



## Policies & Procedures Manual

### Sir Syed University of Engineering & Technology

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<b>Policy Statement</b>
It is the policy of SSUET to establish a quality management system that meets the quality standards expected by its stakeholders. To achieve this, SSUET management is committed to continuous improvement in all areas of activities.

	<b>Name</b>	<b>Designation</b>	<b>Date</b>
<b>Prepared by:</b>	Dr. Rabia Noor Enam Engr. M. Hasnain Raza	Director ORIC Manager BIC	01-07-2021
<b>Reviewed by:</b>	Research Committee		09-07-2021

## **Policy for Honorarium on Research Project Grants**

### **1. Preamble**

To improve the research activities, and to increase the rankings at national and international platforms, research-based projects are an essential part of the university. To encourage the researchers to acquire research project grants from external resources, a certain percentage of the grant will be provided to the PI by SSUET.

### **2. Introduction**

In order to promote quality research activities Sir Syed University Research Committee (SSURC) a Policy regarding the percentage of Research Project Grants (RPG) given as an honorarium to the PI from the university. This document prescribes the policy and process for the issuance, approval, and payment schedule of the RPG honorarium in this regard.

### **3. Honorarium Percentages**

<b>Sr#</b>	<b>Category</b>	<b>Percentage</b>	<b>Remarks</b>
1	Approved Research project funding up to 10 Million.	5 %	For Example: For approved funding of 8 Million, the Research Project Funding Honorarium will be 0.4 Million
2	Approved Research project grant above 10 Million.  i) For 10 Million (1 <sup>st</sup> bracket)  ii) For next 10 Million (2 <sup>nd</sup> bracket)  iii) Rest of the approved amount	5 %  3%  2%	For Example: For approved funding of 25 Million the Research Project Funding Honorarium will be:  First 10 Million = 0.5 Million Next 10 Million = 0.3 Million Rest of 0.6 Million = 0.1 Million  Total Honorarium = 0.9 Million

#### 4. How to Apply

- All such requests should be made through the proper channel and recommended by the concerned Chairperson.
- Duly filled Application Form along with the proof of approved Research Grant.
- Full project proposal attached with the Application Form.

#### 5. Terms and Conditions

- PI should be affiliated to SSUET as a faculty member
- The honorarium should not be divided into other partner organization/institutions

#### 6. Payment Schedule

- The total no. of years will be counted from the date of acceptance of the.
- The tenure of 1<sup>st</sup> year will be counted from the date of acceptance.
- Honorarium payment will be made after receiving each installment of Grant.
- Payment schedule will be made after the acceptance of proposed grant and will be based on the allocation of the grant awarded.

#### Example

Suppose for a 3-year Research Project the grant awarded is of 25 Million, and the payment schedule is such that: 15 Million in the 1<sup>st</sup> year, 5 Million in the 2<sup>nd</sup> year and 5 Million for 3<sup>rd</sup> year. Based on the grant allocation the issuance of honorarium is calculated in the table below:

No. of Years	1 <sup>st</sup> Year	2 <sup>nd</sup> Year	3 <sup>rd</sup> Year
<b>Breakup of 25 Million Grant Allocated</b>	15 Million	5 Million	5 Million
<b>Honorarium Awarded</b>	5% of 10 Million (1 <sup>st</sup> Bracket) = 5 Lac + 3% of 5 Million (2 <sup>nd</sup> Bracket) = 1.5 Lac	3% of 5 Million (2 <sup>nd</sup> Bracket)= 1.5 Lac	2% of 5 Million (3 <sup>rd</sup> Bracket)= 1 Lac
<b>Total= 9 Lac</b>	6.5 Lac	1.5 Lac	1 Lac