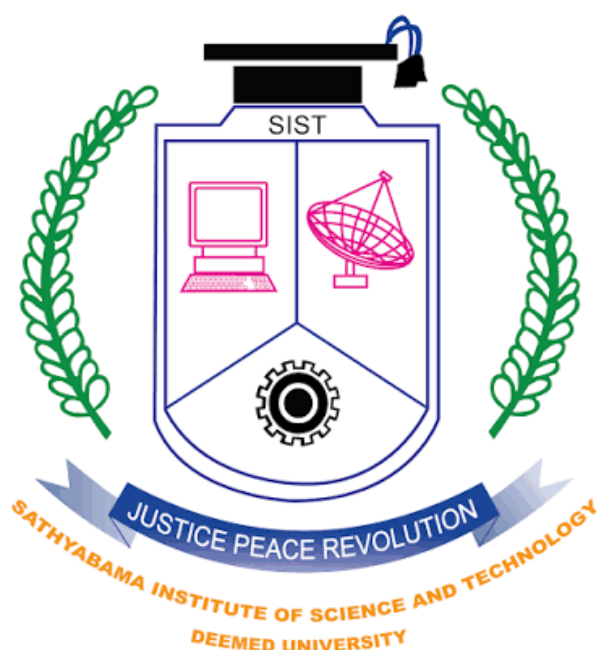


SEED MONEY AND RESEARCH GRANT POLICY

2026 Edition

Policy No. : EOMS 21001: 2018/Pol/RE/2025-2026/04



Sathyabama Institute of Science and Technology

(Deemed to be University)

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TABLE OF CONTENTS

Sl. No.	Section	Page No.
1	Preamble	3
2	Objectives	3
3	Scope	4
4	Definitions	4
5	Research Grant Governance Framework	4
6	Process guidelines	5
7	Policy Review and Amendments	7
8	Related Institution Policies	7
9	Policy Review	7

DOCUMENT CONTROL SHEET

Particulars	Details
Policy Title	Seed Money and Research Grant Policy
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Policy Status	Active

DOCUMENT CLASSIFICATION : This document constitutes an official policy of the Deemed to be University. The provisions of this policy shall be implemented and interpreted in accordance with the applicable statutory and regulatory requirements, and in conjunction with other relevant policies, regulations, ordinances, and guidelines of the Institution.



SATHYABAMA

INSTITUTE OF SCIENCE AND TECHNOLOGY
(DEEMED TO BE UNIVERSITY)

CATEGORY - 1 UNIVERSITY BY UGC

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1. PREAMBLE

Sathyabama Institute of Science and Technology (Deemed to be University) is committed to fostering a vibrant research ecosystem that promotes innovation, knowledge creation, societal impact, and academic excellence. High-quality research often requires initial financial support to explore novel ideas, generate preliminary data, develop proof-of-concepts, validate research hypotheses, and establish the feasibility of innovative solutions. However, obtaining external funding at the early stages of research can be challenging, particularly for emerging researchers and projects involving high-risk, high-impact ideas.

Recognizing this need, the Institution provides Seed Money and Research Grants to encourage faculty members, researchers, research scholars, and students to initiate research projects with significant scientific, technological, social, environmental, or economic relevance. The seed funding mechanism serves as a catalyst for nurturing innovative concepts and strengthening the competitiveness of researchers in securing external funding from national and international agencies.

Through this Policy, the Institution seeks to provide a transparent and structured framework for the allocation, utilization, monitoring, and evaluation of Seed Money and Research Grants. This Policy shall be implemented in alignment with the Institution's Research Promotion Policy, Intellectual Property Rights (IPR) Policy, Patent Filing and Incentive Policy, Innovation and Startup Policy, Research Ethics Policy, Plagiarism Policy, Consultancy Policy, and other applicable regulations of the Institution.

2. Objectives

The objectives of this Policy are:

- To promote a strong culture of research and innovation for young researchers within the Institution.
- To provide financial support for initiating promising and innovative research ideas.

- To facilitate the generation of preliminary results, proof-of-concepts, prototypes, and pilot studies thereby to enhance researchers to secure external funding from national and international agencies.
- To support the creation of high-quality research outputs, including publications, patents, technologies, and products.
- To foster collaboration among faculty, researchers, students, industries, and other stakeholders.
- To promote research that addresses societal, environmental, industrial, and national priorities.
- To strengthen the Institution's research capacity, visibility, publications, patents, technologies, products and impact.

3. SCOPE

This Policy applies to all eligible faculty members, research scientists, post-doctoral fellows, research scholars, project staff, and students of Sathyabama Institute of Science and Technology seeking institutional financial support for research, innovation, technology development, proof-of-concept studies, prototype development, pilot investigations, and other research-related activities.

The Policy governs the application, evaluation, sanction, utilization, monitoring, and closure of Seed Money and Research Grant projects funded by the Institution. It shall be applicable to individual and collaborative research projects undertaken in alignment with the Institution's research priorities, societal needs, and emerging areas of all disciplines in the Institution.

4. DEFINITIONS

Proof of Concept (PoC): Proof of Concept refers to preliminary work undertaken to demonstrate the feasibility, practicality, or potential applicability of a research idea, innovation, technology, or product.

5. RESEARCH GRANT GOVERNANCE FRAMEWORK

The Institution shall administer the Seed Money and Research Grant Scheme through the R&D committee. The Committee shall evaluate proposals, recommend funding, monitor project progress, and review outcomes. The Director-RDC shall approve grants and oversee the effective implementation of the Policy.

6. GUIDELINES FOR RESEARCH GRANT

Call for proposals: The R&D cell shall invite proposals under the Seed Money and Research Grant Scheme every academic year during the month of July. The call shall specify the eligibility criteria, funding categories, submission timelines, and other relevant guidelines. Proposal submission process: Eligible applicants shall submit their proposals in the prescribed format within the stipulated timeline. Proposals shall include the research objectives, methodology, expected outcomes, budget requirements, implementation plan, and any other information specified in the call for proposals.

Proposal evaluation and selection criteria: Proposals shall be evaluated by the Research Grant Advisory Committee (RGAC) based on scientific merit, originality, feasibility, potential impact, alignment with Institution research priorities, expected outcomes, and budget justification. Funding recommendations shall be made based on the overall merit of the proposal and availability of funds.

Funding pattern and financial limits: The funding support and maximum grant amount under each category of Seed Money Grant shall be determined by the Institution from time to time. The approved funding shall be based on the scope, duration, resource requirements, expected outcomes, and availability of funds.

Eligible and non-eligible expenditure: Seed Money and Research Grant funds may be utilized only for approved project-related expenses, including consumables, prototype development, testing, software, data collection, field work, and other expenditures directly related to the project objectives. Expenditure on permanent infrastructure, major facility creation, routine administrative expenses, and any non-project-related activities shall not be permitted unless specifically approved by the competent authority.

Release of funds: Approved grants shall be released in one or more installments based on the nature of the project, achievement of milestones, submission of required documents, and compliance with the provisions of this Policy.

Project implementation and monitoring: The Principal Investigator shall be responsible for the timely implementation of the approved project. Project progress shall be monitored periodically by the Research Grant Advisory Committee (RGAC) or any other authority designated by the Institution to ensure satisfactory progress and effective utilization of funds.

Progress review and reporting: The Principal Investigator shall submit periodic progress reports in the prescribed format. Continuation of funding and project support shall be subject to satisfactory progress and compliance with the reporting requirements of the Institution.

Research outcomes and deliverables: Funded projects shall strive to generate measurable research outcomes, including publications, patents, prototypes, technologies, external grant proposals, societal impact, or other deliverables relevant to the project objectives. Any intellectual property, publications, technologies, or other research outputs arising from funded projects shall be governed by the Institution's Intellectual Property Rights (IPR) Policy, Patent Filing and Incentive Policy, Innovation and Startup Policy, and other applicable regulations.

Utilization of funds: Funds shall be utilized solely for approved project activities. All expenditures shall conform to the sanctioned budget, approved project objectives, and applicable Institution financial procedures & guidelines. The Principal Investigator shall maintain proper records of expenditure and furnish supporting documents, utilization statements, and other information as required by the Institution.

Modification, extension and termination of projects: Any significant modification to the approved scope of work, objectives, budget, or project team shall require prior approval of the competent authority. Requests for extension of the project duration shall be considered on a case-by-case basis upon submission of valid justification and evidence of satisfactory progress. The Institution reserves the right to suspend or terminate a project in cases of unsatisfactory progress, misuse of funds, non-compliance with Institution regulations, or failure to fulfill the approved project objectives.

Project completion and closure: Upon completion of the project, the Principal Investigator shall submit a final project completion report, utilization statement, and details of the outcomes achieved. The RDC shall review the project outcomes and financial compliance before recommending closure. The project shall be formally closed upon acceptance of the final deliverables and fulfillment of all technical, financial, and administrative requirements of the Institution.

Recognition and incentives: The Institution may recognize outstanding research outcomes arising from seed funded projects through appropriate incentives, awards, appreciation, or other forms of recognition based on RDC recommendation in accordance with the applicable Institution policies and guidelines.

Conflict of interest and ethical compliance: All projects under this scheme shall be conducted with integrity, transparency, and ethical responsibility. The Principal Investigator and project team shall disclose any actual or potential conflict of interest and comply with the Institution's Research Ethics Policy, Plagiarism Policy, and other applicable regulations.

7. ROLES AND RESPONSIBILITIES:

Director-RDC shall administer the Seed Money and Research Grant Scheme and facilitate its effective implementation. The RDC Committee members shall evaluate proposals, recommend funding, monitor project progress, and review project outcomes. Principal Investigators shall be responsible for the proper execution of approved projects, utilization of funds, submission of reports, and compliance with Institution policies and guidelines. All stakeholders shall discharge their responsibilities in a transparent and accountable manner to ensure the successful achievement of project objectives.

8. POLICY REVIEW AND AMENDMENTS:

This Policy shall be reviewed periodically, once every three years, or earlier if required. The Institution reserves the right to amend, modify, or update the provisions of this Policy in accordance with institutional requirements, statutory regulations, and emerging needs.

9. RELATED INSTITUTION POLICIES:

This Policy shall be read in conjunction with the Institution's Research Promotion Policy, Intellectual Property Rights (IPR) Policy, Patent Filing and Incentive Policy, Innovation and Startup Policy, Research Ethics Policy, Plagiarism Policy, Consultancy Policy, and other applicable Institution policies, regulations, and guidelines as amended from time to time.

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