

## RESEARCH PROJECTS

ICSSR Northern Regional Centre provides grants to scholars to conduct research in various fields of social sciences which have a theoretical, conceptual, methodological or policy orientation on the subject of their choice. The research projects may belong to any one of the following social science disciplines or may be interdisciplinary in nature: the recognized disciplines/category are:

- (i) Economics/Commerce/Management/Business Administration;
- (ii) Sociology and Social Anthropology/Social Work/Demography/Gender Studies
- (ii) Political Science/International Relations/Geography/Public Administration;
- (iv) Psychology/ Education/Criminology;
- (v) Other-Linguistics/Legal Studies, National Security Studies etc.

The scholars are requested to indicate under which category /disciplines their proposal falls.

## **Duration, Formulation and Value**

Grant-in-aid, under the Research Projects Scheme, is available for the research proposals with a time duration ranging from 3-24 months. The budget estimates are to be limited to a maximum of Rs. 1.00 lakhs for these proposals. Format for preparing a Research Proposal may be seen at **Annexure-I (Three copies each)**. The application form may be submitted along with Annexure III, IV,V and VI as detailed below:

- Project Director is expected to submit his bio-data as per format at **Annexure-II (Three Copies)**.
- Consent Letter from the affiliating Institute **Annexure –III**.
- Profile of the Affiliating Institute for NGO/Societies and other unrecognized Institutes at **Annexure – IV** and
- Summary of Research Project in 500 words (Three Copies) **Annexure-V**.
- Budget estimates as per guidelines mentioned while preparing budget of the proposal guidelines at **Annexure-VI** may be followed.

**N.B. The research proposal along with above documents is to be submitted to : The Hony. Director, ICSSR Northern Regional Centre, Room No. 003, Old CRS, Building, Jawaharlal Nehru University, Aruna Asaf Ali Marg, New Delhi-110067**

## **Eligibility for the Grant**

Professional social scientists having significant publications to their credit are eligible for this grant. However, some other categories of scholars such as civil servants, journalists, social workers, etc. known for their academic interests and with a record of publications may also apply under the scheme. A research proposal on any theme having significant social science content, is required to be submitted in the prescribed format (**Annexure I**) by an individual scholar or a team of scholars through his/her employer.

Retired/Unemployed scholars may submit their proposals directly. Subsequently, they would be required to affiliate themselves to a reputed academic institution or a university. This grant-in-aid would normally be available only for scholars **below the age of 70 years**.

## **Procedure for Award**

Research project proposals will be evaluated by a **Committee of Experts** set up for each social science discipline/ category. The committee will meet twice, first in the month of July to shortlist the applications and second in August to give marking on a ten point scale after interacting with the short listed applicants. The recommendations of the Committee will be placed before the Advisory Committee of the

Centre for final decision. The **Advisory Committee** considers, but is not bound by the judgments of the external assessors. In a few cases, the proposals may also be referred to the Council. All recommendations are normally subject to approval by the Centre.

### **Affiliation**

The Project Director will get the project affiliated to a reputed institution/university/college of his/her choice (with the approval of the Centre) through which the project money will be released.

### **Release of Grant**

The sanctioned grant is normally released to the institute/university in **three to six installments**, depending upon the duration of the project. The first instalment (which can be up to 40% of the grant) is released after the approval of the Project and receipt of acceptance by the Project Director, along with a tentative breakup of expenditure for the first phase of the project. Subsequent grants are released on the basis of the receipt of progress reports, including financial statement of the use of the grant. Twenty per cent of the grant (including 7.5% of the overhead charges payable to the affiliating institute) is withheld and is released only after the submission of the **Project Report** and **Audited Statement of Accounts** and their approval by the Centre.

## **Progress Report**

The Project Director will submit to the Centre, Six Monthly Progress Report of the project along with a certified statement of expenditure actually incurred and an estimate of expenditure for the next quarter/six months in the prescribed form (See **Annexure VII** ). The release of subsequent instalment is subject to satisfactory progress of the work.

## **Final Report**

The Project Director is required to submit three copies of the Project Report to the Centre on completion of the project. The Centre may, after scrutiny of the report, request the Project Director to revise the report. The Project Director is also required to submit a Summary of the report in 2000 to 5000 words and policy implications of the study in not more than 1000 words.

## **Preservation of Data**

The affiliating institution shall make suitable arrangements for preservation of data such as filled-in schedules, tabulation sheets, manuscripts, report etc., relating to the project. The Centre reserves the right to demand raw data or such part of it as may be specified to be transferred to the Centre.

**Format for Preparing a Research Proposal for a Research Project**

- ❖ **Discipline of the project:**
- ❖ Title: The Title of the project should be concise (with sub-title, if any) reflecting the scope of the investigation.
- ❖ **Aim of the Project:** The broad Aim of the project emphasizing the overall thrust of the proposed investigation should be clearly mentioned.
- ❖ **Statement of the Problem:** The problem to be investigated should be clearly contextualised in the theoretical framework of the discipline.
- ❖ **Overview of Literature:** The problem identified should be logically linked to other studies on the theme in the literature delineating the need for the present investigation.
- ❖ **Conceptual Framework:** The concepts to be used, their relevance and applicability to the study and their operationalisation should be indicated.
- ❖ **Research Questions or Hypotheses:** The research questions to be answered/ addressed need to be unequivocally stated.

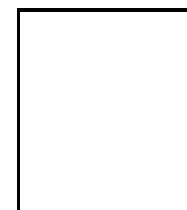
❖ **Research Methodology**

- (a) **Coverage:** The proposal should clearly indicate the universe of the study, sampling frame, sampling methods, sampling size, units of observation etc.
  - (b) **Data Collection:** The proposal should indicate sources of data types of data, tools and techniques for collection of various categories of proposed data.
  - (c) **Data Analysis:** It should indicate the statistical techniques, if any, proposed to be used in data processing, specific packages for data analysis, content analysis, indices/scaling techniques proposed to be used etc.
- ❖ **Implications:** The proposal should state whether this research would bring forth any implications for policy making either for the region concerned or the country, any methodological innovations or contribute to theory building.
- ❖ **References:** The proposal should include a 'List of References' mentioned in the text along with other important recent additions to the literature on the theme. The references should indicate the author, title, publisher and year of publication.
- ❖ **Duration of the Project:** The **duration** of the project can be estimated depending upon the scope and size of the project but **should not exceed two years**. It should indicate the time needed for various tasks such as preparation of schedules, pilot study (if any), data collection, data analysis, report writing etc.
- ❖ **Personnel :** It should indicate the number and category of personnel needed for various tasks, their qualifications and the man-months needed with adequate justification.
- ❖ **Budget:** This should indicate the cost of personnel, travel ( no. of days and places with justification), data processing, stationery and printing, books, journals, equipment, contingency and any other items.
- ❖ **Summary: Five copies** of Summary of the Research Proposal (about 500 words) indicating the statements of the problem, objective of the study, research questions or hypothesis or both, sample size (if any) and research methodology should be provided.

**N.B.** (Kindly note that all the documents should be typed or word processed (font:Tohima. size 12 point), singlesided, one and a half space on A-4(8" x 11" or 21.5 cm x 28 cm) whight paper. The length of the research proposal should not exceed eight pages and that of the biodata two pages.)

**Annexure-II**

**Format for Preparing Bio - Data by Scholars to Apply for a Research Project**



**(Affix Attested Photograph)**

<b>(I)</b>	<b>Name in Full :</b>	
<b>(II)</b>	<b>a.</b>	<b>Address (Permanent) :</b>
	<b>b.</b>	<b>Address (Correspondence) :</b>
<b>(III) Phone</b>	<b>(Office):</b>	
	<b>(Res.):</b>	
<b>(IV)</b>	<b>E-mail (It is Mandatory) :</b>	
<b>(V)</b>	<b>Fax :</b>	
<b>(VI)</b>	<b>Date of Birth :</b>	
<b>(VII)</b>	<b>Sex :</b>	
<b>(VIII)</b>	<b>Nationality :</b>	
<b>(IX)</b>	<b>Whether*: SC , ST or OBC</b>	
	<b>* Please Attach photocopy of the category certificate</b>	





<b>(XIII)</b>	<b>Publications in the last five years (Please indicate title, publisher and year of publication):</b>	
	a.	Books
		<i>(i) Authored</i>
		<i>(ii) Co-authored</i>
		<i>(iii) Edited</i>
	b.	Research Papers in peer-reviewed journals only (Give title, journal, year)
<b>(XIV)</b>	<b>Details of the Projects:</b>	
	a.	Completed: Yes/No (If 'Yes', please provide details in the format below):

S.No	Title of the Project	Duration	Sponsored/ Funded by the Institute	Year of Completion	Budget Sanctioned	Report Submitted/Year

b. Currently being Conducted: Yes/No (If yes, please furnish the details in the following format):

S. No	Title of the Project	Sponsored/Funded by	Budget Sanctioned	Likely Date of Completion

c. Whether any proposal submitted for a Project to other agencies for consideration: Yes/No (If 'Yes', please indicate the details in the following format):

S. No	Title of the Project	Duration	Budget	Submitted to the Agency with Date	Present Status

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<b>(XV)</b>	<b>Please indicate the name and address of the institution where the scholar wants to affiliate this project and the reasons thereof:</b>
<b>(XVI)</b>	<b>Any other relevant information in support of the proposal:</b>

Date :

Signature of the Applicant

**(N.B. Please fill-in all columns with clear responses to facilitate quick processing of the proposal.)**

## Annexure-III

### Format of Letter from Affiliating Institute

The Honorary Director,  
ICSSR Northern Regional Centre  
Room No. 003, Old CRS Building  
Jawaharlal Nehru University  
Aruna Asaf Ali Marg,  
New Delhi - 110067  
Tel.No.26741607/610  
E-mail: [icssrnrc@gmail.com](mailto:icssrnrc@gmail.com), [info@nrc-icssr.org](mailto:info@nrc-icssr.org)

**Project Proposed by:**

**Subject:** Proposal for Financial Support to ICSSR.

I forward the proposal for financial support to the ICSSR.

The institution agrees to:

- Administer and manage the finances;
- Provide accommodation and furniture required for the project;
- Make available all its research facilities such as library, laboratory and other equipment; and
- Provide the material and managerial assistance for the project.

For this purpose, it is understood that our Institute / University will receive 7.5% of the total sanctioned amount of the project.

If the scholar, directing the project leaves our institution to join some other institution after part of the sanctioned grant has been received, we would have no objection to the transfer of the project to a new institution, if the Project Director/ICSSR, so desires. The institution, however, shall continue to be responsible for submitting the audited statement of accounts and utilization certificate for the grant received by it, for this purpose.

**Date :**

**Signature**

## **Annexure - IV**

### **Format for Profile of Affiliating Institution (only for NGO)\***

- (i) Name and Address:
- (ii) *Attested copy of Registration certificate*
- (iii) Thrust of the Institute (Please tick appropriate column):
  - a. Social Science Research
  - b. Action Research
  - c. Development
  - d. Any other (Please specify)
- (iv) Faculty: (Please indicate the number **their names**, qualifications, specializations and major publications):
  - a. *Status of Research Faculty: (Regular / Temporary /Part time / Honorary)*
  - b. *Status of Administrative Staff: (Regular / Temporary /Part time / Honorary)*
- (v) Infrastructural Facilities:

- a. Building: Owned / Rented / *(Number of Rooms with covered area)*
- b. Library: YES / NO *(if yes, number of books, journals, periodicals)*
- c. No. of Computers Available:

(vi) Major activities undertaken during the last five years (please give details):

- a. Seminars / Conferences
- b. Projects
- c. Training

\* This information is to be compulsorily supplied by NGOs and other registered societies. Research institutes funded by ICSSR, Universities, other autonomous institutes fully funded by state or Central government, IIMs, IITs need not provide this information)

(vii) Research Projects:

**a. Completed**

S. No.	Title	Project Director	Amount	Details Funding Agency	Year of Completion

**b. On-going**

S. No.	Title	Project Director	Amount	Funding Agency	Likely Date of Completion

**c. Under Consideration**

S. No.	Title	Project Director	Budget	Funding Agency

(viii) Name(s) and Address (es) of the Governing Body Members:



- (ix) Name (s) and Address (es) of the Research Advisory Committee.  
(Please submit a copy of the minutes of the last meeting)
- (x) A copy of the M.O.A. of the organisation.
- (xi) Details of Audited Statement of Accounts *and Annual Reports* (Please enclose documents for the last three years) :
- (xii) Whether the organisation is recognized by any university/state/central government for training/research purposes / **Financial Assistance**: Yes/No ( If 'Yes', please give details):
- (xiii) Details of publications *year wise* brought out by the *organisation* during the last five years:
- (ivx) Photocopy of Income tax exemption certificate issued to your organisation.
- (xv) Any Other Relevant Information:

(All points have to be answered. Incomplete information given will be rejected)

Date

Signature of the Head of the Institute *with stamp*  
Name and Designation (In Block Letters)

**ICSSR NORTHERN REGIONAL CENTRE**

**FORMAT FOR SHORT SUMMARY**

Title of the Study :

Name & Address of the Scholar :

Institution of Affiliation (Full Address) :

Duration of the Study :

Budget Proposed by the Scholar :

**Specific objectives of the study :**

**Central idea of the problem:**

**Methodology in brief:**

## ANNEXURE-VI

### COST ESTIMATION

The cost of the project is to be estimated in terms of total man-months and the facilities needed. Calculate it under the following headings :

(i) Personnel Requirement in the format given below (the approved emoluments for project staff are given at the end) :

Position	No. of Persons	Emoluments	Duration	Amount Required

(ii) Travel:

(iii) Data Processing:

(iv) Stationery and Printing:

(v) Books, Journals, etc. (Expenditure not to exceed 5 per cent of the total budget) :

(vi) Contingency Expenses including Postage (Expenditure not to exceed 5 per cent of the total budget):

(vii) Any Other : Equipment\* - Not to exceed 10% of the Budget Subject to a ceiling of Rs. 50000/= . Internet Charges - not to exceed Rs. 5000/=

(viii) Overhead Charges (7.5 per cent of the Cost i.e. of the sum of items (i) through (vii), where applicable):

(ix) Grand Total:

While preparing budget estimates for the research proposal, the Project Director should take into account the time, funds as well as various steps involved in the conduct of the research proposal. The rationale for the allocation of time and money for the various items of budget estimates must be furnished.

#### Approved Emoluments for Project Staff

Associate /Joint or Deputy Director	Rs. 16,000 p.m.
Research Officer/Research Associate	Rs. 13,000 p.m.
Research Assistant/Research Investigator	Rs. 10500 p.m.
Stenographic Assistant	Lump sum
Typing Assistant/Computer Operator	Lump sum

\* camera/printer/tape recorder/etc.

