2. **Start-Up Research Grant Program (SRGP)**

**Program # HEC/R&D/SRGP/P-002**

**Application Form # HEC/R&D/SRGP/ F-002**

**Approving Authority:**

**Overview**

Start-Up Research Grant Program (SRGP) is designed to assist the fresh PhD holders to establish research facilities upon joining higher educational institutions as faculty members. The program enables the newly appointed PhD faculty to setup basic research infrastructure to start research activities without delay. The program helps to engage both the faculty and students in research through provision of financial assistance and basic lab/experimental facilities.

**Eligibility Criteria**

- Applicant must have completed his/her PhD degree within two years from the SRGP application date.
- Applicant must be a faculty member of a Public or Private University/DAI eligible for public funding as per HEC accreditation list.
- Applicant must have joined the University/Institute as Assistant Professor on Tenure Track System (TTS), Interim Placement of Fresh PhD (IPFP), Basic Pay Scale (BPS) or long term regular contract (minimum one year period).
- A faculty member on IPFP or contract needs to apply for Start-up Research Grant within 3 months of his/her joining while the faculty member joining on TTS or BPS may submit his/her application within 6 months.
- A faculty member on IPFP who could not submit an application for Start-up Research Grant may apply for this upon joining as Assistant Professor on TTS, BPS or regular contract.
- Start-up Research Grant will be provided to the applicant only once.
- A faculty member whose application for SRGP has been rejected once cannot apply again.
- HEC scholarship defaulters (foreign and indigenous) are not eligible for this grant.

**How to Apply?**

- The applicant will fill the application on the prescribed form listed below and send it to the Office of Research, Innovation and Commercialization (ORIC) of his/her university. If such an office does not exist, the applicant must submit the form to the university's Director Research.
- The research proposal must have clearly defined objectives and methodology. The time frame of the research activity must not exceed one year.
- The applicant must note that he/she has only one chance to submit the Start-up Research Grant.
- The application form must be filled in very carefully and be complete in all respects.
The applicant must attach the following documents with the application:

- CVs of Principal Investigator (PI) and Co-Principal Investigator (Co-PI)
- A copy of the PhD degree of PI (English translation if original is in other language)
- A copy of the appointment letter of PI
- A copy of the CNIC of the PI
- Quotation for permanent equipment of worth more than Rs.100,000.
- List of expendable supplies with complete detail of chemicals.

Incomplete applications will be rejected and the applicant will not have a chance to resubmit.

Successful applicant will have to submit a Deed Agreement on Non Judicial Stamp Paper

Funds will be released upon submission of Deed Agreement.

Kindly ensure inclusion of HOD comments and stock register entries with mid-term and final reports. No report will be entertained without HOD comments and stock register entries.

The cases approved before 31st December, 2015 must submit a mid-term report as per the format available on website.

All the cases approved after 1st Jan, 2016 must submit the final report only, ensuring inclusion of the stock register entries of the purchases made and HOD comments

Only 1 original copy of research application, mid-term report and final report is required for processing. No need to send 3 copies of the said documents.

**Terms & Conditions**

- Start-up Research Grant is available only once to the fresh Ph.D. degree holder upon joining as faculty member in public sector and private sector university eligible for public funding.

- The maximum duration of the project must be one year. This may be 06 to 09 months for faculty on IPFP or contract while 09 to 12 months for faculty on TTS or BPS.

- The applicant will serve as Principal Investigator (PI) while a regular faculty on TTS and BPS in the host university/institute may serve as the Co-PI.

- A Co-PI can assist simultaneously maximum two projects under SRGP.

- The major cost of the project will be paid in first installment. While the honorarium to PI and Co. PI and university overhead charges will be paid upon submission of the project completion report.

- Release of the first installment would be subject to provision of Deed Agreement between HEC and Principal Investigator through Vice Chancellor/Rector of the DAI/University.

- Principal Investigator will have to submit Deed Agreement duly signed by the Vice Chancellor/Rector to HEC within a period of one month after receipt of award letter. Failure to submit this within stipulated period may withdraw the offer automatically without further notice to PI

- The project funds shall be maintained in a separate bank account to be operated jointly by the PI and Vice Chancellor or on behalf of Vice Chancellor by the Treasurer/Accounts Officer and all
payments will be made by observing all codal formalities/ rules & regulations of the university &
Government.

- The grant received by the PI from HEC will be exclusively utilized for the project as per approved
budget.

- All purchases will be made as per prescribed rules of the Government/University where the
project is located.

- The expenditure incurred from the grant may also be subject to audit by the HEC and the PI shall
produce the books of accounts to the persons(s) appointed for this purpose by the HEC.

- Equipment, apparatus, computers and furniture & fixtures or any other items purchased under
SRGP out of the grant given by the HEC will remain the property of the HEC, or with the
permission of the HEC, to the University where the project is located.

- Proper stock entries will be made in the stock register of the institution for all items procured under
the project.

- In case the PI completes his/her tenure under IPFP, and he/she could not succeed to secure a
permanent position at host institution, equipment purchased will be retained in the host institution
and the Co-PI will be responsible to complete the research project.

- Any discovery made, patent and/or license obtained based on the research carried out with this
grant will be in the name of the HEC and any income accruing there from will be shared by the
HEC and the PI according to a formula to be established by the HEC.

- No change in the arrangement for supervision/ execution of the project or in the approved
technical program will be made without the written consent of the Commission.

- In all publications and reports generated out of the project, the support provided by the HEC will
be duly acknowledged.

- PI will be responsible to submit the project completion report of his/her research project along with
expenditure statement duly audited & verified by respective audit/finance division of the host
institution and a project completion pro-forma duly signed by HOD/Dean of respective
department/faculty with satisfactory comments would be mandatory for final payments as &
closure of the project.

- The HEC shall have the right to get project completion reports (progress of research/
investigation/work done by the PI) evaluated through an independent reviewer. This evaluation
may include on-site inspections as well.

- Host institution may be asked to submit the expense reports on demand only for cross
verifications.

- In case a PI is transferred/appointed in any other institution, the research funds of SRGP including
the movable equipment (laptop, computer, equipment, furniture and fixtures etc.) will not be
shifted in any case along with the PI and Co-PI will automatically take over the project as PI and
would be responsible for remaining project activities till its completion.
• Under such circumstances, Co-PI will not only be responsible for completion of the Research Project at the host institution but he will also have to submit progress/completion reports.

• In case the PI intends to go abroad, he/she would have to inform HEC prior to departure, and Co-PI would automatically become PI and will be responsible for remaining project activities till its completion. In such circumstances, the payment of honorarium will be made to the current PI.

• In case of non-completion of the project within stipulated period, the PI and Co PI will have to reimburse all the funds released under SRGP to HEC.

• In case of unsatisfactory project completion report, the PI and Co PI will be responsible to incorporate the comments and if necessary shall carry out necessary revisions/amendments as suggested by the evaluator at their own expense.