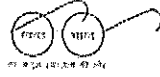


**Additional Guidelines for undertaking NIFTEM Seed Money Research Projects**

1. Proposals for undertaking Research Projects may be submitted internally to NIFTEM for funding.
2. Submission of these proposals should be forwarded through the respective Head of the Department, who would certify the feasibility of undertaking the research project and carrying out the project within the lab facilities i.e. manpower and infrastructure.
3. It must be noted that seed money projects are short duration funding provided by NIFTEM to PI. Thus PI is advised to make projects for 1-2 years only. The JRF/SRF recruitment and training will not be covered in these projects. However, PIs may choose to involve M. Tech / MBA students to carry out the project work.
4. The Project In-charge (PI) or the Co-PI for the proposed project shall clearly state the availability/non-availability as well as any extra infrastructure required for this project.
5. The equipment/software requirements and consumables must be clearly stated. Amount for contingencies will be provided only when PI clearly state and justify the purpose/need for the same.
6. The PI should submit their project proposals within the defined timelines. Delayed submissions will summarily be rejected.
7. The project proposal before submission to Research Cell (NIFTEM) must be cleared by Department Research Committee (DRC) as notified. The recommendations of the DRC should be submitted in proforma as per Annexure 1 to the Research Cell for further consideration.
8. In case, the project proposal is not found to be suitable by the DRC, the same needs to be submitted to the Vice Chancellor through Dean (Research) giving appropriate and sufficient reasons for rejection.
9. All projects submitted internally to NIFTEM for its funding, once approved in principle by Vice Chancellor will be sent to the subject experts of the field for input / evaluation. The experts proposed by the concerned HOD in consultation with Dean(R) will be sent for approval of the Vice Chancellor. The comments & inputs from the subject expert may be invited within a period of 15 days of sending them the proposal. Once the comments

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have been received from the reviewers, the presentation for the concerned PIs (in presence of Co-PIs) will be organized before NIFTEM Internal Research Committee (IRC) under the chairmanship of Hon'ble Vice Chancellor (NIFTEM). The PI are expected to give a brief presentation of their proposed work and re-submit the proposal with modifications (if asked for) within stipulated time period to Research Cell (NIFTEM) through HODs of their respective departments. The comments from reviewers will also be made available and it is expected that the PIs will modify the proposal as per their inputs and suggestions. It must be noted that no changes in Co-PIs will be made or accepted at this point.

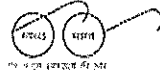
10. Based on the decision of NIFTEM IRC and approval of the Hon'ble Vice Chancellor, sanction orders of approved project will be issued to PI /Co-PI by the Registrar (NIFTEM).
11. PI must submit Declaration (Annexure 2) to the Research Cell while accepting the sanction order of the project.
12. The PI must submit the project report along with details of budget sanctioned and utilized (Annexure 3) to Research Cell every six months from the date of sanction order issued.
13. All the PIs must also ensure that all the publications, conference proceedings and outputs from this project, duly acknowledge funding received under this grant of NIFTEM. (Annexure 4)
14. Any request to extend the project will only be considered through respective HoD and Dean (Research) by Hon'ble Vice Chancellor subjected to sufficient and proper justification for the same.
15. The final technical report (Annexure 5) must be in the normal bond paper with simple binding and should be submitted to the Research Cell. A copy may also be retained by the respective Department, and PI /Co-PIs.
16. Any publication/conference proceedings from the project must also be attached with the final technical report.



### The proposed timelines for Seed Money Project Proposal submission

Activity	Tentative timelines
Date of Notification	5 <sup>th</sup> March 2021
Submission of Project proposals through DRC to Research Cell	30 <sup>th</sup> March 2021
Reviewer/experts identification and Selection	15 <sup>th</sup> April 2021
Reviewers' consent, Peer review time	15 <sup>th</sup> April-10 <sup>th</sup> May 2021
Completion of Review Process	10 <sup>th</sup> May 2021
Online presentation of Seed Money Projects	15 <sup>th</sup> May 2021
Issue of Sanction Order	30 <sup>th</sup> May 2021
Report submission (Technical and financial)	Every Six months
Final Technical Report Submission by PI	Upon Project Completion to Research Cell through HoD

8/3/21  
10/3/21  
Bijoy  
2/3/21  
9/3/21  
6/3/21



**Annexure-1:**

Proforma for the recommendations of the DRC



**NATIONAL INSTITUTE OF FOOD TECHNOLOGY ENTREPRENEURSHIP AND  
MANAGEMENT, KUNDLI- 131029**

**Performa for Submitting the Recommendations for Project Proposals for  
Funding by NIFTEM as Seed Money for Research & Development by  
Departmental Research Committee (DRC)**

S. No.	Particulars	
1.	Names of PI / Co-PI	
2.	Project Title	
3.	The significance of the project proposal	
4.	The originality of the project proposal as per the objectives	
5.	Input on the efficacy of the chosen methods, the tools for planning and investigation, and the efficiency of the work plan related to the time and the resources proposed. How do you assess the research project team structure and its functioning?	
6.	The budget for the work proposed and its appropriateness.	
7.	The Time for the work proposed and its appropriateness.	
8.	Whether it falls under the thrust area of department/NIFTEM?	
9.	The potential to move forward the knowledge in the field	
10.	Usefulness for the food sector?	
11.	Is there any conflict of interest- Yes / No (If yes, please provide details)	
12.	The applicant has competency on the subject of the project submitted	
13.	The applicant presently has any other project in hand, please give details	
14.	The applicant is informed that his proposal will be shared with external experts for their review and input and he/she has full consent for the same.	

*Handwritten signatures and initials at the bottom of the page.*

15.	The applicant is fully made aware that mere submission of the project proposal does not entitle him/her to claim for the project, the acceptance of the proposal completely depends on the successfully review and presentation before expert / committee.	
16.	Either PI / CoPI or both must be a regular faculty member and in the absence of PI, the Co- agrees to assume full responsibility of the project. (Yes/No)	
17.	Overall Recommendation for further consideration	
18.	Date of DRC meeting	

Sign of the DRC members-

HoD

Date -

Note: Please Enclose Project Proposal in hard copy duly signed by PI, Co PI and HoD

Soft copy in PDF format should be sent to Research Cell

*ph* *Righ* *sd* *L.S.*  
*sd*  
*sd*



**Annexure-2:**

**Declaration**

**National Institute of Food Technology, Entrepreneurship and Management**

**Kundli (Sonapat)**

Title of the project

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Project Investigator

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Co-Investigator(s)\*

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Date and Year of Funding approval:

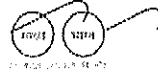
Total Financial support requested:

**Certified that:**

- a) I/We will submit the six monthly reports, budget details (sanctioned amount, utilized amount under different sections) and related presentations to research cell timely in every six months.
- b) I/We will duly acknowledge the NIFTEM seed money fund in project associated publications, conference proceedings, seminars and other outputs.

1) I/We shall be able to conduct this project within the infrastructural support available to me / us at present. In case of additional space/infrastructure requirements, permission from appropriate authorities has been obtained.

*Sanjay Kumar* *Dr. R. K. Singh* *Dr. J. K. Singh* *Dr. J. K. Singh* *Dr. J. K. Singh*



- 2) I/We certify that at any time if any kind of material is requested by Research Cell it will be provided.
- 3) I/We certify that carrying out this project will not interfere with my research/teaching obligations in this Institute.

**Declaration by Investigator:**

The details provided in the format / proforma are correct to my knowledge. All the requisite documents associated with the project have been provided to research cell for the record along with this filled proforma.

---

**Signature(s) of Co-PI's**

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**Signature(s) of Project Investigator**

All the details submitted by the Principal Investigator (PI) for the respective project as above have been found in order and forwarded to the research cell for acceptance of the final report..

Any other remark

.....

**HoD**

\* If the Co-PI is not from NIFTEM, a letter from the Co-PI indicating his/her willingness to participate in the project may be enclosed.

**Forwarded to Dean(R)**

*bel*      *By*      *[Signature]*      *[Signature]*  
*[Signature]*  
*CR.*      *—*

**Annexure-3:**

**Details of Financial status of the Projects for six monthly reports**

Subject	Approved Budget (as per Sanction Order - In Rs Lacs)	Amount utilized (In Rs Lacs)	Remark
Cost approved for budget			
Recurring cost/advance taken (for running projects only)			
Amount utilized till the completion of project			
Utilization of budget			
• Non Recurring (Small Equipments)			
• Recurring			
• Consumables (Raw Materials, chemicals, glass wares, stationery etc.)			
• Miscellaneous			

*Right*

*LR*

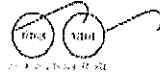
*JD*

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*SBM*

*J*





**Annexure-4: Acknowledgement formats in Publications**

**For Infrastructural support:**

*The author(s)/co-author(s) ..... (Name) is/are thankful to the ..... NIFTEM / Name of the organization for the Infrastructural/Technical support for conducting the experiments/study.*

**For funding support:**

*The author(s) /co-author(s) ..... (Name) is/are thankful to the ..... NIFTEM / Name of funding organization.....for providing the ..... (Name of fund in full) vide (Sanction order number).*

**If specific author - in case of B.Tech student / M.Tech student / PhD scholar / Faculty receiving the fund or grant:**

*The author(s) /co-author(s) ..... (Name) is/are thankful to the ..... NIFTEM / Name of funding organization.....for providing the financial support ..... Vide (grant number/sanction order number).*

**Affiliation Format:**

Similarly, it is suggested to keep the affiliation of all the co-author(s) complete such as complete name of the department and institute, city, country etc. i.e

*Department of ....., National Institute of Food Technology Entrepreneurship and Management (NIFTEM), Kundli, Sonapat, 131028, Haryana, India*

For example different abbreviated forms in affiliation such as Sci., Engg., Agri. Environ. Mngt etc. may be avoided and given in full form.

*Handwritten signatures: [Signature 1], [Signature 2], [Signature 3], [Signature 4]*

**Annexure-5: Final Technical Report (FTR) format**

**Proforma for submission of final report of Seed Money Project**

**1. Detailed record about the project:**

Subject	Information (To be filled by PI of the project)
Title of the Initial Project Proposal	
Principal Investigator (PI)	
Co- Principal Investigator (Co-PI)	
Date of Submission of proposal	
Funding agency to which proposal was submitted	
Title of approved project (Applicable when: any changes were made/suggested in initially proposed title)	
Date of approval of project	
Cost of project (in Rs. Lacs)	
Duration of Project (in years) followed by range i.e. starting-end date	
Date of advertisement for personnel/JRF/SRF recruitment	
Name of recruited person/JRF/SRF	
Post of recruited person (JRF/SRF/Other)	
Date of joining of recruited person	
End date of Project (for completed projects only)	
Year of relieving the recruited person (for completed projects only)	

**2. Checklist for documents to be submitted to Research Cell by Principal Investigator:**

Documents	Checklist documents provided (Yes/No)
Proposal copy	
Sanction letter for project approval/by funding agency	
Copy of advertisement for person (JRF / SRF / Other recruited)	
Copies of details of recruited persons for project	
Six monthly report starting from date of project till the project completes	
Final report upon completion of project	
Utilization certificate (indicating Manpower /Equipments /Consumables /Contingencies /Miscellaneous)	





