



VISAKHAPATNAM

विद्या प्रशस्यते लोकेः

INDIAN INSTITUTE OF PETROLEUM & ENERGY

Main Building, II Floor, AU College of Engineering (A)

Andhra University, Visakhapatnam – 530003

Telephone No.: 0891-2585152, Email: office@iipe.ac.in, website: www.iipe.ac.in

Institute Research Grant Guidelines

*Approved by Board of Governors on **06.07.2022***

Intentionally-left-blank

Institute Research Grant (IRG)

Research plays a fundamental role in the pursuit of vision of Indian Institute of Petroleum and Energy (IPE) to be an eminent academic institute. The IPE motivates and encourages new faculty members to become part of this rich heritage through conducting cutting-edge research. In order to enable them setup their independent research facilities and initiate their own research at the IPE, Institute Research Grant (IRG) is being provided.

The institute shall provide a maximum budget of **Rs. 28 Lakhs** with a limit of **25 Lakhs** under the Non-Recurring head (to acquire equipment and infrastructure) and a limit of **Rs. 10 lakhs** under the Recurring head (for travel within India, consumables, contingency) to the newly joined faculty members. The grant cannot be utilized for foreign travel and hiring project regular manpower. However, it is encouraged to support Summer Internship Programme interns and short/long term research visits for International Faculty/ Postdocs/ Ph.D. students from international institutions/universities within top 200 QS world university rankings/institutes/departments having MoU with IPE/Institutes of International repute.

Procedure and guidelines for the submission and selection of proposals:

A faculty member will have to submit a research proposal of maximum three years duration in the prescribed format to the Dean/Associate Dean of Research and Development (R&D) within 01 year from the date of joining.

1. The research proposal should be submitted in the prescribed format along with the summary sheet and biodata to the office of the Dean (R&D).
2. A list of three external experts from the premier academic institutions shall be proposed by the faculty member. From the list provided/from elsewhere the Director will nominate 03 reviewers in the order of preference. If needed, reviewers from Industry will be nominated.
3. Dean/Associate Dean (R&D) will send the proposal to 02 external reviewers. The reviewers will be provided a proforma to fill in their comments. The proposal will be sent to the 3rd reviewer, if needed.
4. Dean/Associate Dean (R&D) will communicate the comments to the faculty member. Faculty member may revise the scientific content/budget of the proposal based on the reviewer comments and provide replies/answers to the queries raised by the reviewer.

5. The shortlisted proposals will be called for presentation before the Approval Committee, within 02 months from the date of receiving the required comments subject to the availability of the experts.
6. The approval committee will be comprising the Director or his nominee, Dean/Associate Dean (R&D), Dean/Associate Dean (Academics), Dean/Associate Dean (Faculty affairs), and one external expert (to be nominated by the Director).
7. If the proposal is accepted in principle, suggestions made by the approval committee should be incorporated and the revised proposal is to be submitted to the Office of R&D. On receiving the revised proposal, Dean/Associate Dean (R&D) may forward to the Director for approval of the funds for starting the IRG.
8. After the approval is accorded by the Director, an IRG budget head will be opened by Accounts Section for the respective faculty member. It should clearly state the budget allocation under different categories, such as equipment, consumables, contingency and travel.
9. Heads under non-recurring funds can be interchanged with approval from the competent authority. Only under rare circumstances, the non-recurring funds will be carried forward to next financial year.
10. All the purchasing norms of the institute have to be followed. The PI may have the freedom to procure material under recurring budget head costing less than Rs. 25,000/- after taking approval from the competent authority. The recurring funds can be carried forward to the next financial year.
11. The equipment purchased should be entered in the permanent stock register of the institute by Store & Purchase section. Duplication of the equipment already available in the IIPE will not be encouraged. It is the responsibility of the PI to avoid duplication of the equipment in the research proposal. However, based on the usage of the equipment and its cost, exceptions will be considered with approval from competent authority.
12. It is mandatory for the PIs to maintain a stock register and cash register and get it verified with permanent stock register of Stores and Purchase section and Accounts section respectively at the end of every financial year.
13. Under special circumstances, the competent authority may allow the PI to change the equipment with no change in the sanctioned budget.
14. Depending on the special requirement of the project, rarely interchange of funds within and between Non-recurring and Recurring heads may be allowed with the prior approval of the competent authority. In any case, the total budget of the proposal should not be more than Rs. 28,00,000 /-.

15. Separate stock register has to be maintained by the concerned PI for the contingency items/consumables purchased in the project.
16. The investigator of IRG Project shall mandatorily submit the Annual progress report every year. The PI must also submit Statement of Expenditure and Utilization Certificate for every financial year. There will be Three presentations to the review committee on the progress of the project: First one at the end of one-and-half years after the sanction of the project; Second one at the end of two-and-half years after the sanction of the project and Third one will be the Final presentation at the end of duration of the project, which will be a public seminar in the Institute.
17. The duration of seed grant project will be for 3 years from the date of approval by the Director. It is the responsibility of the investigator to close the project immediately after 03 years.
18. At the time of closing, the investigator shall submit a detailed Technical Project Report to the Institute.
19. The Institute agrees that existing basic facilities for the proposed equipment/work will be provided to the investigator throughout the duration of the project.
20. Publications from IRG Project should mandatorily acknowledge the IRG grant of the Institute.
21. The approved guidelines will be applicable to sanctioned projects retrospectively. However, the maximum sanctioned budget will remain the same.
22. The matters relevant to IRG and not covered under these guidelines will be referred to Director, IPE, on a case-to-case basis for final decision.

23. Guidelines for engaging SIP interns under IRG:

- i. SIP interns will be selected following Summer Internship Guidelines approved by President, Board of Governors, IPE from time to time.
- ii. A maximum of 2 (two) SIP interns can be supported through IRG per year.
- iii. The expenditure towards consolidated stipend of SIP interns should be met from recurring head of the sanctioned grant.

24. Guidelines for engaging International Faculty/ Postdocs/ Ph.D. students for short/long term research visits under IRG:

- i. Approval from Director is necessary to engage any International Faculty/ Postdoc/ Ph.D. students for a short/long term research visit of 1-12 months.
- ii. The International Faculty/ Postdoc/ Ph.D. student should be from:
 - a. Foreign institutions/universities/departments within top 200 QS world university rankings.

- b. Foreign institutions/universities/departments having a MoU with IIPE
 - c. Institutes/universities/departments of International repute.
- iii. The consolidated monthly emoluments will be decided on the basis of the academic qualifications of the research fellow.
- iv. The maximum consolidated monthly emoluments for research fellow is Rs. 1,00,000/-
- v. The expenditure towards emoluments for research fellow should be met from recurring head of the sanctioned grant with a total ceiling of 6 lakhs.

IRG Proposal Evaluation, Approval, and Progress Review Flow Chart

