grant should be made in any publication of the report.
3. All intellectual properties of internally funded projects shall be governed by the Intellectual Property (IP) policy of the university.