INDIAN COUNCIL OF SOCIAL SCIENCE RESEARCH
RESEARCH PROGRAMMES

GUIDELINES

This guideline is only for the Research Programme on "Research Studies on Specific Issues in Special Regions".

1. General

1.1   Research Programmes are a series of research studies conducted simultaneously or sequentially on themes of critical significance in Social Sciences.

1.2   The ICSSR expects that these research programmes will develop new understanding and insight on issues which are likely to make significant contributions to existing scholarship in terms of concept, theory, overall understanding and research outcomes.

1.3   An institution/group of institutions, group of scholars, interested in carrying out a programme of research on themes identified by the Council from time to time, which are of significant contemporary relevance, and/or are in emerging neglected areas may submit a proposal to the ICSSR. The institution (s) concerned should have the necessary facilities and expertise. However, senior government officials', who have served the Government in good position for not less than twenty years and have demonstrable exposure of writings and publications may also be considered.

1.3.1 Given the scale and nature of research under research programme, the ICSSR expects that the research will normally be inter-disciplinary and that researchers from different disciplines will constitute a team. Research teams will ordinarily consist of more than one department/centre/institute.

1.3.2 Research Programmes will be for a duration of maximum of fifteen months, in exceptional cases, it could be extended upto 18 months.

2. Eligibility for Award

2.1   Research Proposals for the Programme will be considered only if, Project Directors or Co-Directors of the studies have a proven track record of high quality research as evidenced by past studies, publications and their academic background. . However, senior government officials', who have served the Government in good position for not less than twenty years and have demonstrable exposure of writings and publications may also be considered.

2.2.   It is expected that the Project Director will not be below the rank of Associate Professor and the Director/Co-Director will have a Ph.D. degree, except for government officials' mentioned at 1.3 and 2.1.

2.3.   Ordinarily these studies will be inter-disciplinary, inter departmental or inter-institutional. However, high impact studies which are broad in character but fall within the ambit of a single discipline may also be considered.

2.4.   The study proposal should be submitted/housed in publicly funded Universities or research institutions, ICSSR Research Institutes (which are funded by the Centre/State Government. However, for other registered institutions and NGOs with known research and academic standing may partner in such researches with the main centre. Such collaborations have to be informed to the ICSSR at the initial stage itself.

3. Process of Application & Selection Procedure

3.1 Call for Research Programmes will be made by the ICSSR through its website and advertisement.

3.2 All applications have to be submitted in soft copy through email (as intimated in the application form), followed by submission of a hard copy.

3.3 The selection process of the Programme will be divided into three stages:

Stage 1 : The Applicants will be required to submit the following:

a) Proposal in 1500 words.

b) Composition of the Research Team including Director/Co-Directors, Departments and/ or Collaborating Institutions.

c) CVs of all lead researchers,

d) Institutional profile of institutions through which funding will be sought. Candidates will need to provide profile/certificate to show that the institution through which the project is routed fulfils any one of the criteria mentioned in 2.4.and

e) The applicants are advised to keep the detailed proposal ready soon after the deadline.

Stage 2: Applicants successfully screened by a Committee of Experts will be asked to submit a detailed proposal.

Stage 3: The proposals will be evaluated by a Committee of Experts which may invite shortlisted/all applicants for presentation or interactions. Comments, if any, for revision of proposals will be communicated to the Project Director/Co-Project Directors. The short-listed applicants who are invited for interaction, not more than one scholar per project/programme, will be reimbursed for A/C III tier only.

4. Duration and Financial Allocation

4.1 Each Research Programme will have an average allocation broadly ranging between Rs.15 to 30 lakh, disbursed in four installments of 20%, 30%, 30% and 20% of the grant, the last Instalment will be released on completion of the study and submission of report. However, in exceptional cases higher budget may considered.

4.2 The Institute/group of scholars will frame the budget subject to the following broad expenditure sub-heads:

Distribution of Expenditure under the following heads:

S.No.	Broad Expenditure Heads
1	Full time Research Staff/Part-time Assistance/Hiring Charges
2	Fieldwork cost Travel/Logistics/ Boarding/ Source Materials/Software/Data Base, Publications, etc.
3	Contingency (5%)
4	Institutional Overheads (7.5%)

5. Remuneration and Emoluments of Project Staff

5.1. Project staff could be engaged by the Project Director/Coordinator on a full time or Part-time basis during the research programme and the duration/consolidated monthly emoluments of their employment may be decided by the project director within the limits of the sanctioned financial allocation under the head and as per ICSSR rules.

6. Monitoring and Evaluation

6.1   Timely completion of the study is a must and no extension will be permitted. In the Mid- Term Appraisal also, the Experts will give report on the timeline being adhered to by the Team of Researcher (s).

6.2.   ICSSR may constitute an Advisory Committee for the research programme. The ICSSR secretariat and Advisory Committee, will monitor the progress of the work/study.

6.3.   Each Advisory Committee will have a Coordinator

6.4.   Sitting fee payable to the Advisory Committee Rs.2,500/-, apart from TA and Normal accommodation & hospitability, will be borne out of the project funds under contingency (4.2- point 3).

6.5.   Completion of project output by the Project Director/Co-Project Director(s) will be their responsibility as per the proposal. However, the final study report will be the responsibility of the Project Director. The Project Director will coordinate with all the Co-Project Directors for the operationalization of the Project.

6.6.   The Project Director will be required to submit three copies of final report of the study (two Hard copies and a Soft copy in CD or pen drive), Project Report with AC/UC and an undertaking by the Project Director that he/she has already deposited all equipments/assets/ books purchased for Project to the affiliating institution. The Final Report should be nearly of a book length in A-4 format. The Project Director is also required to submit a Summary of the report in about 2500 words.

6.7   The final project report will be sent for evaluation to experts and the final instalment will be released only on receipt of satisfactory evaluation.

6.8   The project director will publish the final report of the research project, after its evaluation by the ICSSR, within the approved budget failing which the final instalment will not be released.

6.9   All publications (books, monographs, reports, papers and articles) emerging out of such studies must acknowledge the contribution of the ICSSR in funding, promoting and supporting the research output. A copy of all such published documents should also be sent to the ICSSR.

6.10.   ICSSR reserves the right to disseminate the final reports and send these to the policy makers.

7. Obligations of the Forwarding Institution(s)

7.1   The forwarding institution (s), where the proposed research programme is to be located and administered has to provide, in the prescribed format contained in the Application Form, an undertaking to administer and manage the ICSSR grant and provide logistical support for the study.

7.2   Such institution (s) will be under obligation to ensure submission of the study report (s) and audited statement of accounts.

7.3   The affiliating institution (s) shall make suitable arrangements for preservation of data such as filled-in schedules, tabulation sheets, manuscripts, report etc, relating to the project.

7.4   The ICSSR reserves the right to demand raw data, or such part of it as may be specified, to be transferred to the ICSSR.

8. Procedural Issues

Guidelines and decisions of the ICSSR shall apply for all other matters.