

RESEARCH PROPOSAL
for the grant of
MINOR RESEARCH PROJECTS

University of Mumbai is pleased to invite *Research Proposals* for the grant of *Minor Research Projects* during the current academic year i.e. 2017-18. The present scheme is introduced to promote and encourage Research Culture among teachers so as to equip them to take up challenging research activities in future career

THE PROPOSAL SHOULD REACH THE UNIVERSITY
ON OR BEFORE 21st AUGUST, 2017

GUIDLINES FOR RESEARCH PROPOSALS
FOR
MINOR RESEARCH PROJECTS

General Instruction:

The Minor Research Proposal should be prepared strictly according to the format given in

ANNEXURE – I

The following documents should be enclosed with the proposal.

- Brief Bio-Data (ANNEXURE – II)* along with the *Photocopy of University Approval* or Probation Document from the CONCOL/TAAS section obtained by investigator.
- Endorsement (ANNEXURE – III)* from the Head of the Dept. / College/ Institute on the official letter head.
- If facilities from *Collaborating Laboratories/ Organisations* are to be used, then a *Letter of Consent* from the Head of that institution/ organisation allowing the use of such facilities
- List of Publications* (Papers & Books published / accepted) during last five years)

Guidelines for Writing Project Proposal:

- 1) The Project Proposal should have a *Brief Title* not exceeding one and half-lines to clearly indicate its subject & aim. The introduction of the proposed research work must cover the Origin of Research Problem, Interdisciplinary Relevance, and Review of Research & Development in the subject.
- 2) Provide comprehensive background information about the project.
- 3) Review the published work in the area with appropriate references from National or International journals. site the major references most pertinent to the subject and justification to carry out the work in the light of the background information.
- 4) The rationale behind carrying out the project should be clearly written as the justification for carrying out the proposed research. It should logically explain the reasons for carrying out the research work and explain how it will further add to our knowledge in the respective field or result in further application.
- 5) Research work should not be repetitive of similar work done earlier either by the investigator or by any other person.
- 6) Briefly describe the proposed Plan of Work. Describe in general the Techniques to be used.
- 7) Give Details of Infrastructural Facilities like Water & Electricity, Laboratory Space, Equipments, Library, Administrative and Secretarial support, ICT Facilities, Computation and Documentation Facilities etc.
- 8) Give details of the facilities available in the laboratory/ organization to carry out the research work. Give details of Special Laboratory Facilities and any other such facility (please specify)
- 9) List the facilities that will be extended to the investigator by the implementing institution with details of available equipments and accessories to be utilized for the projects with Name of Equipment, Model and Make, Mention whether it is available with investigator or available in the Department or available elsewhere in the Institution or in the region with Collaborating Institutions.
- 10) If facilities from some other laboratories are to be used, mention the type of facilities and the name of the Collaborating institution where these will be available.

11) The investigator should write a brief conclusion of the project stating how completion of the project will enhance the understanding of the concerned subject and whether it will lead to any applications in the future.

12) Mention about collaborations (Research institution/Industry), if intended.

Guidelines for Preparing Budgets:

The Budget should be prepared for different heads of expenditure such as:

1. Consumables and Chemicals with information about their approximate costs.
2. Equipments: Request for small equipments may be considered.
(Purchased of major equipments will not be considered).
3. Other expenditure such as Contingency and Local Travel, if needed, may be considered.

The date of commencement of the Project will start from the date on which the University approves the Projects.

The Investigator/s will be governed by the rules and regulations of the University/ College/ Institute and will be under administrative control of the University/ College/ Institute for the duration of the Project.

The Investigator shall complete the project within the stipulated period. Head of the Institution will monitor the project and in case of failure to complete the Research Project, University may ask for the refund of the amount received as project grant.

Confine your project so as the study gets completed within the academic and financial Year.

GRANT UTILIZATION CERTIFICATE MUST BE SUBMITTED TO THE UNIVERSITY BEFORE 31ST MARCH AND FINAL PROJECT REPORT MUST BE SUBMITTED BEFORE 31ST MAY OF THE ACADEMIC YEAR.

Important Note:

After completion of the Research Project, Principal Investigator should submit **TWO COPIES** of the report with a **soft copy** in the form of CD to

The Assistant Registrar,
Academic Planning & Development Section,
Room No.132, First floor,
University Main Building,
University of Mumbai, Fort Campus,
Mumbai- 400 032.

Principal Investigators will be invited to give presentation of the completed projects before the Expert Committee.

Quality Research Projects recommended by the Expert Committee will be put on the Website of the University

Best Research Projects will be Awarded Rs.5000/- on recommendation of Expert Committee.

Researchers will be encouraged to publish their work in reputed National/ International Journals.

It is mandatory to put one page synopsis of the sanctioned Research Project on Institution's Web site.

The Quality MRPs preferably incorporating Applied Research encouraging young researchers should be forwarded

The MRPs should be forwarded through 'Research Committee' constituted in the respected Institutions, which should include Industry Representatives

Upper Limit of the Project Proposal outlay should be upto Rs 1 Lakh

No Infrastructural Facilities or Instruments will be granted in the MRPs, however in case of Special Considerations permission should be taken from Board of Deans

Projects will be scrutinized in University by Expert Committee

Final Decision to Grant MRPs will be taken by APEX COMMITTEE comprising representatives from Industry and Academia

Project Submission:

The **Four Copies** of the Research Proposal (**ANNEXURE – I, II and III**) and soft copy in the form of CD along with the above documents should be sent in ONE LOT through **PROPER CHANNEL** (through Head of the Department/ Director / Principal of the college / Institute) marking the Envelop with Title of the Project, Approved / Non approved status, Programme, Name of PI, Name of the College, Mail ID and Mobile No of PI (Through Inward Section of the University) to:

The Assistant Registrar

Academic Planning & Development Unit
Room No.132, First Floor
University of Mumbai
Fort
Mumbai – 400 032.

**FORMAT FOR SUBMISSION OF PROPOSAL FOR MINOR RESEARCH PROJECT
MINOR RESEARCH PROJECT PROPOSAL**

In order to provide research support to faculty from University and affiliated colleges,
this scheme of Minor Research Project is introduced.
Researchers will be encouraged, under the scheme, to pursue research of high standard
in frontier areas of Science.

Application Format

PART – A : GENERAL INFORMATION			
1.	Basic Subject area of Research	:	
2.	Title of the Proposed Project	:	
3.	Name, Qualification and Designation of the Principal Investigator/Co-Investigator	:	
4.	Teaching and Research Experience of Principal Investigator	:	
5.	Name and address of the institution where the proposal will be executed	:	
6.	Whether the College / University is approved by the UGC	:	
7.	Details of Facilities provided/to be made available at the College / University	:	
8.	Have you ever applied before for Minor Research Project? If yes, give details	:	
9.	Whether the Project or part of Project is approved by the University for the Doctoral Degrees If Yes, give details	:	
10.	Details of the Research Project and research funding (Major/Minor) received in the past and/ongoing projects.	:	

	PART – B : PROJECT DETAILS:		
1.	Details of the proposed project to be undertaken: (Attach additional Pages if required)		
	Origin, Need and Objective of the Research Proposal Rationale for taking up the proposed project and its interdisciplinary relevance Review of Research and Development in the field Relevance to social benefit by this R&D in the proposed area Work plan (including Detailed Methodology and Time Schedule) Expected Results, Conclusion and Future plans		
2.	Collaboration for the proposed project (if any)		
3.	Details of financial requirements with justification		
	Sr. No.	Head	
	1.	Consumables and Chemicals	
	2.	Equipments (minor)	
	3.	Travel	
	4.	Books &peripheral	
	5.	Contingency	
			Total
4.	Any other information in support of the proposed project		

	PART C : Bio- Data and Endorsement
	Detailed Bio-data of the Principal Investigator as per Annexure-II
	Statement from the Present Employer as per Annexure-III

Detailed Bio data

1. Name of the Applicant:

2. Mailing Address (Indicate Telephone, Fax E-mail, etc.)

3. Date of Birth:

4. Educational Qualification (Starting from Graduation onwards):

Sr.No.	Degree	University	Year	Subjects	Percentage
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5. A. Details of Professional Training and Research Experience, specifying period.

B. Details of Employment (past & present)

C. List of significant publications (Research Papers and Books) during last five Years (with details)

6. Professional recognition, awards, fellowships received:

7. Any other information.

Place & date:

Signature of the applicant

ANNEXURE- III

(Statement from the Employer)
(on official letterhead)

Certified that

- I. The University / College is approved under Section 2 (f) and 12- B of the UGC Act
- II. The institute welcomes participation of Prof. / Dr. / Mr. / Ms. _____, as the Principal Investigator in the Proposed Minor Research Project entitled _____.
And he / she will assume full responsibility for implementing the project.
- III. The above research project / part of project is not funded by any other funding agency.
- IV. The grant-in-aid received for the Research Project will be used to meet the expenditure of the project and the period for which the project has been sanctioned.
- V. Institute undertakes the financial and other management responsibilities of the Project and undertake to submit Grant Utilization Certificate and Project Report to the University.
- VI. The Institution will provide in-house equipments and basic infrastructure and other required facilities like administrative facilities to the investigator.

Seal of Institute

Signature
Head of Institute