**RESEARCH GRANT APPLICATION**

**Fiscal Year: 2024-2025**

**A. PARTICULARS OF THE APPLICANT**

1. **Name in Full: Dr. /Mr. Mrs. / Ms. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

*(circle appropriate title)*

i). Designation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ii). Date of Retirement from University Service: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

iii). Name of Department/College/Institute/School/Centre \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

iv). Tel: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cell No.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

v). E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. Years of experience of working in the proposed area of research \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

3. Number of research students supervised till present:

|  |  |  |  |
| --- | --- | --- | --- |
|  | **BS (4-Years)** | **MS / M.Phil / Equivalent** | **Ph.D.** |
| **Completed** |  |  |  |
| **Ongoing** |  |  |  |

4. Information regarding previous Research Project Grant(s) under the University of the Punjab:

Research Project Title(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

a) Total amount of Research Project Grant(s): Rs.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

b) Status of Grant Utilization with University Treasurer Office: Yes / No

c) Have you purchased any permanent equipment from the previous grants? Yes / No

If Yes, Please Specify \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

d) Previous Research Project(s) Completion Report(s) submitted to the Committee: Yes / No

e) Whether published the previous research project (above mentioned titled research): Yes / No

(If Yes), please give details of the Journal:

*Name of Journal: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Title of Research Article: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Date of Research Publication: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

**B. DETAILS OF RESEARCH BUDGET (TEMPLATE: MUST BE FILLED IN TYPED FORM)**

**\*Total Funds Requested Rs.** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**1. Summary of the Budget**

|  |  |  |  |
| --- | --- | --- | --- |
| **Sr. No.** | **Item** | **Demanded/ Estimated  Amount Rs.** | **Justification** |
|  | **\*\*\*Permanent Equipment** |  |  |
|  | **Consumable Supplies** |  |  |
|  | **\*\*\*\*Field work** |  |  |
|  | **\*\*\*\*\*Research Assistant (if required)** |  |  |
|  | **Contingencies (**up to 10% of the allocated grant**)** |  |  |
| **Total:** | |  |  |
| **\*\*Approval of the Justification by Dean / Departmental Research Evaluation Committee** | |  | |

**2. List of Equipment / Permanent Items *(with complete justification)***

|  |  |  |  |
| --- | --- | --- | --- |
| **Sr. No.** | **Items with Specification** | **Demanded/ Estimated  Amount Rs.** | **Justification** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Total:** | |  |  |
| **\*\*Approval of the Justification by Dean / Departmental Research Evaluation Committee** | |  | |

**3. Consumable Supplies *(with complete justification)***

|  |  |  |  |
| --- | --- | --- | --- |
| **Sr. No.** | **Items with Specification** | **Demanded/ Estimated  Amount Rs.** | **Justification** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Total:** | |  |  |
| **\*\*Approval of the Justification by Dean / Departmental Research Evaluation Committee** | |  | |

**Total Grant Allocated (Rs.): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

*(only for Office Use)*

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**\*** Total Funds request should not exceed to an amount of Rs.3,00,000/- for Professor, Rs.2,50,000/- for Associate Professor, Rs.2,00,000/- for Assistant Professor and Lecturer. However, the funding limit for the experimental research proposal is up to Rs.500,000 for all cadres of faculty subject to review from a designated review panel relevant to particular field, and then the final recommendation of the Committee   
for Evaluation of Research Projects, University of the Punjab.

**\*\*** This column will be used/filled by Dean/Departmental Research Evaluation Committee.

**\*\*\***Will return permanent equipment, computer, printer etc. to the concerned department after completion of the project.

**\*\*\*\*** Funds for travel for field work / data collection would be allowed as per University of the Punjab TA/DA rules.

**\*\*\*\*\*** Remuneration and selection of research assistant would be according to University of the Punjab rules.

**Declaration of the Applicant:**

I solemnly declare that completion report along with duly audited adjustment of funds shall be submitted to the University within stipulated period.

***Signature of the Applicant \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

**ATTESTATION BY:**

**1. Head of Department / Institute / Colleges / School / Centre**

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Official Stamp:

**2. Dean of the Faculty**

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Official Stamp:

**C. Guidelines for Preparing Research Project**

**1. Precise Title:**

**2. Summary:**

**3. Introduction: (***not more than one page)*

**4. Background of the Proposed Research Project:** *(not more than 3 pages and should be fully endorsed by the relevant Literature)*

**5. Justification / Rational of the Project**

**6. Proposed Objectives, Research Questions, Research Hypotheses:**

**7. Method:** *(Describe briefly)*

**8. Proposed Analysis**

**9. References:**

**D. SOPs for Research Project Grant**

1. All regular faculty members can submit more than one research project but one faculty member will receive funding for only one research project (of their choice) in a fiscal year.
2. The faculty members serving on long contract for three (03) years can submit their project for research grant independently. However, the faculty members serving on short contract (six months’ contract) can either submit a project as co-investigator with a regular faculty member or can submit their project and submit an undertaking (on Stamp Paper Rs.100/-) that he/she will: adjust the amount within one fiscal year after allocation of the research project grant; will return permanent equipment, computer, printer etc to the concerned department; and will publish a paper based on the project. The respective head of the department will ensure research project completion and grant adjustment in case a contractual position faculty member leaves the University.
3. Faculty members retiring in the same fiscal year will not be entitled to receive research project grant.
4. Approval of grant for the next research project will be contingent upon:
5. submission of project completion report to the committee.
6. adjustment of grant to the Treasurer Office, verification by the Audit Department and the report to be submitted to the Committee by the Treasurer Office.
7. publication of a paper in an impact factor or HEC approved Journal (maximum within two years after receiving the grant).

v) The faculty members will be able to utilize research grant: to purchase permanent equipment, computer, laptop, printer, scanner or any other equipment related to their research project and justification to purchase equipment should be provided by the faculty member. The faculty member will not re-purchase the same equipment / items / devices up to the next three years. The said equipment/item must be entered in the respective department/centre/institute/college’s stock register soon after the purchase and returned / handed over to the concerned Department as a departmental property after completion of the project. However, the said equipment can be re-issued to the same or any other faculty member for use in the successive research project.

vi) The Principal Investigator can appoint Research Assistant if required depending on the nature of the research project @ Rs.5000/- – Rs.7000/- per month maximum upto four months. The qualification of the Research Assistant to be appointed by the Principal Investigator should be MA / M.Sc. / BS (4-Years) in the relevant field/subject. The payment of remuneration to Research Assistant will be made by the Principal Investigator through cheque and formal appointment letter will be issued to the Research Assistant by the Principal Investigator.

vii) The Principal Investigator can utilize up to 10% from the allocated grant of research project for contingencies.

viii) The submission of research projects for grant after the deadline (as may be fixed) will not be considered.

ix) The projects will be evaluated and decision will be communicated to the Principal Investigator within a month of the submission.

x) Faculty members will be required to submit project completion report to the committee and grant adjustment to the treasurer office. The treasurer office will apprise the committee on status of grant adjustment in writing.

xi) Utilization of the research project grant would be in accordance with / in line budget proposal.

xii) The Treasurer office will issue a certificate for adjustment of the amount of research project grant by the Principal Investigator and provide a copy of the same to the Committee.

xiii) The grant will not be approved on submission of student synopsis.

xiv) The research project leading towards M.Phil./Ph.D. research degree of the faculty member will not be entertained.

xv) The research project requiring building infrastructure will not be entertained.

xvi) The faculty members on study leave during the said fiscal year will not be entitled for research project grant.

xvii) The research grant will only be allocated to the faculty members. The Research Officers, Research Assistant and other such type of staff members will not be entitled for research project grant. As for Research Officer/Research Assistants the appointment and job requirement by itself require research work and they are hired against the same.