



VILLA COLLEGE RESEARCH GRANT POLICY

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1. Purpose

- 1.1 The purpose of the Research Grant Policy is to develop the required financial support and policy environment at Villa College which encourages independent research and dissemination of research knowledge, in line with the strategic objective of fostering a research environment that encourages staff and students to undertake, and disseminate/showcase their research and inventions.
- 1.2 The Policy on Research Grants also ensures that Villa College Research Grants are provided and managed in accordance with the grant agreements, relevant financial managements status and relevant policies of the Villa College.
- 1.3 The Policy also addresses the nature of grant support that could help develop research capacity at Villa College in the long-run.

2. Definitions

Research: The systematic investigation into and study of materials and sources in order to establish facts and reach new conclusions.

Research Grant: Grants are non-repayable funds disbursed by the granting agency (Villa College) to the grant applicant (Grant-holder).

Innovation: The process of translating an idea or invention into a good or service that creates value.

Research Infrastructure: refers to the facilities, resources and related services used by the College community to conduct research in their respective fields. Research Infrastructure may be physically located or distributed across the college or it may also be virtual (i.e. the service is provided digitally)

Research Ethics: Research ethics involves the application of fundamental ethical principles to scientific research practices.



3. Scope

- 3.1 This policy covers all aspects of research grant support provided to Villa College staff to carry out and disseminate their research findings.
- 3.2 This policy will apply to all fulltime staff of Villa College who are involved in the conduct of research, associated with the Villa Collage.

4. Policy Principles

- 4.1 Villa College acknowledges that research grant represents a large funding outlay and must be managed in line with Villa College's internal policies, expectations of good governance, and transparency for efficient and effective use of funds.
- 4.2 All aspects of this policy must be interpreted and applied in accordance and in compliance with other relevant policies, principles, guidelines, standards and procedures of Villa College.

5. Policy Description

Villa College Research Grant Policy will be administered as follows, within the institutional structures, relevant policies and procedures:

5.1 Villa College Research Grant Committee

- 5.1.1 All aspects of award and administration of this policy shall be carried out under the auspice of the Villa College Research Grant Committee.
- 5.1.2 The Villa College Research Grant Committee will consist of the following members:
 - i. Deputy Vice Rector Research and Innovation
 - ii. Deputy Vice Rector Administration and Finance
 - iii. Dean of Research of IRI
 - iv. A member appointed by the Villa College Council
 - v. A member appointed by the Villa College Senate
 - vi. A representative of the Villa College HR Committee
 - vii. A representative of the Villa College Staff Club



- 5.1.3 The quorum of the Villa College Research Grant Committee is 4 members.
- 5.1.4 The Villa College Research Grant Committee will have a term of 2 years.
- 5.1.5 The secretariat of the Villa College Research Grant Committee will be managed by the Institute for Research and Innovation (IRI).

5.2 Research Grants

The following criteria are to be applied to determine the provision of funds to conduct research:

- 5.1.6 Research grant will be awarded for research projects which are based on Research Grant Awarding Areas, that are in line with the strategic priorities of Villa College in any given year/period.
- 5.1.7 Institute for Research and Innovation, in consultation with relevant faculties and departments of Villa College will identify and publicise the Research Grant Awarding Areas for any given period.
- 5.1.8 Research grant will be awarded after reviewing the grant application by the Research Grant Committee. The Committee will use Grant Evaluation Criteria and Procedure in assessing eligibility and merit.

5.3 Eligibility Criteria

- 5.3.1 Eligibility for Villa College Research Grant is limited to fulltime staff of Villa College. Temporary, visiting, adjunct, or part-time staff are not eligible to apply for a research grant. However, this does not preclude them from being part of a joint application, as provided in 5.3.2.
- 5.3.2 Any eligible staff member is allowed to submit a joint application with a student or students, part-time or visiting scholars, or any industry members as part of a collaborative research project.



- 5.3.3 Research Grant will be awarded only to support research projects and in disseminating the research nationally or internationally, including participation in research conferences related to the same research.
- 5.3.4 The proposal should clearly and categorically identify the significance of the research and identify the specific deliverables and their knowledge and practical values, including potential for commercialisation.
- 5.3.5 In any given year, only one proposal may be submitted by any eligible individual or research team. If appropriate, proposals may be submitted jointly by more than one individual, but no individual may serve as proposer in more than one project, whether joint or single. However, this does not preclude any individual from being in more than one proposing teams/groups.
- 5.3.6 In order to submit a proposal in consecutive years, any reports due on previous projects must be submitted along with the application for the new research grant.
- 5.3.7 Satisfactory completion of any previously awarded grant(s) will be given consideration in the selection of any new application.

5.4 Research Grant Agreements

- 5.4.1 The individual applicant or collective applicants who are awarded the research grants by the Villa College Research Grant Committee will be required to sign a Research Grant Agreement with Villa College.
- 5.4.2 A research grant agreement that constitutes a contract is required prior to the acceptance and provision of designated research grants. This agreement will be reviewed by the Villa College Grant Committee, and administered by the Institute for Research and Innovation.
- 5.4.3 The Grant Contract should identify and clearly outline the roles and responsibilities of the grant-holder, administrative arrangements and the consequences of non-compliance or incompleteness of the granted research.
- 5.4.4 Funding for the awarded Research Grants will be released to the awardee based on the specific deliverables and overall progress of the research project. If the project activities are found to be not progressing according to the timeline proposed in the grant application, Villa College Research Grant Committee and relevant financial controllers will have the authority to suspend payment until such matters are adequately addressed.



5.5 Grant Budget

- 5.5.1 The Villa College Research Grant is contingent on annual approval of the Villa College grant budget. Any approval made are not final until the Villa College Council approves the budget for the year.
- 5.5.2 In general, individual grants are expected to be in the broad range between MVR 50,000 to MVR100,000 per project.
- 5.5.3 The amount proposed must be clearly linked to the deliverables and justified.
- 5.5.4 Villa College Research Grant will provide support for the following categories of expenditures:
- a) General expenses (such as supply, material, services, other relevant general expenses) related to the conduct of the research
 - b) Equipment essential to the research being proposed
 - c) Research related travel costs
 - d) Research assistance as support staff
 - e) Labor cost for other personnel essential to the project
 - f) Proof-reading and other editorial work
 - g) Participation in research conferences (local and international) to disseminate the outcomes of the research

6 Administrative matters and responsibilities

- 6.3 The management of research grant is a shared responsibility between Villa College and research grantees, comprising of planning, day to day management, governance, accounting and reporting as required.
- 6.4 Everyone responsible in any aspect of the research grant for any research project must act to support the governance, management and accounting of those research grants.
- 6.5 All the concern individuals and departments must supply information and documentation as required to the relevant personal in a timely manner.
- 6.6 Villa College is required to have robust and transparent governance process in place that provide assurance that the financial standards are met in the management of the Research Grants. The following specialized responsibilities must be taken by the Institute for



Research and Innovation (IRI) and other relevant departments of Villa College, in relation to the implementation and management of research grants:

6.6.1 The College is required to provide the infrastructure to administer research funds with the highest level of integrity and accountability. To this end, Villa College Financial Services, will:

- a) establish separate project account(s), for each new research agreement within the finance system
- b) make project reports available, detailing all financial transactions and summarizing the financial status of individual research projects
- c) co-ordinate independent audits of research funds as required under funding agreements
- d) assist in the conduct of internal audits of research funds

6.6.2 The research budget will be coordinated by IRI, and as the coordinating body IRI is required to ensure that:

- a) expenditure of research funds is in accordance with the approved funding agreement and the budget
- b) appropriate documentation is obtained in a timely manner in support of the expenditure of research funds.
- c) all expenditures of research funds are approved appropriately prior to the release of funds in accordance with this and other relevant policies of Villa College.

6.7 Researchers and Research Personnel are required to:

6.7.1 Obtain appropriate clearances for the expenditure of any project funds

6.7.2 Provide appropriate documentation and reports in support of expenditure of research funds in a timely manner.

7 Funding (where relevant)

7.1 Required funding for Villa College Research Grant Scheme will earmarked by the Villa College Council for each calendar year.

7.2 The quantity of such funding is contingent on the available resources of the college and the success rate of projects under the Villa College Research Grant Scheme.



8 Related Policies and Version Control

8.1 In order to effectively implement the Villa College Research Grant Policy, the following procedures and documentations must accompany this policy:

- a) Research Grant Committee Procedure
- b) Research Grant Awarding Areas
- c) Contract of Research Grant
- d) Research Grant Application Form
- e) Grant Evaluation Criteria and Procedure
- f) Financial Management and funding procedure
- g) Schedule of Grant Delegation

Related Policies

Version	Policy Name	Policy Number	Approval Date	Approved by	Status
1	Villa College Research Policy	VCAS / AR / PO / 2018 / 005.v1	29 August 2018	Academic Senate	Active

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