Student Research Grant Scheme

2022-23

Office of Research & Development (R&D)

Vignan's Foundation for Science, Technology and Research

(Deemed to be University), Vadlamudi, Guntur-522213

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. **Preamble**

Student Research Grant scheme emphasizes upon providing outstanding education integrated with research and innovation experience to enable them to continue their out-of-box thinking and transform them into leaders instead of regular job-seekers in the society. This scheme will run for throughout the year.

Objectives

The primary objective of the Student Research Grant scheme is to promote independent student research by providing short-term support for novel research projects. Towards this goal, the application process itself is intended to foster students towards developing scientific reasoning to execute a project, under the guidance of their mentor(s). Projects may be designed considering the following criterion:

- ✓ A problem with highest relevance in the current times
- ✓ Capability of execution with reliable scientific approach
- ✓ Acceptable results with appreciable conclusions
- ✓ Outcomes of the project in the form of sustainable solution, patents, software packages, technology transfer, prototype and publication

Mentorship

- Student research grant will be sanctioned to individual / student group (maximum 3 No.) guided by a mentor
- Mentor must be a full-time faculty at VFSTR with commendable research expertise either in the form of publications and/or extramural funding

Award

- Grants shall be awarded up to a maximum amount of **Rs. 2 Lakhs.**
- The duration of the Grant will be for minimum of 1 year to a maximum of **2 years**. It could be extended by another year after a complete review of the outcomes / deliverables.

Eligibility

- Undergraduate students, Post graduate students and Research scholars.

Application and selection process

Step 1: Application form including all the details of the work need to be submitted to Head of the Department

Step 2: Based on the merit of the application, the Head of the Department should forward it the School Dean

Step 3: Work should be presented by the before the committee comprising of

a)	School Dean	-	Chairman
b)	Head of the Department	-	Member
c)	Mentor	-	Member
d)	Dean R&D / Dean R&D nominee	-	Member
e)	External expert	-	Member
f)	Department BoR member	-	Member Secretary

Step 4: Based upon the recommendation of the committee, student grant up to 2 lakhs can be sanctioned.

Submission deadline

Student Research Grant proposals are invited throughout the year and the received applications will be processed regularly. A decision will be made within 2-3 weeks of the submission of the application.

Selection criteria and conditions

1. The projects which can result in the development of prototypes / software packages / technology transfer / patent / publication with societal application should be selected.
2. Student Research Grant fund should be used only for recurring component.
3. A one-year no cost extension is possible if requested at least 1 month in advance of the last day of funding. Following information shall be considered for approving extension:
    a. Proper explanation of why the work was not performed in the time proposed
    b. Research plan for completing the project in the extended period
    c. Explanation of how the remaining funds will be expended.
    d. The extension request should be brief but specific.
4. Mentor should submit a letter of support for a student's application indicating their commitment to guide the student through the funded research training and to ensure the student puts forth the time and effort indicated.
5. The mentor should provide statements regarding the originality of the work proposed, work plan, progress, and submission of final report (at the end of the year) in prescribed format.

6. Mentor should guide the student to achieve their outcomes *viz.*, developing prototypes / software packages / technology transfer / patent / publication with societal application
7. Mentor is also responsible for submission of Utilization certificate and statement of expenditure (UC&SE) related to the sanctioned research grant, at the end of financial year (*i.e.*, 31st March).
8. Mentor can submit the outcome of the research grant within 2 years from the date of the sanction of research grant. Then **Student Research Grant Project Closure Report** will be sanctioned by the office of Dean R&D.
9. In any research communication arising out of the funded project, the contribution of the institute should be duly acknowledged along with the sanction order number of the research grant.
10. Under any unforeseen emergency, if the mentor leaves the institute before the completion of project, based on availability, Head of the Department should allocate another mentor, who is expert in the proposed area of research grant.
11. Any IP emerging out of student research grant funded by VFSTR will be owned by VFSTR. Such IPR will recognize contributions by all researchers as "inventors", and any resulting royalties will be shared by VFSTR with the inventors.

List of Annexures

- Student research grant scheme - Application Form
- Review criteria
- Declaration by the mentor
- Final report proforma for student research grant
- Utilization Certificate
- Statement of Expenditure

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Approved by

(Dr. G. Srinivasa Rao)
Dean, R&D

Office of the Dean-Research & Development
VFSTR (University)

(Cmde. Dr. MS Raghunathan)
Registrar

REGISTRAR
VIGNAN'S FOUNDATION
FOR SCIENCE, TECHNOLOGY AND RESEARCH
(Deemed to be University)
VADLAMUDI-522 213
GUNTUR (DISTRICT), A.P. INDIA

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Annexure - I

Student Research Grant scheme - Application Form

Proposal Application Form	**Date:**	**Application no.: (Official Use)**

Funding Scheme	VFSTR Student Research Grant scheme
Funding Agency	VFSTR
Title of proposed project	
Duration (1 year)	
Amount (upto Rs. 2 lakhs)	
Student No. 1	
Name and Registration no.	
Year and Semester	
Department name	
School name	
Completed degree	
Contact number	Mobile :
Contact email address	
Student No. 2	
Name and Registration no.	
Year and Semester	
Department name	
School name	
Completed degree	
Contact number	Mobile :
Contact email address	

Mentor	
Name and Employ ID	
Designation	
Department name	
School name	
Highest degree	
Contact number	Mobile :
Contact email address	

Note : Application form should be restricted to maximum of 5 pages

1. Background

1.1 Description of problem

1.2 Review of work already done

1.3 Rational for taking up the project

2. Description of Proposal

2.1 Objectives of the project (Brief and to the point)

2.2 Preliminary Investigations done (if any)

2.3 Innovative component of the project

2.4 Methodology detailing stepwise activities and sub-activities

3. Work Plan

Phase-wise plan of action up to post project activities detailing time schedule. Milestone may clearly be indicated. PERT/ GANTT chart may be attached.

4. Output and Deliverables of the Project

Attempt may be made to quantify output in measurable parameters.

5. Likely Impact (Please attempt to quantify)

6. Parameters for monitoring effectiveness of project

7. Suggested Post Project Activities

8. Budget estimate (in Rupees): Summary*

S. No.	Heads of Expenditure	Amount in Rs.
1	Consumable	
2	Travel (with in India)	
3	Contingencies (up to 5%)	
4	Other cost	
	Total	

*Please provide brief justification for each head of expenditure.

*Expenditure under 'Travel head' should be according to the 'TA&DA Rules' dated 01.01.2023 of VFSTR (Maximum 10% of sanctioned grant)

(Signature of Student) **(Signature of Student)** **(Signature of Mentor)**

(Signature of School Dean) **(Signature of HoD)**

Enclosures: Detailed Student Acedemic record at VFSTR

To

The Dean, R&D,
VFSTR.

Annexure - II

REVIEW CRITERIA

Name and department of the Student:

Name and department of the Mentor:

Title of the Project:

1. **Project Significance**

2. **Project's originality**

3. **Feasibility, based on the experimental design and efforts indicated**

4. **Qualification of the students**

5. **Qualification of the mentor**

6. **Adequacy of the facilities**

7. **Appropriateness of the budget**

Budget: Approved

S. No.	Heads of Expenditure	Amount in Rs.
1	Consumable	
2	Travel (with in India)	
3	Contingencies (up to 5%)	
4	Other cost	
	Total	

	Name	Signature and Date
School Dean		
Head of the Department		
Research Advisor / Senior Faculty		

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Annexure - III

DECLARATION BY THE MENTOR

Project Title:

It is certified that

- I will guide the student through the funded research training and ensure that the student puts forth the time and effort indicated.
- I will ensure for the originality of the work proposed
- I will provide the final report and UC & SE of the research grant
- I agree to abide by the terms and conditions of Student research grant policy, VFSTR.

	Name of Faculty	Signature with date
Mentor		

Signature with date
School Dean

Signature with date
Head of the Department

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Annexure – IV

FINAL REPORT PROFORMA FOR STUDENT RESEARCH GRANT

(Complete)

		Report no.	
1	**Research grant Title:**	**Sanction order no:**	
2	**Student (Name & affiliation):**	**Mentor (Name & affiliation):**	
3	**Approved Objectives of the Proposal:**		
Date of Commencement:		**Total cost of research grant: Rs.**	
Date of First report		**Expenditure amount Rs.----------as on: / / (DD/MM/YY)**	
Date of completion:		**Balance amount: Rs.**	
Encl.: (Registrar proceedings/ purchase orders/ bills etc) ▪ ▪ ▪			
5	**Summary of Progress / achievements**		

Innovative Resources: (Please list any unusual datasets, statistical techniques or innovative algorithms that you developed as part of this project.)
Future Activities:

6	**Bottlenecks in execution (if any)**		
Details of Prototype		**Details of Patent**	
Details of developed software		**Details of Technology Transfer**	
No. of paper publications arising out of the grant		**No. of conference publications arising out of the grant**	
List of paper publications from this Project (including author(s), title, journal, year, Indexing (SCOPUS/ SCI/SCI-E) ▪ ▪ ▪ ▪			

Signature of Student **Signature of Mentor**

Signature of HoD **Signature of School Dean**

Encl.: (Proof for Publications/ Conferences/ Patents)

-
-
-
-

Note: Three copies of the documents should be prepared. One copy with students, One copy with mentor & one copy with Office of R&D

Annexure – V

UTILIZATION CERTIFICATE

- Registrar's Proceedings/ Order No. and date of sanctioning the project:
- Name and affiliation of the student:
- Name and Designation of Mentor:
- Department:
- Title of the Project:
- Total Project Cost:
- Date of Commencement of Project:
- Date of Completion of Project:

Certified that the student research grant of Rs. ..…… (Rupees……..…….. only) received from the Vignan's Foundation for Science, Technology and Research, has been utilized for the purpose for which it was sanctioned and in accordance with the terms and conditions laid down by the VFSTR.

Signature of the Mentor Signature of Finance Officer, VFSTR

Note: Utilization certificate need to be submitted for each financial year during the student research grant tenure.

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Annexure – VI	**STATEMENT OF EXPENDITURE**

Registrar's Proceedings/ Order No. and date of sanctioning the project:	Name and affiliation of the student: Name, Designation and Department of Mentor:
Total Project Cost:	Title of the Project:
Date of Commencement of Project:	Date of Completion of Project:

S. No.	Sanctioned Heads	Funds Sanctioned	Total Expenditure	Balance (if any)	Requirement of funds for the next year
1.	Consumables				
2.	Travel				
3.	Contingency				
4.	Other cost				

Signature of the Mentor

Signature of Finance Officer, VFSTR

Note: Statement of Expenditure certificate need to be submitted for each financial year during the student research grant tenure.