

भारतीय प्रौद्योगिकी संस्थान (भारतीय खनि विद्यापीठ), धनबाद
Indian Institute of Technology (Indian School of Mines),
Dhanbad

No. 1561/2023
October 27, 2023

NOTIFICATION

Subject: Financial support under the Faculty Research Scheme

On the recommendation of the 28th Financial Committee (item no. 28/7) dated 29th September 2023, the Board of Governors in its 28th meeting held on 29th September 2023, has approved the policy for financial support under the Faculty Research Scheme.

Guidelines on the subject are mentioned hereunder:

A Faculty Research Scheme (FRS) is proposed to motivate newly joined Faculty Members to establish their individual/joint state-of-the-art research laboratory/facility.

In this regard, **an FRS support of Rs. 20 lakhs** is proposed for encouraging the newly joined faculty members to initiate their research, write new proposals, and augment research output using these facilities. However, all faculties seeking FRS support will have to submit a research proposal **within 6 months from the date of her/ his joining the Institute. The duration of the FRS proposal will for a maximum period of 2 years from the date of implementation of the project.** The proposal will be submitted in the prescribed format attached as **Annexure-1**. The proposal will be evaluated by an external expert. The idea is that the faculty members would be groomed on how to write a proposal and defend it. The following procedures for implementation of the FRS grant are to be followed:

1. This is to be named the "Faculty Research Scheme (FRS)".
2. The FRS support of a maximum of **Rs. 20 lakhs** may be sanctioned to newly joined faculty members.
3. The maximum duration of the FRS project will be two years from the date of the Sanction letter of the project. The PI of FRS will be responsible for the timely completion of the project. Extension only in exceptional circumstances will be a maximum of one year.
4. Newly joined faculties (joining from outside) at the Assistant/ Associate/ Professor level are eligible for the FRS support.

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5. **A minimum of 90% of the FRS budget** must be utilized to procure **Capital Items** (*equipment/instruments/high-end research facilities*), out of which a maximum of Rs. 1.5 lakh can be used for purchasing *one laptop/one desktop/one printer/one scanner (anyone)*.
A maximum of 10% of the FRS budget can be utilized for **revenue items** that includes only consumable and contingency [**Manpower and Travel Expenses will not be provided through FRS support (Travel allowed for HSS & MS&IE only)**].
6. The proposal for FRS from the newly joined faculty member should contain the list of equipment to be procured along with broad specifications and estimated costs. A tentative plan for revenue expenses should also be enclosed. No re-appropriation will be allowed.
7. **An additional amount of up to Rs. 5 Lakh may be provided to supplement the shortage of funds in procuring any equipment sanctioned under the externally funded R&D projects of the concerned faculty members.**
8. The faculty member shall submit the proposal in the prescribed format to the Office of the Dean (R&D) [Email: officeofdrnd@iitism.ac.in; with *Subject Line: Submission of FRS proposal*] through the head of the Department/Centre.
9. The faculty member shall propose a list of three external experts for external peer review, and the proposal shall be sent to at least one for review. Comments of the external experts would be shared with the PI and she/he has to present the proposal in front of the Expert Committee.
The expert committee consists of:
 - Dean (R&D): Chairman
 - Associate Dean (R&D): Member
 - Head of the Department/Centre: Member
 - FIC-SRIC: Member
10. A yearly progress report along with a statement of expenditure of utilization of 1st year's amount will be submitted by the concerned PI to the office of the Dean (R&D) through her/his Head of the Department/Centre before the release of the fund for the subsequent year.
11. The revised format for availing the FRS grant is enclosed in **Annexure-1**
12. **Source of Budget: Capital Support:** Institute-SLE Grant; **Recurring Support:** R&D Support Charge
13. Procurement from Capital Support will be as per the Institute Purchase Manual & GFR 2017 and as per approved DoFP. Expenses from Recurring Support will be as per DoFP.

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14. After completion of the project, unutilized revenue support will automatically be refunded to the R&D Support Charges.
15. After completion of the FRS Project, the final project report along with SE/UC is to be submitted to the Dean (R&D) within one month from the date of scheduled completion.
16. FRS Projects already sanctioned/ running will not be revised.
17. Faculty members will be entitled to the FRS Project only once in their entire career.



Dean (R&D)

**Dean (Research & Development)
Indian Institute of Technology
(Indian School of Mines)
Dhanbad - 826004 (INDIA)**

Copy to:

- : Director / Deputy Director / RG
- : All Deans / All Associate Deans / All HODs
- : Faculty Members
- : All DRs / ARs

Format for Faculty Research Scheme (FRS) Support

- Name of Faculty:
 - Designation:
 - Emp ID:
 - Department:
 - Date of joining the Institute:
 - CV of PI Attached: Yes/No
 - List of Three Suggested Reviewers attached: Yes/No
 - Turnitin Report of the Proposal attached: Yes/No
1. Project Title:
 2. Project Summary:
 3. Keywords:
 4. Objectives:
 5. Proposed Outcomes of the Proposed Projects:
 6. *State of the Art (Maximum 1 page)*
 7. *Origin of the Proposal: (Maximum 1/2 page)*
 8. *Research Plan (Maximum 2 pages)*
 9. *Timeline (maximum allowed 02 years):*

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10. Budgetary Support:

S.N.	Items	1st year	2nd Year	Total (Rs.)
1	*Equipment			
2	Consumable			
3	Contingency			
Total				

*A list of equipment along with tentative cost and broad specifications are attached.

11. Key publications of the Project Investigator (PI) during the last 5 years:

12. Equipment available with the Institute/ Group/ Department:

Equipment available	Generic Name of Equipment	Model, Make & year of purchase	Remarks including accessories available and current usage of equipment
PI & and his group			
PI's department			
Institute Central Facility			

13. Bibliography

14. Any additional information:

I do hereby undertake that the information furnished above by the undersigned is correct in all respects.

Name & Signature of Faculty Member

Forwarding of HoD with remarks.

Dean (R&D)

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