Guidelines for Minor Research Projects (Seed Money)

1. Introduction

The vision of the Centre of Research at IITE is to cultivate and sustain enthusiasm and dedication among research scholars and faculty members. This includes encouraging participation in community-centered research that holds significant social, psychological, and philosophical value. The Centre of Research at IITE provides seed funding to its faculty members to support research in priority areas.

2. Research Area

Research proposals from faculty members in Science, Arts, Commerce, and Education are invited.

3. Duration

The Centre of Research, IITE will fund minor research projects with a budget of up to **₹2.5 lakh for a duration of 12 months.**

4. Eligibility

4.1 Permanent faculty members of IITE are eligible to apply for seed money for research. Temporary faculty members may apply as co-principal investigators, provided the principal investigator is a permanent faculty member of IITE.

4.2 The principal investigator and co-investigator must hold a Ph.D. and have a proven track record of high-quality research, as demonstrated by previous studies, publications, and academic background. The Ph.D. requirement for a co-investigator may be waived if they have cleared the NET/SLET examination.

4.3 An individual faculty member may apply for up to two projects simultaneously. However, if both projects are selected, the applicant must choose only one.

5. How to Apply

5.1 Applicants must submit a research proposal in the prescribed format, including all necessary annexures, duly approved by the competent authority.

5.2 Research proposals and final reports must be written in either English or Gujarati.

5.3 Research proposals must be submitted via email to cor@iite.ac.in.

6. Procedure for Awards

Applications are reviewed by a screening committee to ensure eligibility. Eligible applications are then evaluated by an expert committee. Shortlisted applicants will be invited to present and engage in discussions. Following this, the committee will announce the final list of selected candidates.

7. Budget Estimates

7.1 Budget estimates should be prepared according to the prescribed format. Expenditure limits for projects without research personnel will be determined by the Expert Committee and specified in the sanction letter.

Table 1. Heads of Expenditure & Limits

	Heads of Expenditure	**Value**
1	**Research Staff** : Full time/Part-time/Hired Services Research Associate, Research Assistant, Field Surveyor	Not exceeding 50% of the total budget.
2	2.1 **Fieldwork**: Travel/Logistics/Boarding, Survey Preparation or Consultancy etc. 2.2. **Equipment**: Computer, Printer, Instruments etc.	Not exceeding 40% of the total budget.
3	**Publication and Study material** Research paper Publication fees, Source Material, Books, Journals, Software etc	Not exceeding 15% of the total budget.
4	**Contingency**	Not exceeding 5% of the total budget.
5	**Publication in Scopus or Web of Science Journal**	The PI can adjust the publication fees from any of the budget head if required
6	**Institutional Overheads**	5% of the approved budget.

7.2 The Project Investigator may engage project staff on a full-time or part-time basis, provided they remain within the approved financial allocation.

7.3 Reallocation of funds between expenditure heads (excluding publication costs) up to 5-7% requires prior approval from IITE. Any reallocation beyond this limit requires submission of a detailed budget justification.

7.4 Research staff selection must be conducted through an advertisement and a selection committee approved by the competent authority.

7.5 Fieldwork expenses for project personnel must comply with IITE regulations.

7.6 All equipment and books purchased under the project will be the property of IITE.

8. Joining and Release of Grants

8.1 The Project Investigator must join the project within one week of receiving the award letter. They must submit an undertaking and declaration on ₹100 stamp paper, along with the project's commencement date.

8.2 Grants will be released in installments as follows:

- **First Installment (60%)**: Released upon completion of joining formalities.
- **Second Installment (20%)**: Released upon submission of a satisfactory final draft report and a simple statement of accounts.
- **Final Installment (20%)**: Released after expert evaluation and acceptance of the final report, **two research publications** (at least one publication preferably in a Web of Science or Scopus-indexed journal), and submission of audited accounts.

9. Monitoring of Research Projects

9.1 Periodic progress reports must be submitted in the prescribed format. Projects may be discontinued if research progress is unsatisfactory or IITE rules are violated.

9.2 The Principal Investigator is required to publish a **minimum of two research papers**, with at least one publication preferably in a Web of Science or Scopus-indexed journal, acknowledging IITE's financial support.

9.3 Conference proceedings will not be considered as valid publications.

9.4 IITE reserves the right to audit project accounts and request documentation at any time.

9.5 Mid-term appraisals will be conducted after six months.

9.6 Final reports will be evaluated by an expert appointed by IITE before the final installment is released.

9.7 Unutilized grant funds must be returned to IITE. Failure to utilize funds appropriately or submit audited accounts may result in a penalty with 10% annual interest.

10. Completion of the Study

Upon completion, the Project Investigator must submit:

- Two hard copies of the final, plagiarism-free report.
- Ten copies of the executive summary.
- A soft copy of the report (PDF & Word) on a pen drive.
- Published research papers acknowledging IITE.
- Soft copies of datasets (if applicable) with proper documentation.

IITE requires a similarity index report (below 10%) with the final report.

11. Other Conditions

11.1 The project duration is one year, including report writing. Extensions (up to three months) may be granted under exceptional circumstances without additional funding with the permission of Hon'ble Vice Chancellor only.

11.2 The contingency grant may be used for research-related expenses such as data analysis and fieldwork consultation.

11.3 Additional funding beyond the approved budget will not be considered.

11.4 The Project Investigator is personally responsible for timely completion of the project.

11.5 Project findings cannot be submitted for university degrees, diplomas, or other institutional funding.

11.6 Equipment purchases must comply with IITE rules and be pre-approved.

11.7 Any changes to the research design require prior approval from IITE.

11.8 If the Project Investigator retires, the project may be transferred to a serving faculty member with prior IITE approval.

11.9 The research grant is non-transferable to other institutions.

11.10 Organizing seminars/workshops from the project grant is not permitted.

11.11 IITE reserves the right to reject applications without explanation.

CENTRE OF RESEARCH,
INDIAN INSTITUTE OF TEACHER EDUCATION
GANDHINAGAR, GUJARAT
Application Form for Research Projects

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Paste Your Passport Size Photograph Here

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I. PERSONAL INFORMATION

1.	**Name of the Applicant**	
2.	**Address for communication** (*including mobile number and email ID)*	
3.	**Permanent Address**	
4.	**Present Position and Office Address**	
5.	**Date of Birth (DD/MM/YYYY)** and age as on last date of application.	_____/_____/_____, _____ Years _____ Months
6.	**Indicate your category**	GEN [ ] SC [ ] ST [ ] Male [ ] Female [ ] Transgender [ ] Persons with Benchmark Disability Yes [ ] No [ ]

II -Educational Qualifications of the Project Investigator

Name of Degree	Name of the University	Year of Passing	% of marks	Main Discipline
Master's				
M. Phil.				
Ph. D.				
Post-Doctoral				

III-Research Experience of the Project Investigator

	Number	Brief Detail (Title and supporting Institution)
Project Completed (latest 5)		

Ongoing projects (with completion date)		
Fellowships		
Ph.D Guidance		
M.Phil Guidance		
Papers published in Journals (max. 5)		
Papers published in Books (max. 5)		
Books published (max. 3)		

Are you in Service?   *** Yes**   *** No**

If yes ---

Designation: (Professor / Associate Professor / Assistant Professor / Others) Employer's details Name: Address: Contact Number: Email ID: Website:	

If No ----

Last Designation: (Professor / Associate Professor / Assistant Professor / Others) Last Employer's details Name: Address: Contact Number: Email ID: Website:	
Whether received any financial assistance from any other national/international institution Yes/No _____ Year of Award _____ Amount sanctioned _____ Date of Completion, if completed _____ If incomplete, proposed date of completion _____	

IV-Affiliation Details

Name & Address of the affiliating institution (*website including phone number, email ID*)		
Type of affiliating institution	Institute of National Importance	☐
	Central University	☐

	State University	
	Govt. funded Institutions	
	ICSSR Research Institute	
	Private Institutions with UGC 12(b) status	
	Private Insitutions without UGC 12 (b) status	

V-Details of Project Investigators (Provide the details of other investigators in case of more than one project investigator are going to work together)

Name	Designation	Institution

VI-Budget and Duration

Total Grant expected under the scheme (In Rs.)	
Duration Proposed	

VII- Project Proposal

(i) Title of the Research Proposal _____

(ii) Abstract (approx. 200 words)

(iii)Introduction of the proposed study (approx. 200 words)

(iv)Major existing research works reviewed (approx. 300 words)
   1)   **International**

   2) **National**

(v) Identification of Research gap (approx. 200 words)

(vi) Framework and methods proposed for research (approx. 300 words)

- Objectives of the study
- Research Questions
- Hypothesis of the study
- Variables of the study
- Operational definition of the terms/ Explanation of the terms
- Delimitation of the study
- **Research Methodology**
- Research method
- Population of the study
- Sample of the study(Sampling technique and sample size)
- Tools and Techniques
- Data Collection Procedure
- Data Analysis Techniques

(vii) Innovativeness in the proposed research (150 words)

(viii) What is expected path-breaking in the research (200 words)

(ix)Expected Outputs such as papers, report, book, document, dataset etc. (100 words)

(x)Relevance of the proposed study for policy-making (approx. 300 words)

(xi)Relevance of the proposed study for society (approx. 200 words)

(xii) Proposed budget of the study under expenditure heads with justification

Heads of Expenditure	Number	Months	Rate	Amount
1. Research Staff				
(a) Research Associate				
(b) Research Assistant				
(c) Field Investigator				
2. Field work				
3. Equipment and study material				
4. Contingency				
5. Workshop / Seminar related to study				
TOTAL				
6. Publication of report 5% (to be retained by IITE)				
Grand TOTAL				

Note: the detail of research staff requirement may be advised by IITE if approved.

Justification of different heads of budget (write in 30 words each)

1. Research Staff

   _____
   _____

2. Field work

   _____
   _____

3. Equipment and study material

   _____
   _____

Declaration

I hereby declare that:
1. I have neither been subjected to any disciplinary action nor found guilty of any offence in my career.
2. The Research Proposal and its contents are entirely original and as per the standard practice.
3. I have not concealed any information in my application. If IITE finds any contrary information at any stage, it may cancel my study out rightly.

Place:
Date:

Signature of the Candidate

Annexure/Checklists (in the given order)

1. Application form in prescribed format
2. Research Proposal along-with summary
3. Forwarding letter from the University/Institute of Affiliation (will be required to submit at the time of interaction)
4. CV of all Researchers (PIs and Co-PIs) with their signature and consent in writing (Brief CVs, not more than four pages each).

Forwarding Letter by the Affiliating Institution
(By Head of the University/Institution)

The Director,
Centre of Research,
Indian Institute of Teacher Education (IITE)
Ramakrishna Paramhans Vidya Sankul,
Near KH-5, KH Rd,
Sector 15, Gandhinagar,
Gujarat - 382016.

The_____ (Name of the organization) forwards the application of _____ (Name of the applicant) for Research Project.

We agree to administer the funds, provide basic research infrastructure facilities, make available all its research facilities such as library, laboratory and other equipment and other office assistance for the Research Project.

If the scholar is working on the Project leaves our institution due to valid reasons, we would have no objection to the transfer of the Project to a new institution, subject to the approval of the IITE. The institution, however, shall be responsible for submitting the audited statement of accounts and utilisation certificate for the grant received and utilised. Overhead charges will be apportioned as per IITE rules.

On completion of the Project, the institution will make sure that all books/periodicals/equipment purchased out of the project grant by the scholar are deposited with the affiliating institutions and same must be acknowledged along with book entry by the authorized person of affiliated institution to IITE

Signature of the Director of the Institute /
Principal/ Registrar
(with name and stamp)

Place: Name: _____

Date: Designation: _____

(Signature of the applicant)

 Name_____

7

Audited Statement of Accounts (AC)

Title of the Project:

Name of the Project Investigator:

S.No. (A)	Heads of Expenditure	Percentage Allocation to Total Budget of the Study	Actual Value as per the study	Actual Expenditure	Unspent balance return to the IITE
1	Project Investigator/Co-Project Investigator	Honorary			
2	Research Staff : Full time/Part-time/Hired Services	Not exceeding 45% of the total budget.			
3	Fieldwork: Travel/Logistics/Boarding, etc. including Books/Journals	Not exceeding 35%			
4	Equipment and Other Items: computer, printer etc / Source Material/Software and Data Sets, etc.	Not exceeding 10%			
5	Contingency	Not exceeding 5%			
6	Publication of Report	5%*			
	TOTAL	100%			

*The five percent (5%) publication amount will be retained by the IITE & will be spent by the IITE Publication Department.

Note: The Project Investigator will ensure that the expenditure incurred by him conforms to the approved budget heads.

Registrar/Principal/Director   Project Investigator
(Signature with Rubber Stamp)   (Signature with Rubber Stamp)

Certified by the C.A.
(Signature with Rubber Stamp)

The Director,
Centre of Research,
Indian Institute of Teacher Education (IITE),
Ramakrishna Paramhans Vidya Sankul,
Near KH-5, KH Rd,
Sector 15, Gandhinagar,
Gujarat - 382016.

The_____ (Name of the organization) forwards the application of _____ (Name of the applicant) for IITE sponsored Research Project.

We agree to administer the funds, provide basic research infrastructure facilities, and make available all its research facilities such as library, laboratory and other equipment and required office assistance for the smooth completion of the Research Project.

If the scholar undertaking the Research Project leaves our institution due to valid reasons, we would have no objection to the transfer of the Project to a new institution, subject to the approval of the IITE. The institution, however, shall be responsible for submitting the audited statement of accounts and utilisation certificate for the grant received and utilised. Overhead charges will be apportioned as per IITE rules.

On completion of the Project, the institution will make sure that all books/periodicals/equipment etc. purchased out of the project grant by the scholar are deposited with us as the affiliating institution. We would also acknowledge the receipt of books/periodicals/equipment etc. from IITE in our records or book entries, and communicate the same to IITE, Gandhinagar.

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Signature of the Director of the Institute /
Principal/ Registrar
(with name and stamp)

</div>

Place: Name: _____

Date: Designation: _____

(Signature of the applicant)

 Name_____

Declaration

I _____working as

_____in

_____

declare that sanction amount recieved for the research project entitled

_____

_____

will be utilized for the project sanctioned only. I will abide by all the rules and conditions laid down by Centre of Research, Indian Institute of Teacher Education, Gandhinagar in the sanctioned letter. I will submit the report within the stipulated time and if I will not complete the project within the stipulated time then I will refund entire project amount to IITE.

Principal Investigator

(Name)

(Designation)

(Institute)