

**INVITATION OF RESEARCH PROPOSALS FOR AWARD OF
RESEARCH GRANT**

BY

**SCHOOL OF CORPORATE GOVERNANCE AND PUBLIC POLICY
INDIAN INSTITUTE OF CORPORATE GOVERNANCE**

**INDIAN INSTITUTE OF CORPORATE AFFAIRS
(Ministry of Corporate Affairs)**

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1. Background

Indian Institute of Corporate Affairs (IICA) has been established by the Ministry of Corporate Affairs (MCA), Government of India to act as a think-tank and centre of excellence to support the growth of the corporate sector in India through an integrated and multi-disciplinary approach in addressing challenges and problems being faced by companies and regulators. The state-of-the-art campus of IICA is located at Manesar, Haryana.

IICA offers capacity building and advisory solutions to the Government, Statutory Authorities, Private Sector and other stakeholders through its various Schools, Centres and Foundations. It creates customised programmes for ministries, departments, companies and other stakeholders to meet their training needs. Apart from specialized training, the institute continues to play an important role in education and awareness through creation of focused and highly specialized content/material for public dissemination, promoting research in the areas of relevance to promote effective and responsible corporate behaviour.

With the objective of delving on pertinent issues relating to corporate governance, the School of Corporate Governance and Public Policy invites research proposals from research scholars and professionals working in academia, corporate sector or any other sector to conduct research under the broad theme of corporate governance. IICA will provide research grant not exceeding Rs 5 lakhs.

2. GENERAL INSTRUCTIONS:

- i. School of Corporate Governance and Public Policy invites research proposal, which may be conceptual, methodological/experiential or with policy orientation, on the subject of Corporate Governance from Indian citizens. The research projects may be interdisciplinary in nature.
- ii. The research themes should be oriented towards understanding, identifying, and creating new insights on the issues which are likely to become bench marks in terms of concept, theory, methodology and research outcomes in the area of corporate governance.

Such research studies will be commissioned by School of Corporate Governance at IICA to understand policy issues from the perspective of companies and regulators. Investigator/Scholar or a group of scholars interested in carrying out a research under the broad theme of corporate governance may submit a research proposal thereon.

3. Duration and Value

Grant-in-aid, under the Research Projects Scheme, is available for the research proposals with a time duration ranging from 1-2 years. The research Study will have an average allocation broadly ranging between Rs 1 to 5 lakhs, disbursed in four instalments. The budget estimates for these proposals are required to be prepared on the basis of the guidelines given at Annexure II.

4. Eligibility for the Grant

- i. Only Indian citizens will be eligible for the grant.
- ii. The extent and scope of these studies are expected to be extensive and of relevant and contextual to the contemporary challenges. Given the scale and nature of research under sponsored program, the School expects that the research has defined goals, specific to a field of study or inter-disciplinary for researchers from different disciplines to constitute a team.
- iii. Research teams may consist of Individual Researcher(s)/ from one or more centre/institute/university/business organisations,
- iv. Scholars/ Professionals having significant interest in the subject of corporate governance and in possession of academic and professional degree/experience are eligible for this grant.
- v. Preference shall be given to scholars/practitioners of distinct academic interests in the subject and with a record of publications.
- vi. Applications are invited from professionals affiliated to academic institutions/government organisations/business organisations in India. Proposals forwarded by organisations/ Institutions partially funded by Central/State Government may also be considered.
- vii. In either of the above cases, the prescribed application form will have to be submitted to the School of Corporate Governance and Public Policy for further financial and administrative processing.
- viii. A research proposal is required to be submitted in the prescribed format (Annexure I) by an individual scholar or a team of scholars.
- ix. Applicants must also submit along with the research proposal, detailed account of Research Publications, and Research Projects carried in the past/ current projects in the format provided in Annexure -III
- x. Proposals considered under Sponsored Research may be solicited by the recommendations of an Expert Committee, identifying the thrust areas and researchers to take up the study.
- xi. IICA will hold the Intellectual property right on the outcome of the proposal (research report/working paper) and the researchers will have to surrender that right. However, IICA may liberally grant permission for academic use of the research report on request by the researcher(s).

- xii. Researcher(s) applying for the grant need to submit a No Objection Certificate (NOC) from the current employer & head of organisation/institution along with the proposal form and project budget porforma.

5. Procedure for Award

- i. Research project proposals will be evaluated by an Expert/ Review Committee set up for screening the proposals.
- ii. All proposals shall first be approved by the committee against the eligibility criteria and due process of evaluation and subsequent scrutiny.
- iii. Thereupon, shortlisted proposals will be forwarded to the Expert/ Review Committee which in turn may hold interactive sessions/presentations of the research proposal by the prospective recipients of sponsored studies to finalise the academic and financial details.
- iv. All research proposals selected for research grant will be placed before the Expert/ Review Committee & finally before appropriate authority for final approval.
- v. The formal sanction order will be issued on the receipt of date of commencement of the project along with the agreement duly signed by the Project Director/Coordinator on a non-judicial stamp paper of Rs.100/- only, countersigned by the head of the organization administering the study.
- vi. Installments subsequent to the first will be released on the basis of the receipt of progress reports, including statement of expenditure incurred on the project. The recommendations of the Committee will be placed before the Expert/ Review Committee for final decision. All recommendations are normally subject to approval by the Expert/ Review Committee.
- vii. For the purpose of periodic assessment of the progress reports of the empaneled researchers as well as for deciding about the release of the next instalment, the institute will hold a six monthly review meeting.
- viii. The said awards will be subject to the provisions for penalty and termination to be decided by the Expert/ Review Committee, in case the progress report of the grantee will not be found satisfactory.
- ix. For all disputes arising in the process of inviting, processing, awarding the research grant, the final grant decision will remain with DG& CEO, IICA.

6. Duration and Financial Allocation

- i. The Sponsored Study will be required to be completed in one-two years. Limited extentions of time may be granted by the Expert committee after a formal interview. However, there shall be no financial enhancement in the initially sanctioned grant amount by IICA.

- ii. The sanctioned grant will be released to the principal researcher in four instalments, depending upon the duration of the project. The first instalment (which can be up to 20% of the grant) shall be released after the approval of the Project and receipt of acceptance by the Project Investigator, along with a tentative breakup of expenditure for the first phase of the project. Subsequent instalments shall be released periodically on the basis of the receipt of progress reports, including financial statement of the use of the grant. Final installment shall be released only after the submission of the Research Report and Audited Statement of Accounts and their approval by the Expert Committee.
- iii. Each Sponsored Research Study will have an average allocation broadly ranging between Rs 1 to 5 lakhs, disbursed in four installments of 20%, 20% ,40% and 20% of the grant, in accordance to the recommendation of the expert/ review committee the last being released on completion of the study and submission of report.
- iv. The Institute/individual scholar/group of scholars will have a large autonomy for framing the budget subject to the following broad expenditure sub-heads:

Distribution of Expenditure under the following heads:

SN	EXPENDITURE HEAD	PERCENTAGE ALLOCATION TO TOTAL BUDGET OF THE STUDY
1	Engaging of Research Associate/Part time Assistance	
2	Travel/Logistics/Boarding/Source Materials/Software	
3	Secretarial Expenditure	
4	Purchase of Literature/Database	
5	Office Overhead	
6	Contingency	

The Principal Investigator will submit to the Expert Committee at IICA, a Six Monthly Progress Report of the project along with a certified statement of expenditure actually incurred and an estimate of expenditure for the next quarter/six months in the prescribed form (See Annexure III). The release of subsequent instalment is subject to satisfactory progress of the work.

7. Monitoring and Evaluation

- i. Each sponsored study shall be guided by the Expert Committee constituted at IICA. This Expert Committee shall meet annually to monitor and sort out all the details pertaining to administrative, financial and ethical issues.

- ii. The Formal minutes of these Expert Committee meetings will constitute the Progress Report of the research study.
 - iii. The Principal Investigator is required to submit three copies (two hard copies and a soft copy) of the Project Report to the Expert Committee on completion of the project work.
 - iv. All studies under sponsored projects are expected to acknowledge the supportive contribution of IICA in all forms of dissemination of findings of the study both in print and on electronic media.
 - v. The Expert Committee at IICA, after scrutiny of the report, may request the Principal Investigator to revise the report, if required.
 - vi. At the conclusion of the project, the Principal Investigator is also required to submit a Summary of the report in 3000-5000 words and policy implications of the study in not more than 500-1000 words.
8. Interested participants who meet the eligibility criteria may submit their proposals in accordance to the application performa provided in Annexures, in a sealed envelope along with a Covering Letter super scribed **“Research Proposals for Award of Research Grant on Corporate Governance”** and delivered to:
- Dr Niraj Gupta, Associate Professor
School of Corporate Governance and Public Policy, Indian Institute of Corporate Affairs (IICA), 3rd Floor, Plot-P 6, 7, 8, Sector 5 IMT Manesar, Pin code: 122050, Dist. Gurgaon, Haryana
9. No request for information/clarification from the interested applicants shall be entertained after the last date of submitting the proposal.
10. The last date for submitting the Research Proposal is 22 March, 2015

APPLICATION PORFORMA FOR GRANT FOR RESEARCH PROJECT

(To be filled in by the Principal Investigator/Researcher)

1. Title of the Project :
2. Name and Designation of the Principal Investigator/Researcher:
3. Natinality:
4. Name and Designation of the Co-investigator/Co-Researcher:
5. Postal Address of the Principal Investigator and Co-investigator
 - i. Address:
 - ii. Country:
 - iii. Contact No: Landline: Mobile No:
 - iv. Email:
 - v. Institutional/Organisational Affiliation:
6. Date of Proposal Submission:
7. Total Budget:
Amount (INR):
8. Name of the institution(s)/organization(s)
in which the project will be carried out:

(Specify whether College or educational institution

(Private/aided/government/autonomous)/University

Department/Government Institution/Non-governmental organization, etc.)
9. Geographic location of research project site:
10. Duration of the Project :
11. The detailed project proposal consists of the following

Part I - AN ABSTRACT, NOT EXCEEDING ONE PAGE, describing the background, objectives, methodology and figures of year-wise budget and keywords (four-six words)

Part II - should contain the following:
a) Study Title:

b) Detailed literature survey:

c) Objectives:

d) Research Problem: Provide a clear and simple description of the research problem (maximum 200-300 words):

d) Hypotheses/ Research Questions to be tested or answered (maximum 25 words each):

d) Detailed methodology:

e) Analytical Methods: This section needs to follow from and be tied to the identified hypotheses (maximum 200 words)

f) Potential Policy Implications:

g) Year-wise work plan

h) Minimum required tenure of the project

i) Practical relevance/utility of the project

j) Expected and other physical outcomes of the project

k) Agencies which can utilize the results of the project

l) Commercial feasibility of the project

m) Statement of originality and certification on No Duplication with existing work/ongoing projects

Part III - Biographical Sketch of the investigator(s) detailing research credentials and research papers published in the area of the proposed research project

Part IV - Project budget in the prescribed format(ANNEXURE II)

PROJECT BUDGET

A. Salaries & Wages: I Year II Year III Year
Total

1. Principal Investigator/Researcher:
2. Supporting technical staff or other personnel, if any:

Grand total:

* Please specify the rate of salary and wages per month for each category

- B. Expendables for field visit:
- a. Travel:
 - b. Other project costs, if any (please specify)
This head may include items such as
Sample survey/Data Collection etc.
 - c. Contingencies

C. Dissemination of Research Work

D. Institutional Charges (A to C)

Grand Total (A+B+C):

(Justification for amounts proposed under each head must be furnished with a view to justify its need and relevance to the project).

ICA-SCGPP