

1. General

1.1 This programme of Research Projects (Sponsored) is a series of research projects conducted simultaneously or sequentially on themes of critical significance and priority, as notified by the ICSSR from time to time.

1.2 The ICSSR expects that these research themes will develop new understanding and insight on the issues which is likely to become bench mark in terms of concept, theory, methodology and research outcomes.

1.3 Such research studies will be commissioned by the ICSSR to identified experts and research Institutions in a desired theme.

1.4 An institution/group of institutions, individual scholar of eminence or a group of scholars interested in carrying out a programme of research on any theme notified by ICSSR under this programme, having necessary facilities and expertise, may submit a proposal thereon to the ICSSR.

1.5 The extent and scope of these studies are expected to be more extensive and financial outlays will also be higher as compared to normal responsive project grants.

1.6 Given the scale and nature of research under sponsored program, the ICSSR expects that the research will ordinarily be inter-disciplinary and that researchers from different disciplines will constitute a team. Research teams may consist of more than one department/centre/institute. In some cases, individual researchers/Institutes may also be considered

2. Eligibility for Award

2.1 Proposals considered under Sponsored Research may be solicited by the ICSSR on the recommendations of an Expert Committee, identifying the thrust areas and researchers with appropriate expertise to take up the study. Alternatively, applications may be sought from eminent social scientist/ institutions to send proposals to the ICSSR. In either of the above cases, the prescribed application form will have to be submitted to the ICSSR for further financial and administrative processing.

2.2 Priority consideration will be given to proposals forwarded by organisations/ Institutions funded by Central/State Government. Only outstanding proposals from privately (not funded by Central/State Government) social science research institutions will also be considered.

2.3 Separate allocation of Project Grant shall be made for the SC/ST candidates as per allocations made in the ICSSR Plan Grant. To achieve physical and financial targets

under these categories, relaxations in the guidelines may be permitted, as required.

3. How to apply

3.1 All applications for financial grant have to be made on the prescribed application form for Research Projects (Sponsored), as attached with these guidelines, along with all the following annexures and enclosures:-

Annexure-I	Abstract of the Project Proposal on the Prescribed Format
Annexure-II	Brief Academic CV of applicant/s
Annexure-III	Full Length Research Project Proposal
Annexure-IV	Duly Attested .SC/ST/OBC/PH certificate, if applicable
Annexure-V	Institutional Profile for Applications forwarded by Non-Public funded Institutions,

as per prescribed format

3.2 All application forms have to be submitted in soft copy through e-mail, followed by submission of a hard copy of the proposal, which must be duly forwarded on the prescribed format of the application form with signatures and seal of the Head of the Institution from where the project grant is to be financially administered.

4. Duration and Financial Allocation

4.1 Normally a Sponsored Study will be required to be completed in two years, resulting in a Major publication of ICSSR by a reputed publisher. Limited extensions of time may be granted by the Chairman/Member-Secretary. However, any financial enhancement in the initially sanctioned grant shall be done only by the Council on the recommendations of the Research Committee.

4.2 The Institute/individual scholar/group of scholars will have a large autonomy for framing the budget subject to the following broad expenditure sub-heads:

Distribution of Expenditure under the following heads:

S.No.	Expenditure Head	Percentage allocation to the total budget of the study
1	Full time Research Staff/Part-time Assistance/Hiring Charges	Not exceeding 50%
2	Field work cost Travel/Logistics/ Boarding/ Source Materials/Software/Data Base etc.	Not less than 37.5%
3	Contingency	5%
4	Institutional Overheads	7.5%

5. Remuneration and Emoluments of Project Staff

5.1 Except for the field work staff, only an essential Secretarial core research staff should be employed for the project.

5.2 Such staff could be engaged by the Project Director/Coordinator on a full time or part time basis and the duration and consolidated monthly emoluments of their employment may be decided by the project director within the limits of the sanctioned financial allocation under this head.

5.3 A re-appropriation upto 10% of any expenditure head into another existing/new expenditure head shall be permissible, subject to approval by the ICSSR.

6. Procedure for award of sponsored research project

6.1 All the Sponsored Projects, whether on application or through solicitation, shall be approved by the Council after due process of evaluation by the Experts Committee and subsequent recommendation of the Research Committee.

6.2 The ICSSR may hold interactive sessions with the prospective recipients of sponsored studies to finalise the academic and financial details.

6.3 All research proposals received, along with those selected for research grant, will be placed before the Research Committee/Council for final approval.

6.4 Each Sponsored Research Study will have an average allocation broadly ranging between Rs.15 to 50 lakh, disbursed in three installments of 40%, 40% and 20% of the grant, the last being released on completion of the study and submission of report.

6.5 The formal sanction order will be issued on the receipt of date of commencement of the project along with the agreement duly signed by the Project Director/Coordinator on a non-judicial stamp paper of Rs.100/- only, countersigned by the head of the organization administering the study.

6.6 Installments subsequent to the first will be released on the basis of the receipt of progress reports, including statement of expenditure incurred on the project.

7. Monitoring and Evaluation

7.1 Each sponsored study shall have an Advisory Committee constituted by the ICSSR in consultation with the concerned Project Director/Coordinator. This Advisory Committee shall meet annually to monitor and sort out all the details pertaining to administrative, financial and ethical issues.

7.2 The Formal minutes of these Advisory Committee meetings will constitute the Progress Report of the research study.

7.3 The Project Director is required to submit three copies (two hard copies and a soft copy) of the Project Report to the Council on completion of the project work.

7.4 All studies funded by ICSSR under sponsored projects are expected to acknowledge the supportive contribution of ICSSR in all forms of dissemination of findings of the study both in print and on electronic media.

8. Obligations of the Forwarding Institution

8.1 The forwarding institution, where the proposed research project is to be located and administered has to provide, in the prescribed format contained in the Application Form, an undertaking to administer and manage the ICSSR grant and provide logistical support for the study.

8.2 Such institution will be under obligation to ensure submission of the final report and audited statement of accounts.

8.3 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.

8.4 The Council reserves the right to demand raw data or such part of it as may be specified to be transferred to the Council.

INDIAN COUNCIL OF SOCIAL SCIENCE RESEARCH

Application for Research Project (Sponsored)vvv

1.	Name of Project Director (PD)/ Co-Directors																	
2.	Present Position and Institutional Address of the organization of the Project Director/Co-Directors																	
		Telephone																
		Email																
	Mailing Address																	
3	Category to which the PD belongs: <i>(Tick one or more boxes, as applicable. Enclose relevant certificates,(if any)</i>	<table style="width: 100%; border: none;"> <tr> <td style="width: 20%;">General</td> <td style="width: 10%; text-align: center;"><input type="checkbox"/></td> <td style="width: 20%;">SC</td> <td style="width: 10%; text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>ST</td> <td style="text-align: center;"><input type="checkbox"/></td> <td>OBC</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Woman</td> <td style="text-align: center;"><input type="checkbox"/></td> <td>Minority</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Physically Handicapped</td> <td></td> <td></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </table>	General	<input type="checkbox"/>	SC	<input type="checkbox"/>	ST	<input type="checkbox"/>	OBC	<input type="checkbox"/>	Woman	<input type="checkbox"/>	Minority	<input type="checkbox"/>	Physically Handicapped			<input type="checkbox"/>
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Physically Handicapped			<input type="checkbox"/>															
4	University/Institutes/Organisation where the project would be located <i>Please give complete address. Kindly refer to clause 8.1 of the Guidelines</i>	<table style="width: 100%; border: none;"> <tr> <td style="width: 60%;">Phone no.</td> <td style="width: 40%;">Fax:</td> </tr> <tr> <td>Email:</td> <td>Website</td> </tr> </table>	Phone no.	Fax:	Email:	Website												
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Email:	Website																	

5	Type of Institution where the project will be located and administered	Central University <input type="checkbox"/> State University <input type="checkbox"/> ICSSR Research Institute <input type="checkbox"/> Other public funded research institute <input type="checkbox"/> Public Deemed University <input type="checkbox"/> Private Deemed University <input type="checkbox"/> State Private University <input type="checkbox"/> Government College <input type="checkbox"/> Aided Private College <input type="checkbox"/> Unaided Private College <input type="checkbox"/> NGO/Registered Society <input type="checkbox"/> Foreign University in India <input type="checkbox"/> Other (please specify) <input type="checkbox"/>																		
6	Educational Qualification and academic attainment of the PD & Project Co-Directors <i>(Please enclose a brief academic CV as annexure II)</i>																			
7	Indicate if PD has received any ICSSR grant previously <i>(Please tick)</i>	<table border="0"> <thead> <tr> <th></th> <th style="text-align: center;">Ongoing</th> <th style="text-align: center;">Completed</th> </tr> </thead> <tbody> <tr> <td>Research Projects</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Fellowships</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Seminar Grant</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>International Travel</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Publication Grant</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </tbody> </table>		Ongoing	Completed	Research Projects	<input type="checkbox"/>	<input type="checkbox"/>	Fellowships	<input type="checkbox"/>	<input type="checkbox"/>	Seminar Grant	<input type="checkbox"/>	<input type="checkbox"/>	International Travel	<input type="checkbox"/>	<input type="checkbox"/>	Publication Grant	<input type="checkbox"/>	<input type="checkbox"/>
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8	If completed, specify	Date of Completion <input style="width: 150px; height: 20px;" type="text"/> Report submitted Yes <input type="checkbox"/> No <input type="checkbox"/>																		

9	Title of the project proposal <i>(Please enclose five copies of the proposal along with an abstracts as per the format given in annex I)</i>	
	Sub themes of the project - Please refer the sub theme of Thrust Areas in the advertisement/website www.icssr.org	
10	Estimated cost and duration of the study (Please provide detailed estimate of the budget in a separate sheet. Please follow the norms provided in the guidelines)	Cost (In rupees) <input type="text"/> Duration (In months) <input type="text"/>

Declaration

If any of the above information supplied by me is proved to be incorrect my project may be cancelled.

Place:

Date:

Signature of the Candidate

Annexure/Checklists

1. Abstract of Project Proposal as per Annexure I with this form
 2. Brief academic CV of Project Director/Co-Director as annexure II
 3. Full length research proposal not exceeding 12000 words as Annexure III
 4. Duly attested caste/physically handicapped certificate as applicable as annexure IV
 5. Institutional Profile as per Annexure V with this form (Only for proposals from not funded by the Central/State governments)
 6. Detailed estimates of the budget as Annexure VI.
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Forwarding Letter

(By Head of the Institution/Registrar in a University)

The Director,
Research Projects Division
Indian Council of Social Science Research (ICSSR)
JNU Institutional Area
Aruna Asaf Ali Marg,
New Delhi - 110067

The _____ (Name of the
organization) forwards application of _____ (Name of the
applicant) for the ICSSR Research project entitled _____

With an undertaking that this organization agrees to administer and manage the ICSSR Grant, provide basic required infrastructure facilities, make available all its research facilities such as library, laboratory and other equipment and provide the material and managerial assistance for the project against the earmarked institutional overhead of 7.5 % of the project's budget.

If the scholar directing the project leaves our institution to join some other institution after a 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.

Signature

(Seal)

Place:

Name: _____

Date:

Designation: _____

Annexure I

Application No _____
(To be filled by ICSSR)

ABSTRACT RESEARCH PROJECT PROPOSAL

1	Title of the Project	
2	Sub themes of the project (Please give precise points only)	
3	Nature of the study (Please tick)	Field work intensive <input type="checkbox"/> Secondary source intensive <input type="checkbox"/> Limited fieldwork based <input type="checkbox"/> Theoretical study <input type="checkbox"/>
4	In case of fieldwork intensive, specify the scope (Please tick)	Less than district level <input type="checkbox"/> Comparative district level study <input type="checkbox"/> State level study <input type="checkbox"/> Comparative state level study <input type="checkbox"/> National level/more than two states <input type="checkbox"/> Involves international travel <input type="checkbox"/>

5	Duration of the study (<i>In months</i>)	Review of literature/data sources	<input type="text"/>
		Field work, if any	<input type="text"/>
		Data/theoretical analysis	<input type="text"/>
		Report writing	<input type="text"/>
		Total duration	<input type="text"/>

Annexure II

Brief CV of the applicant/s with details of academic attainments, especially research publications, projects undertaken, in not more than 1000 words.

Annexure III

Full length research proposal not exceeding 12 thousand words including survey of literature, research questions, nature and scope of the study, methodology and tentative chapterisation of the study and bibliography

Annexure IV

Duly attested caste certificate, if applicable

Annexure V

INFORMATION REQUIRED FOR PROPOSALS FORWARDED BY NON-PUBLIC INSTITUTIONS/ ORGANISATIONS NOT FUNDED BY CENTRAL/STATE GOVERNMENT

1	<p>Name and Address of the institution/organization</p> <p><i>(Please enclose attested copy of registration certificate)</i></p>	
2	<p>Major thrust area of activity</p> <p><i>(Please tick)</i></p>	<p>Educational Institution <input type="checkbox"/></p> <p>Social Science Research institution <input type="checkbox"/></p> <p>Action Research & Awareness NGO <input type="checkbox"/></p> <p>Programme Implementation NGO <input type="checkbox"/></p> <p>Any other (Please specify) <input type="checkbox"/></p>
3	<p>Organisational Capacity</p>	<p>Professional Staff (No.) <input type="text"/></p> <p>Administrative Staff (No.) <input type="text"/></p> <p>Total Annual budget last year (Rs. lakh) <input type="text"/></p> <p>Total Salary budget last year (Rs. Lakh) <input type="text"/></p>

4	<p>Infrastructure facilities</p> <p><i>(Please tick)</i></p>	<p>Own Building <input type="checkbox"/> Rented building <input type="checkbox"/></p> <p>Own library <input type="checkbox"/></p> <p>Number of desktops <input type="checkbox"/></p> <p>Number of laptops <input type="checkbox"/></p> <p>Access to e-journals, if any (give numbers) <input type="checkbox"/></p>
5	<p>Details of activities in last three years</p> <p><i>(Please give numbers)</i></p>	<p>Projects completed last year <input type="text"/></p> <p>Projects ongoing (current year only) <input type="text"/></p> <p>National Seminar/Conference organized <input type="text"/></p> <p>International Seminars/Conference organized <input type="text"/></p> <p>Trainings programmes organized <input type="text"/></p> <p>Publications <input type="text"/></p> <p><i>(Books, reports, monographs, articles published, training manuals etc.)</i></p>
6	<p>Details of present governing body and research advisory committee</p> <p><i>(Please give name and address of members)</i></p>	

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Enclosure/Check list:

Enclose the following documents with annexure V

1. Attested copy of registration certificate
2. Memorandum of Association
3. Photocopy of Income tax exemption certificate issued to your organisation
4. Annual Reports of last three years
5. Audited statements of last three years