

# NATIONAL INSTITUTE OF TECHNOLOGY MEGHALAYA



## GUIDELINES FOR FACULTY START-UP GRANT

### 1. Objective

NIT Meghalaya believes that it is crucial for all faculty members to be engaged in research and development for contributing to the knowledge pool and/or developing new technologies for the development of the benefit of humanity. To encourage a vibrant research environment, NIT Meghalaya offers a scheme named 'Start-up Research Grant' to the newly-joined faculty members of the Institute.

### 2. Source of Fund

The source of fund for this scheme is the annual plan budget of the Institute. Part of the funds from the Institute's equipment budget may also be utilized.

### 3. Amount and duration of the grant

- The upper limit of the grant amount is Rs.3.00 lakh.
- The grant is to be utilized within 2 years (24 months) from the sanctioning of the grant.

### 4. Eligibility

- a. All freshly joined faculty members (Assistant Professors against regular posts) of the Institute will be eligible for applying for the grant within 2 years of joining the Institute.

### 5. Expenditure

- a. The grant can be utilized for purchasing equipment and consumables.
- b. No project staff can be employed under this scheme. However, manpower may be engaged on daily wage basis with prior approval where extensive manual labour is required.

### 6. General procedures

- a. Eligible faculty members of the institute will submit the start-up grant proposal in a standard format (Annexure A)

- b. Three hard copies of the project is to be submitted to the office of the Dean (R & C) along with 1 soft copy of the proposal. Along with the proposal, a list of five probable reviewers is to be submitted in a sealed envelope.
- c. The empowered committee will first verify the report and then will take a decision on sending it to the external experts if it satisfies all the criteria.
- d. The project will be reviewed by an external panel of experts as per the format given in Annex 2. The PI would submit a list of five possible reviewers, of which the proposal will be sent for evaluation to three reviewers. The reviewers will be selected by the members of the empowered committee. The empowered committee may also send the proposal to a reviewer not listed by the PI if the committee feels necessary.
- e. The start-up grant should be used to develop facilities for the concerned Department and NIT Meghalaya as a whole. The start-up grant projects should not be a continuation of the PhD work of any candidate.
- f. No grants for travel will be entertained for those who can avail CPDA.
- g. The outcome, output and the role of the project in developing facilities of NIT Meghalaya should be clearly defined for the project.
- h. Incomplete application and application lacking scientific/technical details will not be considered.
- i. At the time of submission a cover letter along with a declaration (see given format) from the candidate is required.

## **7. Operation of the grant**

The faculty member will execute the research project like any other sponsored research project. At the end of one year after the sanctioning of the project, the investigator will submit a progress report of the project to the Standing Committee. On completion of the project, the Investigator will submit a project completion report.

The grant will consist of two heads:

- a) Capital: Equipment and other assets.
- b) Contingency: Consumables, Stationery, other items that cannot be declared as assets.

~~Contingency expenses should not in any case exceed 30% of the total project cost.~~

## **8. Rules and Regulations to be followed**

- a) The Institute's rules in force and norms in vogue will be followed for incurring expenditures and for traveling,
- b) Special Casual Leave for travels related to the start-up project will be sanctioned by the Director with recommendation from the respective HOD.
- c) All documents related to the start-up grant will be processed through the office of the Dean (R & C)

## 9. Empowered Committee for Start-up Grant

The Empowered Committee consists of the following members:

Chairman	–	Dean of Research and Consultancy
Members	–	Nominated by the director

The responsibility of the empowered committee is to: examine new proposals, monitor progress of continuing start-up projects, and examine final report

The empowered committee may co-opt one or more experts on the subject areas in the meetings as Invitee Members.

## 10. Undertaking

The faculty member has to give an undertaking that the start-up grant sought for is not a continuation of the PhD work of the PI.