

Government of Jharkhand
Jharkhand Council on Science, Technology and Innovation
(Department of Higher and Technical Education)
Science Centre Campus, Chiraundi, Morabadi, Ranchi, Jharkhand - 834008

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Guidelines for Research Projects
(Long Term, Major and Minor)

1. Introduction

- 1.1 Research projects contribute to the expansion of human knowledge. It allows researchers to explore new ideas, test hypotheses, and make discoveries that can enhance our understanding of science, develop innovative solutions to the existing problems and address emerging challenges. It is also crucial for societal progress, economic development, and addressing global issues. Credible research can also lead to development of new technologies, products, and services, which have a positive economic impact and in turn lead towards growth of industries, job creation, and overall economic development. Hence it is essential to support such research with grants. Research contributes to a country's intellectual, capital and technological capabilities as well as overall competitiveness in the global arena. Promotion of research in the field of Science & Technology is one of the major objectives of the Jharkhand Council on Science, Technology and Innovation (JCSTI). Research grant is financial support provided for research projects undertaken by the Scientists / Researchers / Academicians in Jharkhand.
- 1.2 JCSTI shall provide funding to Scientists / Researchers / Academicians / Students of institution approved by UGC / AICTE or Institutes of National Importance or Constituent / Affiliated colleges of State Universities or organization of State Government / Central Government within the State of Jharkhand to conduct cutting edge research in various branches of Science & Technology that have theoretical, conceptual, methodological and policy implications. The Research Projects may belong to any or multi-disciplinary branch of the Science & Technology and related disciplines that are recognized by UGC / AICTE.

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2. Categories of Research Projects

The JCSTI shall award two types of research projects on the basis of the duration of the study and budget:

- 2.1 Minor Projects shall be awarded for a duration of 12 months with a budget up to Rs.2.00 lakh.
- 2.2 Major Projects shall be awarded for a duration of 24 months with a budget up to Rs.5.00 lakh.
- 2.3 Long Term Projects shall be awarded for a duration of 36 months with a budget up to Rs.10.00 lakh.

The budget and duration of research projects shall be revised as per the decisions of the Executive Committee of JCSTI from time to time.

3. Eligibility

Scientists / Researchers / Faculty Members of institutions approved by UGC / AICTE or Institutes of National Importance or Constituent / Affiliated colleges of State Universities or organization of State Government / Central Government within the State of Jharkhand are eligible to apply. However, other registered organizations or industries of Jharkhand with established research background may collaborate with any of the above-mentioned institutions for the research project and may form a joint team consisting of Principal Investigator, Co- Principal Investigator(s) etc. Such collaborations have to be clearly stated in application itself.

4. Mode of Application

- 4.1 The applications will be invited through an advertisement on JCSTI website two times annually. The call for proposals shall be published in July and December of every year.
- 4.2 The applicants shall submit an online application which includes the research proposal in the given prescribed format. They are also required to submit the hard copies of their application and annexures, duly forwarded by the Head of the institution /organization within 15 days of the prescribed last date of online submission.
- 4.3 In case, the hard copy of application is not received within 15 days from the last date of online submission, the candidature of applicants shall be treated as withdrawn /cancelled.
- 4.4 Research proposals and final reports should only be in English.



- 4.5. Applicants can only apply for one project at a time. In case of any ongoing or completed project with the JCSTI, the cooling-off period for applying to another project will be 06 months, with the duration calculated from the date of submission of the final report.

5. Selection Procedure

Applications shall be scrutinized by a Screening Committee of JCSTI for eligibility. Eligible applications shall be examined and evaluated by the Project Appraisal Committee (PAC) constituted by JCSTI. Shortlisted candidates will be called for presentation and interaction at JCSTI (in person or online) before the PAC.

The PAC will make recommendation for sanctioning of Research Proposals and suggest budget for the recommended proposals. Both the Screening Committee and PAC shall be duly approved by Departmental Secretary-cum-Member Secretary. Based on the recommendations of the PAC, final decision regarding the research grant shall be given by Departmental Secretary-cum-Member Secretary. The entire process shall be completed within 45 days of receipt of the proposal.

6. Budget and Heads of Expenditure

- 6.1 The sanctioned amount will be disbursed in two equal instalments, which shall be indicated in the Sanction Letter. JCSTI reserves the right, based on Expert opinion, to convert a proposal for Long Term Research Project into Major Research Project or Major Research Project into Minor Research Project or vice versa.
- 6.2 The detailed budget estimates along with the proportionate Heads of Expenditure for the proposals are to be prepared by the respective Principal Investigator of the Institution / organization as provided in the application form.
- 6.3 The proportionate allocation of expenditure for the budget heads such as Fieldwork (Travel / Logistics / Boarding, Survey Preparation or Consultancy etc.); Equipment and Study material (Computer, Printer, Source Material, Books, Journals, Software, Data Sets, workshop etc.); and Contingency charges etc., to be decided by the Principal Investigator in consultation with the Head of the Institution / organization.
- 6.4 All equipment and books purchased out of the project fund shall be the property of the institution / organization and a certificate duly signed by the Head of the Institution / organization has to submit to the JCSTI. However, JCSTI may ask for books or / and equipment if it is required. The expenditure on equipment and books shall not exceed



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20% of the total sanctioned grant. The institution / organization is expected to have core facilities for the project.

7. Project Initiation and Release of Grants

- 7.1 The Principal Investigator has to initiate the project within one month of the receipt of sanction letter. For this the applicant has to submit an 'undertaking' on an Rs.100 stamp paper on the format provided by JCSTI. The project will become operative with effect from the date of release of the first installment for the project. The date of commencement can be extended only in exceptional circumstances up to a maximum of two months by the JCSTI with prior approval of Departmental Secretary-cum-Member Secretary.
- 7.2 The total awarded grant for the Minor / Major / Long Term Research Project will be released in instalments as indicated in the Sanction Order. The first instalment (70% of the total sanctioned grant) will be released along with the sanction letter. After 06 months (in case of Minor projects) / 12 months (in case of Major projects) / 18 months (in case of Long Term projects) from the date of receiving the first instalment, Principal Investigator shall submit the Progress Report regarding the project, Statement of Accounts, one published research paper in the peer reviewed journal, utilization certificate along with bills duly certified by the Head of the Institution / organization and Statutory Auditor to JCSTI. The Head of the Institution / organization will ensure that the expenditure incurred conforms to the approved budget heads and is properly justified. Audited Statement of accounts with Utilization Certificate in GFR 12A form shall be submitted for atleast 50% of the approved project amount. The PAC shall verify / examine the above said document. The second instalment (30% of the total sanctioned grant) will be released based on the satisfactory recommendation of the PAC.

8. Monitoring of Research Projects

- 8.1 All approved research projects will be reviewed through the submission of periodic progress reports in the prescribed format and the project may be discontinued / terminated if research progress is found to be unsatisfactory by the PAC or any rules of JCSTI are found to be violated.
- 8.2 The Principal Investigator must acknowledge the support of JCSTI in all their publications resulting from the project output such as Research Paper, Journal Articles, Articles in edited Books etc., and must submit a copy of the same to the JCSTI during

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or after completion of the project. Papers published in Conference / Seminar proceedings will not be considered as they are not peer reviewed. However, proceedings published by Scopus indexed / UGC care listed journals shall be considered.

- 8.3 The JCSTI may, at any time ask for verification of accounts and other relevant documents related to the Project.
- 8.4 The Principal Investigator shall be personally responsible for timely completion of the Project. The Project proposal / final report cannot be submitted for the award of any University degree / diploma or funding by any Institution or any member of the project staff, including the Principal Investigator. The JCSTI however, will have no objection if any member of the project staff utilizes the project data for this purpose with prior approval of the Principal Investigator.
- 8.5 If the Principal Investigator is found to violate any terms, condition, rules or regulation of JCSTI he/she will be black listed and the penal action will be initiated by JCSTI.
- 8.6 The amount of grant sanctioned is to be utilized within the duration of the project. Any amount of the grant remaining unspent shall be refunded to the JCSTI immediately after the expiry of the duration of the project. If the grantee fails to utilize the grant for the purpose for which the same has been sanctioned / or fails to submit the audited statement of expenditure within the stipulated period, the grantee will be required to refund the amount of the grant with penal interest 7% per annum. JCSTI reserves the right to terminate the grant at any stage and also to recover the amount already paid with 7% penal interest if it is convinced that the grant has not been properly utilized or fails to submit audited account or expenditure.

9. Completion of the Study

- 9.1 On completion of the study, the Principal Investigator should submit:
 - a) Final report in a publishable form (Softcopies in both PDF and word format);
 - b) Abstract in 500 words (Softcopies in both PDF and word format);
 - c) Executive Summary of the final report up to 5000 words (Softcopies in both PDF and word format);
 - d) Similarity index sheet (Plagiarism check) for the final report.
- 9.2 After acceptance of the report by the JCSTI, upon incorporating the suggested changes if any, the Principal Investigator should submit:



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- a) Soft copy of modified final report (in both PDF and word format) along with two hard copies;
 - b) Five copies of executive summary;
 - c) Softcopies of (if any) Data Sets, along with well-defined definition of data and other important information for documentation.
- 9.3 Principal Investigator shall check every report for plagiarism and the similarity report with not more than 10 percent similarity. JCSTI / PAC may carry out additional plagiarism check if required.
- 9.4 The final report submitted by the Principal Investigator will be considered as satisfactory only after final recommendation of acceptance by the PAC appointed by JCSTI.

10. Obligations of the Institution / Organization

- 10.1 The institution / organization is required to give an undertaking in the prescribed format contained in the Application Form to administer and manage the research grant from JCSTI.
- 10.2 It is also required to provide the requisite research infrastructure to the Principal Investigator and maintain proper accounts related to the research project.
- 10.3 The institution / organization will be under obligation to ensure submission of the interim and final report and an Audited Statement of Accounts and Utilization Certificate, (in the prescribed format GFR 12-A) duly certified by the Competent authority of the institution including the refund of any unspent balance. The institution / organization shall make suitable arrangements for preservation of data such as filled in schedules, tabulation sheets, manuscripts, reports, etc. relating to the study. The JCSTI reserves the right to demand raw data, or such parts of the study as it deems fit.
- 10.4 In case Principal Investigator leaves / discontinues during project before completion of the tenure or not able to work on the project, the institution / organization shall immediately intimate JCSTI, settle the accounts including the refund of any unspent balance within 30 days of such intimation. JCSTI may permit the appointment of a substitute in exceptional circumstances by the approval of Departmental Secretary-cum-Member Secretary.

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11. Other Conditions

- 11.1 The grant under contingency head may be utilized for stationery, computer typing related costs, specialized assistance such as data analysis and consultation for field trip etc., related to the research work.
- 11.2 Defaulters of any previous fellowship/project/grant of the JCSTI will not be eligible for consideration.
- 11.3 No researcher will be allowed to take up a research project along with any other JCSTI sponsored project.
- 11.4 Foreign trip / visit is not permissible within the awarded budget for the project.
- 11.5 Any request for additional grant in excess of the sanctioned budget will not be considered.
- 11.6 Purchase of equipment / assets for the research project is permissible such that it does not exceed 20% of the sanctioned amount and any extra amount incurred towards it shall be borne by the institution / organization.
- 11.7 The JCSTI may transfer the place of the Project from one institution to another in exceptional circumstances by the approval of Departmental Secretary-cum-Member Secretary subject to submission of the following:-
 - (i) Satisfactory progress report (s);
 - (ii) No objection certificate from both previous and the new institution / organization;
 - (iii) Audited statement of account and utilization certificate along with unspent balance, if any.
 - (iv) Transfer of Principal Investigator from old to new institution / organization.
- 11.8 JCSTI reserves the right to reject any application without assigning any reason. It will not be responsible for any postal delays / loss.
- 11.9 Incomplete applications in any respect will not be considered.
- 11.10 The final authority related to the interpretation of the guidelines or any issue left is vested with the Departmental Secretary-cum-Member Secretary.
- 11.11 No queries will be entertained by the JCSTI until the final declaration of results against a call. Any lobbying for award will lead to disqualification.
- 11.12 The JCSTI reserves all rights to publish the project funded by it.



- 11.13 Grant provided by JCSTI should be exclusively spent on the project for which it has been sanctioned within the stipulated time.
- 11.14 The institution / organization is not permitted to seek or utilize funds for any other institution / organization for the said research project.
- 11.15 The institution / organization shall send the photocopy of receipt of payment through NEFT / RTGS duly signed by head of the institution / organization to JCSTI on receiving the fund towards the grant.
- 11.16 The institute or organization may not entrust the implementation of the project sanctioned by JCSTI to another Institutions or divert the grant received to other Institution or organization.

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