

Minor Research Project Grant Guideline

2020 – 2021



Odisha State Open University

G. M. University Campus, Sambalpur-768004, Odisha, India

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1. Introduction

Odisha State Open University provides financial assistance to teachers of universities, colleges and educational institutions in Odisha to carryout system-based research **on Online Learning, Blended Learning and Open and Distance Learning (ODL) system and practices**. The areas of research will cover, but not limited to:

- Distance/digital learning material development
- Online learning support
- Use of appropriate LMS platform including open source software in teaching/learning process
- Distance learning material development
- Learner support system
- Assessment and evaluation
- Application of technology in teaching and learning
- Tutoring and counseling
- Analyzing learners needs and preferences
- Challenges of people with disabilities and other disadvantaged groups

2. Eligibility

The applicant must fulfill all the following criteria to be eligible for the Minor Research Project Grant provided by Odisha State Open University.

- A regular teaching faculty of a university / college / an institution recognized by the University Grants Commission (UGC) in any discipline or Academic Staff / Consultants engaged in Odisha State Open University.
- Having at least one published research article in a referred journal.
- A researcher can avail grant for only one project at any given point of time as the Principal Investigator.

3. Nature of Assistance

The quantum of assistance would be up to Rs. 100,000.00 (one hundred thousand only). The assistance would be non-recurring (one time) and is categorised as minor research project grant.

This would include grant for the purchase of equipments, stationary, books, journals, software, print, publication, postage, internet, travel, field work, hiring of personnel etc. for the purpose and as per the requirements of the project. A budget outlining the expected expenditure should be included with the project proposal.

4. Duration

The grant will be provided for a period of one year (twelve months) from the date of the issue of the approval letter. The Principal Investigator must submit the final report and comply with all the requirements within this period.

5. Application Procedure

The eligible faculty may submit their Minor Research Project Proposal applications in the prescribed format as per the Minor Research Project Guidelines uploaded on the website of the university (www.osou.ac.in) in the soft copy PDF form via mail at m.project@osou.ac.in on or before_7th September 2020

Before submission, the concerned university should get the proposal assessed by their research committee with a certificate or a letter of endorsement from the competent authorities (Vice-Chancellor / Registrar / Dean / Director/Principal) of the university / college / institution that, the proposed research proposal is in conformity with the Minor Research Project guidelines. The scanned copy of the documents should be enclosed in the project proposal as per the prescribed format and send via mail m.project@osou.ac.in.

6. Review and Approval Procedure

The received proposals duly forwarded by the competent authorities of the university / college / institution will be assessed with the help of an Expert Committee constituted by Odisha State Open University. The Principal Investigators may have to give presentation to the expert committee on the submitted proposals (no allowance will be provided by OSOU to make the presentation). The final decision will be taken on the basis of recommendations made by the Expert Committee and the availability of funds under the scheme.

The Principal Investigators and the competent authorities of the university / college /

institution of the selected proposals will be communicated within seven working days of the final recommendations of the Expert Committee. The details of the project grant initiation procedure will also be communicated. The Principal Investigators should send their acceptance certificate duly forwarded by the competent authorities of the university / college / institution immediately to the Registrar, Odisha State Open University. Upon receipt of the acceptance letter duly signed and forwarded by the competent authorities of the university / college / institution sanction letters will be issued.

Criteria for Evaluation of Research Proposals

Criteria/ Statement	Weightage
Principal Investigator's professional/academic training, past performance as revealed in the Curriculum Vitae	20
Research team's demonstrated awareness of alternative approaches to the proposed problem/research as demonstrated through previous publications	20
Possibility of the research leading to significant, valid and conceptual generalizations	20
Possibility of the research leading to significant improvement in present practice and/or innovative approach to solve a present problem	20
Possibility that the research can serve as the basis for innovation in open distance learning	20
TOTAL	100

7. Copyright and Plagiarism

- The Principal Investigator will ensure that the final research report does not violate Copyrights / Intellectual Property Rights (IPR) of others and upholds academic integrity.
- Plagiarism is strictly prohibited as per the University Grants Commission (Promotion of Academic Integrity and Prevention of Plagiarism in Higher Educational Institutions) Regulations, 2018.
- The researcher(s) will retain the Copyright of the works coming out of the project. However, the researcher(s) agree to release the research reports and works coming out of

the project in Creative Commons Attribution-ShareAlike (CC BY-SA) license.

- Researcher(s) shall be encouraged to publish papers out of the project in open access journals. When a paper is published in subscription-based journals, a pre-print will be shared online at OER Repository of Odisha State Open University.
- The researcher/s will acknowledge the financial contribution of Odisha State Open University in all the publications coming out of the research project. And, submit copies to Odisha State Open University after publication.
- All accepted research reports shall be made available online in the OER Repository of Odisha State Open University under the Creative Commons Attribution-ShareAlike (CC BY-SA) license.

8. Procedure for Release of Grants

The first instalment of the grant i.e. 40% of the sanctioned amount will be released after the Principal Investigator complies with the project grant initiation procedure. The grant will be released to the Principal Investigator; however, the competent authorities of the university / college / institution will be the custodian of the fund.

After receiving the half yearly progress report, statement of expenditure and utilization certificate of the 1st instalment of the grant; the second instalment i.e. 40% of the total grant will be released.

The third and the final instalment i.e. 20% of the remaining amount will be released only after receiving the following:

- Two hard copies of the final report along with the softcopy.
- A consolidated item wise detailed statement of expenditure incurred during the entire duration of project in the prescribed format duly signed and sealed by the competent authorities of the university / college / institution and the Principal Investigator.
- A consolidated Audited Utilization Certificate for the amount actually utilized towards the project duly signed and sealed by Govt. Internal Auditor / Chartered Accountant, competent authorities of the university / college / institution as well as the Principal Investigator in the prescribed format.

- The unutilized grant (if any) may be refunded immediately through demand draft drawn in favour of Odisha State Open University, payable at Sambalpur.
- The Principal Investigator through the University is expected to settle the accounts immediately on completion of the project.

9. Transfer and Extension of Project

The project is not transferable. However, in case of transfer of the Principal Investigator from his / her original place of work to another institution / university the following process should be followed:

- A request letter for project transfer is to be submitted by the Principal Investigator.
- No Objection Certificate (NOC) should be furnished for the transfer of the project from both the institutions stating that necessary facilities will be provided by the Institution in which the awardee is transferred for the smooth functioning of the project.
- In case of any expenditure, an audited statement of accounts and utilization certificate is to be submitted by the Principal Investigator and should be forwarded by the competent authorities of the university / college /institution.
- In case of no expenditure, the whole amount is to be refunded back to Odisha State Open University.
- A fresh letter of affiliation (in the given format) from the competent authorities of the university / college / institution of the (new organization) is to be furnished.
- If the Principal Investigator fails to complete the project, he/she has to refund the entire amount released with interest rate applicable at the time of refund.
- No extension in tenure is permissible in any circumstances.

Annexure-I

Format for Minor Research Project Submission

Components of the proposed research

1. Project Title
2. Statement of the Problem
3. Literature Review
4. Rationale of the Study
5. Scope of the Study
6. Key Research Questions
7. Objectives and hypothesis
8. Conceptual Framework
9. Research Methodology and Tools
 - a. Coverage
 - b. Data collection
 - c. Data analysis
10. Bibliography
11. Timeframe
12. Budget (item wise and detailed)

Annexure-II

Curriculum Vitae of the Principal Investigator

- Name
- Designation
- Department /School
- Name of the institution (working at present)
- Office Address
- Area of specialization
- Educational qualification
- Total years of experience
- Date of birth
- Gender
- Details of (for last 3years)
 - Research papers Published / Accepted /Communicated
 - Books Published / Accepted /Communicated
 - Book Chapters Published / Accepted /Communicated
 - Funded Research Projects undertaken as principal investigator
 - PhD Scholars guided
 - Any other research related activities undertaken

Name and Signature of the Principal Investigator

Annexure-III

Declaration of the Principal Investigator

Name of the Principal Investigator:

Designation and Department / School of the Principal Investigator:

Gender:

Department:

Proposed Budget amount:

Duration of the Project:

I make the declaration as under:

- At present, I do not have any ongoing research project or am not availing any research fellowship from Odisha State Open University.
- I am not defaulter of any previous grant of Odisha State Open University under any of its schemes.
- I have not been subjected to any disciplinary/legal action nor have been found guilty of any criminal offence in my career.
- The Research Proposal and the contents of the study are entirely original. No segment of the work has been taken from another source without due citation and acknowledgement. I am aware that plagiarism is a serious offence and will mean immediate withdrawal of the project and blacklisting.

Name and Signature of the Principal Investigator

Annexure-IV

**Letter of Endorsement from the competent authorities (Vice-Chancellor / Registrar /
Dean / Director) of the university / college / institution
(to be printed on the official letter head)**

Letter No.

Date:

Title of the Project:

Name of the Principal Investigator:

Designation and Department / School of the Principal Investigator:

Gender:

Department:

Proposed Budget amount:

Duration of the Project:

Declaration:

- The research project is not being supported or has not been submitted to any other funding agency.
- The terms and conditions related to the grant are acceptable to the University /Institution.
- The Principal Investigator is an employee of the institution / university and will continue at least up to the completion of the project.
- At present, there is/are not pending / unsettled project(s) in the name of the Principal Investigator.
- The University / Institution agrees to receive financial assistance from OSOU and will abide by all related compliance.

Signature, Name, Designation and Seal of the competent authority

Annexure-V

Agreement

(On Rs. 100/- non-judicial stamp paper)

I, Prof./Dr. _____ hereby agree to undertake the project entitled “_____” sanctioned to me by Odisha State Open University vide letter No. _____ dated _____.

I have read and fully understood all the rules and regulations governing the minor research project scheme of the university. I hereby agree to follow all these rules and regulations and such other rules framed by Odisha State Open University.

I agree to attend the appraisal to be conducted by Odisha State Open University after half the project work is completed and shall make presentation on the progress of the research project.

I agree to submit two copies of the final report to be prepared by me to the Odisha State Open University within one month of the date of expiry of the period of the project.

I agree to submit the raw data in the form of schedules or notes or processed on electronic devices such as CDs, floppies, tapes etc. to the Odisha State Open University at the end of the project, if so required.

I agree that all the assets created out of the project funds shall be the property of Odisha State Open University and after completion of the project, the same will be donated to the affiliating institute/university.

I agree to submit two copies of all research papers/articles/, which may be brought out from the project data and to acknowledge in such papers/articles, the financial support provided to me by Odisha State Open University.

I agree to refund the money released to me by Odisha State Open University if I fail to complete the project within the time allowed to me or any of the terms of this agreement are contravened by me except for any unforeseen/extraordinary circumstances brought to the notice of Odisha State Open University in writing.

Name and Signature of the Principal Investigator

Annexure-VI

Statement of Expenditure

OSOU approval Letter No. and Date

Title of the Research Project

Effective date of commencement of the project

Period of Expenditure: From _____ to _____

Name of Principal Investigator:

Designation

Department / School

Name of the institution (working at present)

Office Address

Details of Expenditure

Sl. No.	Particular	Amount Approved (in Rs.)	Expenditure Incurred (in Rs.)

It is certified that the grant of Rs. _____ (Rupees _____ only) received from Odisha State Open University under the scheme of support for Minor Research Project with the above mentioned details has been fully utilized for the purpose for which it was sanctioned and in accordance with the terms and conditions laid down.

Name and Signature of the Principal Investigator

Signature, Name, Designation and Seal of the competent authority

Annexure-VII

Utilization Certificate

Certified that the grant of Rs. _____
(Rupees _____ only) received from the Odisha State Open University under the scheme of support for Minor Research Project entitled “_____” vide Letter No. _____ dated _____ has been fully utilized for the purpose for which it was sanctioned and in accordance with the terms and conditions laid down by Odisha State Open University.

Name and Signature of the Principal Investigator

Signature, Name, Designation and Seal of the competent authority

Details of the Statutory Auditor

Statutory Auditor (Seal)

Annexure-VIII

Performa for submission of information at the time of sending the final report

OSOU approval letter no. and date

Project Title

Name, designation and address of the Principal Investigator

Name and address of the institution / university

Duration of the project

Approved budget (in Rs.)

Date of commencement of the project:

Date of completion of the project:

Total grant received:

Final expenditure:

Research Objectives (point wise)	Findings (in accordance to the objectives)

Achievements from the project:

Contribution of the project:

Whether any PhD enrolled / produced out of the project (if yes, provide details):

Details of publications out of the project:

Name and Signature of the Principal Investigator

Signature, Name, Designation and Seal of the competent authority