



# St. Paul Institute of Professional Studies

[Affiliated to Devi Ahilya Vishwavidyalaya, Indore]



(Accredited by NAAC, 'A' Grade)

## Seed Money Policy

St. Paul Institute of Professional Studies prioritizes the advancement of research, innovation, and scholarly activities as outlined in IQAC. The Seed Money Policy is designed to catalyze faculty-driven research initiatives, nurture interdisciplinary collaboration, and amplify institutional contributions to knowledge creation and societal impact.

### 1. Objective

- a) To empower faculty members to undertake preliminary research, generate actionable insights, and leverage outcomes to secure competitive external funding.
- b) To cultivate a robust research ecosystem and promote academic excellence.

### 2. Eligibility Criteria

- a) **Faculty Status:** Open to full-time, tenure/tenure-track faculty with a minimum of two years of service at the institute.
- b) **Priority Areas:**
  - Interdisciplinary, collaborative, or socially relevant research proposals.
  - Research work demonstrating potential for external funding or scalable impact.

### 3. Application and Selection Process

- a) **Proposal Submission:** Applicants must submit a structured proposal including:
  - i. Clear objectives, methodology, timelines, and expected outcomes.
  - ii. Detailed budget justification (e.g., equipment, consumables, travel, personnel).
  - iii. Alignment with institutional research priorities and IQAC focus on innovation and societal relevance.
- b) **Review Mechanism:**
  - i. Proposals are evaluated by the Innovation and Research Committee based on innovation, feasibility, methodological rigor, and potential impact.
  - ii. Electronic submissions must adhere to announced deadlines.

### 4. Funding Allocation and Utilization

- a) **Grant Range:** Seed grants range would range depending on funding based on project scope and quality.
- b) **Permissible Expenses:** Funds may cover research-related costs such as data collection, lab materials, fieldwork, conference participation, and research assistance.
- c) **Budget Compliance:** Recipients must submit expenditure reports with auditable records.





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## 5. Recipient Obligations

- Timely Execution:** Research work must commence within one month of approval and adhere to the proposed timeline.
- Progress Reporting:** Quarterly updates and a final report (including outcomes, challenges, and publications) must be submitted to the Innovation and Innovation and Research Committee.
- Compliance:** Prior approval is mandatory for deviations from the original proposal.

## 6. Monitoring and Impact Assessment

- Outcome Metrics:** Success is evaluated through publications, conference presentations, patents, secured external grants, and community impact.
- Feedback Mechanism:** Annual stakeholder reviews (faculty, committees) assess policy effectiveness and identify improvements.

## 7. Policy Review and Amendments

- Periodic Revision:** The policy is reviewed every **three years** to align with evolving institutional goals and IQAC guidelines.
- Amendments:** Changes require approval from the Innovation and Research Committee and institutional leadership.

*Sr. Alice Thomas*  
22/11/2023

Dr. Sr. Alice Thomas  
Principal

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St. Paul Institute of Professional Studies  
INDORE

*Fr. S. SH*  
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Rev. Fr. Simon Raj  
Director