



DAYANANDA SAGAR UNIVERSITY

MANAGEMENT OF RESEARCH PROJECTS (SPONSORED PROJECT)

GUIDELINES

Definition: – Sponsored research projects are the research projects funded by national / international research funding agencies which are either governmental or non-governmental or public or private business entities or also by internal University or trust funding. These projects are the main stay of the research activities of the University and are the main funding sources for research and evaluation of research facilities. Management of the sponsored projects efficiently and smoothly is critical to the growth of research in the University and assists in building up a better brand of the University amongst the granting bodies as well as in public.

This (Regulation) document delineates the processes of management of such sponsored projects.

Project Submission Process:

- A research funding proposal is prepared by the faculty/s either individually or jointly as Principal Investigators (PI) / Co-Principal Investigators (Co-Pi).
- The project proposal is prepared in the required format of the funding agency to whom this has to be submitted.
- The project proposal should seek the formal approval of the Vice Chancellor after due recommendations by the department(s) chairperson(s) as well as the Dean of Research and Innovation.
- The project proposal should indicate in a separate sheet, the brief deliverables of the project and the internal resources required for the project proposal.
- The Registrar of the University is the signing authority for all project proposals. The Dean of Research and Innovation shall recommend the approved proposals for signature and forwarding. In all such cases, the Registrar will obtain formal approval of Vice Chancellor before it is forwarded to funding agencies.

- In case of project proposals (more than one) in response to request / call for proposals are received or intended, the Dean of Research and Innovation shall constitute an internal review committee to select a subset of the most promising proposals to be submitted from the University.
- No project proposal shall be submitted to any funding agency that is not conducive to the growth and sustenance of the University or that does not subscribe to the vision of the University. Vice Chancellor will be the final authority on this issue.
- Any requirement of matching or otherwise funding requirement by the University or use / creation of large infrastructural requirements (other than the normal water, electricity, furniture, internet, communication and other facilities) shall give an apriori approval of the Management Council of the University.
- The budget of the project proposal shall include a minimum University overhead of 20% of the overall cost of the project proposal except in cases where it is not permitted by a government funding agency. Any case of overhead percentage less than 20% shall require prior approval of the Vice Chancellor upon receiving of the approval letter and / or grant money in full or instalment.
- A separate account shall be maintained by the Finance department for each such project. [under the Research Fund of Dayananda Sagar University].
- The first debit from the account shall be the overhead amount indicated in the project. [fully or corresponding to the instalment received]
- The Principal investigator(s) are responsible for all correspondence with the sponsoring agency. (copy sent to relevant office)
- The Principal investigator(s) are responsible for following all the purchase, asset management procedures, and financial procedures of the University.
- The Principal investigator will be recommending to purchase department for placing orders following the purchase procedures of the University, for the requirements of the project.
- The Principal investigator will be allowed to draw cash advances following the financial procedures of the University, for the requirements of the project.
- All such debits to the project account (including purchase order, advances, other expenses) shall be made after certification of the relevant bills / invoices are approved by the Principal Investigator(s) of the project, the department or center head and the Dean of Research and Innovation.

- All cash advances and travel expenses shall be settled within fifteen working days of the expenses incurred or date of receipt of bills / invoices.
- Any advance in excess of ₹.One Lakh will require an approval by the Vice Chancellor.
- Any interest accrued in the bank account of the project shall be utilized either as per the project granting agency guidelines or as per the University guidelines / direction.
- Periodic financial reports, audited / unaudited utilization certificates and any other such requirements shall be fulfilled by the Principal Investigator(s) with the help of the Finance department strictly as per the requirements of the granting agency/(s). The Finance department shall ensure the preparations of such documents within the time limits requirements.
- All original bills, invoices, documentation, other reports shall be maintained by the Finance department. The Principal Investigator(s) may keep a copy of the said documents.
- Upon completion of the project, appropriate technical closure reports and final audited utilization certificates shall be prepared and submitted to the granting agencies within the stipulated time frames and requirements of funding agencies.
- Upon closure of the project, the Principal Investigator(s) shall ensure that all the balances of the project are settled as soon as possible and the Finance Office shall close the Bank Account. The funds remaining in the bank accounts are either transferred back to the funding agency or transferred to the Research Fund of the University as the case may be.
- The Principal Investigator(s) shall submit a closure report of the project to the Dean of Research & Innovation within one month of the closure of the project.
- The Principal Investigator(s) shall submit copies of all intermediate reports, papers communicated / published, patents filed / grant, conferences attended / conducted etc. to the office of the Dean of Research & Innovation through the head of department / centre concerned.

UTILIZATION OF RESEARCH EQUIPMENT / FACILITY

- All the equipments purchased / facilities created under a project shall be the property of the University and in turn of the respective department or centre unless recalled by the sponsoring agency at the closure of the project.
- The Principal Investigator(s) shall have the right to use the equipment till the tenancy of the project.

- The equipment / facility may be used by any other faculty, staff or student of the University in its available spare time with prior approval from the respective Principal Investigator(s) during the tenancy of the project and the departmental chairperson / center head after closure of the project.
- The Principal Investigator(s) may require the departmental chairperson or centre head upon the closure of the project, to retain the first right of the equipment / facility, if they anticipate obtaining further funded projects or continuing the ongoing research work using them.
- Upon closure of the project, any cost for maintenance or repair of the equipment / facility shall be borne by the department, centre or by the University.
- The Dean of Research & Innovation shall constitute appropriate committee to approve write off and disposal of outdated research equipment and will follow the University rules and procedures on these. Registrar of the University shall be a member of such committee/s.

General:

- The office of the Dean of Research and Innovation of the University shall provide all necessary help and assistance to faculty members / staff of the University in preparing sponsored research proposals to be submitted.
- The University shall provide all required facilitation and support to the project review committees, offices of the sponsoring bodies and such other personnel.
- Any travel requirements for the project internal to the country or international will follow the University procedure in this regard.
- All the temporary staff appointed for the work in the project will be governed by the security, safety and discipline requirements of the University.
- Any arrangements with external consultants and / or external agencies in respect of work of the project shall be done as per the University guidelines and will be signed by the Registrar of the University.
- All the procedures and systems written down in this document will be applicable to any research project proposal funded by the University's own fund also. (No overhead component).
- Dean – Research & Innovation may amend or modify any of the procedures mentioned on a case to case basis after obtaining approval from the Vice Chancellor.


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 Registrar
 Dayananda Sagar University
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