Applying for Research Projects

Ramjas College has listed down its set of procedures which has to be followed by the faculty members for applying for funding for research projects. The steps are as follows:

STEP 1: Identify Funding source
1. The faculty member, interested in applying for research funding has to check all the funding opportunities, both within India and abroad, including private, government or semi-government organizations
2. Read the detailed guidelines, regarding funding sources, dissemination of results, sharing of data and results, progress reports, and important dates, like the last date of submitting proposals, last date for submitting progress reports and final reports, and others.

STEP 2: Registration
1. The interested faculty member has to register online to the desired funding source as Principal Investigator (PI) and create an account, through the official email id provided to them, i.e. *name_of_faculty@ramjas.du.ac.in*
2. If there is any Co-PI for the project, that person also has to be added.

STEP 3: Proposal Preparation and Online Filling
1. The faculty member has to prepare all the required documents, as per the format given by the funding agency. These documents include:
    a. Project proposal
    b. Resume of the PI and Co-PI, if any
    c. Infrastructure details, which include requirement of computer/laptop, furniture, lab and other apparatuses
    d. Expenditure details, which include major heads, like travel, printing, stationery, manpower, and other contingency details. This head also includes the details of the accounting procedures of the college.
    e. Endorsement form and Certificate of originality, duly signed by PI, CO-PI (if any) and Head of Institution.
    f. Any other relevant document(s)

Step 4: Proposal Submission
1. After filling all the details and uploading all the relevant documents, submit the proposal.
2. Submit the hardcopy of the proposal (if required by the funding agency).
   Keep a record of submission, either in hard form (any acknowledgement slip) or in soft form (any acknowledgement email received or screenshot of submitted form page).