



BLDE

(DEEMED TO BE UNIVERSITY)

Declared as Deemed to be University u/s 3 of UGC Act, 1956

Accredited with 'A' Grade by NAAC (Cycle-2)

RESEARCH AND DEVELOPMENT CELL

Standard Operating Procedure (SOP) for Research Intramural Grant at a Medical (Deemed to be University)

Scope: Applicable to Faculty Members, Researchers, and Postgraduate Students of the university seeking Financial Support for Research Projects.

Objective: To establish a streamlined and transparent process for the application, evaluation, and disbursement of the Research Intramural Grant.

Phase	Timeline (Days from Start)	Activities	Responsible Party
Phase 1: Call for Proposal & Submission	1-7	Call for Proposals: - Publish the call for applications through official university communication channels (email, website, notice boards). - Include details such as eligibility criteria, funding scope, deadlines, and submission guidelines.	R & D Cell/ Registrar Office
	8-30	Proposal Submission: Researchers prepare and submit their grant proposals through the designated online or offline portal. The Research Cell provides necessary support and clarification during this period	Principal Investigators (PIs)
Phase 2: Review and Evaluation	31-45	Initial Screening: The R&D Cell/ Grant Management Office checks all submitted proposals for completeness and adherence to eligibility criteria. Incomplete or ineligible proposals are rejected with notification to the PI.	R & D Cell
		Expert Review: Eligible proposals are sent to Blind Peer Review by External and Internal Subject Experts. Reviewer evaluates proposals based on scientific merit, feasibility, innovation, potential impact, and alignment with funding priorities.	Internal/External Review Committee
	46-50	Review Collation and Committee meeting: The R&D Cell compiles the reviewer feedback. The Research Grant Committee meets to discuss the reviews, consider the overall budget, and make funding recommendations	Finance & Infrastructure Committee
Phase 3: Award and Disbursement	51-55	Award Notification: Successful applicants are notified of the funding decision. Award letters outlining the terms and conditions of the grant, budget allocation, and reporting requirements are issued. Unsuccessful applicants also receive notification where appropriate.	R & D Cell
	56-60	Grant Agreement and Fund Disbursement: Successful PIs sign the grant agreement. The Finance Department, based on the approval from the Research Grant Committee and the signed agreement, initiates the disbursement of the funds accordingly to the university's financial procedures.	Registrar Officer, R & D Cell and Finance Department



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Phase 4: Compliance and Monitoring		Compliance and Reporting: Every six months, the PI/Co-PI must submit a Progress Report to the R & D Cell. This report should include a detailed breakdown of fund utilization during that period along with the authentic bills.	Progress Review Committee
		Monitoring and Evaluation: 1. Progress Review Committee: - Regular monitoring. - Mid-term evaluation and feedback. 2. Final Report Submission: - Comprehensive project report with outcomes and financial statement. Instructions for Utilizing BLDE (DU) Research Grants: 1. Project Initiation: Your project officially commences from the day the order is sanctioned, and the project amount is allocated. 2. Project Duration: The grant's duration is one year, with a maximum extension of one additional year. 3. Disbursement of Funds: - Funds will be held by the Finance Section under the Intramural Grant head, and, as per the requirements of the project, the amount will be disbursed through the Finance Section to the respective vendors, sellers, or service providers for the projects of BLDE (DU) faculty. - For the sister concern college, funds will be disbursed to the respective college principal's account. 4. A) Procurement Procedures (BLDE DU): - Purchase less than Rs. 10,000, need not have 3 quotations. - For purchases amounting to less than one lakh, the Principal Investigator (PI) or Co-PI must gather three quotations in the name of PI from distinct vendors. Subsequently, they need to obtain approval from both their Head of Department (HOD) and the Principal of the institute to finalize the vendor with the lowest quotation. - For purchases exceeding one lakh (both recurring and non-recurring expenses), clearance from the University Purchase Committee is mandatory through e-tendering. - Following permission, the PI/Co-PI can issue a purchase order through the Constituent College	Progress Review Committee



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		accountant. - Finance Section will manage bill payments/other transactions w.r.t. Research Project. - Unauthorized procurement of equipment, consumables, or chemicals by the PI/Co-PI-is strictly prohibited. 4. B) Procurement Procedures (Sister Concern Institutes): - Purchase less than Rs. 10,000, need not have 3 quotations. - For purchases amounting to less than one lakh, the Principal Investigator (PI) or Co-PI must gather three quotations in the name of PI from distinct vendors. Subsequently, they need to obtain approval from both their Head of Department (HOD) and the Principal of the institute to finalize the vendor with the lowest quotation. - For purchases exceeding one lakh (both recurring and non-recurring expenses), clearance from the Purchase Committee is mandatory. The Purchase Committee needs to be constituted, comprising the Head of Department (HoD), Head of Institute (HoI), and two senior faculty members. - Unauthorized procurement of equipment, consumables, or chemicals by the PI/Co-PI-is strictly prohibited. 5. Fund Utilization: - Upon receiving the grant amount, the PI/Co-PI should present the bills and relevant documents to the R & D Cell along with a Progress Report/Completion Report. 6. Reporting: - Every six months, the PI/Co-PI must submit a Progress Report to the R&D Cell. This report should include a detailed breakdown of fund utilization during that period along with authentic bills. 7. Personnel Management: - The PI/Co-PI are not authorized to appoint any project assistants or Junior Research Fellows (JRFs) within the scope of their respective projects. - Sole responsibility for completing the project lies with the PI and Co-PI.	



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Phase 5: Closure		Closure: 1.Final Assessment by R&D Cell: ▪ Verification of deliverables. ▪ Assessment of research impact and publications. 2.Archiving and Documentation: ▪ Maintaining records for future reference and audit. 3.Certificate of Completion: ▪ Issuance of completion certificate to the PI. Note: ▪ Maximum extension allowed after project tenure is 6 Months. If failed to do so, the Principal Investigator has to refund the entire Sanctioned amount along with current bank interest to the university. ▪ Any deviation from the proposed budget during the project must receive prior approval from the Director, R & D Cell.	Progress Review Committee/ R & D Cell

DIRECTOR
RESEARCH AND DEVELOPMENT CELL
BLDE (Deemed to be University)
Vijayapura-586103.Karnataka



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GUIDELINES FOR BLDE (DU) RESEARCH GRANT

1. The grant released is for strengthening research activity in the Institute; hence the grant shall not be utilized for any other purpose other than the specified one.
2. The faculty member from a sister concern institute who applies for a grant will be designated as the 'Principal Investigator,' with the compulsory inclusion of a Co-Principal Investigator from BLDE (DU).
3. The grantee institution shall procure only those items for which approval is given in the expenditure allocation. Any deviation from this will lead to withdrawal of the grant and no further grant will be released.
4. A register of the Recurring and Non-recurring assets acquired wholly or partly out of this grant shall be maintained and a copy thereof furnished to BLDE (DU). Such a register / ledger of assets and accounts maintained shall be available or open to scrutiny by BLDE (DU).
5. The grantee institute/department should acknowledge funding agency by displaying a name board/sticker containing the Name of the equipment, name of the scheme under which the sanction is made and the grantee agency as "*Research grant from BLDE (Deemed to be University), Vijayapur*".
6. After grant utilization, the grantee Institution/ department shall furnish the Work Progress Report, and the Utilization Certificate (UC) to BLDE (DU) without fail and provide an attested photocopy of the bank pass book.
7. After the completion of the project, the unspent amount with accrued interest if any shall be returned to BLDEU by Cheque or DD drawn in favor of "Registrar, BLDE (Deemed to be University), Vijayapura".
8. The "Progress Monitoring Committee members" may visit the Institution/ department at any time as it feels necessary to monitor the project.
9. The grantee institution/ department & the Principal Investigator/ Co-Principal Investigator undertake the responsibility of implementing the sanctioned project completely within the stipulated period. In case of any delay in the implementation of the project within the stipulated period, the institution/ department should refund/ return the amount with accrued interest to BLDE (DU).
10. The Project (equipment, grant amount) cannot be transferred from one Institution/ department to another Institution/ department under any circumstances.
11. In the event of Principal Investigator or Co-Principal Investigator leaving the Institute for any reason, the Head of the Institution/ department can appoint a substitute after getting the approval of BLDE (DU). The Principal Investigator of the project is responsible to complete the project.
12. All publications resulting from the research grant must acknowledge BLDE (DU) with the Grant number as "Grant number, BLDE (DU) Research Grants.