

POLICY & PROCEDURE OF SEED MONEY FOR RESEARCH PROJECTS**(Revised)**

This policy provides a structured framework for supporting faculty-driven pilot studies and innovative preliminary research through institutional seed money funding. It formalizes the procedures for submission, review, monitoring, and financial accountability of seed money projects at Amala Institute of Medical Sciences (AIMS), thereby reinforcing the institution's commitment to advancing translational research and innovation.

I) PART A:**1. Title**

Policy and Procedure of Seed Money for Research Projects.

2. Objective

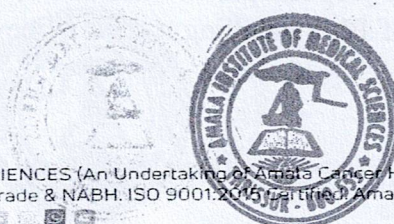
The primary objective of this policy is to encourage a culture of research and innovation among faculty members of AIMS by providing seed money for pilot projects. Such preliminary research efforts often serve as the foundation for generating preliminary data, refining methodologies, and demonstrating feasibility, which in turn strengthens applications for larger national and international external grants. Moreover, the seed money support is intended to foster innovation that can lead to intellectual property rights (IPR), patents, and commercialization opportunities, in alignment with the vision of AIMS to become a leading hub of biomedical research with societal impact.

3. Scope

This policy applies to all full-time teaching faculty members of AIMS, including those engaged in medical, allied health sciences, and interdisciplinary domains. The scheme is designed to support early-stage ideas that require initial validation and encourages cross-departmental and multidisciplinary collaborations. By providing seed funding at the institutional level, AIMS aim to bridge the gap between basic research and translational applications, thereby enhancing the overall research ecosystem of the institute. The scope also covers monitoring mechanisms to ensure the efficient use of funds and timely delivery of outcomes, such as publications, patents, or pathways to larger grants.

4. Responsibility:

The Amala Centre for Research and Innovations (ACRI) shall be responsible for announcing the call for proposals, collecting applications, and conducting the preliminary screening. The Amala Integrated Medical Research Department (AIMRD) will evaluate the completeness of the submissions, coordinate with external reviewers, and oversee progress and final report presentations. The Seed Money Committee (SMC), comprising the Research Director, senior AIMRD members, representatives from the Institutional Research Committee and Ethics Committee, and a biostatistician, shall undertake scientific evaluation and monitoring. The





Director of AIMS, in consultation with the principal, will make the final decision on the approval of projects based on recommendations forwarded by AIMRD and ACRI.

- **Amala Centre for Research and Innovations (ACRI):** Proposals for Seed money for research projects shall be invited by the Director/Principal once in a year. The duly filled proposals in the prescribed format, along with supporting documents, shall be submitted to the office of Amala Centre for Research and Innovations (ACRI) within the stipulated period mentioned in the notification. After preliminary screening by Research Director of ACRI, Proposals will be forwarded to AIMRD through CRO for further processing.
- **Amala Integrated Medical Research Department (AIMRD):** Shall evaluate for the completeness of the proposal and send to external reviewer as per the decision on the Seed Money Committee (SMC). SMC and external reviewer recommended proposals will be forwarded to Director through ACRI for approval and declaration of selected proposals. AIMRD shall make arrangement for initial presentation of the project, and review of periodical progress report (end of 12th month) and final report presentation.
- **Seed Money Committee (SMC)-** constituted by Research Director, 2 senior members of AIMRD, 2 senior members from institutional Research Committee, 2 senior members from Ethics Committee and Biostatistician of AIMRD shall do the initial evaluation of merit and eligibility of the proposal. The short-listed proposals by SMC will be provided to AIMRD for external review. The committee shall also evaluate the progress of selected project periodically, after 12 months and provide the evaluation report to AIMRD.
- **Director of AIMS** will constitute SMC in consultation with Research Director. On the basis of recommendations forwarded by AIMRD and ACRI, will declare the selected proposals, in consultation with Principal.

5. Eligibility Criteria

The Principal Investigator (PI) must be a full-time regular faculty member of AIMS at the rank of Assistant Professor or above. Faculty members with less than two years of service remaining before superannuation are not eligible to apply. Each PI may submit only one proposal per year but may participate as a Co-PI in other proposals. To ensure collaborative engagement, every project must include at least one Co-PI, who may be from AIMRD, the Amala Cancer Research Centre, or other departments of AIMS. Seed money will not support UG/PG/PhD thesis or projects already funded externally. Failure to submit mandatory reports or utilization certificates will result in cancellation of funding.

- a) Principal Investigator (PI) should be a Full-time faculty member (regular/permanent Assistant Professor or above) of Amala Institute of Medical Sciences.
- b) PI with age of less than 2 years to superannuation (70 yrs as per NMC regulation) will not be eligible.
- c) Maximum funding per project: ₹2,00,000 for 2 years or ₹1,00,000 for 1 year.
- d) Submission of only one proposal per PI will be allowed per year. But PI can be Co-PI in other proposal. If PI is handling a seed money project, he/she shall not be

eligible for application without the submitting the completion report of the existing one.

- e) There shall be at least one Co-PI in the proposal. Co-PI may be from AIMRD or from Amala Cancer Research Centre or from any other department of AIMS.
- f) The submitted project should not be a part of the externally funded project (Copy of the project on which external funding was received should be enclosed with the proposal as ANNEXURE).
- g) Failed to submit the progress report (after 10 months) or fund utilization certificate of the initially allotted instalment, the project will be cancelled, and no objection certificate will not be granted.
- h) UG/PG/PhD thesis protocols will not be eligible for seed money support.
- i) Any changes in the procedure or regarding the funding is finally decided by the AIMS management.

The scientific staff of Amala Institute of Medical Sciences need not to request financial support through this procedure. They can submit request of seed money during their yearly appraisal meeting; however, the allotment of financial support depends upon appraisal committee.

6. Seed Money Funding Limit:

Seed money projects will be funded up to a maximum of ₹2,00,000 for a 2-year duration or ₹1,00,000 for a 1-year duration, as recommended by the Seed Money Committee (SMC). The funds may be utilized for the purchase of reagents, chemicals, minor equipment, charges for publication in peer-reviewed indexed journals, fees for data analysis, and expenses related to conference presentations of project results. All procurement and expenditure must strictly adhere to the institutional financial and purchase norms. Funding is not intended to cover major equipment purchases, infrastructure development, or personal remuneration.

7. Application Procedure:

The Director/Principal of AIMS shall issue an annual call for proposals in August, with a submission window of two months. Notifications will be disseminated through institutional circulars, official email, notice boards, and other internal communication channels. Applicants must submit both soft and hard copies of the proposal in the prescribed format to the ACRI within the deadline. Proposals must include investigator details, project summary, literature review, objectives, methodology, budget, and timelines, along with supporting documents. Incomplete or late submissions will be automatically rejected.

8. Submission, Review and Approval:

Proposals will first be screened by ACRI for completeness. The Seed Money Committee (SMC) will then evaluate them based on scientific merit, feasibility, institutional relevance, and potential for external funding and publications. Selected proposals will be sent for external peer review in the relevant subject area. Reviewers will be compensated for their service, and their reports must be submitted within one month. Final recommendations by the SMC will be forwarded to the Director of AIMS through ACRI, and the approved projects will be formally

announced within two weeks. This transparent multi-tiered process ensures quality and fairness.

- Submission of soft copy to ACRI via email, acri@amalaims.org and 3 hard copies to ACRI office, which will be forwarded to processing by CRO.
- The SMC will initially evaluate proposals based on the evaluation form with the following points, such as Scientific merit and multidisciplinary, Feasibility, Potential for future extramural funding, Institutional relevance and Publication of paper in high impact (suitable) journals.
- The initial selected proposals shall be sent to suitable external reviewer of the concerned subject (responsibility of AIMRD). The due date for submitting report shall be one month from the date of receipt by the external reviewer. The external reviewer should be provided a remuneration for their job (500/project) within one month of receipt of the report.
- The externally reviewed project shall be received by AIMRD and forwarded to SMC for the final selection.
- SMC recommended proposals will be forwarded to Director of AIMS through ACRI. Director in consultation with Principal, shall declare the selected proposals within 2 weeks of receipting the report.

9. Disbursement of Funds:

Funds shall be released in three instalments linked to project milestones:

- 60 % upon approval of the project, within two months of acceptance of the project.
- 20 % after six months, upon submission of progress and fund utilization reports.
- 20 % upon completion, after the submission of the final report, outcomes, and utilization certificate.

All disbursements are subject to financial verification by the Finance Office, and any deviation from approved budget heads requires prior written approval.

10. Monitoring and Reporting:

Project monitoring shall be conducted through interim and final progress reviews. PIs are required to submit half-yearly progress reports, including utilization certificates, to the CRO/ACRI. They must also present their work before the SMC for evaluation and feedback. The final report should comprehensively describe project outcomes, publications, patents, or other deliverables. Compliance with ethical approvals and institutional norms will be strictly monitored. Only projects with satisfactory progress will receive subsequent instalments, ensuring accountability and timely achievement of objectives.

- **Interim Progress Report:** Soft copy (to email of ACRI) and 1 hard copy of the progress report with fund utilization certificates (duly signed by the PI) shall be submitted to the office of CRO. PI should present progress of the (half yearly) project in front of the SMC. SMC shall monitor the presentation and provide suggestions, if any. Successfully progressing project shall be sanctioned for the next instalment (20% of total amount). The instalment shall be released within a week.

- **Final Report:** Hard copy and soft copy of the full project report with outcomes, data and publications or registration of intellectual property rights, if any, shall be submitted to ACRI which shall be later forwarded to SMC (with NOC from finance department).
- **The utilization Certificate/Statement of Expenditure (vouchers/bill of purchase)** received by the ACRI shall be submitted to the Finance Section. The finance section shall send a NOC to CRO within a week of acceptance and will be forwarded to AIMRD for evaluation and verification. Based on the SMC report and NOC from finance, forwarded by AIMRD, ACRI will release a project completion certificate to PI within a week.

11. Publication and Acknowledgment:

Outputs generated through seed money projects must acknowledge the support of Amala Institute of Medical Sciences. To ensure measurable academic impact, projects are expected to result in at least one publication in a Scopus/Web of Science indexed journal for 1-year projects and two publications for 2-year projects. Alternatively, successful patent registration or technology transfer may serve as deliverables. Copies of publications and related documents must be submitted to AIMRD/ACRI for institutional records.

12. Audit and Compliance

All expenditures incurred under the seed money scheme shall be audited through the institutional finance office's internal mechanisms. Principal Investigators must submit vouchers, bills, and expenditure statements as per standard financial procedures. Non-compliance with reporting, ethical guidelines, or financial accountability will lead to disqualification from future seed money opportunities. Cases of misuse of funds will be referred to the appropriate institutional authorities for disciplinary action.

13. Policy Review

This policy shall be formally reviewed every three years, or earlier if deemed necessary by the Management, to ensure it remains relevant to evolving research priorities, funding landscapes, and institutional goals. Amendments may be introduced to strengthen transparency, accountability, and alignment with national and international research funding best practices.

14. Contact:

Amala Centre for Research and Innovations (ACRI)

Amala Institute of Medical Sciences

Amala Nagar, Thrissur – 680555

Email: acri@amalaims.org

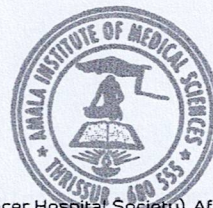


II) PART B:**RESEARCH PROJECT PROPOSAL APPLICATION****1. Eligibility:**

1. Principal Investigator (PI) should be a Full-time faculty member (regular/permanent Assistant Professor or above) of Amala Institute of Medical Sciences.
2. PI with age of less than 2 years to superannuation (70 yrs as per NMC regulation) will not be eligible. However, amendments can be made as per special permission from the management
3. Maximum funding per project: ₹2,00,000 for 2 years and 1,00,000 for 1 year.
4. The fund can be implemented for reagents/chemicals, equipment, paper publication charge, fee for the data analysis, and submission of report to conference/seminars.
5. Submission of only one proposal per PI will be allowed per year. But PI can be Co-PI in other proposal. If PI is handling a seed money project, he/she shall not be eligible for subsequent year application without the submitting the completion report of the existing one.
6. There shall be at least one Co-PI in the proposal. Co-PI may be from AIMRD or Amala Cancer Research Centre or from any other department of AIMS.
7. The submitted project should not be a part of the externally funded project (Copy of the project on which external funding was received should be enclosed with the proposal as ANNEXURE).
8. Failed to submit the progress report (after 10 months) and fund utilization certificate of the initial allotted instalment, the project will be cancelled and the no objection certificate will not be granted.
9. UG/PG/PhD thesis protocols will not be eligible for seed money support.

2. How to apply:

- a) Project proposal has three parts: PART I) Details of the investigators, PART II) Project details and PART III) Short resume of PI and Co-PI.
- b) The proposal must be prepared and submitted in the prescribed format as THREE SEPARATE SECTIONS. The format should be type written in Times new roman, 10-12 font and 1.5-line space in A4 page.
- c) Send the soft copy of the proposal to email ID, aimrd@amalaims.org and submit its hard copy to '**Research Director/ Chief Research Officer of ACRI**' on or before notified day.
- d) Incomplete proposal will be rejected.



**PROPOSAL FOR SEED MONEY FOR RESEARCH PROJECT OF AMALA
 INSTITUTE OF MEDICAL SCIENCES, THRISSUR**

PART I: INVESTIGATORS AND IRC/IEC DETAILS

Project Reference ID:

(To be filled by the ACRI office)

Sl. No	Item	Details	
1	Title of the project (25 words)		
2	Name of Principal Investigator:		
	Age and gender		
	Designation and department		
	Email ID and mobile number		
3	Name of Co-Principal investigator		
	Age and Gender		
	Designation and department.		
	Email ID and mobile number		
4	The proposal has been proved by IRC (put tick mark).	Yes	No
	If yes, reference number		
5	The proposal has been approved by IEC (put tick mark).	Yes	No
	If yes, reference number		
	If no, undertaking of IEC approval submitted (put tick mark).	Yes	No

Declaration

I/we declare that the submitted proposal has not been under consideration of awarding any other degree thesis/dissertation topic (UG/PG/Ph. D) or not submitted to any external funding agency. Further declare that the submitted project has not received any external financial support from any agency. No conflict of interest exists on the submitted project.

Name and dated Signature of PI:

Name and dated signature of CO-PI:

Recommendation of HOD with name and dated signature:

Place:

Date:

(Office seal)



PART II: PROJECT DETAILS (*Anonymous*)

Reference ID: (To be filled by the ACRI office)

1. Title of the project (25 words)

2. Introduction (Items 'a' to 'e': Total 800 words)

- a. Background
- b. Review of literature (based on recent 5 years' publications)
- c. Gap area and rationale of the study
- d. Details of pilot study, if any done previously on the project selected
- e. Aim of the study- (200 words).

Objectives (100 words): 2-4 numbers

3. Methodology (Total 800 words):

4. Budget break-up in details: Equipment/reagents kit purchase should be justified with invoice.

5. Timeline: Gantt chart

6. Expected outcomes/Deliverables:

7. Ethical clearance (Mandatory or undertaking can be provided by PI in case of delay, but IRC approval is required). Attach approval copy, if any as ANNEXURE. For undertaking IEC, find the format attached as annexure 1).

8. References: Maximum 15 nos (recent references, 2020-25) in Vancouver format.





PART III: SHORT RESUME OF PI/CO-PI

(To be submitted separate for PI and Co-PI)

a) Name of PI /Co-PI along with the affiliation	
b) Date of Birth	
c) Domain Expertise	
d) Number of articles in PubMed/Scopus/WOS (Past 5 years)	
e) h-index	
f) Fellow of Academies	

g) Maximum of **FIVE** primary research publications related to the proposal (*Font size 10*).

Publication details in Vancouver style	Impact factor/Quartile of journal	Author type (First, corresponding, author)	Name of co-patent/commercialization of products.

h) Experience as Investigator (completed projects) (*Font size 10*):

Short title of project (Max.10 words)	Role PI /Co-PI	Funding agency	Amount of funding

i) All ongoing research projects: (*Font size 10*)

Project ID	Title	Grant amount	Funding agency	Start Date	Duration of project

Declaration:

I hereby declare that the information provided above is true and correct to the best of my knowledge and belief.

Place:

Date:

Name of PI/Co-PI:

Signature:



Annexure 1:

Format for undertaking the IEC approval

To

Research Director,
Amala Centre for Research and Innovations (ACRI)
Amala Institute of Medical Sciences
Amala Nagar, Thrissur-680 555.

Subject: Undertaking for Ethical Compliance in Research Project Submission

I, the undersigned principal investigator, hereby declare that the proposed research project titled: submitted for seed money project proposal, September 2025 will be submitted to Institutional Ethics committee and the approved letter will be submitted to ACRI/AIMRD whenever required.

Name of principal investigator:

Designation/Department:

Signature:

Date:



III) PART C:**AMALA INSTITUTE OF MEDICAL SCIENCES, THRISSUR****Project Reference No:****Sub: Format for assessing the proposals for Seed Money**

- Title of the Research Proposal:
- Name, designation of Faculty (Principal investigator):
- Name, designation of Faculty (co-investigator):
- Age of PI:

Evaluation procedure of projects submitted

1. Whether the Aim/Objective of the Research Study is clear? **(10 Marks; 5 mark each for aim and objectives)**
2. Whether the Research work is innovative/state of the art/Interdisciplinary/multidisciplinary in nature & relevant to Institute/University? **(0-10 Marks):**
3. Advantages/benefits that would accrue out of the research are important? **(0-10Marks):**
4. Whether the Methodology of the research work is Clear and well defined? **(0-20Marks):**
(study design/setting/period/population/inclusion/ exclusion criteria/sample size/procedure of study/analysis/ethical aspects)
5. **Previous experience of PI in research work based on (0-5 Marks) (To be Filled by office, not by reviewer):**
Grant in aid (Externally funded/internally funded) projects executed/
Publications in relevant indexed (In Scopus, Web of Science, PubMed) Journals:
6. Whether the deliverables (Products/solutions/ methodology/ publications etc.) are clearly defined and achievable? **(0-10 Marks):**
7. Whether the Three-Monthly milestones for review are well defined? **(0-10Marks):**
8. Total Time being sought is reasonable and objectives are achievable? **(0-10Marks):**

9. Total Budget sought is reasonable, justified by PI and objectives are achievable? (0-5Marks):
10. Whether the major equipment **required** is available in the institute or has a backup plan)? (0-5Marks):
11. Breakup of the budget in terms of equipment, consumables, manpower is clear? (0-5 Marks):

Sl. No	1 (10)	2 (10)	3 (10)	4 (20)	5 (5)	6 (10)	7 (10)	8 (10)	9 (5)	10 (5)	11 (5)	Total Marks (100)
Marks obtained												

12. Reviewer Recommendation: Recommended/ Not Recommended
13. Reasons for not recommending the proposal, suggestions if not recommended?
14. Amount of Seed Money Recommended:
15. Reviewers' Overall Remarks on the proposal:

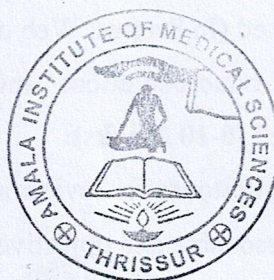
Date:

Name & Signature of Reviewer

The Policy and Procedure for Seed Money for Research Projects has been duly approved and will come into effect from 14/11/2025. The earlier policy in this regard, notified on 19/09/2025 (Policy No. AIMSTSR/DIR/Gen/19//2025/12), stands updated with this revised policy. Management has the right to modify this policy at any time partly or fully.

Betsy

PRINCIPAL
Dr. BETSY THOMAS
 MD, FRCOG, DNB, MICOG
 PRINCIPAL
 AMALA INSTITUTE OF MEDICAL SCIENCES
 AMALA NAGAR, THRISSUR-680 555



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 (julius.arakkal@amalaims.org)