



# MANIPAL

ACADEMY of HIGHER EDUCATION

(Institution of Eminence Deemed to be University)

Ref: MAHE/REG/CIR-(T)

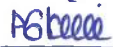
Date: August 16, 2023

## CIRCULAR

### **Sub: Intramural Funding for Research Projects – reg.**

In anticipation of Executive Committee approval, Manipal Academy of Higher Education (MAHE) has *revised* the policy on **Intramural Funding for Research Projects** with immediate effect.

The salient features of the *revised* policy on intramural funding are given in the attachment for your information and to be notified to all concerned.



**Dr. P. Giridhar Kini**  
**Registrar**

#### **To:**

- ❖ Heads of Constituent Units, Centres of Excellence and MAHE Teaching Departments, MAHE, Manipal, Mangaluru, Bengaluru and Jamshedpur campuses

#### *Copy for necessary action to:*

- ✉ Director, Research, MAHE, Manipal
- ✉ Directors – Finance | Purchase, MAHE, Manipal
- ✉ Deputy Director – Centre for Doctoral Studies, MAHE, Manipal

#### *Copy for information to:*

- ✉ Pro Chancellor | Vice Chancellor | Pro Vice Chancellors, MAHE, Manipal
- ✉ Director, HR, MAHE, Manipal
- ✉ EC file

*Encl: as above*

## Preamble

Manipal Academy of Higher Education (MAHE) constantly encourages faculty members to engage in research and developmental activities for societal benefits. Towards this endeavor, MAHE seeks to increase the quality and support for world class doctoral programs. To align with the Institution of Eminence (IOE) status and improve our world ranking & visibility amongst the research community, MAHE is pleased to introduce Intramural Funding (IMF) for research projects linked to the Dr. TMA Pai PhD scholarship program.

## Objectives

- To support MAHE faculty members to engage and mentor full-time PhD scholars
- To encourage all PhD supervisors of MAHE to engage in cutting edge research
- To enhance the quality of Research and Publications that arise from PhD program

## Grant Amount

The grant amount comprises the following

- Maximum contingency grant of INR 6,00,000 spread over 3 financial years
  - The approved amount per annum may vary based on project requirements and expert committee recommendations
    - The sanctioned IMF **MUST** be utilized within 4 years from the date of admission of PhD scholar
  - Contingency grant should be used for consumables and expenses related to research materials, sample / data collection etc.; only, on approval by the expert committee
  - The grant amount **CANNOT** be utilized for infrastructure, equipment purchase or travel expenses related to conference / seminar / workshop / Training etc
  - Release of the grant amount
    - First installment will be released only after the selected PhD scholar submits the joining report to the Centre for Doctoral Studies (CDS), MAHE
    - Subsequent installments will be released only after the submission of satisfactory annual progress report to CDS MAHE
- Dr. TMA Pai PhD scholarship, as per MAHE guidelines
- Conference Support for PhD scholar
  - (Registration Fee + Travel + Per Diem Allowance + Accommodation) = Total of Rs. 30,000 for 3 years
  - Prior approval has to be obtained for attending international conferences
    - For international conference outside India, Registration fee payment **MUST** be made through MAHE Finance only
    - **NO** Permanent Establishment (PE) form **MUST** be submitted to MAHE Finance for Tax Deducted at Source (TDS) purposes
- Who can apply
  - Permanent faculty members of the constituent units of MAHE who are recognized PhD supervisors (Guide) at the Assistant Professor, Assistant Professor – Senior Scale, Assistant Professor – Selection Grade, Associate Professor cadre, can only be the primary applicant of IMF
  - MAHE faculty registered only as co-guides are **NOT** eligible to be the primary applicant of IMF. However, they are eligible as co-applicant for the IMF proposal.
- When to apply
  - Twice a year
    - Cycle 1: Award is applicable for June / July Admissions
    - Cycle 2: Award is applicable for January / February Admissions
- How to apply
  - In the prescribed format as per Annexures 1, 2 & 3.



- Annexure 3 must be **fully anonymized** without Primary and Co Supervisors (if any) identity
- In addition,
  - Intramural fund is **NOT** applicable for ongoing PhD and other sanctioned projects
  - If the proposed project requires only Dr. TMA Pai Scholarship for a PhD scholar without any financial supports, PhD guides of such projects are requested **NOT** to apply for the Intramural Fund.
  - PhD Guides with ongoing intramural funding can apply for new intramural funding only if the candidate admitted under ongoing IMF had submitted thesis to the university for evaluation.
    - The ongoing IMF will be considered as completed / closed based on the submission of the following to CDS, MAHE
      - IMF closure report
      - Documents required for the issue of NOC for thesis submission by PhD scholar

### Process

- Hard Copy and PDF files of the proposal as per Annexures 1, 2 & 3, **MUST** be submitted to Deputy Director, CDS, MAHE, Manipal (email: [cgs.mahe@manipal.edu](mailto:cds.mahe@manipal.edu)).
- The submitted proposals will be evaluated by a panel of external experts (in consultation with Directorate of Research).
  - The applicants of the projects shortlisted, will be invited for presentations.
- Projects selected for IMF will be announced.
- The IMF awarded PhD guides **MUST** submit Expression of Interest (EOI) during the immediate next cycle of Dr. TMA Pai PhD Scholar admissions, mentioning IMF awarded project title to Director (Admissions)
- The IMF awarded PhD guide **MUST** interview the PhD MET qualified candidates during the immediate next PhD admission cycle.
  - IMF award will lapse, if no PhD student is admitted within 2 cycles of PhD admissions
- On completion of selection process, the IMF will be released to the PhD guide (IMF Awardee) only after the selected PhD scholar submits the joining report to the CDS, MAHE
- PhD scholar admitted under IMF shall follow all the regular PhD guidelines of MAHE
- IMF awarded PhD guide **MUST** encourage the PhD scholar to apply for Nationally available fellowship / scholarships for doctoral students
  - MAHE awards contingency grant to National Fellowship awardees also
  - On successful award of National Fellowship, PhD guide should immediately initiate the switch over process from Dr. TMA Pai scholarship to National Scholarship scheme, with CDS within a week from the award of the National Scholarship
    - On switch over, PhD guide shall avail the contingency grant either through IMF or National Fellowship, whichever is beneficial, **NOT** both.
      - In case, IMF contingency grant is already utilised (in part or in full) before the switch over, only the difference of IMF & National Fellowship contingency grant will be available for utilization, for that financial year.
- The PhD Supervisor **MUST** submit the annual progress report of the ongoing IMF project as per the format in **Annexure 4** to CDS MAHE
  - MAHE Finance will release the subsequent installments only after the submission of satisfactory annual progress report to CDS MAHE

### Expected Outcomes

- Publications as per mandatory requirements of PhD program
  - One Q1 publication is a **MUST**, in the respective field.
- PhD Guide(s) / PhD Scholars are encouraged toward filing patent applications



- Paper publication **MUST** be initiated only after receiving patent filing confirmation / number
- PhD Supervisor has to apply for larger grants from private / public extramural funding, within 24 months from the date of IMF award

### **Ethics and Research Conduct**

All IMF awardees are expected to adhere to MAHE Policy on Publication Ethics and Research Conduct

### **Affiliation**

All IMF awardees and PhD scholars are expected to adhere to the MAHE Advisory on Multiple Affiliations in Publications.

For any further clarification, please contact:

**Deputy Director,**

Centre for Doctoral Studies (CDS),

MAHE, Manipal

email: [cds.mahe@manipal.edu](mailto:cds.mahe@manipal.edu)

