



**POLICY AND PROCEDURE FOR  
SEED MONEY FOR RESEARCH PROJECTS**

**PART A:**

**1. Title**

Policy and Procedure for Submission and Disbursement of Seed Money for Research Projects

**2. Objective**

To promote research and innovation by providing initial financial support (seed money) to faculty for pilot studies or preliminary research, which can lead to larger externally funded projects and registering intellectual property rights.

**3. Scope**

This policy applies to all eligible teaching faculty members of the medical college.

**4. Responsibility:**

- **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, alongwith 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/Chief Research Officer of ACRI, the proposals will be forwarded to AIMRD 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 12<sup>th</sup> 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 6/12 months, and provide the evaluation report to AIMRD.
- **Director of AIMS,** on the basis of recommendations forwarded by AIMRD and ACRI, will declare the selected proposals, in consultation with Joint/Associate Director in charge of Research and the Principal.

## 5. Eligibility Criteria

- 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.

## 6. Seed Money Funding Limit:

- Maximum funding per project: ₹2,00,000 for 2 years and ₹1,00,000 for 1 year (as recommended by the institution seed money committee-SMC).
- The fund can be implemented for reagents/chemicals, equipment, paper publication charge, fee for the data analysis, and submission of report to conference/seminars.

## 7. Application Procedure:

### 1. Call for Proposals:

- Annually (in August of every year) by the Director and shall provide 2 months time for project submission.
- Director/Principal's office will do the notification and communication through institutional notice boards and official WhatsApp group.

### 2. Proposal Submission: Soft and hard copies of the proposals in the prescribed format shall be submitted to the ACRI before the deadline intimated. (Details see the research project proposal application format).

## 8. Submission, Review and Approval:

- Submission of soft copy to ACRI via email, [acri@amalaims.org](mailto:acri@amalaims.org) and 1 hard copy to ACRI office. All proposals shall be reviewed by AIMRD and SMC.



- The SMC will initially evaluate proposals based on the evaluation form with the following points:
  - Scientific merit and multidisciplinary
  - Feasibility
  - Potential for future extramural funding
  - Institutional relevance
  - 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 receiving the report.

#### **9. Disbursement of Funds:**

- Funds will be disbursed in three instalments:
  - 1st instalment (60% of total) after project approval (within 2 months after the submission and within two weeks after the selection).
  - 2<sup>nd</sup> instalment (20% of total) after project started (half yearly after implementing the project, progress report with all fund utilisation documents shall submit to AIMRD).
  - Final instalment (20% of total) after submission of complete report to SMC and utilization certificate to financial manager at the end of the study.
- All procurement must follow institutional purchase norms.

#### **10. Monitoring and Reporting:**

- **Interim Progress Report:** Soft copy (to email ID of AIMRD) and 1 hard copy of the progress report with fund utilization certificates (duly signed by the PI) shall be submitted to AIMRD. 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 AIMRD 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 AIMRD shall be submitted to the Finance Section. The finance section shall send a NOC to AIMRD department within a week of acceptance. 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:**

- All outputs (publication and registration in intellectual property rights) must be acknowledged as the institution's support through seed money.
- One publication (Scopus/web of science indexed journal) from 1 year project and 2 publications from 2-year project are compulsory. The copy of paper published shall be submitted to AIMRD.

#### **12. Audit and Compliance**

- All expenses shall be audited by the institution's internal audit mechanism at the Finance office.
- Non-compliance may result in disqualification from future seed money funding.

#### **13. Policy Review**

This policy will be reviewed and updated every three years or at any time as deemed necessary by the Management.

#### **14. Contact:**

**For queries if any, contact**  
ACRI Office  
Email: [acri@amalaims.org](mailto:acri@amalaims.org)



**PART B**  
**GUIDELINES FOR SUBMITTING APPLICATION FOR**  
**RESEARCH PROJECT PROPOSAL FOR SEED MONEY**

- i) Principal Investigator (PI) should be a Full-time faculty member (regular/permanent Assistant Professor or above) of Amala Institute of Medical Sciences.
- j) PI with age of less than 2 years to superannuation (70 yrs as per NMC regulation) will not be eligible.
- k) Maximum funding per project: ₹2,00,000 for 2 years and 1,00,000 for 1 year.
- l) The fund can be implemented for reagents/chemicals, equipment, paper publication charge, fee for the data analysis, and submission of report to conference/seminars.
- m) 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.
- n) 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.
- o) 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).
- p) Failure to submit the progress report (after 5/10 months) and fund utilization certificate of the initial allotted instalment, the project will be cancelled and the no objection certificate will not be granted.
- q) UG/PG/PhD thesis protocols will not be eligible for seed money support.
- r) One publication from 1 year project and 2 publications from 2-year project in Scopus/web of science indexed journal are compulsory. The copy of paper published shall be submitted.

**1. 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, [acri@amalaims.org](mailto:acri@amalaims.org) and submit its hard copy to 'Research Director/ Chief Research Officer of Amala Centre for Research and Innovation' on or before the prescribed date.
- d) Incomplete proposals and proposals received after the closing date 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)

SI 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 publication)
- 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).

**3. Objectives (100 words): 2-4 numbers**

**4. Methodology (Total 800 words):**

- Study design
- Study period
- Study population
- Inclusion and Exclusion criteria
- Sample size with reference to previous study (cite ref. and provide in the list)
- Sampling technique
- Study procedure (in brief)
- Statistical analysis:
- Data collection table with details.
- Attach questionnaire, if any as ANNEXURE.

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

**6. Timeline:** Gantt chart **7. 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, co-author)	Name of 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:



## 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):

S.No	1 (1 0)	2 (1 0)	3 (1 0)	4 (2 0)	5 ( 5 )	6 (1 0)	7 (1 0)	8 (1 0)	9 ( 5 )	1 0 ( 5 )	1 1 ( 5 )	Tot al Ma rks (10 0)
Mark s obtai ned					N A							

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

**This policy and procedure for seed money for research projects is approved and will be effective from 19-09-2025.**

*Belay*  
PRINCIPAL



*[Signature]*  
DIRECTOR