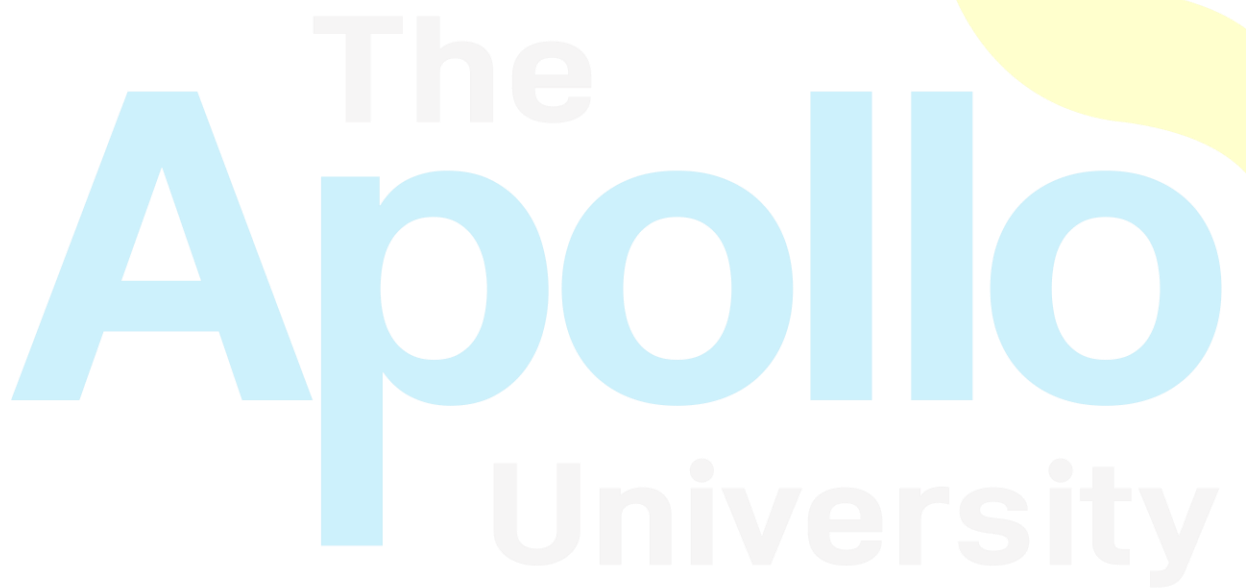


Guidelines for ANKUR: TAU Intramural Grant

(Version: 1.0)



The Apollo Knowledge City,

Murakambattu Chittoor - Andhra Pradesh

2025



The Apollo University

Guidelines for ANKUR: TAU Intramural Grant

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Guidelines for ANKUR: TAU Intramural Grant

1. PREAMBLE

The Apollo University (TAU) is committed to fostering a research-driven academic environment that nurtures innovation, interdisciplinary collaboration, and translational outcomes. To catalyze early-stage research, TAU introduces the **ANKUR: TAU Intramural Grant** - an internal funding mechanism designed to support faculty in initiating exploratory or pilot studies, which may lead to external research funding, publications, patents, or prototypes.

2. About ANKUR: TAU Intramural Grant

The ANKUR – TAU Intramural Grant is a strategic initiative of The Apollo University aimed at nurturing innovative ideas and fostering a vibrant research culture within the institution. “Ankur” means “seedling,” “sprout” or “germination,” symbolizing the beginning of promising research that can grow into impactful, externally funded projects, publications, patents, or prototypes. Through this scheme, TAU supports its faculty in initiating high-quality, interdisciplinary, and socially relevant research, thereby strengthening the university’s contribution to knowledge creation, innovation, and community development.

3. OBJECTIVES

The ANKUR: TAU Intramural Grant aims to nurture a strong culture of research and innovation across all academic disciplines, including science, technology, health, humanities, management, and social sciences. This internal funding mechanism is designed to:

- Support faculty in launching pilot or exploratory studies that lay the groundwork for applying to external funding agencies.
- Promote interdisciplinary and socially relevant research, particularly in areas aligned with national development goals, sustainable development, and global academic priorities.
- Encourage original research in social sciences, humanities, education, law, and related fields, where external funding opportunities may be limited but the potential for societal impact is high.
- Facilitate the generation of research outputs such as high-quality publications-specifically in Scopus or Web of Science indexed journals, patents, policy briefs, prototypes, or community-based models.
- Address community, environmental, health, and social challenges through collaborative,

Specifically, the scheme aims to:

- a) Empower faculty to initiate new research ideas and generate preliminary data that strengthen their applications for external grants.
- b) Enable experienced faculty to pursue pioneering, high-risk, or socially relevant research to assess feasibility and impact.
- c) Provide seed funding in disciplines—particularly social sciences and humanities—where large-scale extramural funding may be unavailable.
- d) Support solutions-driven research that engages local communities or stakeholders in tackling health, social justice, education, governance, or behavioral issues through rigorous academic inquiry.

4. Eligibility Criteria

The ANKUR: TAU Intramural Grants are open to faculty from all disciplines, including but not limited to science, engineering, medicine, management, pharmaceutical sciences, humanities, and social sciences. The following conditions apply:

- 3.1. Proposed Project must be of multidisciplinary/interdisciplinary/transdisciplinary nature. It must establish collaboration with faculties from different disciplines within TAU and outside.

3.2. Principal Investigator (PI)

- Must be a **full-time, regular faculty member** of The Apollo University.
- Should have **completed at least one year of service** at TAU on the date of application.
- Must be awarded Ph.D. in relevant area of research.
- Must not currently hold another ANKUR grant from TAU. A PI can hold only **one active ANKUR grant** at any time.
- Must demonstrate the capacity to undertake and complete the proposed research within the stipulated time.

3.3. Co-Principal Investigator (Co-PI)

- Must have co-PI from other disciplines/departments within TAU and/or outside.
- Must also be a **regular full-time faculty member** of TAU.
- Can serve on multiple projects, but only **one project as PI**.

3.4. Other Collaborators

- Faculty pursuing a **part-time PhD** may not apply for ANKUR grants for their own thesis research but may be listed as Co-Investigators or contributors in another eligible faculty member's project.

5. Scope of the Scheme

The ANKUR: TAU Intramural Grant supports research across a **broad spectrum of academic fields**, encouraging innovation, multidisciplinary/interdisciplinarity/trans disciplinarity, and social relevance.

4.1. Disciplinary Coverage

The scheme welcomes proposals from, but not limited to:

- Natural and Life Sciences
- Engineering and Technology
- Medical and Health Sciences
- Pharmaceutical Sciences
- Environmental and Agricultural Sciences
- Social Sciences
- Education, Humanities, and Languages
- Management and Business Studies
- Interdisciplinary and transdisciplinary fields

4.2. Types of Research Supported

- Pilot or exploratory studies
- Feasibility studies or proof-of-concept investigations
- Applied research targeting community or industry needs
- Theoretical or conceptual research in humanities and social sciences
- Policy research and social impact assessments
- Multidisciplinary collaborations addressing real-world problems

6. Funding Structure and Duration

5.1. Funding Limit

- Up to **₹500,000** per project is allowed.

5.2. Grant Duration

- Projects must be completed within **12 months**.

- An extension of **up to 6 months** may be granted upon formal request with justification, subject to approval by the University.

5.3. Disbursement of Funds

The grant will be released in **two installments (80%:20%)**:

- **80%** upon project approval and submission of required documents.
- remaining 20% after 6 months, based on submission of the **mid-term progress report** and **utilization certificate**.

7. Permissible and Non-Permissible Expenses

The TAU ANKUR Grant is intended to support essential project-related activities and costs that directly contribute to the completion of research. The following categories of expenditure are defined as **permissible** or **not permissible** under the scheme:

6.1. Permissible Expenses

The following expenditures are allowed under the ANKUR Grant:

- **Consumables and research materials:** Laboratory chemicals, minor equipment, reagents, glassware, paper, stationery, field materials, etc. if not available in laboratories of TAU
- **Fieldwork and travel:** For data collection, community engagement, surveys, and institutional visits directly related to the project (**maximum 15%** of the total budget).
- **Hiring of specialized services:** Laboratory testing, statistical consulting, data analysis, transcription, translation, GIS mapping, etc., where TAU does not have the infrastructure or expertise (**with prior approval**).
- **Contingency expenses:** Miscellaneous minor items and project-related unforeseen expenses (**up to 10%** of the total grant).
- **Publication charges:** Publication of articles produced out of the project in Q1/Q2, Scopus/WoS indexed journals.

6.2. Non-Permissible Expenses

The following are **not allowed** under this scheme:

- Purchase of **major equipment**, computers, laptops, printers, or office furniture.
- **Remuneration or salary** for the Principal Investigator, Co-Investigator(s), or other TAU staff.
- Foreign travel, conference registration fees, or travel not directly connected with fieldwork.
- Manpower costs.
- Any expenditure incurred **before project approval** or **outside the sanctioned duration**.

All purchases and expenditures must comply with **TAU's procurement policies** and must be duly approved and documented.

8. Application and Review Process

8.1. Call for Applications

- The ANKUR: TAU Intramural Grant will operate once in a year, as notified by the Directorate of Research.
- All details, formats, and deadlines will be published on the TAU official website and circulated via internal communication.

8.2. Proposal Submission

- Applicants must submit their proposals using the **prescribed format**, which includes:
 - Concept Note
 - Project Objectives and Rationale
 - Review of Literature
 - Research Methodology
 - Expected Outcomes and Impact
 - Budget Justification and Item-wise Estimate
 - Timeline
 - CVs of PI and Co-PI
- Proposals must be endorsed by the **Head of the Department/Dean**.

8.3. Review and Evaluation

- Submitted proposals will undergo a **two-stage review process**:
 1. **Initial screening** by the Directorate of Research for completeness and eligibility.
 2. **Peer review** by the **Institutional Research Review Committee (IRRC)** comprising subject experts, senior faculty, and representatives from relevant departments.
- Evaluation Criteria:
 - Scientific, social, or conceptual merit of the project
 - Alignment with TAU's research vision and national/international relevance
 - Clarity of objectives, feasibility, and methodology
 - Anticipated outcomes (e.g., external funding potential, publications, social impact)
 - Budget rationality and justification

8.4. Approval and Notification

- The IRRC will recommend selected proposals to the **Vice Chancellor** for final approval.

- Approved applicants will receive a **Sanction Letter**, along with:
 - Terms and conditions
 - Instructions for fund disbursement
 - Reporting obligations
- Projects involving **human participants, animals, or biosafety risks** must have **ethics or biosafety clearance** from relevant committees before fund release.

9. Project Monitoring and Reporting

Effective monitoring ensures that projects funded under the ANKUR: TAU Intramural Grant maintain academic integrity, progress as planned, and comply with institutional standards.

9.1. Progress Reports

- The **Principal Investigator (PI)** must submit a **Mid-Term Progress Report** after six months from the date of fund release.
- The report should include:
 - Summary of progress made against stated objectives
 - Preliminary findings (if any)
 - Itemized utilization of funds with supporting bills
 - Revised timeline, if any, due to field or technical constraints

9.2. Final Report

- Upon completion, the PI must submit a **Final Project Report** within 30 days, which includes:
 - Summary of the work undertaken
 - Research outcomes (data, findings, models, policy implications, etc.)
 - Challenges faced and how they were addressed
 - List of publications (submitted, accepted, or published)
 - Future research potential, including external funding applications (if applicable)

9.3. Financial Documentation

- Alongside both reports, the PI must submit:
 - **Utilization Certificate (UC)** signed by TAU's Finance Officer
 - **Statement of Expenditure (SoE)** certified by the department accounts head or designated authority

9.4. Audit and Compliance

- All grant accounts are subject to **internal audit** and may be reviewed by the **external auditor** during routine institutional audits.

- All financial records must be retained by the PI and department for **at least three years** post-project completion.

9.5. Termination

- The University reserves the right to **terminate the grant** in the event of:
 - Lack of satisfactory progress
 - Misuse of funds
 - Ethical violations
 - Absence of required clearances or reports
- In such cases, TAU may demand **refund of the full or partial amount** disbursed.

10. Completion, Outcomes & Intellectual Property

10.1. Expected Deliverables

Projects funded under the scheme should aim to produce minimum one Peer-reviewed publication in Scopus/ WoS indexed journals and one or more of the following:

- Book chapters, monographs, or working papers
- Patents or technology disclosures
- Research-based community interventions or prototypes
- External grant applications to national/international funding bodies
- Policy recommendations or knowledge products (e.g., toolkits, policy briefs)

10.2. Acknowledgement of Funding

All publications, conference presentations, or research products originating from the project must **acknowledge ANKUR: TAU Intramural Grant** clearly with the following statement:

"This work was supported by the **ANKUR: TAU Intramural Grant** of The Apollo University, [Year]."

10.3. Patent and IP Rights

- If the research leads to a **patentable product, process, or innovation**, the PI must initiate a disclosure with the **TAU's Directorate of Research**.
- All intellectual property generated from the project will be governed by the **TAU Intellectual Property Policy**.
- If the project generates **commercial revenue**, 50% of net gains (up to the sanctioned grant amount) must be shared with TAU.
- The **ownership of equipment or durable assets** purchased under this grant will rest with the **concerned department of TAU** and must be recorded in its asset register.

11. General Conditions

The following overarching terms and conditions shall apply to all projects funded under the ANKUR TAU Seed Grant Scheme:

11.1. Policy Compliance

- All funded research must comply with **TAU's Research Policy, Code of Ethics**, and relevant national/international guidelines on research conduct, data management, and intellectual property.

11.2. Non-Transferability

- The Seed Grant is **non-transferable**. If the Principal Investigator resigns, retires, or is otherwise unable to continue, the project may be:
 - Transferred to the Co-PI with written approval, or
 - Terminated, with any unutilized funds returned to TAU.

11.3. Leave or Absence

- If the PI plans to take **leave exceeding three months**, prior written approval from the Registrar is mandatory, through proper channel.
- In such cases, either the project timeline must be revised, or the Co-PI must assume temporary responsibility.

11.4. Conflict of Interest

- The PI and team must disclose any **conflict of interest** (academic, financial, or personal) that may influence the research integrity or fund utilization.

11.5. Resubmission of Projects

- Rejected projects may be revised and resubmitted **only once**, with detailed responses to reviewer comments.

11.6. Revocation

- The University reserves the right to **suspend or cancel** the grant at any stage if found:
 - In violation of ethics or compliance standards
 - Deliberately misrepresenting data, affiliations, or research claims
 - Misusing or diverting funds
 - Failing to submit reports or respond to audit requests

12. Annexures Overview

The following annexures will be made available as templates on the TAU Research Portal and are to be used mandatorily:

Annexure No.	Title	Purpose
Annexure I	Application Format	Detailed project proposal form (including concept note, objectives, methodology, budget, timeline, and team details)
Annexure II	Budget Justification Template	Line-item expense breakdown and justification
Annexure III	Mid-Term Progress Report	To be submitted after six months
Annexure IV	Final Project Report Template	Comprehensive project closure documentation
Annexure V	Utilization Certificate (UC)	Certified financial utilization statement
Annexure VI	Statement of Expenditure (SoE)	Detailed expenditure record with supporting documents
Annexure VII	Patent Filing Request Form	To request funding support for IP filing
Annexure VIII	Project Completion Declaration	Confirmation of deliverables and closure requirements
Annexure IX	Ethics Clearance Submission Form	Mandatory for human/animal/field-based studies

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Annexure I: Application Format for Seed Grant Proposal**THE APOLO UNIVERSITY****Seed Grant Scheme – Application Format****[To be typed neatly. Attach additional pages as needed.]****Section A: General Information****1. Title of the Project:****2. Principal Investigator (PI)**

- Name: _____
- Department: _____
- Designation: _____
- Employee ID: _____
- Email: _____
- Mobile: _____

3. Co-Principal Investigator (if any)

- Name: _____
- Department: _____
- Designation: _____
- Email: _____
- Mobile: _____

4. Category of Proposal

- ☐ Science & Technology
- ☐ Social Sciences and Humanities
- ☐ Interdisciplinary

5. Duration of Project (in months): _____

6. **Total Budget Requested (in INR): ₹** _____

Section B: Project Details

7. **Abstract of the Proposal** (Max 300 words):

[Provide a brief summary of the proposed study.]

8. **Objectives of the Project:**

[List clearly defined and achievable goals.]

9. **Background and Rationale:**

[Highlight research gap, relevance, and expected outcomes.]

10. **Review of Literature** (Brief):

[Demonstrate familiarity with existing studies.]

11. **Methodology:**

[Research design, sample, tools, procedures, data analysis plan.]

12. **Deliverables and Expected Outcomes:**

[Publications, policy implications, prototypes, patents, etc.]

13. **Potential for External Funding:**

[Mention how this seed project may lead to larger funding proposals.]

14. **Timeline** (with milestones):

[Month-wise activity plan.]

Section C: Budget Estimate (with Justification)

Item	Estimated Amount (INR)	Justification
Consumables/Materials		
Fieldwork/Travel		
Books/Journals (if needed)		
Hiring of Specialized Services		
Contingency		
Total	₹ _____	

Section D: Declarations

- I hereby declare that:
 - The information provided above is true to the best of my knowledge.
 - I have not received funding from TAU for this or a similar project earlier.
 - I agree to abide by the guidelines of the Seed Grant Scheme.

Signature of PI: _____

Date: _____

Signature of Co-PI (if any): _____

Date: _____

Forwarded by Head of the Department

Name: _____

Signature: _____

Date: _____

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Annexure II: Budget Justification Template
(To be submitted along with the application form)

The Apolo University

Seed Grant Scheme – Budget Justification Format

Project Title:

Principal Investigator:

Name: _____

Department: _____

Email: _____

Mobile: _____

Co-PI (if any):

Name: _____

Department: _____

Instructions:

Provide a clear, item-wise estimate of the budget, along with justification for each component.
Ensure the request aligns with the permissible expenditure categories mentioned in the guidelines.

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Budget Table

Budget Head	Item Description	Estimated Cost (INR)	Justification
Consumables / Materials			
Fieldwork and Travel			(Not more than 15% of total budget)
Books / Journals			(Only if not available in TAU Library)
Specialized Services			(Lab analysis, statistics, translation, etc.)
Contingency			(Max 10% of total budget)
Total		₹ _____	

Declaration

I hereby certify that the above budget estimates are accurate and necessary for the execution of the proposed project. All proposed items comply with the TAU Seed Grant Guidelines.

Signature of PI: _____

Date: _____

Verified by Head of Department: _____

Date: _____

Annexure III: Mid-Term Progress Report Format
(To be submitted after 6 months of project start)

The Apollo University

Seed Grant Scheme – Mid-Term Progress Report

Section A: Project Information

1. **Project Title:**

2. **Principal Investigator (PI):**

Name: _____

Department: _____

Email: _____

Mobile: _____

3. **Co-PI (if any):**

Name: _____

Department: _____

4. **Date of Project Approval:** _____

5. **Sanctioned Grant Amount (INR):** ₹ _____

6. **Reporting Period:** From _____ to _____

Section B: Research Progress

7. **Objectives as per Approved Proposal:**

- [List approved objectives]

8. **Summary of Work Done:**

Brief description of methods, tools, fieldwork, experiments, or other activities completed.

9. **Key Findings or Preliminary Outcomes:**

Mention any initial observations, trends, or results.

10. **Challenges Faced:**

Describe any delays, limitations, or difficulties.

11. Revised Timeline (if applicable):*State any adjustments and reasons.***Section C: Financial Statement****12. Amount Utilized (till date): ₹ _____****13. Breakdown of Expenditure:**

(Attach supporting documents and bills)

Category	Amount Spent (INR)	Remarks
Consumables/Materials		
Travel / Fieldwork		
Books / Journals		
Specialized Services		
Contingency		
Total	₹	

14. Balance Amount: ₹ _____**15. Utilization Certificate Attached:** [Yes/No]**16. Statement of Expenditure Attached:** [Yes/No]**Section D: Declaration**

I hereby certify that the information provided is true and that the project is progressing as per the approved plan.

Signature of PI: _____**Date:** _____**Signature of Co-PI (if any):** _____**Verified by Head of Department:** _____

Annexure IV: Final Project Report Format
(To be submitted within 30 days of project completion)

The Apollo University

Seed Grant Scheme – Final Project Report

Section A: Project Summary

1. Title of the Project:

2. Principal Investigator (PI):

Name: _____

Department: _____

Email: _____

Mobile: _____

3. Co-PI (if any):

Name: _____

Department: _____

4. Date of Project Approval: _____

5. Project Duration: From _____ to _____

6. Sanctioned Budget: ₹ _____

7. Amount Utilized: ₹ _____

Section B: Research Progress and Outcomes

8. Brief Summary of the Project (Max 300 words):

Overview of the research problem, objectives, and significance.

9. Major Activities Carried Out:

Summarize the methodology, data collection, tools, fieldwork, analysis, etc.

10. Key Findings / Results:

Include final outcomes and major observations.

11. Research Outputs:

- Publications (mention title, journal, status)
- Conference presentations
- Patents filed (if any)
- Reports, toolkits, policy briefs, or educational products
- Applications submitted for external funding (if applicable)

12. Project Impact:

Explain how this research contributes to knowledge, society, or future research.

Section C: Challenges and Lessons Learned**13. Difficulties Faced:**

Outline any issues in implementation, resources, delays, or ethical concerns.

14. Recommendations for Future Research:

Suggest next steps, gaps, or new areas for inquiry.

Section D: Financial Reporting

15. Utilization Certificate Attached: [Yes/No]

16. Statement of Expenditure Attached: [Yes/No]

Section E: Declarations

I hereby certify that the project has been completed in accordance with the approved proposal and guidelines. The outcomes reported are genuine and original.

Signature of PI: _____

Date: _____

Signature of Co-PI (if any): _____

Verified by Head of Department: _____

Date: _____

Annexure V: Utilization Certificate (UC)
(To be submitted along with mid-term and final report)

The Apollo University
Seed Grant Scheme – Utilization Certificate

This is to certify that an amount of ₹_____ (Rupees
 _____) sanctioned under the ANKUR: TAU

Intramural Grant to:

- **Principal Investigator (PI):** _____
- **Department:** _____
- **Project Title:** _____
- **Sanction Order No.:** _____
- **Date of Sanction:** _____
- **Project Duration:** From _____ to _____

has been utilized as per the following details:

Summary of Expenditure

S. No.	Budget Head	Amount Sanctioned (INR)	Amount Spent (INR)	Balance (INR)
1	Consumables / Materials			
2	Fieldwork and Travel			
3	Books / Journals			
4	Specialized Services			
5	Contingency			
	Total	₹	₹	₹

Certification

I hereby certify that:

- The expenditure mentioned above has been incurred exclusively for the project as per the Seed Grant Guidelines.
- The grant has been utilized properly and prudently.
- All relevant records, bills, and vouchers are available and have been verified by the department/finance office.

Signature of PI: _____

Date: _____

Certified by Accounts Officer / Finance Officer

Name: _____

Signature: _____

Seal: _____

Head of Department

Name: _____

Signature: _____

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Annexure VI: Statement of Expenditure (SoE)
(To be submitted along with Utilization Certificate and Final Report)

The Apollo University

Seed Grant Scheme – Statement of Expenditure

Project Details

- **Title of the Project:** _____
- **Principal Investigator (PI):** _____
- **Department:** _____
- **Sanction Order No.:** _____
- **Sanctioned Amount:** ₹ _____
- **Project Duration:** From _____ to _____
- **Reporting Period:** From _____ to _____

Detailed Expenditure Statement

S. No.	Date	Particulars of Expense	Vendor/Source	Amount (INR)	Voucher/Invoice No.	Remarks
1						
2						
3						
...						
Total				₹		

Declaration

I hereby certify that:

- The above expenses were incurred exclusively for the purposes of the approved Seed Grant project.
- All expenses are supported by valid bills, receipts, and vouchers which are available for audit.

Signature of PI: _____

Date: _____

Certified by Accounts Officer / Finance Officer

Name: _____

Signature: _____

Seal: _____

Verified by Head of Department

Name: _____

Signature: _____

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Annexure VII: Patent Filing Request Form**(Optional – To be submitted if applying for patent support from TAU Seed Grant)****The Apollo University****Seed Grant Scheme – Request for Patent Filing Support****Section A: Basic Information****1. Title of the Project:****2. Principal Investigator (PI):**

- Name: _____
- Department: _____
- Email: _____
- Phone: _____

3. Co-Inventor(s) (if any):

- Name(s): _____

4. Project Start and End Dates:

From _____ to _____

5. Seed Grant Sanction Order No.: _____

Date: _____

Section B: Patent Information**6. Title of Invention:****7. Brief Description of the Invention:***(Max 250 words – highlight novelty, application, and potential impact)***8. Type of IP to be Filed:**☐ Patent☐ Copyright☐ Design☐ Others (please specify): _____

9. Stage of Filing:

- ☐ Draft ready
- ☐ Application filed
- ☐ Under review
- ☐ Not yet started

10. Expected Filing Cost (₹): ₹ _____**11. Are you requesting financial support under the Seed Grant Scheme?**

- ☐ Yes
- ☐ No

12. Have you contacted the University IP Cell for guidance?

- ☐ Yes
- ☐ No

Section C: Declaration and Forwarding

I hereby declare that the above details are accurate and that the invention resulted directly from the TAU-funded Seed Grant project. I request support for the IP filing process.

Signature of PI: _____

Date: _____

Forwarded by:

- Head of Department: _____
- University IP Cell: _____
- Dean / Director Research: _____

Annexure VIII: Project Completion Declaration
(To be submitted along with Final Report, UC, and SoE)

The Apollo University
Seed Grant Scheme – Project Completion Declaration

Section A: Basic Details

1. **Title of the Project:**

2. **Principal Investigator (PI):**

- Name: _____
- Department: _____
- Email: _____
- Mobile: _____

3. **Co-PI (if any):**

- Name: _____
- Department: _____

4. **Seed Grant Sanction Order No.:** _____

Date: _____

5. **Total Sanctioned Grant:** ₹ _____

6. **Amount Utilized:** ₹ _____

Section B: Declarations

☒ I confirm that the project has been **completed in accordance** with the approved proposal and TAU Seed Grant Guidelines.

☒ I have submitted the following documents along with this declaration:

- Final Project Report
- Utilization Certificate (UC)
- Statement of Expenditure (SoE)
- Ethics Clearance (if applicable)
- List of Outputs (publications, patents, reports, etc.)

☒ I understand that failure to submit any required document may affect future eligibility for funding.

☒ I acknowledge that any equipment or durable assets purchased under this scheme remain the **property of The Apollo University**.

☒ I confirm that TAU has been appropriately acknowledged in all research outputs.

Signature of Principal Investigator: _____

Date: _____

Signature of Co-Principal Investigator (if any): _____

Date: _____

Verified by Head of Department: _____

Signature: _____

Date: _____