



UNIVERSITY OFFICE ORDER

**AMENDMENT TO SIKKIM MANIPAL UNIVERSITY
RESEARCH INCENTIVE POLICY**

1. Please refer to Para 1 of SMU Research Incentive Scheme (RIS) issued vide Office Order No 118/SMU/REG/00/04/2019 dated 17 Jan 2019.
2. The University Research Committee held on 25 April 2019 vide Agenda No 18 of the Minutes of Meeting has approved the inclusion of SCOPUS and Web of Science for Technology, Management, Science and Social Science. Also approved the inclusion of Web of Science in Health Sciences.
3. However, list of eligible journals listed above shall be revised once the number of journal publications significantly increases in the years to come.

118/SMU/Reg/UOO/61/2019

Date; 25 May 2019



(Prof (Dr) K.S. Sherpa)
Registrar

Distribution:

1. Director SMIT.
2. Dean SMIMS.
3. Medical Superintendent, CRH.
4. Director i/c, SMUDDE.
5. Associate Director (R&D) SMIT
6. Associate Dean (Research) SMIMS.
7. Principal SMCON.
8. Principal SMCPT.
9. Prof & Head, Medical Biotechnology
10. Coordinator Humanities & Social Science
11. SFO, SMU.
12. AM, Finance, SMIT.



OFFICE ORDER

SIKKIM MANIPAL UNIVERSITY RESEARCH INCENTIVE POLICY:
AMENDMENTS

1. The Academic Senate in its 54th Meeting held on 28 December 2018 has approved the minor amendment in the SMU Research Incentive Policy in the already approved SMU Research Incentive Policy by the 51st Academic Senate.
2. Copy of the duly amended SMU Research Incentive Policy is enclosed.
3. The amended SMU Research Incentive Policy will be effective from January 2019.
4. Any eligible researcher/investigator (as per previous policy) shall be incentivize as per the amended policy.
5. The amended SMU Research Incentive Policy will supersede the previous policy.

(Authority: Item No 4 of the Minutes of the 54th Academic Senate Meeting)


No: 118/SMU/REG/00/10HP /2019

Dated: 17 Jan 2019

To

1. Director, SMIT
2. Dean SMIMS.
3. Medical Supdt, CRH & Coordinator MHA.
4. Director, SMU DDE
5. Asso Director (R&D) SMIT
6. Asso Dean (Research) SMIMS
7. Principal, SMCON
8. Principal, SMCPT
9. Coordinator H&SS.




(Prof (Dr) K.S. Sherpa)
Registrar

Office Copy

SIKKIM MANIPAL UNIVERSITY (SMU)

RESEARCH INCENTIVE SCHEME (RIS)

1. OBJECTIVE OF THE SCHEME

- To motivate faculty members to concentrate on research related activities, in addition to the teaching, so as to publish research articles in reputed journals which are indexed in
For Technology, Science Management and Social Sciences
SCI / SCI-E / SSCI
For Health Sciences
Pubmed / SCOPUS / Index Medicus
- To pursue efforts to write books, monographs for publication by – International and National publishers of repute.
- To evince interest among the faculty members so that they take efforts to establish collaborative research projects with their counterparts in reputed National and International Universities.
- To encourage faculty members to submit proposals and secure funded research projects from various funding agencies in India and Abroad.
- To undertake consultancy projects sponsored by Government & Private, Industrial and other organizations.
- To encourage creativity in the minds of the faculty members, so that they make original contributions by way of products, concepts, etc and obtain patents.
- To reach out to National and International professional societies.

2. SCOPE OF THE SCHEME

This scheme covers fulltime faculty members who are on rolls of Sikkim Manipal University (SMU) and faculty members appointed on contract basis including faculty members appointed under Post Retirement Engagement policy.

3. DETAILS OF THE SCHEME

3.1 Research Publications (Faculty Members)

Publications in indexed journals (*quoted in Para 1*) will only be considered for incentive. Single author publications shall be eligible for incentive amount of Rupees Ten Thousand (Rs.10000). The amount shall be equally divided among authors for multi authored publication.

3.2 Research Publications (Students)

- a. Equal sharing of incentive amount (*as quoted in Para 3.*) is applicable to student authors also in case the publication is jointly made with teacher/ mentor / fellow student(s) in the indexed journal (*quoted in Para 1*).
- b. Incentive amount of Rupees Two Thousand (Rs. 2000) is applicable to student author(s) ONLY for publications in any other peer reviewed UGC approved journals besides journals quoted in *Para 1*.
- c. In case of multi authored publication in Para 3.2 (b), incentive will equally be shared by student authors

3.3 Authors outside the SMU fraternity are not entitled for this incentive scheme.

3.4 Authors also must be aware of University policy on academic dishonesty and plagiarism circulated to all Constituent units *vide letter No:169/SMU/REG/Plag/10/2018, dated: 29 Aug 2018.*

3.5 Publication claim under Research Incentive Schemes (RIS) of Sikkim Manipal University (SMU) must be made within a month of publication in the prescribed form in **Annexure I**. Any delay in claim must bear the justification with approval from the Head of the Institution concerned.

3.6 RESPONSIBILITY

- a. The corresponding author shall take the responsibility to screen the paper for plagiarism, ethics approval, and background checks about the potential, possible, or probable predatory scholarly journals before communicating the research publication. Authors may refer the updated Beall's list of predatory publishers / journals.
- b. **Published paper MUST bear 'Sikkim Manipal University' as the affiliation.**
- c. Proof of journal paper and its indexing must be submitted while making claim.

3.7 Publications of Books

Faculty members who have taken efforts to write and publish books or monographs are encouraged and incentive will be given to the faculty member as per the cap provided:

Amount in INR

Details	Published By	Amount
Full Book	Renowned International Publisher	10000
Full Book	Renowned National Publisher	5000
Edited volume of book with articles or chapters (<i>with ISSN/ISBN number wherever necessary</i>)	Renowned International / National Publisher	2000
Monographs	National Level / International Level	2000

- (a) If the book / chapter / monograph are contributed by more than one author, the incentive amount will be shared by all the authors equally.

- (b) **Published chapters or monographs MUST bear 'Sikkim Manipal University' as the affiliation.**
- (c) Incentive claim under Research Incentive Schemes (RIS) of Sikkim Manipal University (SMU) must be made within a month of publications in the prescribed form in **Annexure II.**
- (d) Study material prepared and distributed as part of course material for University run courses including distance education programs will not be eligible for incentive.

4. Generation of Research Grants

- (a) Faculty members are expected to submit proposals for research grants from funding agencies.
- (b) It is quite likely, that these projects may involve modernization of laboratories or research infrastructure, acquiring of equipment required specific to the research study or conducting of surveys, etc.
- (c) Sponsored projects with specified overhead charges, 50% of the overhead charges to be provided to the investigators.
- (d) Sponsored projects with no specified overhead charges, proposed incentive would be :
- Sponsored project amount upto 2 lakhs : No incentive.
 - Sponsored project amount more than 2 lakhs : 1.0 % of the sanctioned project cost for the financial year or Rs 25,000 whichever is less.
- (e) Incentive proposed under (d) is to be provided depending on the availability of the pool of total overhead grant collected out of the sanctioned projects under the Institute.
- (f) Research incentive provided as described in (c) would be distributed among Principal Investigator and Co-Investigator(s) in the ratio of 60:40 respectively. In case of Co-Investigator(s), 40% of this share are to be equally distributed.

- (g) There will be only one Principal Investigator and faculty members assisting the Principal Investigator with any other title/s will be treated as Co-Investigators for the purpose of calculation of the incentives.
- (h) If there is no Principal Investigator, the percentage of research incentive meant for Co-Investigator(s) shall be shared equally among the Co-Investigators.
- (i) Principal and Co-Investigators from outside University will not be eligible for the incentive.
- (j) Incentive claim under Research Incentive Schemes (RIS) of Sikkim Manipal University (SMU) must be made within a month of sanction of project grant in the prescribed form in **Annexure III**. This applies for the annual sanctions for long term projects depending on the tenure of the project/s.
- (k) Above proposed incentives do not hold for research projects with pre specified incentives to Investigator(s).

5. Undertaking Consultancy Projects

Consultancy projects received by the various departments of Institutions under SMU from private or public organizations / agencies have been categorized into two, viz.,

5.1 Total cost of consultancy project is pre-defined

- a. Consultancy project with a substantial contribution by the investigator(s) and no resources of the University (like laboratory, computer, software etc. utilized), the 'consultancy fee' shall be divided between investigator(s) and the Institute in 60:40 ratio. The 60% of the 'consultancy fee' for investigator(s) shall be divided in 2:1 ratio between the Principal investigator and Co-investigators (in case of more than one investigator).
- b. Consultancy project utilising the resource of the Institute such as laboratory facilities, computing facilities, drafting and other facilities, the share of the

Institute will be 60% of the total consultancy amount received and 40% will go to the investigator(s) involved in the consultancy work. The 40% of the 'consultancy fee' for investigator(s) shall be divided in 2:1 ratio between the Principal investigator and Co-investigators (in case of more than one investigator).

- c. The Institute share (as stated in *Para 5.1 (a)* and *Para 5.1 (b)*) shall be divided between the Institute and the Department concerned in 50:50 ratio. The 50% of the Department share shall be credited to the Department budget.

5.2 The work or laboratory tests are chosen by the party (individual / public / private organizations)

- a. In this case, the 'consultancy fee' refers to the total charges of tests conducted for the particular consultancy project / work. The charge / fee for all and every tests are pre-defined by the Department concerned and must be approved by the Academic Senate.
- b. The 'consultancy fee' shall be divided between investigator(s) and the Institute in 60:40 ratio.
- c. Twenty percent (20%) of the 'consultancy fee' received by the investigator(s) shall be given to the Laboratory Assistant(s) / Junior Engineer(s) involved in the project, *if any*.
- d. The Institute share shall be divided between the Institute and the Department concerned in 50:50 ratio. The 50% of the Department share shall be credited to the Department budget.
- e. Incentive claim under Research Incentive Schemes (RIS) of Sikkim Manipal University (SMU) must be made within a month of sanction of consultancy project grant as quoted in *Para 5.1* and *Para 5.2* in the prescribed form in **Annexure IV**.

***The maximum limit to be claimed by faculty under 5.1 and 5.2 to be Rs 5 lakhs (Rupees five lakhs only) per year including applicable taxes.**

6 Membership of Professional Societies

- a. All faculty members on roll of SMU acquiring membership for National and International professional societies are eligible for reimbursement of 75% of cost of membership registration fee.
- b. No life membership fees will be reimbursed for any professional society / association.
- c. Maximum of Rupees Five Thousand (Rs. 5000) will be paid for both National and International society membership.
- d. Incentive claim under Research Incentive Schemes (RIS) of Sikkim Manipal University (SMU) must be made within a month of registration with the professional bodies in the prescribed form in Annexure VII.

7 PERIOD OF RECKONING

At the end of every financial year (*from 1st April of existing year to 31st March of next year*).

8 PAYMENT OF INCENTIVE

All claims to be made within a month of same financial year based upon the evidence produced and recommendations of by the Head of the Department followed by the Associate Director (R&D) / Associate Dean (R&D) to the Head of the Institution.

9 OTHER CONDITIONS / GUIDELINES

- a. It is the responsibility of the faculty member who is making the incentive claim to produce evidence for any Research Incentive Schemes (RIS) under Sikkim Manipal University (SMU):

- b. The incentive for journal publications shall apply to any number of papers, subject to the condition of Intellectual Property Rights (IPR) policy of SMU. Plagiarised works, claims on duplicated papers with different titles of the same content in different journals, seminars or dailies and such other irregularities shall attract severe disciplinary action as per SMU Policy on Academic Dishonesty and Plagiarism.
- c. Faculty member is expected to submit duly filled form as per the prescribed format attaching copies of evidence duly countersigned by the Head of the Department / Head of the Institution concerned. *Any additional information may be furnished in a separate sheet during the claim.*
- d. After checking the claim and approval by the Head of Institution, incentive amount will be disbursed to the faculty members.
- e. Appeals, if any, relating to the application of the incentive system, will be addressed by the Head of the Department followed by Associate Director (R&D) / Associate Dean (R&D), with oversight by the Head of Institution.

Annexure I

Claim Form for Incentive Scheme for Journal Publication

• **PUBLICATION ID:**

• **Title of the paper:** -----

Names of Authors	Type of Author	of Department	EMP code / Reg. No.	Corresponding Author (Y/N)

• **Name of the Journal:**-----

Volume:----- **Issue:**----- **Month & Year:**-----

Page: From ---- to ----

• **Category of article:**-----

• **Journal article indexed in:** -----

Declaration by the author(s):

I / we certify that I / we have published article which is devoid of plagiarism. I / We have taken due care to ensure that my / our published paper does not contain plagiarism material.

(Signature(s) of all authors)

For the use of forwarding office only

Name & Signature of the HoD:

Name & Signature of Institute (R&D) In-charge:

For the use of the Head of Institution, only:

Approved / Not approved for incentive

Head of Institution

Annexure II

Claim Form for Incentive Scheme for Book / Chapter / Monograph Publication

- Month and Year of Publication:
- Title of the book / chapter / monograph: -----

- ISSN / ISBN Number (if any):
- Page Number (for Book Chapter / Monograph): From..... to
.....

Names of Authors	Department	EMP code / Reg. No.	National / International Publisher	Name of the Publishing house	Edition

- Sample of the Book / Book Chapter / Monograph to be submitted along with the claim form.

(Signature of the author(s))

For the use of forwarding office only:

Name & Signature of the HoD
charge

Name & Signature of Institute (R&D) In-

For the use of the Head of Institution, only:

Approved / Not approved for incentive

Head of Institution

Annexure IV
Claim Form for Incentive Scheme on Research Grant

- **Title of Research Project:**
- **Project Granting Agency / Organisation:**
- **Grant Date / Year:**
- **Grant Reference Number:**
- **Total Amount of the Project:**
- **Amount Sanctioned:**
- **Overhead Charge (if any):**
- **Tenure of the Project:**
- **Incentive amount claimed:**

(Signature(s) of the investigators)

For the use of forwarding office only:

Name & Signature of the HoD

Name & Signature of Institute (R&D) In-charge:

For the use of the Head of Institution, only:

Approved / Not approved for incentive

Head of Institution

Annexure IV
Claim Form for Incentive Scheme on Consultancy Services

- **Title of Consultancy Project / Laboratory Tests:**
- **Project Granting Agency / Organisation:**
- **Total Amount of the Project / Tests:**
- **Amount Sanctioned:**
- **Overhead Charge (specified if any):**
- **Tenure of the Project / Tests:**
- **Incentive amount claimed (60% of the total amount / 40% of the total amount):**
- **Grant Date / Year:**
- **Grant Reference Number:**

(Signature(s) of the investigators)

For the use of forwarding office only:

Name & Signature of the HoD:

Name & Signature of Institute (R&D) In-charge:

For the use of the Head of Institution, only:

Approved / Not approved for incentive

Head of Institution

Annexure V

Claim Form for Registration with Professional Bodies

- **Name of the Professional Body:**
- **Registration Date / Month / Year:**
- **Total Amount for Registration:**
(Enclose letter of registration)
- **Name of Faculty Member:**-----

- **Department:**-----
- **Institution:**-----
- **Email ID:**-----
- **Signature with date:**-----

For the use of forwarding office only:

Name & Signature of the HoD:

Name & Signature of Institute (R&D) In-charge:

For the use of the Head of Institution, only:

Approved / Not approved for incentive

Head of Institution