

Process Flow : Seed Grant

1. Faculty member to go through the latest Seed Grant Norms.
2. Proposal will be submitted through OAS portal. This should have detailed proposal & list of equipment/expenses planned under seed grant with justification.
3. Also, the budget sheet with FY wise breakup (as per budget sheet format) to be uploaded as an annexure to the proposal. The format of the budget sheet is enclosed.
4. The proposal will be routed to SRIC through OAS [**OAS portal flow is : Faculty member>School Chairperson >SRIC Office >AD (SRIC)>Dean (SRIC& IR)**]
5. SRIC office will schedule the review meeting for seed grant proposal
6. Once the proposal is passed in the review then the cases will be put up to the Competent Authority for final approval. If considerable time has lapsed in between submission date and this stage (or some alterations have been done at the review stage) then revised FY wise breakup will be taken from the PI. The PI can only change timelines of the budget expenditure and not the type and amount.
7. Competent Authority approval will be sought.
8. Funds shall be sought/released by the institute Finance section to SRIC section
9. SEED Grant project no. shall be notified