

Swoyambhu International College

Lagankhel, Lalitpur

Mini Research Grant Guidelines

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Swoyambhu International College

Mini Research Grant Guidelines

Preamble

Swoyambhu International College recognizes research as a fundamental component of quality higher education, innovation, and evidence-based academic practice. Research enhances teaching and learning, contributes to national development, and strengthens institutional quality. In line with the vision and mission of the College, the policies of Tribhuvan University, the University Grants Commission (UGC), Nepal, and the Quality Assurance and Accreditation (QAA) framework, the Research Management Cell (RMC) has developed these **Mini Research Grant Guidelines** to promote faculty-led research and strengthen the institutional research culture.

These Guidelines are intended to encourage faculty members to undertake high-quality research addressing contemporary academic, institutional, and societal issues. They provide a transparent and competitive framework for the submission, evaluation, funding, implementation, monitoring, and dissemination of research projects supported by the College. The Guidelines also aim to enhance research capacity, promote interdisciplinary collaboration, increase scholarly publications, and contribute to evidence-based institutional development and national priorities.

All applicants and grant recipients shall comply with these Guidelines throughout the entire research project lifecycle.

1. Definition of Terms

1.1 Research Management Cell (RMC): The Research Management Cell (RMC) is the institutional body responsible for promoting, coordinating, monitoring, and managing research activities within the College. The RMC administers the Mini Research Grant Program, evaluates research proposals, monitors project progress, ensures compliance with research policies and ethical standards, and facilitates research publication and dissemination.

1.2 Principal Investigator (PI): The Principal Investigator (PI) is the faculty member who assumes primary responsibility for the planning, implementation, financial management, and successful completion of a research project. The PI serves as the principal contact person with the RMC and is accountable for achieving the approved project objectives and submitting all required reports and deliverables.

1.3 Co-Investigator (Co-I): A Co-Investigator (Co-I) is a faculty member who collaborates with the Principal Investigator in conducting the research project. The Co-Investigator contributes to the design, implementation, data collection, analysis, and reporting of the research but shares responsibilities under the leadership of the Principal Investigator.

1.4 Mini Research Grant: A Mini Research Grant is a competitive institutional funding scheme provided by Swoyambhu International College to support small-scale, time-bound,

and outcome-oriented research projects undertaken by eligible faculty members. The grant aims to strengthen institutional research capacity, encourage scholarly publication, and contribute to evidence-based teaching, learning, and institutional development.

1.5 Research Misconduct:

Research Misconduct refers to any intentional or reckless act that violates accepted standards of research integrity. It includes, but is not limited to, fabrication, falsification, plagiarism, data manipulation, unethical authorship practices, misrepresentation of research findings, misuse of research funds, and any other conduct that compromises the credibility or integrity of research.

1.6 Plagiarism:

Plagiarism is the act of presenting another person's ideas, words, data, figures, or intellectual work as one's own without proper acknowledgment or citation. Plagiarism includes direct copying, close paraphrasing without attribution, self-plagiarism, and the unauthorized use of published or unpublished materials. All research proposals, reports, and publications submitted under the Mini Research Grant Program shall comply with accepted academic integrity standards and be subject to plagiarism screening.

2. Purpose of the Guidelines

These Guidelines are intended to:

- a. Establish a transparent and competitive mechanism for awarding Mini Research Grants;
- b. Encourage faculty members to undertake quality research;
- c. Ensure efficient utilization and accountability of research funds;
- d. Promote ethical research practices and academic integrity;
- e. Enhance research publications and knowledge dissemination; and
- f. Support institutional research indicators required for Quality Assurance and Accreditation (QAA).

3. Objectives

The Mini Research Grant aims to:

- a. Promote a sustainable research culture within the college.
- b. Encourage faculty members to conduct quality research addressing contemporary academic and societal issues.
- c. Enhance research productivity through publications in peer-reviewed journals.
- d. Strengthen institutional research indicators required for the QAA process.
- e. Foster interdisciplinary and collaborative research.
- f. Generate evidence for policy formulation and institutional improvement.
- g. Develop faculty research competence in proposal writing, research methodology, data analysis, and scholarly publication.

4. Priority Research Areas

Faculty members may submit proposals in, but not limited to, the following areas:

- a. Management and Business
- b. Economics and Poverty Alleviation
- c. Entrepreneurship and Innovation
- d. Information Technology and Computing

- e. Artificial Intelligence and Data Science
- f. Digital Transformation
- g. Public Policy and Governance
- h. Sustainable Development Goals (SDGs)
- i. Financial Inclusion
- j. Accounting and Taxation
- k. Tourism and Hospitality
- l. Any discipline relevant to the academic programs of the college.

5. Eligibility

For Mini Research applicants must:

- a. Be full-time or regular faculty members of the College.
- b. Possess at least a Master's degree in the relevant discipline.
- c. Have no pending institutional research project or incomplete research grant obligations.
- d. Agree to complete the research within the stipulated period.
- e. Comply with institutional research ethics and plagiarism policies.

Collaborative proposals involving two or more faculty members are encouraged.

6. Duration of Research Project

The research project should be completed within **6 months** from the date of signing the research agreement.

7. Research Grants

- a. A maximum of **two (2) Mini Research Projects** will be selected for funding under this grant scheme.
- b. Each selected proposal will receive financial support of up to Rs. 50,000/- (In words Fifty Thousands Only).
- c. The grant shall be released in installments based on satisfactory progress.

8. Required Documents

Applicants must submit:

- Completed Proposal Application Form
- Full Research Proposal
- Updated Curriculum Vitae (CV)
- Declaration of Originality
- Plagiarism Report (maximum similarity as prescribed by the College)
- Ethical Clearance Requirement (if applicable)

9. Funding Modality

The grant shall generally be released as follows:

- 1st Installment (40%) – After signing the agreement.
- 2nd Installment (60%) – Upon satisfactory submission of the progress report, final report, and acceptance of deliverables.

10. Expected Deliverables

Each funded researcher shall submit:

- a. Inception Presentation
- b. Progress Report
- c. Final Research Report
- d. Final Seminar Presentation

- e. Research Dataset (where applicable)
- f. One manuscript ready for submission to a peer-reviewed journal
- g. Policy Brief/Executive Summary (where appropriate)

Publication in indexed or peer-reviewed journals will be highly encouraged.

11. Research Ethics and Academic Integrity

Researchers shall:

- a. Follow accepted research ethics.
- b. Obtain informed consent where required.
- c. Maintain confidentiality.
- d. Avoid plagiarism and research misconduct.
- e. Properly acknowledge all funding support.

12. Important Dates

Activity	Date
Notice Publication	1 st Week of Shrawan
Proposal Submission Deadline	2 nd Week of Shrawan
Proposal Review	3rd Week of Shrawan
Presentation (if required)	Last Week of Shrawan
Result Publication	1 st Week of Bhadra
Agreement Signing	1 st Week of Bhadra
Project Commencement	2 nd Week of Bhadra

13. Intellectual Property and Publication

- a. The intellectual contribution of the researcher shall be respected.
- b. Researchers shall acknowledge Swoyambhu International College in all publications arising from the funded research.
- c. Any publication resulting from the research should mention:
"This research was supported by the Mini Research Grant of Swoyambhu International College."
- d. The College may publish the final report through its institutional repository or research journal.

14. Proposal Submission Procedure

Applicants shall submit the complete proposal package within the prescribed deadline.

Each application shall include:

- One signed hard copy submitted to the Research Management Cell (RMC); and
- One electronic copy (PDF) submitted through the designated email address or online submission portal.

Applications received after the deadline or incomplete applications shall not be considered for evaluation.

15. General Terms and Conditions

- 1. The Mini Research Grant shall be awarded through a transparent and competitive selection process based on merit and the evaluation criteria prescribed in these Guidelines.

2. The decision of the Research Management Cell (RMC) and the Review Committee regarding the selection, funding, monitoring, and completion of research projects shall be final.
3. The College reserves the right to reject any proposal without assigning any reason if it does not meet the required academic, ethical, or administrative standards.
4. Submission of a research proposal does not guarantee funding.
5. Researchers shall complete the project within the approved duration. Any extension shall require prior written approval from the Research Management Cell (RMC) and shall be granted only under exceptional circumstances.
6. Grant funds shall be used solely for the approved research activities and budget. Any significant change in the budget allocation shall require prior written approval from the RMC.
7. Researchers shall maintain complete financial records, receipts, and supporting documents related to the utilization of the research grant and shall produce them upon request.
8. The Principal Investigator shall be responsible for the overall implementation, financial management, timely submission of reports, and successful completion of the research project.
9. All research activities shall comply with accepted standards of research ethics, academic integrity, institutional policies, and applicable laws and regulations.
10. Any form of plagiarism, fabrication, falsification of data, duplicate publication, or other research misconduct shall result in appropriate disciplinary action, including suspension or termination of the grant and recovery of the grant amount, where applicable.
11. Any publication, conference paper, policy brief, or other scholarly output arising from the funded research shall acknowledge the financial support of Swoyambhu International College.
12. The College shall have the right to publish, archive, or disseminate the final research report and its executive summary for academic and institutional purposes, while recognizing the intellectual contribution of the researchers.
13. The College may suspend, terminate, or withdraw the research grant if the researcher:
 - provides false or misleading information;
 - fails to comply with these Guidelines or the Research Agreement;
 - makes unsatisfactory progress without valid justification;
 - misuses research funds; or
 - is found guilty of research misconduct.
14. In the event of project termination due to non-compliance or misconduct, the College may require the researcher to refund all or part of the grant received, in accordance with institutional policies.
15. Researchers shall cooperate with all monitoring, review, evaluation, and audit activities conducted by the Research Management Cell or any authorized body of the College.
16. Any dispute arising from the implementation of these Guidelines shall first be resolved through mutual consultation. If unresolved, the decision of the College Management Committee shall be final.
17. The College reserves the right to amend, revise, suspend, or discontinue these Guidelines at any time. Such amendments shall apply prospectively unless otherwise specified.

18. Matters not specifically covered by these Guidelines shall be governed by the applicable policies of Swoyambhu International College and prevailing laws of Nepal.

APPENDICES

Annex I- Research Proposal Template

1. Cover Page
2. Abstract
3. Introduction and Background
4. Statement of the Problem
5. Research Objectives
6. Research Questions and/or Hypotheses
7. Literature Review
8. Significance of the Study
9. Research Methodology
 - Research Design
 - Conceptual/Theoretical Framework
 - Population and Sample
 - Sampling Technique
 - Data Collection Methods
 - Data Analysis Plan
10. Ethical Considerations
11. Expected Outcomes
12. Work Plan (Gantt Chart)
13. Budget
14. References (APA 7th Edition)
15. Appendices (if required)

Annex II – Budget Format

Budget Head	Amount (NPR)	Remarks
Field Visit/Data Collection		
Printing and Photocopy		
Stationery		
Software/Database		
Research Assistant (if applicable)		
Local Travel		
Communication		
Miscellaneous		
Total		

Note: The total budget shall not exceed the maximum amount specified in these Guidelines.

Annex III – Final Report Format

1. Cover Page
2. Certificate
3. Acknowledgements
4. Abstract
5. Table of Contents
6. List of Tables/Figures
7. Introduction
8. Literature Review
9. Methodology
10. Results and Discussion
11. Conclusion
12. Recommendations
13. Limitations
14. References
15. Appendices

Annex IV- Proposal Evaluation Criteria

Proposals shall be evaluated by an independent Review Committee based on:

Criteria	Weight (%)
Originality and Innovation	20
Relevance to Institutional/National Priorities	15
Literature Review and Research Gap	10
Research Methodology	25
Feasibility and Work Plan	10
Expected Outcomes and Impact	10
Budget Justification	5
Publication Potential	5
Total	100

Shortlisted applicants may be invited for an oral presentation.

Annex V - DECLARATION OF ORIGINALITY

We, the undersigned, hereby declare that:

1. This research proposal/report is our original work and has been prepared solely for the purpose of the Swoyambhu International College Mini Research Grant Program.
2. The proposal/report has not been submitted, either in whole or in part, to any other institution or funding agency for financial support, academic credit, or the award of any degree, diploma, or qualification.
3. All sources of information, ideas, data, tables, figures, and other materials used in this proposal/report have been appropriately acknowledged and cited in accordance with accepted academic standards.
4. We have complied with the principles of research ethics and academic integrity throughout the preparation and conduct of this research. Where applicable, ethical approval and informed consent shall be obtained prior to data collection.
5. We understand that plagiarism, fabrication, falsification, or any other form of research misconduct constitutes a serious violation of academic ethics and may result in rejection of the

proposal, termination of the research grant, recovery of grant funds, or other disciplinary action as determined by the College.

6. We authorize Swoyambhu International College to screen this proposal/report using plagiarism detection software and to verify its originality whenever deemed necessary.
7. We accept full responsibility for the authenticity, accuracy, and integrity of the contents of this proposal/report.

By signing below, we certify that the above statements are true and correct to the best of our knowledge and belief.

Principal Investigator:.....

Co-Investigator (if any):

Co-Investigator (if any):