

**Rules & Regulations  
and  
Application format**

**Scheme for Research Seed Money**

**CENTRE FOR ENGINEERING RESEARCH AND DEVELOPMENT**  
**College of Engineering Trivandrum Campus**  
**Thiruvananthapuram. Pin 695 016**

**Scheme for Research Seed Money**

**Introduction**

The objective of this scheme is to provide financial assistance to initiate research in frontier areas of engineering and technology.

**Eligibility (who can Apply)**

Any faculty member who is currently working in Government Engineering Colleges in Kerala can apply for financial assistance under this scheme.

**Guidelines**

1. The application for financial assistance in the prescribed format should be submitted in triplicate to the Director, CERD, College of Engineering Trivandrum campus, Thiruvananthapuram. Pin 695 016.
2. The investigators are requested to submit a detailed proposal in the "Prescribed Format" in the address mentioned above at least 90 days prior to the start date of the project, so as to enable, CERD to sanction proposals scrutinized and recommended for funding by the expert committee.
3. Item wise financial estimates should be mentioned clearly in the proposal submitted, showing rates, quantity and total for each item. The maximum allowable expenditure for consumables, travel and other expenses for a project shall not exceed 20%, 10% and 10% of the total estimate respectively.

**Rules**

1. These rules are called the 'Rules for grant of financial assistance for research seed money'.
2. Under these rules financial assistance may be granted to the investigators who are working in Government Engineering Colleges in Kerala for conducting research projects in Engineering and Technology.
3. Financial assistance may be limited to specific items of expenditure or to cover a part of the expenditure on the whole function.

#### 4. Funding Norms

- a. The maximum eligible funding for a project is limited to **Rs.2,00,000/-**.
  - b. Subject to availability of funds, proposals for financial assistance will be screened and approved by the duly constituted committee, which will subsequently be sanctioned by the Director, CERD.
  - c. Financial assistance will be released to the investigator through the President of the Satellite centre (Principal of the concerned institution).
  - d. The progress report and utilization of funds shall be reported every six months.
  - e. The investigators shall make a presentation of the outcome of the research before a committee constituted for the purpose.
  - f. The final report, statement of expenditure and utilization certificate shall be submitted after successful completion of the project.
  - g. The whole or part of the granted money remaining unutilized within the prescribed time limit should be refunded to CERD by remitting back the balance amount.
  - h. Utilization certificate and Statement of expenditure (two copies) shall be furnished to **The Director, CERD** within three months from the last day of the programme. The accounts should be audited by the accounts officer of the institution/Chartered Accountant.
  - i. The CERD reserves the right to order verification/audit of accounts by any officer authorized by it and is open to audit by Accountant General. The accounts shall be kept safely for a **minimum period of three years**.
  - j. The recipient and the institution shall comply, with such other conditions as may be suggested in the 'guidelines' issued in this regard from time to time.
  - k. If commercial benefits are derived from the knowledge generated from the projects, 50% of such gains shall be shared with CERD subject to a maximum of the amount sanctioned by CERD.
5. If the Principal Investigator who received the seed money is transferred from the institution where the project is sanctioned, the project itself will be transferred to the new institution to enable the investigator to complete the project.
  6. The sanction of seed money under this scheme do not automatically entail any right to the investigator for further claims of funding from CERD.
  7. The equipment purchased for the project will be the property of CERD and on completion of the project shall be transferred to the institution in which the project is undertaken.

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**RESEARCH SEED MONEY**

Name And address  
of the Principal Investigator :  
(Attach a brief Bio data,  
*Cell No. and E-mail are mandatory*)

Title of the Research Proposal (150 ch.) :

Broad Subject area/field of classification :

**Terms and Conditions**

1. The scheme is constituted for the purpose of providing assistance in the form of grants to initiate research work in Engineering and Technology with particular relevance to the State of Kerala in the economic and industrial development.
2. Grant will be released to the Principal Investigator of the project through the Head of the institution(President of the Satellite Centre).
3. The maximum duration of the project will be three years from the date of start of the project.
4. The date of start of the project should be intimated by the Institution authorities/Principal Investigator to CERD. It will, in no case be later than one month after the receipt of the information letter.
5. On completion of the project, 3 copies of the final project report on the work done should be sent to the CERD along with the utilization certificate (UC) and statement of expenditure (SE). The Utilization Certificate and Statement of Expenditure should be countersigned by the Principal of the Institution
6. The institute will maintain separate audited accounts for the project.
7. The institute will not entrust the implementation of the work for which the grant is being sanctioned to another institution nor will it divert the grant receipts to other institute as assistance.

8. The CERD reserves the right to terminate the project at any stage if it is convinced that the grant has not been properly utilized or appropriate progress is not being made. In addition, the CERD may designate Scientist/Specialist or an Expert Panel to review the work done.
9. If the PI to whom the project has been sanctioned wishes to leave the Institution where the project is based, the Institute/PI will inform the same to the CERD and in consultation with CERD, evolve steps to ensure successful completion of the project, before relieving the PI.
10. Investigators must acknowledge the CERD in reports and technical/scientific papers published based on the research work done under the project.
11. If the results of research are to be legally protected by way of patent/copy rights etc. the results should not be published without action being taken to secure legal protection for the research results.
12. The knowledge generated from the project will be the property of CERD and should be properly acknowledged. Transfer to technology generated shall be done in consultation with the CERD.
13. If commercial benefits are derived from the knowledge generated from the projects, 50% of such gains shall be shared with CERD subject to a maximum of the amount sanctioned by CERD.
14. The CERD may enforce additional guidelines for the operation of the student project from time to time and the Institution/Investigators are required to observe such directions in the conduct of the research work.

We agree to the terms and conditions stated above.

Name & Signature of  
Principal Investigator

Name & Signature of  
Head of Institution

(Office Seal)

**CENTRE FOR ENGINEERING RESEARCH AND DEVELOPMENT**  
College of Engineering Trivandrum Campus  
Thiruvananthapuram. Pin 695 016

**Application format for Research Seed Money**

1. Title of the Project :
2. Name and address of Investigator:  
(*Cell No. and e-mail are mandatory*)
3. Title of the research proposal (150 ch.)
4. Broad subject area/field of classification
5. Project type(s) (Basic Research/Applied Research/Developmental/Demonstration/Others)
6. Broad objectives of the project (300 ch)
7. Applications/Socio-economic importance (The relevance, if any, to the utilization and management of the natural resources of the State)
8. Abstract (500 ch.)
9. Details of state of the art in the research area and literature review done by the investigator
10. Details of any preliminary work done by the investigator
11. Particulars of equipment required
12. Particulars of any other facilities required
13. Particulars of the facilities that will be provided by the institution where this project will be implemented
14. Whether the project was submitted to any other organization for financial support, If so, the names of the institutions and their decisions may be indicated
15. Whether at present receiving support from any other organisation other than your present department. If so, full particulars of these may be given

16. Budget estimate for the project

Sl. No.	Particulars	Amount (Rs.)
1	Equipment	
2	Consumables	
3	Research Literature	
4	Travel	
5	Other (specify)	
6	Contingencies	
Total		

17. The sources of funding the project including funds from other agencies from which financial assistance is obtained/expected to be obtained, and the quantum of assistance from each agency :
18. Quantum and nature of assistance expected from the CERD :
19. Whether grant under this scheme has been availed earlier by the investigator :  
(If so, provide details):

**Declaration**

Certified that the details furnished above are correct to the best of my knowledge and belief and that the amount of financial assistance, if granted, will be utilised for the purpose for which it is granted within the time prescribed by CERD. I also undertake to abide by the rules and other conditions prescribed by the grantee.

Name and Signature  
of the Investigator

Recommended

**Name & Signature of the  
Professor in-charge  
of satellite Centre**

**Name & Signature of the  
Head of Institution  
(President of Satellite Centre)**

Place:

Date:

(Office Seal)

**UTILIZATION CERTIFICATE**

Certified that out of Rs. ....(Rupees.....  
.....only) sanctioned by Centre for Engineering Research and  
Development as per Sanction Order No. ....towards financial assistance for the  
project titled ‘.....’,  
an amount of Rs.....(Rupees .....  
.....only) was utilized for the purpose for which it was  
sanctioned, leaving a balance of Rs. ....(Rupees  
.....only) at the close of the  
project as shown in the Statement of Expenditure annexed.

**Name & Signature  
of Principal Investigator**

**Name & Signature  
of Accounts officer/  
Chartered Accountant**

**Name & Signature  
of Professor in-Charge  
of Satellite Centre**

**Name & Signature  
Head of the Institution**

Office Seal

**STATEMENT OF EXPENDITURE**

Sanction Number :

Project Title:.....

.....

Name of Institution: .....

<b>Receipts</b>	<b>Amount (Rs.)</b>	<b>Payments</b>	<b>Amount (Rs.)</b>
1. Amount sanctioned from CERD		1.	
		2.	
		3.	
Total		Total	

**Certified that I have exercised all kinds of checks to see that the grant has been utilized for the purpose for which it was sanctioned by CERD**

**Name & Signature  
of Principal Investigator**

**Name & Signature  
of Accounts officer/  
Chartered Accountant**

**Name & Signature  
of Professor in-Charge  
of Satellite Centre**

**Name & Signature  
Head of the Institution**

Office Seal