

RESEARCH PROMOTION POLICY

| | |
|-----------------------------|---|
| Category | Research and Innovation |
| Approved by | College Academic Council |
| Approval date | xx-xx-2014 |
| Effective date | xx-xx-2014 |
| Next review date | xx-xx-2018 |
| Policy sponsor | Coordinator, Center for Research and Innovation |
| Policy administrator | Coordinator, Center for Research and Innovation |
| Version | 1.0 |

Purpose

An essential component of the mandate of KSRM College of Engineering (College) is to create and sustain an atmosphere of intellectual excitement, a climate of inquiry and innovation among students and faculty. The purpose of this policy is to establish procedures for the conduct of research and scholarly activity and to promote applied research and innovation

Scope and Limits

This policy applies to all persons participating and conducting research and innovation activities under the auspices of the College

Policy Statements

1. **Administration of Research:** College assigns responsibility for the oversight and coordination of applied research and innovation to Coordinator, Center for Research and Innovation (CRI), and provides the support services to carry out this responsibility
2. **Research Areas:** College seeks and accepts research proposals where these undertakings have strong potential for practical learning experiences for students, to enhance instructor knowledge, or contribute to the social, cultural, or economic well-being of society
3. **Research Schemes:** College recognizes the need to groom young faculty and students into research. College shall promote research schemes targeting privileged groups like young faculty, women and students. College shall arrange funds from its budget or from funding agencies. Coordinator, CRI, will conceive and administer these schemes
4. **Workload and Incentives:**
 - a. College recognizes applied research activities and scholarly work associated with applied research and innovation and consider such activities as workload that can be assigned to faculty and pro-rated relative to the normal workload associated with those individuals

- b. College extends various incentives to faculty actively participating in research activities, but not limited to
 - i. Certificate of appreciation and cash award of Rs 3000/- for each paper published in refereed journals
 - ii. One special cumulative increment for every five lakh rupees, or part thereof, of research grant secured from external funding agencies
 - iii. Reimbursement of registration fee, travel and boarding expenses for presentation of research papers in national conferences, subject to limits as specified in Employee Service Rules
 - iv. The College shall institute annual Best Research Paper award with cash prize of Rs 10000/-
- 5. **Capacity Building:** Through its existing programs and resources for professional development, College recognizes and encourages professional development aimed at increasing the capacity and knowledge to participate in applied research and promotion of innovation
- 6. **Compliance and Safeguards:** College and its researchers shall comply with all relevant policies of the College and any funding body as well as all legal requirements. College provides safeguards, as is reasonably practicable, to protect the sensitive and confidential information entrusted to it and abides by funding agency data protection requirements as determined in any agreements entered into between College and funding agency
- 7. **Policy Procedures:**
 - a. **Research Proposal Procedures:**
 - i. All research proposals shall be reviewed and approved by the Coordinator, CRI, prior to their submission to outside funding agencies, private companies, or for funding under College's research promotion schemes
 - ii. The proposal is to be sufficiently detailed so as to permit an informed assessment to be made of the demands the research will place on facilities and equipment, and to judge the adequacy of the proposed budget. The time frame for the research is to be reasonable and practical. The time frame may be affected by the availability of facilities and services, faculty time, and any teaching, research, or other obligations of the principal investigator involved

- iii. Proponents should check with the CRI to determine the lead time required to meet funding agency deadlines
- b. **Agreement Procedures:**
 - i. Only the College itself has the legal capacity to enter into agreements which bind the College. Agreements may not be written in the name of an individual department, school, faculty, or staff member
 - ii. It is the responsibility of the principal investigator and the Coordinator, CRI, acting on behalf of the College, to ensure that all expenditures authorized against College accounts conform with the approved budget, with all terms and conditions of the agreement, with all regulations of the sponsoring agency, and with all applicable policies and regulations of the College
 - iii. Once the terms of an agreement have been negotiated and the formal documents prepared, every agreement must be signed by the Principal on behalf of College
- c. **Publication Procedures:**
 - i. The research results are to be publishable with full regard to the needs of the client. A sponsor may be given the right under the terms of the formal contractual agreement to publish research results or to approve such publication in advance, or potentially to withhold publications in favor of confidential reports. All issues surrounding publication and reporting must be resolved prior to undertaking the research and form part of the formal signed agreement between the sponsor and College. The Principal Investigator should familiarize themselves and all members of the research team with any restrictions on publication or need for confidentiality
 - ii. The Principal Investigator is responsible for the preparation, content, style, number, delivery, and timeliness of all research reports in accordance with the provisions of the agreement. The Principal Investigator shall provide a copy to the CRI for subsequent internal use and archiving. Where required the report should be clearly labeled as confidential
- d. **Administration Procedures:**
 - i. College will utilize its integrated enterprise information system including student, human resources, and financial reporting

systems to maintain complete records of transactions related to applied research and innovation projects and services

- ii. Research projects will be regularly reviewed (at least quarterly) by the CRI to assure ongoing compliance with requirements.

Access to funds may be curtailed if the review finds deficiencies

e. **Equipment and Material Procedures:**

- i. All equipment and material purchases for funded research will be conducted using the standard procurement practices of College, and will remain the property of College unless otherwise specified in a research funding agreement
- ii. If equipment or material purchased or collected through research grants is later sold, the proceeds from the sale will be received into the accounts of College unless otherwise specified in the research agreement
- iii. It is expected that equipment which is not being fully used for the purpose for which it was primarily intended will be made available for teaching and research through appropriate agreements which will include sharing of maintenance, repair and other costs

f. **Financial Procedures:**

- i. The Principal Investigator is responsible for ensuring that line items are adhered to and for obtaining, in advance and in writing, the necessary approvals for budget changes
- ii. Agreements shall normally set out requirements for financial reporting. The CRI is responsible for the preparation and timeliness of the financial reports. College Accounts Office is responsible for the content and accuracy of the financial reports
- iii. Agreements should specify the manner in which College will be paid. College should not be required to carry the research costs for an extended period of time. At least partial payment in advance is preferred. Invoices will be issued in a manner consistent with practices established by Accounts Office
- iv. Payment pursuant to research agreements must be payable to College. Researchers must not accept payments in their own name for research support. Payments received directly by researchers must be forwarded to the CRI for deposit to the appropriate account of the College

- v. Where research funding is provided to College, the Principal will be responsible for authorizing expenditures of funds from the grant account
 - vi. The CRI shall be notified by the Principal Investigator if expenditures deviate significantly from original projections specified in the project proposal. The CRI will take any action as required by the funding agreement
 - vii. Salaries may be encumbered against grant accounts when they comply with the terms of the granting agency and the specific project grant. Such expenditures are reviewed for compliance by the CRI in consultation with Accounts Office
 - viii. Travel expense claims will conform to applicable College policies or as required by the funding agreement
 - g. **General Procedures:**
 - i. Application and data collection forms will be designed and distributed by the CRI to facilitate the administration of this policy
8. **Review and Feedback:** Coordinator, CRI, will propose modifications and improvements to this policy document based on experiences, and feedback from stakeholders and others. College Academic Council will review the proposed modifications and incorporate them into the policy. Any questions and feedback may be directed to cri@ksrmce.ac.in