

**MGUMST  
ACADEMIC  
&  
RESEARCH  
GRANTS  
2025-26**

**APPROVING / RECOMMENDING AUTHORITY  
FOR VARIOUS GRANTS**

<b>S. No.</b>	<b>Nature of Grant</b>	<b>Approving authority</b>
1	Grant for Advance studies / Training / Workshop / Observership	Fellowship committee
2	Intramural grant / seed money for research / Thesis grant	R & D Cell
3	Grant for Conference	R & D Cell
4	Grant for membership of professional societies / Fellowship by professional recognized bodies	Fellowship committee
5	Grant for awards	R & D Cell
6	Grant for Patent & Copyright	IPR Cell
7	Grant for publication of scientific papers	Publication committee
8	Incentive for publication of books / contribution of chapters in books	Publication committee
9	Grants for innovations and start ups	IIC

## GENERAL INSTRUCTIONS WITH RESPECT TO VARIOUS GRANTS

- All applications are to be addressed as per specification in form and then submitted to Dean Research, MGUMST in the office of Research Cell. R D Block. All applicants are encouraged to take the research cell entry number after due entry in register at the time of submission to avoid loss of application.
- All are requested to read the MGUMST grant document carefully before filling application forms so as to avoid repeated documentation submission for dispersal of any grant
- All the applications are open throughout the year and would be assessed in the quarterly meetings of the respective committees and the decisions conveyed to relevant individuals thereof.
- The applications will be most often assessed according to the financial year (April to March) however in special circumstances (like but not restricted to – non availability of signing authority / event at the end of year / final documentation pendency after initial approval / etc.). For all deviation, specific Approval of VC recommended by Dean Research forwarded through Chairman Board of Research or as per the hierarchy defined.
- The committees will primarily approve the grants based on the academic and research potential of application and recommend the grant amount based on this. The final disbursed amount may differ based on the assessment of accounts department based on submission and verification of documents submitted.
- Any deviations with respect to specified number or grant amount would be based on approval of Vice Chancellor, MGUMST; Chairman Board of Research and Dean Research MGUMST
- In case of any query or grievance the concerned individual is requested to contact the following persons:
  - For research and academic queries
    - Dr. V. K. Kapoor  
Pro Vice Chancellor & Chairman Board of Research  
MGUMST  
[vkkapoor.india@gmail.com](mailto:vkkapoor.india@gmail.com)
    - Dr. Nikhil Marwah  
Dean Research  
MGUMST  
[deanresearch@mgumst.org](mailto:deanresearch@mgumst.org)
  - For account related queries  
Mr R G Bihani  
Additional CFO  
MGUMST  
[bihanirg@mgumst.org](mailto:bihanirg@mgumst.org)

## **GRANT FOR ADVANCE STUDIES / TRAINING / WORKSHOP / OBSERVERSHIP**

### **Eligibility**

- Faculty members who have completed 1 year in service with MGUMST are eligible for this national grant and Faculty members who have completed 2 years in service with MGUMST are eligible for this international grant
- From recognised bodies / Association / Institutions only
- Each faculty member can apply for this national grant once in 2 years and for international grant once in 3 years.
- The candidate must submit an affidavit confirming to work at least one year in the institution of MGUMST after completion of course which was sponsored.

### **Review Procedures and Evaluation Criteria**

- The interested candidates have to apply through grant form.
- Duly filled form, with verified attached documents should be addressed to Chairperson, Fellowship committee at least 3-4 weeks in advance of their proposed dates as per the attached form.
- The applicant will have to do a brief presentation of the proposal at the stipulated date and discuss the impact of same to MGUMST.
- A letter of intent will be issued after this and the final reimbursement would be done after the candidate has completed the said course and post-deposition of mandatory certificates

### **Grant Amounts**

- Maximum grant up to Rs. 20,000/- for national and Rs. 50,000/- for international may be sanctioned to each applicant as per discretion of Fellowship committee depending on the type and its impact to MGUMST.
- The grant shall be deposited in the salary account of individual after successful completion of the course of advance study and after filing of complete report to the committee.
- The maximum duration of one training module for any long term advance studies should not exceed three months
- Total number of such grants would not exceed 15 in one year.
- Grant amount may be increased based on observations of Vice Chancellor, MGUMST under special circumstances.

**APPLICATION OF GRANT ADVANCE STUDIES / TRAINING / WORKSHOP /  
OBSERVERSHIP**

Applicant Name with employee ID	
Contact Number of applicant	
Designation of applicant	
Date of joining the institution	
Date of last availing this grant	
Type of Grant	Training <input type="radio"/> Advance studies <input type="radio"/> Observership <input type="radio"/> Workshop <input type="radio"/>
Department & College	
Agency / institution / society providing	
Amount of Grant applied for	
Receipt	(Attach document)

**Declaration**

The undersigned hereby declare that,

- a. The data mentioned above is correct to the best of my knowledge.
- b. I hereby verify that the foregoing information and details are true and correct in accordance with Policy of MGUMST, Jaipur
- c. In case the above information is found inaccurate, I affirm that the grant may be cancelled and I would liable to pay it back in case it is disbursed to me.

Name of applicant:

Signature of applicant with Date:

Comments of the HOD with stamp & signature:

Comments of the Dean with stamp & signature:

Recommendations of Fellowship Committee, MGUMST with signature:

**Checklist**

1. Duly filled application form forwarded by HOD & Dean
2. Original receipt of payment by individual
3. Certificate
4. Report of program
5. Research cell register entry
6. Achievement google form entry

Application should be addressed to: Chairperson, Fellowship Committee, MGUMST

Application should be submitted to: Office of Research Cell, Ground Floor, RD Block, MGUMST

**DECLARATION CONFIRMING TO WORK AT LEAST ONE YEAR IN THE  
INSTITUTION OF MGUMST AFTER COMPLETION OF COURSE**

I, ....., residing at ....., do hereby solemnly affirm and declare as follows:

1. That I am working as ..... in the department .....in the college ..... of MGUMST.
2. That I understand and agree to work in the MGUMST for at least 1 year after receiving this grant.
3. That I am committed to fulfilling the terms and conditions of my employment during this period.
4. That I understand that any breach of this commitment, I will be liable to return the amount to the Institution.
6. That the statements made herein are true and correct to the best of my knowledge and belief.  
I, the affiant, do hereby verify the contents of this affidavit as true and correct to the best of my knowledge and belief.

[Signature]

[Name]

[Date]      [Location]

## REIMBURSEMENT FORM FOR GRANT FOR TRAINING / ADVANCE STUDIES

To

Accounts office

MGUMST

I have been issued GRANT FOR TRAINING / ADVANCE STUDIES for amount of Rs..... vide letter number ..... (Copy attached). I would request you to please transfer the amount in my account details as mentioned below.

Name of Account holder:

Name of Bank:

Branch:

Account Number:

IFSC code:

Name & Signature

Employee ID

*All specified documents as mentioned along with application form are deposited in Office of Research cell. The applicant will produce original sanction letter, original bills and receipts (if any) along with this reimbursement letter in account section.*

**Signature and Stamp**  
**Dean Research**

## **INTRAMURAL GRANT / SEED MONEY FOR RESEARCH**

### **Objectives**

- To aid a faculty member / PhD scholar / Super-specialty resident / PG student / UG student to start a research program that has the potential to sustain by attracting funds from external agencies.
- To promote inter-faculty collaboration in emerging areas.
- To create a positive research environment and ensure excellence in research with an enhanced focus on outcome-based research

### **Eligibility**

- Faculty members who are in service at any constituent college of MGUMST are eligible for this grant
- PhD scholars who have completed 1 year / have been enrolled in University / completed their basic course are eligible for this grant
- Super-specialty resident, PG and UG students may also be eligible for this grant under the guardianship of the faculty member guiding the project
- At any time, a Principal Investigator (PI) can submit only one application. However, he/she can be a co-investigator in more than one proposal.
- Faculty member can avail this opportunity only 2 times a year during the service period in the university given the research outcome of his/her previous intramural research project succeeded. Whereas a student applicant can avail this opportunity only once during their tenure.

### **Review Procedures and Evaluation Criteria**

- The interested candidates have to apply through Intramural grant (seed money) form.
- Duly filled form, with verified attached documents should be addressed to Chairperson, R & D cell at least 1 month prior to initiation of research after fulfilling due protocol of research.
- Each proposal submitted to this program shall be reviewed by a University R & D cell and a brief presentation of the same would be held before sanction of grant. Members of the panel shall be chosen in relation to their expertise and relevance to the research areas encompassed by the submitted proposals.
- Submitted proposals shall be evaluated using a standard scoring system. Five review criteria including significance, investigator, innovation, approach and expertise towards the projects shall be used in conjunction with an overall impact score. Since this is a seed grant program, consideration shall be given to the potential projects which are inclined towards government funding or national/international collaborations.



## Grant Amounts and rules

- The maximum limit of Seed Money Research Grant is Rs. 2,00,000/- for reasonable and justified research proposals for faculty members and Rs.50,000/- in case of student members. Amounts awarded may differ from submitted budget requests at the discretion of the Review Panel. Grant amount may be increased based on observations of Vice Chancellor, MGUMST under special circumstances. Reimbursement will be subject to cap (sanctioned amount) and in the same proportion of approved budget and sanctioned amount as per supporting document submitted.
- The Principal Investigator (PI) on the proposal shall be responsible for conducting the research and monitoring its progress. A Unique project code will be allotted/assigned for each project and all financial transaction related to that project, shall be accounted under that project code for monitoring and budgetary controls.
- Monetary grant: The grant would be divided in 2 to 3 phases. The first part of the grant would be issued on project approval as advance against expenses routed through Imprest Account (In case of employee- directly to his/her account but, in case of UG/PG/SS resident- only through In-charge Faculty Imprest account) and adjusted upon submission of bills/supporting documents. The second part would be sanctioned after the PI submits a progress report after partial completion of the research project to R&D cell along with bills of sanctioned amount. After the completion of project, a final report of the research project on the prescribed format shall be submitted in the R & D cell within the 30 days of completion of the research project with all original bills. After this, the final pending grant amount would be disbursed.
- Material grant: In this case, the PI will submit a quotation form the relevant vendor for the materials. Director, Purchase will then procure the material from same vendor or different based on his discretion and provide the material to PI within a month of approval and this rresearch material would be issued via Central store. In case the material is procured on regular basis for the college, the PI would be issued the material form Central store by generating an issue slip and this would be entered as a separate entry as research grant purpose, containing detail of the sanctioned project, name of the faculty, particular, amount, date of issue, recipient signature etc. At the end of month, store will submit consolidated report to account department for onward submission and for adjusting under appropriate accounting head. emphasis is given that quotation should be procured from the MGUMST approved vendors only, candidate can explore it with store even before submission of the application for grant.

- Material not available with store will have to be procured from market and can be procured by the research faculty and reimbursement will be made on production of the supporting document (Bill of supply, proof of payment) duly entered in store register and forwarded in original. (not exceeding Rs.10,000). In case material is not this will routed through monetary grant form, reimbursement will be after store entry and with the specific recommendation of the HOD
- In-house investigation grant: In this case, PI will submit the sample billing of desired investigation from the hospital. The approval letter after due approval from accounts department will be handed over to medical accounts department who would then keep a track of number of investigations done as per approval and submit a report at the end of project
- The final report requires a statement of the research objective, a brief report on the research findings, a list of publications from the research work, and a list of potential sponsors to whom grant requests were/shall be submitted.
- This grant is not applicable for thesis projects
- Ownership of all projects granted Intramural funding would be with MGUMST only.

#### **Thesis Scholarship incentive**

- This can be availed by super-specialty residents and PG students of all constituent colleges of MGUMST once in their tenure
- This would be capped at Rs. 5000/- per project and maximum number of such grants would be 250 per year.

## APPLICATION OF GRANT FOR RESEARCH SEED MONEY / INTRA-MURALGRANT

Personal Details	
Applicant Name with employee / student ID	
Co-Applicant Name (If any)	
Contact Number of applicant / Co-applicant	
In case of UG/PG/Resident name of mentor faculty	
Designation of applicant & Co-applicant	
Department & College	
Date of joining this institution	
Date of last availing this grant	

Project Details	
Name of Project	
Brief Report of Project	(Attach document with cost of project / disbursement plan / funding)
Ethical Committee Certificate (Attach copy)	
Type of Grant	Monetary grant <input type="radio"/> Material grant <input type="radio"/> In-house investigation grant <input type="radio"/>
Amount of Grant Applied	
Amount of Grant Sanctioned	

### **Declaration**

The undersigned hereby declare that,

- a. The data mentioned above is correct to the best of my/our knowledge.
- b. I/We hereby verify that the foregoing information and details are true and correct in accordance with Policy of MGUMST, Jaipur
- c. In case the above information is found inaccurate, I/we affirm that the grant may be cancelled and I /we would liable to pay it back in case it is disbursed to me.
- d. Ownership of all projects granted Intramural funding would be with MGUMST only

Name of all applicants:

Signature of all applicants with Date:

Comments of the HOD with stamp & signature:

Comments of the Dean with stamp & signature:

Recommendations of R & D Committee, MGUMST with signature:

### **Checklist**

1. Duly filled application form forwarded by HOD & Dean
2. Project report
3. Bill of expenses in original or verified by HOD / Dean & proof of payment by individual
4. Ethical committee certificate
5. Quotation of material / sample bill
6. Research Cell register entry
7. MGUMST Store entry receipt in case of equipment or consumables

Application should be addressed to: Chairperson, R & D Cell, MGUMST

Application should be submitted to: Office of Research Cell, Ground Floor, RD Block, MGUMST

**REIMBURSEMENT / ADVANCE PAYMENT / IMPREST MONEY FORM FOR  
RESEARCH SEED MONEY / INTRA-MURALGRANT**

**Monetary grant for project ID.....**

To  
Accounts office  
MGUMST

I have been issued RESEARCH SEED MONEY / INTRA-MURALGRANT (Monetary grant) for amount of Rs..... vide letter number ..... (Copy attached). I would request you to please transfer the amount in my account details as mentioned below.

Name of Account holder:

Name of Bank:

Branch:

Account Number:

IFSC code:

**CONSENT OF GUIDE FACULTY  
(In case of Super-specialty resident, PG and UG students)**

Name & Signature

Employee ID / Student ID

*All specified documents as mentioned along with application form are deposited in Office of Research cell.  
The applicant will produce original sanction letter, original bills and receipts (if any) along with this  
reimbursement letter in account section.*

**Signature and Stamp  
Dean Research**

	Total Amount Sanctioned	1 <sup>st</sup> payment (Amount & Date)	2 <sup>nd</sup> payment (Amount & Date) Bills received	3 <sup>rd</sup> payment (Amount & Date) Bills received Final report received	Balance
Report of Account section					
Report of R & D cell					
Report of Dean Research					

**MATERIAL PURCHASE FORM FOR RESEARCH SEED MONEY / INTRA-MURAL  
GRANT**

**Material grant with project ID.....**

I have been issued RESEARCH SEED MONEY / INTRA-MURALGRANT (Material grant) for  
approx. amount of Rs..... vide letter number ..... (Copy  
attached) for the purchase of ..... material

Name:

Designation:

Department:

College:

Signature:

**CONSENT OF GUIDE FACULTY**

**(In case of Super-specialty resident, PG and UG students)**

Name & Signature

Employee ID / Student ID

*All specified documents as mentioned along with application form are deposited in Office of Research cell.  
The applicant will produce original sanction letter, original bills and receipts (if any) along with this  
reimbursement letter in account section.*

**Signature and Stamp  
Dean Research**

	Total Amount Sanctioned	Material name	Amount & Date Bills received	Completion report
Report of Account section				
Report of R & D cell				
Comments of Director Purchase				
Comments of Central Store				

**DISCOUNT /WAIVER FORM FOR RESEARCH SEED MONEY / INTRA-MURAL  
GRANT**

**In-house investigation grant- project ID.....**

I have been issued RESEARCH SEED MONEY / INTRA-MURALGRANT (In-house investigation grant) for approx. amount of Rs.....vide letter number ..... (Copy attached) for the waiver/discount of ..... Investigations conducted in our hospital.

Name:

Designation:

Department:

College:

Signature:

**CONSENT OF GUIDE FACULTY  
(In case of Super-specialty resident, PG and UG students)**

Name & Signature

Employee ID / Student ID

*All specified documents as mentioned along with application form are deposited in Office of Research cell.  
The applicant will produce original sanction letter, original bills and receipts (if any) along with this reimbursement letter in account section.*

**Signature and Stamp  
Dean Research**

	Total Amount Sanctioned	Material name	Amount & Date Bills received	Completion report
Report of Account section				
Report of R & D cell				
Report of Hospital Account section				

## APPLICATION OF SCHOLARSHIP INCENTIVE FOR THESIS

Personal Details	
Applicant Name with student ID	
E-mail ID of applicant	
Contact Number of applicant	
Designation of applicant	
Department & College	

Project Details	
Title of thesis	
Synopsis of thesis	(Attach protocol copy)
Reference no. of IEC letter/date	(Attach copy)
Amount of Grant	Rs.5000/-

### **Declaration**

The undersigned hereby declare that,

- The data mentioned above is correct to the best of my knowledge.
- I hereby verify that the foregoing information and details are true and correct in accordance with Policy of MGUMST, Jaipur
- I certify that I have not received this grant in my tenure at MGUMST

Name of applicant:

Signature of applicant with Date:

Comments of the HOD with stamp & signature:

Comments of the Dean with stamp & signature:

Recommendations of R &D Committee, MGUMST with signature:

### **Checklist**

- Duly filled application form forwarded by HOD & Dean
- Thesis protocol / synopsis
- Ethical committee certificate
- Research Cell register entry

Application should be addressed to: Chairperson, R & D Cell, MGUMST

Application should be submitted to: Office of Research Cell, Ground Floor, RD Block, MGUMST

## REIMBURSEMENT FORM FOR SCHOLARSHIP INCENTIVE FOR THESIS

To

Accounts office

MGUMST

I have been issued THESIS SCHOLARSHIP INCENTIVE for amount of Rs. 5000/- vide letter number ..... (Copy attached). I would request you to please transfer the amount in my account details as mentioned below.

Name of Account holder:

Name of Bank:

Branch:

Account Number:

IFSC code:

Name & Signature

Student ID

*All specified documents as mentioned along with application form are deposited in Office of Research cell. The applicant will produce original sanction letter, original bills and receipts (if any) along with this reimbursement letter in account section.*

**Signature and Stamp**  
**Dean Research**



## **GRANT FOR CONFERENCES**

### **Eligibility**

- Faculty members are eligible for state, national grants and international conference grants
- Faculty member can avail state conference grant 2 times in an year, national conference grant once in an year and international conference grant once every 2 years.
- In case a PhD scholar / Super-specialty resident / PG / UG is representing our University in any international conference as a presenter of scientific paper, they may also avail partial travel / registration support for the specified event

### **Review Procedures and Evaluation Criteria**

- The interested candidates have to apply through Conference grant form
- Duly filled form, with verified attached documents should be addressed to Chairperson, R & D cell at least 1 month prior to conference along with supporting documents for approval of grant - registration fee / receipt of participation / travel details. Based on this a letter of intent would be issued to the concerned by R & D cell. The original receipts / tickets / boarding pass / attendance certificate / speaker certificate may be presented after completion of conference, following which the grant will be disbursed.

### **Grant Amounts and rules**

- Grant amount will be finalised as per prescribed amount or expenditure incurred (whichever is less) after due verification of bills and receipts on first come first serve basis.
- Grants for participation in a conference for faculty members
  - Scientific free paper
    - State conferences grant: Rs.3000 per faculty
    - National conferences grant: Rs.7,500 per faculty
    - International conferences grant: Rs.15,000 per faculty
  - Guest Lecture / Invited talk / Panel Discussion / Oration
    - State conferences grant: Rs.5000 per faculty
    - National conferences grant: Rs.15,000 per faculty
    - International conferences grant: Rs.25,000 per faculty for neighbouring regions and Rs.50,000/ per faculty for other regions
- State conferences grant can be max 50 per year
- National conferences grant can be max 100 per year
- International conferences grant to neighbouring regions can be max 25 per year
- International conferences grant to non-neighbouring regions can be max 25 per year
- International conferences grant for PhD scholar / Super-specialty resident / PG / UG will be Rs.10,000/- per candidate with a max number of 10 students per year.
- Grant amount may be increased based on observations of Vice Chancellor, MGUMST under special circumstances (all such cases, specific approval to be forwarded to accounts for reimbursement)

## APPLICATION OF GRANT FOR CONFERENCE

Applicant Name with employee / student ID	
Contact Number of applicant	
Designation of applicant	
Date of joining the institution	
Date of last availing this grant	
Department & College	
Type of participation	Free paper <input type="radio"/> Guest lecture / Invited talk / Panel discussion / Oration <input type="radio"/>
Region of Event	State <input type="radio"/> National <input type="radio"/> International <input type="radio"/>
Brief Report of Activity	(Attach document)
Type of Grant	Travel <input type="radio"/> Registration <input type="radio"/>
Amount of Grant applied	
Payment Receipt	(Attach document)

### **Declaration**

The undersigned hereby declare that,

- a. The data mentioned above is correct to the best of my/our knowledge.
- b. I/We hereby verify that the foregoing information and details are true and correct in accordance with Policy of MGUMST, Jaipur
- c. In case the above information is found inaccurate, I affirm that the grant may be cancelled and I would liable to pay it back in case it is disbursed to me.

Name of applicant:

Signature of applicant with Date:

Comments of the HOD with stamp & signature:

Comments of the Dean with stamp & signature:

Recommendations of R&D Committee, MGUMST with signature:

### **Checklist**

1. Duly filled application form forwarded by HOD & Dean
2. Event report
3. Certificate of attendance / certificate of presentation
4. Bill of expenses ( Travel – Ticket & Boarding pass; Registration receipt) in original
5. Research Cell register entry
6. Achievement google form entry

Application should be addressed to: Chairperson, R & D Cell, MGUMST

Application should be submitted to: Office of Research Cell, Ground Floor, RD Block, MGUMST

## REIMBURSEMENT FORM FOR GRANT FOR CONFERENCE

To

Accounts office

MGUMST

I have been issued GRANT FOR CONFERENCE for amount of Rs..... vide letter number ..... (Copy attached). I would request you to please transfer the amount in my account details as mentioned below.

Name of Account holder:

Name of Bank:

Branch:

Account Number:

IFSC code:

Name & Signature

Employee / Student ID

*All specified documents as mentioned along with application form are deposited in Office of Research cell. The applicant will produce original sanction letter, original bills and receipts (if any) along with this reimbursement letter in account section.*

**Signature and Stamp**  
**Dean Research**

## **GRANT FOR MEMBERSHIP OF PROFESSIONAL SOCIETIES OR FELLOWSHIP BY PROFESSIONAL RECOGNISED BODIES**

The University acknowledges the need for its faculty members to be aligned with their national and international bodies to promote their scientific growth and also represent the University at lead role in these apex bodies.

### **Eligibility**

- Faculty members who have completed 1 year in service with MGUMST are eligible for this grant
- Fellowship grant can be availed once during one year
- Membership grant can also be availed once during one year.
- Eligible faculty member can avail only one type of grant either fellowship or membership in the year.

### **Review Procedures and Evaluation Criteria**

- The interested candidates have to apply through Membership / Fellowship grant form.
- Duly filled form, with verified attached documents should be addressed to Chairperson, Fellowship committee with membership / fellowship certificate, proof of payment or registration fee

### **Grant Amounts and rules**

- Regional / state membership: Rs. 2000 (Max 30 per year)
- National membership: Rs. 5000 (Max 100 per year)
- International membership or fellowship: Rs. 10,000 (Max 20 per year)
- Grant amount may be increased based on observations of Vice Chancellor, MGUMST under special circumstances through specific approval letter.

## APPLICATION OF GRANT FOR MEMBERSHIP OF PROFESSIONAL SOCIETIES OR FELLOWSHIP BY PROFESSIONAL RECOGNISED BODIES

Applicant Name with employee ID	
Contact Number of applicant	
Designation of applicant	
Date of joining the institution	
Date of last availing this grant	
Type of grant	Fellowship <input type="radio"/> Membership <input type="radio"/>
Type of membership / fellowship	State <input type="radio"/> National <input type="radio"/> International <input type="radio"/>
Department & College	
Amount of Grant applied	
Receipt	(Attach document)

### **Declaration**

The undersigned hereby declare that,

- a. The data mentioned above is correct to the best of my knowledge.
- b. I hereby verify that the foregoing information and details are true and correct in accordance with Policy of MGUMST, Jaipur
- c. In case the above information is found inaccurate, I affirm that the grant may be cancelled and I would liable to pay it back in case it is disbursed to me.

Name of applicant:

Signature of applicant with Date:

Comments of the HOD with stamp & signature:

Comments of the Dean with stamp & signature:

Recommendations of Fellowship Committee, MGUMST with signature:

### **Checklist**

- 1 Duly filled application form forwarded by HOD & Dean
- 2 Bill of expenses in original or verified by HOD / Dean & proof of payment by individual
- 3 Certificate
- 4 Research Cell register entry
- 5 Achievement google form entry

Application should be addressed to: Chairperson, Fellowship committee, MGUMST

Application should be submitted to: Office of Research Cell, Ground Floor, RD Block, MGUMST

**REIMBURSEMENT FORM FOR GRANT FOR MEMBERSHIP OF PROFESSIONAL  
SOCIETIES OR FELLOWSHIP BY PROFESSIONAL RECOGNISED BODIES**

To

Accounts office

MGUMST

I have been issued GRANT FOR MEMBERSHIP OF PROFESSIONAL SOCIETIES /  
FELLOWSHIP BY PROFESSIONAL RECOGNISED BODIES for amount of Rs.....  
vide letter number ..... (Copy attached). I would request you to  
please transfer the amount in my account details as mentioned below.

Name of Account holder:

Name of Bank:

Branch:

Account Number:

IFSC code:

Name & Signature

Employee / Student ID

*All specified documents as mentioned along with application form are deposited in Office of Research cell.  
The applicant will produce original sanction letter, original bills and receipts (if any) along with this  
reimbursement letter in account section.*

**Signature and Stamp  
Dean Research**

## **GRANT / INCENTIVE FOR AWARDS**

Awards and recognitions by students, scholars, faculty members for research and innovation are the benchmark for any University and hence MGUMST will acknowledge all members towards this endeavour.

### **Eligibility**

- Any Faculty members / PhD scholars / Postgraduate & Undergraduate student who has been awarded is eligible for this grant
- This grant can be availed multiple times a year but the discretion to award the grant would be with the committee.
- The award shall be considered only if its from a recognised body or society
- No sponsored or paid award would be considered

### **Review procedure and evaluation criteria**

- The interested candidates have to apply for reimbursement of cost (nomination fee, travel, accommodation etc.) through Awards grant / incentive form.
- Duly filled form, with verified attached documents like Invitation for nomination, award copy, travel expense, receipts should be presented along with form to Chairperson, R & D cell
- Among all the awardees of the year IQAC, MGUMST felicitates selected awardees once a year with commendation certificate and cash award.
- University Awards Committee also invites yearly applications for the following awards separately: Researcher of the year award (Rs.10,000), Publications of the year award (Rs.10,000), Best Scientific Presentation of the year Award (Rs.5,000), Best Paper / Poster of the year Award (Rs.5,000), Text Book Award (Rs.10,000), Patent / Copyright Award (Rs.5,000). The details for this are issued by University Awards Committee from time to time.
- In case the awardee has not made any expenditures for receiving the award or its registration, then the University will also provide award incentive.

### **Grant amount and rules**

- Individual award grant / incentive of max Rs. 5000 per candidate
- College award grant of max Rs. 15,000 per college
- Grant amount may be increased based on observations of Vice Chancellor, MGUMST under special circumstances through specific approval letter.

## APPLICATION OF GRANT / INCENTIVE FOR AWARD

Personal Details	
Applicant Name with employee / student ID	
Contact Number of applicant	
Designation of applicant	
Department & College	
Date of joining the institution	
Date of last availing this grant	
Title of Award received	
Type of Reimbursement	Award Fee <input type="radio"/> Travel expense <input type="radio"/> Award Incentive <input type="radio"/>
Amount of grant applied	
<b><u>Declaration</u></b> The undersigned hereby declare that, a. The data mentioned above is correct to the best of my knowledge. b. I hereby verify that the foregoing information and details are true and correct in accordance with Policy of MGUMST, Jaipur c. In case the above information is found inaccurate, I affirm that the grant may be cancelled and I would liable to pay it back in case it is disbursed to me.  Name of applicant:  Signature of applicant with Date:  Comments of the HOD with stamp & signature:  Comments of the Dean with stamp & signature:  Recommendations of R & D Cell , MGUMST with signature:	

### Checklist

1. Duly filled application form forwarded by HOD & Dean
2. Details of awarding agency
3. Certificate of award
4. Bill of expenses in original or verified by HOD / Dean & proof of payment by individual
5. Research register entry
6. Achievement google form entry

Application should be addressed to: Chairperson, R & D Cell, MGUMST

Application should be submitted to: Office of Research Cell, Ground Floor, RD Block, MGUMST



## REIMBURSEMENT FORM FOR GRANT FOR AWARD / AWARD INCENTIVE

To

Accounts office

MGUMST

I have been issued GRANT FOR AWARD / AWARD INCENTIVE for amount of Rs.....

vide letter number ..... (Copy attached). I would request you to

please transfer the amount in my account details as mentioned below.

Name of Account holder:

Name of Bank:

Branch:

Account Number:

IFSC code:

Name & Signature

Employee / Student ID

*All specified documents as mentioned along with application form are deposited in Office of Research cell. The applicant will produce original sanction letter, original bills and receipts (if any) along with this reimbursement letter in account section.*

**Signature and Stamp  
Dean Research**

## **GRANT / INCENTIVE FOR IPR (PATENT / DESIGN PATENT / COPYRIGHT)**

### **Objective**

- The IPR cell will facilitate all IPR related programs in the university and any department that intends to conduct such a program shall do in conjunction with the IPR cell.

### **Review procedure and evaluation criteria**

- Faculty members, PhD scholars, super-specialty residents, PG, UG students are all eligible for this grant / incentive
- Duly filled form, with verified attached documents should be addressed to Chairperson, IPR cell
- The grant would be issued partially on IPR publication and then subsequently on IPR granted stage. This would act as payment for the patent to the agency. Only the approved agency by the University (Details attached) should be used for IPR based work and they will be paid directly via accounts department as and when demand note is issued by them.
- The individual who is the main applicant in the said IPR would be awarded IPR incentive in 2 phases, at IPR publication and then subsequently on IPR granted stage in case of patent and in case of design patent or copyright this would be awarded as the certificate is submitted.
- If multiple MGUMST members are associated with one patent, only one can apply for the incentive irrespective of their authorship order along with co-author consent / NOC as per attached format
- In case the candidate has done a combined IPR with other institutes with duly mentioned MGUMST in his affiliation, then the University will also provide the person with IPR incentive, as described in below section "Grant Amount".
- The pre-requisite for any IPR grant or incentive is that MGUMST should be one of the applicants.

### **Grant amount**

- In case of individual being primary applicant and MGUMST as co-applicant, the IPR grant (Patent / Design Patent / Copyright) would be based on amount of expenditure incurred and would be paid directly to agency only. The applicant can apply for IPR incentive:
  - Patent: Published – Rs.5000; Granted – Rs.10,000
  - Design patent: Rs.10,000
  - Copyright: Rs.5000
- In case the University is filing for patent / copyright in its name and the faculty members are associated as inventors, then the entire expenditure would be borne by the university and the applicants cannot apply for IPR incentive.
- 100 IPR based grants can be issued in one year with no restriction on number of applications by individual person.

## APPLICATION OF GRANT / INCENTIVE FOR IPR (PATENT / DESIGN PATENT / COPYRIGHT)

Personal Details	
Applicant Name with employee / student ID	
Co-applicant Name (If any)	
Contact Number of applicant & Co-applicant	
Designation of applicant & Co-applicant	
Department & College	
Date of joining the institution	
Date of last availing this grant	
Title of IPR	
Type of IPR	Patent <input type="radio"/> Design Patent <input type="radio"/> Copyright <input type="radio"/>
Nature of support	Grant <input type="radio"/> Incentive <input type="radio"/>
Amount of Grant / Incentive	
Certified agency bill in case of grant	(Attach invoice)
<p style="text-align: center;"><b><u>Declaration</u></b></p> <p>The undersigned hereby declare that,</p> <ol style="list-style-type: none"> <li>a) The data mentioned above is correct to the best of my/our knowledge.</li> <li>b) I/We hereby verify that the foregoing information and details are true and correct in accordance with Policy of MGUMST, Jaipur</li> <li>c) In case of joint authorship I / We declare that other co-author has not applied / will not apply or received grant for the same from MGUMST</li> <li>d) In case the above information is found inaccurate, I / we affirm that the grant may be cancelled and I / we would liable to pay it back in case it is disbursed to me.</li> </ol> <p>Name of applicant / Co-applicant:</p> <p>Signature of applicant / Co-applicant with Date:</p> <p>Comments of the HOD with stamp &amp; signature:</p> <p>Comments of the Dean with stamp &amp; signature:</p> <p>Recommendations of IPR Committee, MGUMST with signature:</p>	

### Checklist

1. Duly filled application form forwarded by HOD & Dean
2. Invoice by certified agency
3. Patent/ copyright certificate
4. Research cell register entry
5. Achievement google form entry

Application should be addressed to: Chairperson, IPR Cell, MGUMST

Application should be submitted to: Office of Research Cell, Ground Floor, RD Block, MGUMST

## APPLICATION FOR MENTORSHIP / AGENCY CONNECT OF IPR

(PATENT / DESIGN PATENT / COPYRIGHT)

Personal Details	
Applicant Name with employee / student ID	
Co-applicant Name (If any)	
Contact Number of applicant & Co-applicant	
Designation of applicant & Co-applicant	
Department & College	
Title of proposed IPR	
Type of IPR	Patent <input type="radio"/> Design Patent <input type="radio"/> Copyright <input type="radio"/>
Type of help desired	Agency connect <input type="radio"/> Mentorship <input type="radio"/>
Signature of applicant / Co-applicant with Date:	
Comments of IPR committee	

**REIMBURSEMENT FORM FOR INCENTIVE FOR IPR (PATENT / DESIGN PATENT /  
COPYRIGHT)**

To

Accounts office

MGUMST

I have been issued INCENTIVE FOR PATENT / COPYRIGHT / DESIGN PATENT for amount  
of Rs..... vide letter number ..... (Copy attached). I would  
request you to please transfer the amount in my account details as mentioned below.

Name of Account holder:

Name of Bank:

Branch:

Account Number:

IFSC code:

Name & Signature

Employee / Student ID

*All specified documents as mentioned along with application form are deposited in Office of Research cell.  
The applicant will produce original sanction letter, original bills and receipts (if any) along with this  
reimbursement letter in account section.*

**Signature and Stamp  
Dean Research**

**PAYMENT FORM FOR AGENCY IN CASE GRANT FOR IPR (PATENT / DESIGN  
PATENT / COPYRIGHT)**

To

Accounts office

MGUMST

I have been issued GRANT FOR PATENT / DESIGN PATENT / COPYRIGHT for amount of  
Rs..... vide letter number ..... (Copy attached). The  
amount is to be paid to the agency as per attached invoice. I would request you to please transfer  
the amount in account details as mentioned below.

Name of Account holder:

Name of Bank:

Branch:

Account Number:

IFSC code:

Name & Signature

IPR details

Employee / Student ID

*All specified documents as mentioned along with application form are deposited in Office of Research cell.  
The applicant will produce original sanction letter, original bills and receipts (if any) along with this  
reimbursement letter in account section.*

**Signature and Stamp  
Dean Research**

## APPLICANT CONSENT CERTIFICATE

I, ....., designation ....., department ....., college .....affirm and declare as follows:

1. That I am the applicant / co- applicant of the IPR titled .....  
.....
2. That in case of joint authorship I / We declare that other MGUMST co-author has not applied / will not apply or receive incentive for the same publication from MGUMST
3. That I have consulted all MGUMST co-authors regarding this and they have consented that the incentive may be issued on my name and their signatures are attached below.
4. That in case the above information is found inaccurate, I affirm that the incentive may be cancelled and I would liable to pay it back in case it is disbursed to me.
5. That the statements made herein are true and correct to the best of my /our knowledge and belief.

Applicant Author

Signature

Co-authors Name

Signature

Co-authors Name

Signature

Co-authors Name

Signature

Co-authors Name

Signature

## **INCENTIVE FOR PUBLICATION OF SCIENTIFIC PAPERS**

### **Eligibility**

- Faculty member / PhD scholar / Super-speciality residents / PG & UG students can avail this publication incentive. Only the journals indexed in PubMed / Web of Science / Scopus will be considered for this grant
- The affiliation of applicant should be mentioned as individual department / institution & Mahatma Gandhi University of Medical Sciences & Technology

### **Review Procedures and Evaluation Criteria**

- Duly filled publication incentive form, with verified attached documents should be addressed to Chairperson, Publication committee after paper publication with supporting documents like article copy, indexing information of journal
- If multiple MGUMST members are associated with one article, only one can apply for the incentive irrespective of their authorship order along with co-author consent / NOC as per attached format
- If the applicant is a faculty member then the reimbursement would be as incentive and if the applicant is PhD scholar / Super-speciality residents / PG & UG students, then the reimbursement would be granted in form of scholarship.
- If any faculty has published in a multi-institutional publication then the faculty of MGUMST can also apply for incentive irrespective of their authorship order as long as the affiliation is our institution
- Publication incentive can be availed multiple times during the year.
- Articles published in 2025 (Jan to Dec) may be submitted for incentive any time during the year (2025) but not later than Jan 2026 so that reimbursement before the closure of financial year (2025-26) could take place.

### **Incentive Amounts and rules**

- Publication incentive would be based on Quartile Ranking (Q1-Q4) and Journal Citation Reports (JCR), indexing of journal that classifies journals based on their citation impact within a specific field.
  - Q1(PubMed / Scopus / Web of Science ) indexed journals – Rs.50,000/-
  - Q2 (PubMed / Scopus / Web of Science ) indexed journals – Rs.40,000/-
  - Q3 (PubMed / Scopus / Web of Science ) indexed journals – Rs.30,000/-
  - Q4 (PubMed / Scopus / Web of Science ) indexed journals – Rs.20,000/-
  - Journal indexed in PubMed / Scopus / Web of Science but not in above categories – Rs.10,000/-



### **JMGUMST publication incentive**

- Faculty member / PhD scholar / Super-speciality residents / PG & UG students can also avail JMGUMST publication incentive.
- Only the first author can apply.
- JMGUMST publication incentive can be availed maximum 2 times during one year.
- This would be Rs.5000 for original research article, Rs.3000 for meta-analysis and systematic reviews, Rs.2000 for case reports and Rs.1000 for other articles like narrative review, etc. Total number of such grants would not exceed 50 in one year and would be based on first come first serve basis.

## APPLICATION FOR PUBLICATION INCENTIVE

Applicant Name with employee / student ID					
Designation of applicant					
College & Department					
E-mail ID of applicant					
Date of joining the institution					
Date of last availing this grant					
Contact Number of applicant					
Title of article					
Name of Journal					
Indexing of Journal	PubMed <input type="radio"/>	Scopus <input type="radio"/>	Web of Science <input type="radio"/>		
Citation of Article					
Category	Q1 <input type="radio"/>	Q2 <input type="radio"/>	Q3 <input type="radio"/>	Q4 <input type="radio"/>	Others <input type="radio"/>
<b><u>Declaration</u></b>					
<p>The undersigned hereby declare that,</p> <ol style="list-style-type: none"> <li>a) The data mentioned above is correct to the best of my/our knowledge.</li> <li>b) I/We hereby verify that the foregoing information and details are true and correct in accordance with Policy of MGUMST, Jaipur</li> <li>c) In case of joint authorship I / We declare that other co-author has not applied / will not apply or received grant for the same publication from MGUMST</li> <li>d) In case the above information is found inaccurate, I affirm that the grant may be cancelled and I would liable to pay it back in case it is disbursed to me.</li> </ol>					
Name of applicant:					
Signature of applicant with Date:					
Comments of the HOD with stamp & signature:					
Comments of the Dean with stamp & signature:					
Recommendations of Publications Committee, MGUMST with signature:					

### Checklist

1. Duly filled application form forwarded by HOD & Dean
2. Article copy
3. Indexing authority certificate
4. Authors consent certificate
5. Research Cell register entry
6. Achievement google form entry

Application should be addressed to: Chairperson, Publications Committee, MGUMST

Application should be submitted to: Office of Research Cell, Ground Floor, RD Block, MGUMST

## APPLICATION FOR JMGUMST PUBLICATION INCENTIVE

Applicant Name with employee / student ID	
Designation of applicant	
College & Department	
E-mail ID of applicant	
Contact Number of applicant	
Date of joining the institution	
Date of last availing this grant	
Title of article	
Name of Journal	JMGUMST
Issue / Volume of Article	
Category	Original article <input type="radio"/> Systematic review / meta-analysis <input type="radio"/> Case report <input type="radio"/> Others <input type="radio"/>
<p style="text-align: center;"><b><u>Declaration</u></b></p> <p>The undersigned hereby declare that,</p> <ol style="list-style-type: none"> <li>a) The data mentioned above is correct to the best of my/our knowledge.</li> <li>b) I/We hereby verify that the foregoing information and details are true and correct in accordance with Policy of MGUMST, Jaipur</li> <li>c) In case of joint authorship I / We declare that other co-author has not applied / will not apply or received grant for the same publication from MGUMST</li> <li>d) In case the above information is found inaccurate, I affirm that the grant may be cancelled and I would liable to pay it back in case it is disbursed to me.</li> </ol> <p>Name of applicant:</p> <p>Signature of applicant with Date:</p>	
Comments of the HOD with stamp & signature:	
Comments of the Dean with stamp & signature:	
Recommendations of Publications Committee, MGUMST with signature:	

### Checklist

1. Duly filled application form forwarded by HOD & Dean
2. Article copy
3. Authors consent certificate
4. Research Cell register entry

Application should be addressed to: Chairperson, Publications Committee, MGUMST

Application should be submitted to: Office of Research Cell, Ground Floor, RD Block, MGUMST

## AUTHOR CONSENT CERTIFICATE

I, ....., designation ....., department ....., college .....affirm and declare as follows:

1. That I am the author / co-author of the article titled .....  
.....
2. That my article is published in Journal .....with the following citation ..... which is indexed in PubMed, Scopus, Web of Science as per MGUMST research grant criteria specification
3. That in case of joint authorship I / We declare that other MGUMST co-author has not applied / will not apply or received incentive for the same publication from MGUMST
4. That I have consulted all MGUMST co-authors regarding this and they have consented that the incentive may be issued on my name and their signatures are attached below.
5. That in case the above information is found inaccurate, I affirm that the incentive may be cancelled and I would liable to pay it back in case it is disbursed to me.
6. That the statements made herein are true and correct to the best of my /our knowledge and belief.

Applicant Author

Signature

Co-authors Name

Signature

Co-authors Name

Signature

Co-authors Name

Signature

Co-authors Name

Signature

**REIMBURSEMENT FORM OF PUBLICATION INCENTIVE / JMGUMST  
PUBLICATION INCENTIVE FOR FACULTY MEMBERS**

To

Accounts office

MGUMST

I have been issued PUBLICATION INCENTIVE / JMGUMST PUBLICATION INCENTIVE for  
amount of Rs..... vide letter number ..... (Copy attached)  
dated ..... I would request you to please transfer the amount in my account details as  
mentioned below.

Name of Account holder:

Name of Bank:

Branch:

Account Number:

IFSC code:

Name & Signature

Employee / Student ID

*All specified documents as mentioned along with application form are deposited in Office of Research cell.  
The applicant will produce original sanction letter, original bills and receipts (if any) along with this  
reimbursement letter in account section.*

**Signature and Stamp  
Dean Research**

**REIMBURSEMENT FORM OF PUBLICATION INCENTIVE FOR  
PhD SCHOLAR / SUPER-SPECIALITY RESIDENTS / PG & UG STUDENTS**

To

Accounts office

MGUMST

I have been issued PUBLICATION INCENTIVE for amount of Rs..... vide letter number  
..... (Copy attached) dated .....

This amount would be awarded as scholarship to me, hence I request to please adjust this amount  
in my Tuition fee / hostel fee account head

Name:

Designation:

Department:

College:

Student ID:

Name & Signature

Employee / Student ID

*All specified documents as mentioned along with application form are deposited in Office of Research cell.  
The applicant will produce original sanction letter, original bills and receipts (if any) along with this  
reimbursement letter in account section.*

**Signature and Stamp  
Dean Research**

## **INCENTIVE FOR PUBLICATION OF BOOKS / CONTRIBUTION OF CHAPTERS IN BOOKS**

### **Eligibility**

- Faculty member / PhD scholar / Super-speciality residents / PG can avail this grant
- The affiliation of applicant should be MGUMST
- In case of textbook / handbook authorship, the book must contain a message / foreword / similar from either Chairperson MGUMST / Vice Chancellor MGUMST / Head of Institution

### **Review Procedures and Evaluation Criteria**

- The interested candidates have to apply through book publication grant form
- Duly filled form, with verified attached documents should be addressed to Chairperson, Publication committee with supporting documents
- If multiple MGUMST members are associated with one book, only one can apply for the incentive irrespective of their authorship order along with co-author consent / NOC as per attached format
- If any faculty has published in a multi-institutional publication then the faculty of MGUMST can also apply for incentive irrespective of their authorship order as long as the affiliation is our institution
- Incentive for book publication can be availed multiple times during one calendar year.

### **Grant Amounts and rules**

- Author / Editor of International Textbook: Rs. 20,000
- Author / Editor of National Textbook: Rs. 15,000
- Author / Editor of Handbook: Rs. 5,000
- Contributor as chapter author in International Textbook: Rs. 7500
- Contributor as chapter author in National Textbook: Rs. 5000
- Contributor as chapter author in Handbook: Rs. 2000
- Total number of such grants would not exceed 50 in one year and would be based on first come first serve basis.
- Grant amount may be increased based on observations of Vice Chancellor, MGUMST under special circumstances.

**APPLICATION OF INCENTIVE FOR PUBLICATION OF BOOKS / CONTRIBUTION OF CHAPTERS  
IN BOOKS**

Applicant Name with employee / student ID	
E-mail ID of applicant	
Contact Number of applicant	
Designation of applicant	
Department & College	
Date of joining the institution	
Date of last availing this grant	
Title of book	
Name of Publisher	
ISBN number	
<p style="text-align: center;"><b><u>Declaration</u></b></p> <p>The undersigned hereby declare that,</p> <ul style="list-style-type: none"><li>a) The data mentioned above is correct to the best of my/our knowledge.</li><li>b) I/We hereby verify that the foregoing information and details are true and correct in accordance with Policy of MGUMST, Jaipur</li><li>c) In case of joint authorship I / We declare that other co-author has not applied / will not apply or received grant for the same publication from MGUMST</li><li>d) In case the above information is found inaccurate, I affirm that the grant may be cancelled and I would liable to pay it back in case it is disbursed to me.</li></ul> <p>Name of applicant:</p> <p>Signature of applicant with Date:</p> <p>Comments of the HOD with stamp &amp; signature:</p> <p>Comments of the Dean with stamp &amp; signature:</p> <p>Recommendations of Publications Committee, MGUMST with signature:</p>	

**Checklist**

1. Duly filled application form forwarded by HOD & Dean
2. Coloured front page of book copy / chapter contribution / contributor list
3. Copy of book to be deposited in library and research cell case of authorship
4. Research Cell register entry
5. Achievement google form entry

Application should be addressed to: Chairperson, Publications Committee, MGUMST

Application should be submitted to: Office of Research Cell, Ground Floor, RD Block, MGUMST



**REIMBURSEMENT FORM OF INCENTIVE FOR PUBLICATION OF BOOKS /  
CONTRIBUTION OF CHAPTERS IN BOOKS FOR FACULTY MEMBERS**

To

Accounts office

MGUMST

I have been issued INCENTIVE FOR PUBLICATION OF BOOKS / CONTRIBUTION OF  
CHAPTERS IN BOOKS for amount of Rs..... vide letter number  
..... (Copy attached). I would request you to please transfer the  
amount in my account details as mentioned below.

Name of Account holder:

Name of Bank:

Branch:

Account Number:

IFSC code:

Name & Signature

Employee / Student ID

*All specified documents as mentioned along with application form are deposited in Office of Research cell.  
The applicant will produce original sanction letter, original bills and receipts (if any) along with this  
reimbursement letter in account section.*

**Signature and Stamp  
Dean Research**

**REIMBURSEMENT FORM OF INCENTIVE FOR PUBLICATION OF BOOKS /  
CONTRIBUTION OF CHAPTERS IN BOOKS FOR PhD SCHOLAR / SUPER-  
SPECIALITY RESIDENTS / PG & UG STUDENTS**

To

Accounts office

MGUMST

I have been issued PUBLICATION INCENTIVE for amount of Rs..... vide letter number  
..... (Copy attached) dated .....

This amount would be awarded as scholarship to me, hence I request to please adjust this amount  
in my Tuition fee / hostel fee account head

Name:

Designation:

Department:

College:

Student ID:

Name & Signature

Employee / Student ID

*All specified documents as mentioned along with application form are deposited in Office of Research cell.  
The applicant will produce original sanction letter, original bills and receipts (if any) along with this  
reimbursement letter in account section.*

**Signature and Stamp  
Dean Research**

## **GRANT FOR INNOVATION & START-UPS**

Innovations are the benchmark of research in the University and Institutional Innovation Council of MGUMST established under rules of Ministry of HRD, Govt of India is the primary body driving this thrust towards excellence in University via innovations and start-up.

### **Eligibility**

- Faculty members / PhD scholar / Super-speciality residents / PG / UG are eligible for this grant
- They can avail this opportunity two times a year given the outcome of his/her previous project succeeded.
- This grant is specifically given for making new innovations, products, appliances, etc and is separate from seed money / intramural grant given specifically for research (as covered in Intramural grant).

### **Review Procedures and Evaluation Criteria**

- The interested candidates have to apply via Innovation / Start-up grant form
- Duly filled form, with verified attached documents should be addressed to Chairperson, IIC
- Each proposal submitted shall be reviewed by a University IIC and a brief presentation of the same would be held before approval of same. Members of the panel shall be chosen in relation to their expertise and relevance to the research areas encompassed by the submitted proposals.
- Submitted proposals shall be evaluated using a standard scoring system. Five review criteria including significance, investigator, innovation, approach and expertise towards the projects shall be used in conjunction with an overall impact score. Due consideration shall be given to the potential projects which are inclined towards government funding or having the potential to align with incubation centres.
- Project ID will be assigned to each project

### **Grant Amounts and rules**

- The maximum limit of grant allocation for innovation and start up projects would be capped at Rs 50,000. Amounts awarded may differ from submitted budget requests at the discretion of the Review Panel.
- Total number of such grants would not exceed 20 in one year and would be based on first come first serve basis.
- A Undertaking would be signed by the innovator stating that in case the start up is successful and starts to generate revenue then the IIC or university would stake no claim on its revenue and it shall be the sole earning of investigators however the funded seed money shall be returned to University on immediate basis. In case the start up fails to survive then return of this start up seed money would be waived off.
- The Principal Innovator (PI) on the proposal shall be responsible for the project and monitoring its progress.
- The grant would be divided in two phases. The first part of the grant would be issued on project approval and the second part would be sanctioned after the PI submits a progress report after partial completion of the research project to IIC.
- After the completion of project, a final report of the research project on the prescribed format shall be submitted in the IIC within the 30 days of completion of the research project. The final report requires a statement of the research objective, a brief report on the research findings, a list of publications from the research work, and a list of potential sponsors to whom grant requests were/shall be submitted (PIs, amount, duration, etc.) and the status of incubation of the start up.

## APPLICATION OF GRANT FOR START UP / INNOVATION

Personal Details	
Applicant Name with employee / student ID	
Co-Applciant Name (If any)	
E-mail ID of applicant & co-applciant	
Contact Number of applicant & co-applciant	
Designation of applicant	
Designation of Co-applciant	
Department & College	
Date of joining the institution	
Date of last availing this grant	

Project Details	
Name of Innovation / Start Up	
Brief Report of Innovation / Start Up	(Attach document with cost of project and financial arrangement)
Potential Beneficiaries	
Type of Grant	Infrastructure <input type="radio"/> Equipment <input type="radio"/> Funding <input type="radio"/>
Amount of Grant	

Declaration
<p>The undersigned hereby declare that,</p> <ol style="list-style-type: none"> <li>a) The data mentioned above is correct to the best of my/our knowledge.</li> <li>b) I/We hereby verify that the foregoing information and details are true and correct in accordance with Policy of MGUMST, Jaipur</li> <li>c) In case of joint work I / We declare that other co-applciant has not applied / will not apply or received grant for the same project from MGUMST</li> <li>d) In case the above information is found inaccurate, I/we affirm that the grant may be cancelled and I/we would liable to pay it back in case it is disbursed to me.</li> </ol> <p>Name of all applicant:</p> <p>Signature of all applicant with Date:</p> <p>Comments of the HOD with stamp &amp; signature:</p> <p>Comments of the Dean with stamp &amp; signature:</p> <p>Recommendations of IIC, MGUMST with signature:</p>

### Checklist

1. Duly filled application form forwarded by HOD & Dean
2. Project report
3. Start –up India / Yukti portal registration
4. Research Cell register entry
5. Undertaking stating that if the innovation or start-up gains commercial value then it is liable to return the funded money to university and stating that IIC or university have no commercial or monetary benefits via this start up.

Application should be addressed to: Chairperson Institutional Innovation Council, MGUMST  
 Application should be submitted to: Research Cell, Ground Floor, RD Block, MGUMST

## Letter of Undertaking in case of single applicant

I, ....., S/o ..... Adhaar number.....  
age....., resident of .....

inventor of the below mentioned innovation / start-up (hereinafter referred to as “beneficiary(s)”) hereby state that I have been provided financial assistance by Mahatma Gandhi University of Medical Sciences & Technology, Jaipur (herein after referred to as MGUMST) for conducting initiating innovation / start-up ....., under the mentorship of ..... (Name of mentor).

I understand that notwithstanding anything contained, disbursement of the sanctioned financial assistance, whether in part or in full, is at sole discretion of the MGUMST and I do not have any legal right to claim/force for disbursement of the financial assistance in whatsoever conditions.

As per the Grant letter Ref No. .... date..... issued by the IIC of the Mahatma Gandhi University of Medical Sciences & Technology, said amount is refundable, in case the innovation / start-up attains commercially profitable status within a period of 3 years.

I do hereby undertake to comply condition of the grant / financial assistance sanction letter and further affirms to refund grant received, if my innovation / start-up attains commercial profitability.

I further agree and undertake that the above declaration is irrevocable and shall remain in full force and effective till the repayment of financial assistance received or a period of 3 years, whichever is earlier.

I also undertake that this project would always be shown as Start-up initiative by MGUMST irrespective of commercialization status or my association with MGUMST.

I also undertake and confirm that the above declaration in favor of the MGUMST shall notwithstanding any dispute or disputes raised by me or any of my representative in any suit or proceeding pending before any court or Tribunal relating thereto as my liability under this undertaking is absolute and unequivocal.

I understand that failure to comply with these obligations may results in legal consequences and liabilities as outlined in the document.

In case of any difference or dispute arises between I and MGUMST, both the Parties shall hold mutual discussions to resolve such difference and / or dispute in an amicable manner for the best interests of both Parties. Parties shall try to resolve the difference and / or dispute within 30 days or such extended time as agreed between the Parties. In case, any difference and / or dispute could not be resolved through mutual discussion then such difference and / or dispute between the Parties shall be settled by a binding arbitration to be conducted in accordance with the Arbitration and Conciliation Act 1996, by a sole arbitrator appointed by the MGUMST. The venue and seat of the arbitration shall be at Jaipur, Rajasthan, India. Any arbitration award by the arbitral tribunal shall be final and binding upon the parties.

Place:

Signature \_\_\_\_\_

Date:

Name of beneficiary -----

## Letter of Undertaking in case of multiple applicant

I, ....., S/o ..... Adhaar number.....  
age....., resident of .....

along with joint applicants

....., S/o ..... Adhaar number..... age.....,  
resident of .....

....., S/o ..... Adhaar number..... age.....,  
resident of .....

....., S/o ..... Adhaar number..... age.....,  
resident of .....

inventors of the below mentioned innovation / start-up, (hereinafter referred to as “beneficiary(s)”) hereby state that we have been provided financial assistance by Mahatma Gandhi University of Medical Sciences & Technology, Jaipur (herein after referred to as MGUMST) for innovation / start-up ....., under the mentorship of ..... (Name of mentor).

We understand that notwithstanding anything contained, disbursement of the sanctioned financial assistance, whether in part or in full, is at sole discretion of the MGUMST and we do not have any legal right to claim / force for disbursement of the financial assistance in whatsoever conditions.

As per the Grant letter Ref No. .... date..... issued by the IIC of the Mahatma Gandhi University of Medical Sciences & Technology, said amount is refundable, in case the innovation / start-up attains commercially profitable status within a period of 3 years

We do hereby jointly undertake to comply condition of the grant / financial assistance sanction letter and further affirms to refund grant received, if our innovation / start-up attains commercial profitability.

We further agree and undertake that the above declaration is irrevocable and shall remain in full force and effective till the repayment of financial assistance received or a period of 3 years whichever is earlier.

We also undertake that this project would always be shown as Start-up initiative by MGUMST irrespective of commercialization status or our association with MGUMST.

We also undertake and confirm that the above declaration in favor of the MGUMST shall notwithstanding any dispute or disputes raised by us or any of our representative in any suit or proceeding pending before any court or Tribunal relating thereto as my liability under this undertaking is absolute and unequivocal.

We understand that failure to comply with these obligations may results in legal consequences and liabilities as outlined in the document.

In case of any difference or dispute arises between we and MGUMST, both the Parties shall hold mutual discussions to resolve such difference and / or dispute in an amicable manner for the best interests of both Parties. Parties shall try to resolve the difference and / or dispute within 30 days or such extended time as agreed between the Parties. In case, any difference and / or dispute could not be resolved through mutual discussion then such difference and / or dispute between the Parties shall be settled by a binding arbitration to be conducted in accordance with the Arbitration and Conciliation Act 1996, by a sole arbitrator appointed by the MGUMST. The venue and seat of the arbitration shall be at Jaipur, Rajasthan, India. Any arbitration award by the arbitral tribunal shall be final and binding upon the parties.

Place: Name of beneficiary ----- Signature\_\_\_\_\_

Date: Name of beneficiary ----- Signature\_\_\_\_\_

Name of beneficiary ----- Signature\_\_\_\_\_

Name of beneficiary ----- Signature\_\_\_\_\_

**Annexure-A** (Grant for innovation / start-up)

Forming part of letter of undertaking date: ..... Sanction letter Ref. No .....

Innovation / start-up Registration No. on YUKTI portal .....(To be provided after patent filing)

Title registered: .....

Type of Financial Assistance: Reimbursement

Amount INR..... (in Words)

Name of Beneficiary (s),	Signature

## REIMBURSEMENT FORM FOR GRANT OF START UP / INNOVATION

To

Accounts office

MGUMST

I have been issued GRANT FOR START UP / INNOVATION for amount of Rs..... vide  
letter number ..... (Copy attached). I would request you to please  
transfer the amount in my account details as mentioned below.

Name of Account holder:

Name of Bank:

Branch:

Account Number:

IFSC code:

### **CONSENT OF MENTOR FACULTY** **(In case of Super-specialty resident, PG and UG students)**

Name & Signature

Employee / Student ID

*All specified documents as mentioned along with application form are deposited in Office of Research cell.  
The applicant will produce original sanction letter, original bills and receipts (if any) along with this  
reimbursement letter in account section.*

**Signature and Stamp**  
**Dean Research**

1<sup>st</sup> payment (Amount & Date):

2<sup>nd</sup> payment (Amount & Date):

Bills received:

Final report received