

Policy Guidelines: RDC Internal Seed Grant Scheme

NGM College Research & Development Cell

1. Eligibility Criteria

- **Primary Applicant:** Must be a full-time faculty member of NGM College with a PhD or a proven research track record.
- **Collaboration:** Interdisciplinary projects (e.g., Science + Commerce) are highly encouraged and will receive priority scoring.
- **Frequency:** A faculty member can only hold one active Seed Grant at a time.

2. Fund Utilization & Disbursement

The grant is strictly for **Research Expenditure**, not personal remuneration.

Permissible Expenses (✓)	Non-Permissible Expenses (✗)
Purchase of chemicals, reagents, or datasets.	Salary for the Principal Investigator.
Travel for field data collection.	Purchase of standard laptops/furniture.
Software licenses specific to the project.	Personal membership fees for societies.
Proofreading/Translation services for papers.	Standard office hospitality (refreshments).

3. Disbursement Workflow

The funds will be released in two stages to ensure accountability:

1. **Stage 1 (60%):** Upon approval of the proposal by the RDC Advisory Committee.
2. **Stage 2 (40%):** Upon submission of a "Mid-Term Progress Report" and proof of a draft manuscript.

4. Monitoring & Accountability

The RDC uses a **Progress-to-Payment** model to ensure the college sees a "Return on Investment" (ROI).

$$\text{ROI Ratio} = \frac{\text{Value of External Grants Secured}}{\text{Internal Seed Money Invested}}$$

Milestone	Timeline	Evidence Required
Project Launch	Month 1	Approved Proposal & Ethical Clearance.
Mid-Term Review	Month 6	Raw data summary & Lab/Field logbook.

Milestone	Timeline	Evidence Required
Final Closure	Month 12	Target: Submission of an external grant proposal (e.g., to UGC/DST).

5. Penalty for Non-Compliance

- If the PI fails to submit a final report or an external grant proposal within the stipulated time, they will be ineligible for any RDC funding or travel grants for the next **3 academic years**.
- Any unspent funds must be returned to the RDC central account within 15 days of project completion.

6. Selection Process

1. **Call for Proposals:** Issued by RDC in June of every year.
 2. **Blind Peer Review:** Proposals are anonymized and reviewed by the RDC Ethics & Review Committee.
 3. **Presentation:** Shortlisted candidates present their "Value Proposition" (how this leads to a bigger grant) to the Principal.
 4. **Sanction:** Award letter issued within 45 days of the call.
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