

**Project Proposal**  
**for**  
**Seed Money**



**IPS ACADEMY**  
**INSTITUTE OF ENGINEERING & SCIENCE**

(A UGC Autonomous Institute, Affiliated to RGPV)

**Knowledge Village, Rajendra Nagar, A. B. Road**

**Indore, MP, India.**

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**Website: <https://ies.ipsacademy.org/>**

IPS Academy is blissful to award the Best Research Project from Faculty, Post-Graduate Students, Under-Graduate Students of IPSA, IES during the current academic year.

The Research Proposal should be prepared strictly according to the format given in the application & two hard copies to the Principal, IPSA, IES. The following document should be enclosed with the proposal:

**Annexure I:** Forwarding from the Head of the Department.

### **Format of the Proposal**

1. **Name of the Applicant**

2. **Name of the Department**

3. **Title Page**

*(Include the project title on the first page not exceeding one and half-lines to clearly indicate its subject & aim.).*

4. **Table of Contents**

*(Include a table of contents on the second page).*

5. **Origin of the Proposal (Maximum ½ page),**

*(Scientific rationale for doing this work should be elaborated).*

6. **Research Plan (Maximum 2 Pages)**

*(Outline the overall strategy to be used to accomplish the proposed work including broad structure of activities to be undertaken and a general description of methodology and procedures).*

7. **Objectives (Maximum ½ Page)**

*(Objectives of the project in concise bullet points).*

8. **Methodology (Maximum 5 Page)**

*(It should contain all the details of how each of the objective will be addressed. This section must be detailed and have clear plans, not vague and generalized statements. It should have several schemes, tables, figures, equation etc. in addition to text, explanation and justification of why the project research plan will work).*

9. **Time Schedule**

*(Time Schedule of activities giving milestones through BAR diagram).*

10. **Expertise**

*(Professional expertise existing with each of the investigators in terms of publications, patents and preliminary results, to execute every component of the proposal should be*

*highlighted).*

11. **References/Bibliography**

*(List books, journal articles, web sites, and other communications used in your investigation or cited in your project in alphabetical order of last five years).*

12. **Plagiarism Report**

*(Proposals submitted must be original in ideation and content. Plagiarism in any form will not be acceptable. All submitted proposals would be subjected to third party similarity check and proposals are liable to rejected if found plagiarized. Any text taken verbatim from other source needs to be identified using quotation marks and proper reference. Applicants are requested to pre-check their proposals for plagiarism before uploading. Proposals found containing plagiarized content will be rejected)*

### **Guidelines for Preparing Budget:**

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

- 1) Consumables and Chemicals with information about their approximate costs.
- 2) Equipment: Request for minor equipment will be considered.
- 3) The submission of proposal should be supported by three quotations.
- 4) Other expenditure such as Contingency and Travel within India, if needed, may be considered.
- 5) The date of commencement of the Project will start from the date on which the institute approves the Projects.
- 6) Payment to the vendor will be given only after receiving of product i.e. no advanced payment will be given
- 7) The Investigator/s will be governed by the rules and regulations of the institute and will be under administrative control of the institute for the duration of the Project.
- 8) The Investigator shall complete the project within the stipulated period. R & D Cell will monitor the project and report to the principal.
- 9) Checklist –
  - a. Comparative Statement.
  - b. Quotations of each product.

## Budget Allocation:

Sanction of the budget will be based on the following terms and conditions:

1. The below-listed items are **not** to be permitted under this Scheme:
  - Manpower.
  - Laptops, Computers, Workstations, etc.
  - Free source license version software available with the Institute.
  - Facilities are already available in the respective Department in the form of Equipment, Books, Periodicals, etc.
2. Software should be developed by the PI/Co-PI and not outsourced to any company.
3. The license software should be procured on a perpetual basis, not on yearly basis.
4. Budget proposal should be based on the **justification in detail with Documentary Proof** in the form of a Budgetary Quote of the recommended projects according to the following table:

Note- Relaxation on sr. no. 1 to 4 will be given depending upon the comments of evaluation/expert committee under special circumstances.

<b>Heads (with justification)</b>	<b>1-6 Months (in Rs.)</b>	<b>7-12 Months (in Rs.)</b>	<b>Total (in Rs.)</b>
Minor Equipment			
Consumables and Contingency			
Travel within India			
Testing			
<b>Grand Total</b>			

## **Part B: Power Point Presentation Format**

- Introduction (1 slide)
- Rationale (1 slide)
- Objective/s (1 slide)
- Literature Review/Theory (1 slide)
- Research Plan (1-3 slides)
- Methodology (1-2 slides)
- Bibliography
- Publication of the authors

## **EVALUATION CRITERIA FOR BEST PROJECT**

- 1. Scientific Approach (20%)** - The concept and mechanism should be very clear along with well explained methodology.
- 2. Novelty and Creativity (20%)** - An original problem that is beneficial for the society.  
A creative use of materials and equipments.
- 3. Expertise of the investigator (30%)** - Design and development.  
Use of instruments/tools.  
Has requisite skills.
- 4. Relevance (10%)** - Fundamentally suited to achieve the goals associated with the projects.
- 5. Cost effectiveness (10%)** - Whether the proposed methodology accomplished in proposed budget.
- 6. Communication (10%)** - A good display providing the information of the project in a logical progression.

### **Important Points:**

- 1) Projects will be evaluated in the Institute by Expert Committee including R & D members under the chairmanship of the Principal.
- 2) The finalization of projects will be based on the order of merit of the evaluated proposals representing various branches.
- 3) Graduate students, Post Graduate Students and Faculty members who have been awarded the grant earlier shall not apply in two consecutive years.
- 4) PI must have 5 years teaching experience of the institute.
- 5) PI should be preferably Ph.D and his/her research publications in the relevant field is highly desirable.
- 6) The total cost of proposal should not exceed Rs 2,00,000/-
- 7) However in exceptional case relaxation can be given in point 4 to 6.

## ANNEXURE- I

(Forwarding from the Head of the Department on their official letter head)

Certified that

The Department welcomes participation of Prof./ Dr./ Mr./ Ms.....as the Principal Investigator (PI) and Prof./ Dr./ Mr./ Ms ..... as the CO-PI of the **IES Project** entitled ..... and he/she will assume full responsibility for implementing the project.

Place & Date

Signature

With Seal of

Head