

INDIAN COUNCIL OF SOCIAL SCIENCE RESEARCH

**Application for Research Projects (Major and Minor)**

1.	<b>Name of Project Director (PD)/ Co-Directors</b>		
2.	<b>Present Position and Institutional Address of the organization of the Project Director/Co-Directors (telephone/mobile/E-mail id must be written clearly)</b>		
		Telephone:	
		Mobile No.	
	Mailing Address		
3	Date of Birth and Age		
4	Gender	Male <input type="checkbox"/>	Female <input type="checkbox"/>
		Transgender <input type="checkbox"/>	
5	<b>Category to which the PD belongs:</b> <i>(Tick one or more boxes, as applicable. Enclose relevant certificates, (if any)</i>	SC <input type="checkbox"/>	ST <input type="checkbox"/>
		Person with Disability <input type="checkbox"/>	
6	University/Institutes where the project would be located <i>Please give complete address.</i>	Phone no.	Fax:
		Email:	Website
7	Type of Institution where the project will be located and administered	Central University	<input type="checkbox"/>
		State University	<input type="checkbox"/>
		ICSSR Research Institute	<input type="checkbox"/>
		ICSSR Recognized research institute	<input type="checkbox"/>
		College	<input type="checkbox"/>
		Public funded Research Institute	<input type="checkbox"/>
		Other (please specify)	<input type="checkbox"/>

8	Educational Qualification and academic attainment of the PD & Project Co-Directors ( <i>Please enclose a brief academic CV as annexure II</i> )																				
8	Indicate if PD has received any ICSSR grant previously. <b>Those scholars, who have ongoing Research Projects (Major/Minor and Research Programme) as Main Project Director</b>  ( <i>Please tick</i> )		<table border="0"> <thead> <tr> <th></th> <th style="text-align: center;"><b>Ongoing</b></th> <th style="text-align: center;"><b>Completed</b></th> </tr> </thead> <tbody> <tr> <td>Research Projects</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Fellowships</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Seminar Grant</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>International Travel</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Publication Grant</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </tbody> </table>		<b>Ongoing</b>	<b>Completed</b>	Research Projects	<input type="checkbox"/>	<input type="checkbox"/>	Fellowships	<input type="checkbox"/>	<input type="checkbox"/>	Seminar Grant	<input type="checkbox"/>	<input type="checkbox"/>	International Travel	<input type="checkbox"/>	<input type="checkbox"/>	Publication Grant	<input type="checkbox"/>	<input type="checkbox"/>
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8	If completed, specify (clearly mention the title of the study)	Date of Completion <input type="text"/> Report submitted Yes <input type="checkbox"/> No <input type="checkbox"/> <b>Final Instalment received</b> Yes <input type="checkbox"/> No <input type="checkbox"/>																			
9	<b>Title of the project proposal</b> (Brief Abstract of the proposal in 1500 words as per Annexure 1)																				
10	<b>Research Project Categories</b>	<b>Major</b> (Budget up to Rs 15 Lakhs)  <b>Minor</b> (Budget up to Rs 5 Lakhs)																			
11	<b>Discipline(s) of the proposed research studies (Kindly indicate)</b>																				
11	<b>Estimated cost and duration of the study (Please provide detailed estimate of the budget in a separate sheet. Please follow the norms provided in the guidelines)</b>	Cost (In rupees) <input type="text"/>																			
		Duration (In months) <input type="text"/>																			

## DECLARATION

If any of the above information supplied by me is proved to be incorrect my project may be cancelled.

Place:

Date:

**Signature of the Project Director**

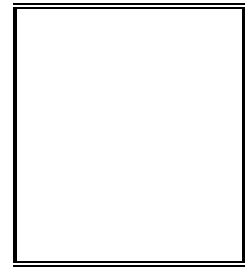
## Annexure-I

### **Indicative Guidelines for Preparing a Research Proposal for a Research Project**

- **Discipline of the project**
- **Title:** The title of the project should be concise (with sub-title, if any) reflecting the scope of the investigation.
- **Aim of the Project:** The broad aim of the project emphasizing the overall thrust of the proposed investigation should be clearly mentioned.
- **Statement of the problem:** The problem to be investigated should be clearly contextualized in the theoretical framework of the discipline.
- **Overview of Literature:** The problem identified should be logically linked to other studies on the theme in the literature delineating the need for the present investigation.
- **Conceptual framework:** The concepts to be used, their relevance and applicability to the study and their operationalization should be indicated.
- **Research Questions or Hypotheses:** The research questions to be answered/addressed need to be unequivocally stated.
- **Research Methodology:**
  - a) Coverage: the proposal should clearly indicate the universe of the study, sampling frame, sampling methods, sampling size, units of observation, etc.
  - b) Data Collection: The proposal should indicate sources of data types of data, tools and techniques for collection of various categories of proposed data.
  - c) Data Analysis: It should indicate the statistical techniques, if any, proposed to be used in data processing, specific packages for data analysis, content analysis, indices/scaling techniques proposed to be used etc.
- **Implications:** The proposal should state whether this research would bring forth any implications for policy making either for the region concerned or the country, any methodological innovations or contribute to theory building.
- **References:** The proposal should include a list of references mentioned in the text along with other important recent additions to the literature on the theme. The references should indicate the author, title, publisher and year of publication.
- **Duration of the project:** The duration of the project can be estimated depending upon the scope and size of the project but should not exceed two years. It should indicate the time needed for various tasks such as preparation of schedules, pilot study (if any), data collection, data analysis, report writing, etc.
- **Personnel:** It should indicate number and category of personnel needed for various tasks, their qualifications and the man-months needed with adequate justification.
- **Budget:** It should indicate the cost of personnel, travel (no of days and places with justification), data processing, stationery and printing, books, journals, equipment, contingency and any other items.

## Annexure-II

## Bio – Data



(Affix Attested Photograph)

<b>(I)</b>	Name in Full :
<b>(II)</b>	<b>a</b> Address (Permanent) :
	<b>b</b> Address (Correspondence) :
<b>(III)</b> <b>Phone</b>	(Office):
	(Res.):
<b>(IV)</b>	E-mail :
<b>(V)</b>	<b>Fax :</b>
<b>(VI)</b>	Date of Birth and Age
<b>(VII)</b> )	Sex :
<b>(VII)</b> <b>I)</b>	Nationality :
<b>(IX)</b>	Academic Qualifications (Please give in chronological order beginning from high school):

S.No	Course/Degree	Subject(s)	Class/Grade	University/Board	Year of Passing

<b>(X)</b>	<b>Employed: Yes/No (If 'Yes', please furnish information in chronological order in the following format):</b>
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Position Held	Institution	From	To	Salary Drawn

<b>(XI)</b>	<b>Publications in the last five years (Please indicate title, publisher and year of publication):</b>		
	a.	Books	
		( i) Authored	
		(II) Co-authored	
		(iii) Edited	
	b.	<b>Research Papers in peer-reviewed journals only (Give title, journal, year)</b>	
	♦		

<b>(XII)</b>	<b>Details of the Projects:</b>		
	a.	Completed: Yes/No (If 'Yes', please provide details in the format below):	
	c.	Whether any proposal submitted for a Project to other agencies for consideration: Yes/No. (If please indicate the details in the following format):	
S.No		Title of the Project/Duration/Budget/Submitted to the Agency with date/Present Status	

<b>(XIII)</b>	<b>Please indicate the name and address of the institution where the scholar wants to affiliate this project and the reasons thereof:</b>
<b>(XIV)</b>	<b>Any other relevant information in support of the proposal:</b>

**Annexure – III**  
**COST ESTIMATION**

**The cost of the project is to be estimated in terms of total months of work and the facilities needed. Please calculate it under the following headings:**

<b>S. No.</b>	<b>Broad Expenditure Heads</b>
1.	Full/ Part time Research Staff/ Assistant/Hiring Charges
2.	Field work cost (Travel/Logistics/Lodging/Boarding/Source Materials/Software/Data Base etc.)
3.	Contingency (5%)
4.	Institutional Overheads (7.5%)

**Note:**

Period of appointment of full time/part time staff to be decided as per upper limit of financial allocation under each head.

Payment of full-time/part time research staff and other expenditure will be made as per rates approved by the ICSSR for different posts/heads as under:

- # Research Associate Rs. 16,000/-pm
- # Research Assistant Rs. 13,000/-
- # Research/Field Investigator Not exceeding Rs. 1,000/-per day
  
- # The Project Director shall not be entitled to any pay, honorarium or allowance (other than TA/DA) from the Project fund.

**Annexure IV Forwarding Letter**  
(By Head of the Institution/Registrar in a University)

Research Projects Division  
Indian Council of Social Science Research (ICSSR)  
JNU Institutional Area  
Aruna Asaf Ali Marg,  
New Delhi - 110067

The \_\_\_\_\_ (Name of the organization)  
forwards application of \_\_\_\_\_ (Name of the applicant) for the  
ICSSR Research project  
entitled \_\_\_\_\_

\_\_\_\_\_ With an undertaking that this  
organization agrees to administer and manage the ICSSR Grant, provide basic required  
infrastructure facilities, make available all its research facilities such as library, laboratory and other  
equipment and provide the material and managerial assistance for the project against the earmarked  
institutional overhead of 7.5 % of the project's budget.

If the scholar directing the project leaves our institution to join some other institution after a part of  
the sanctioned grant has been received, we would have no objection to the transfer of the project to a  
new institution, if the Project Director/ICSSR, so desires. The institution, however, shall continue to  
be responsible for submitting the audited statement of accounts and utilization certificate for the grant  
received by it, for this purpose.

**Signature**

**(Seal)**

Place:

Name: \_\_\_\_\_

Date:

Designation: \_\_\_\_\_



**Annexure V**  
**ICSSR Format for Short Summary**

- **Title of the study:**
  
- **Name & Address of the Project Directors:**
  
- **Institution of Affiliations (FULL Address):**
  
  
- **Duration of the Study :**
  
  
- **Budget Proposed by the Scholars:**
  
  
- **Specific Objectives of the Study:**
  
  
- **Central idea of the Problem:**
  
  
- **Methodology (in Brief)**

**Annexure VI**

**FORMS**

**GFR 19-A**

[See Rule 212 (1)]

**Form of Utilization Certificate**

Sl. No.	Letter No And date	Amount	Certified that out of Rs. .... of grants-in-aid sanctioned during the year..... in favour of ..... under to ICSSR Letter No. given in the margin and Rs..... on account of unspent balance of the previous year, a sum of Rs..... has been utilized for the purpose of ..... For which if was sanctioned and that the balance of Rs..... Remaining unutilized at the end of the year has been surrendered to the ICSSR (vide No..... Dated .....) will be adjusted towards the grants-in-aid payable during the next year- .....
	Total		

2. Certified that I have satisfied myself that the conditions on which the grants-in-aid was sanctioned have been duly fulfilled/ are being fulfilled and that I have exercised the following checks to see that the money was actually utilized for the purpose for which it was sanctioned.

*Kinds of checks exercised:*

- 1.
- 2.
- 3.
- 4.
- 5.

**Project Director**  
**Signature.....**  
**Designation.....**  
**Date .....**

**Statutory Auditor/Chartered Accountant**  
**(Signature with Rubber Stamp)**

**(Signature with Rubber Stamp)**

**Registrar/Finance Officer of the**  
**Central University Central University**

**Annexure VII**  
**INDIAN COUNCIL OF SOCIAL SCIENCE RESEARCH**  
**(Progress Report)**

1. Title of the Research Project: \_\_\_\_\_
2. Period of the Report: from \_\_\_\_\_ to \_\_\_\_\_
3. Progress Report on the work done on the Project:  
Please prepare a detailed and self-contained note (not less than 1000 words) of the work done on the project during the period under review and enclose it with the report.
4. Personnel at work during the period:  
The following are details of the staff that worked on this project during the period:

---

No.	Designation	Full Name	Pay p.m.	Total Amount Paid	Period for which employed and period during which the persons worked on the project	from
						_____

---

- i.
  - ii.
  - iii.
  - iv.
  - v.
-

5. Statement of expenditure incurred during the period.

The following expenditure was incurred during the period under review:

S.No.	Items	Amount approved In accordance with the sanction order of the period	Expenditure incurred at the beginning of the period still under review	Expenditure incurred at the end of the period still under review	Total Balance expenditure of the grant under review available
-------	-------	--	--	---	--

- i.
- ii.
- iii.
- iv.
- v

Certified that the expenditure of the scheme has been incurred in accordance with the budget approved by the Indian Council of Social Science Research.

- a) Total amount sanctioned for the project: Rs. \_\_\_\_\_
- b) Amount received from the Council before the beginning of the period under review. Rs. \_\_\_\_\_ of
- c) Amount received from the Council during/for the period under review Rs. \_\_\_\_\_ under
- d) Total amount received from the Council (b+c) at end of the period under review. Rs. \_\_\_\_\_ the

S.No.	Item	Anticipated expenditure during the next financial year
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- i. ii. iii.

iv.

v.

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Total

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7. Amount now asked for from the Council \_\_\_\_\_

**Certified that no change has been made in the project as approved by the Council.**

Signature of the Project Director

Counter signature of the Administrative Head of the  
Affiliating Institution/University with seal

## **Annexure-VIII**

### **AGREEMENT**

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

1. I, Prof./Dr. \_\_\_\_\_ hereby agree to undertake the project entitled \_\_\_\_\_  
“\_\_\_\_\_”sanctioned to me by the Indian Council of Social Science Research (herein after referred to as Council), Aruna Asaf Ali Marg, New Delhi-110067 vide letter No. \_\_\_\_\_ dated \_\_\_\_\_.
2. I have read and fully understood all the rules and regulations of the Council governing research project schemes as contained in the ICSSR website ([www.icssr.org](http://www.icssr.org)). I hereby agree to follow all these rules and regulations and such other rules framed by the Council at the time of the sanctioning of the support by ICSSR.
3. I agree to attend the Mid-Term Appraisal to be conducted by ICSSR after half the project work is completed and shall make presentation on the progress of the research project.
4. I agree to submit three copies of the final report (and a copy in CD/pen drive) to be prepared by me to the Council within six months of the date of expiry of the period of the project.
5. I agree to submit the raw data in the form of schedules or notes or processed on electronic devices such as CDs, pen drive etc. to the Council at the end of the project.
6. I agree that all the assets created out of the project funds shall be the property of ICSSR and after completion of the project, the same will be donated to the affiliating institute/university/college.
7. I agree to submit to the Council three 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 the Council.
8. I agree to refund to the Council the money released to me by the Council if I fail to complete the project within the time allowed by the Council or any of the terms of this agreement are contravened by me except for any unforeseen/extraordinary circumstances brought to the notice of the ICSSR in writing.

Signature of the Project Director

Place\_\_\_\_\_

Date\_\_\_\_\_

**Annexure- IX**  
**INDIAN COUNCIL OF SOCIAL SCIENCE RESEARCH**  
**Grant-in-Aid Bill**

Received a sum of Rs. \_\_\_\_\_  
(Rupees \_\_\_\_\_  
only) by cheque/demand draft No. \_\_\_\_\_ dated \_\_\_\_\_ in favour  
of \_\_\_\_\_ drawn on Canara Bank, Jit Singh Marg, New  
Delhi 110067 being the grant-in-aid of the project entitled  
“ \_\_\_\_\_  
\_\_\_\_\_” towards the \_\_\_\_\_ installment of the total  
grant-in-aid of  
Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_  
\_\_\_\_\_ only) sanctioned vide letter No. \_\_\_\_\_  
dated \_\_\_\_\_ of the Indian Council of Social Science Research, New Delhi.

**Signature of Project Director**

**Please affix Revenue Stamp**

- a) **Certified that the Institution accepts all the terms and conditions governing the above grant and that it lends itself to abide by these.**
- b) **Certified that the Institution/Organization was/has not been sanctioned any grant-in-aid for the same purpose by any other source of the Central Government during the period to which the grant relates.**
- c) **It should be countersigned by the Administrative Head of the Institution/University.**

**Signature of the Head**  
**(Affiliating Institute/University)**  
**Designation with Seal**