

Office of Dean – Research & Innovation

MCET Research Contingency Grant Application Form

Date:

A: Applicant Details:

1. **Name of the Faculty:**
2. **Designation:**
3. **Department:**
4. **Email ID:**
5. **Contact Number:**

B: Details of previous Research Contingency grant received (if any):

6. **Have you previously availed Research Contingency Grant? (Yes/No):**
(if yes, provide below details)

Amount requested	Amount spent	No. of research contributions made	Form 2 & 3 Submitted (if yes, enclose copy of form2 and form 3)
		Q1- SCIE- Scopus-	Form 2: Yes/No Form 3: Yes/No

7. **Details of Research Contingency grant availed in current semester (if any):**

Ref. No. & (Enclose Form 2)	Amount requested	Amount received	Maximum eligibility	Balance amount eligible (Rs.20,000 – Amount availed so far in current semester)
			Rs.20,000/- per Semester	

C: Details of Research Contingency grant now requested:

8. Tentative title of the Research work:

S.No.	Purpose of Research Contingency Grant*	Vendor details	Amount requested**	Total (in words)
1.				
2.				
Grand Total				

*Mention clearly the purpose of Contingency grant (SEM, TEM, XRD, FTIR, TGA Analysis, Antenna Fabrication and Testing, etc.,)

** The total eligible amount is Rs. 20,000, if not availed so far in the current semester, or the balance amount eligible as per S.No.7

Undertaking by the Applicant

I, _____, hereby declare that:

1. [Strike out whichever not applicable]

- This is the first time applying for the contingency grant (or)
- I have previously received the research contingency grant, and as an outcome, I have published_Q1, __SCIE and _____Scopus research paper (Enclose copy of Form 2 & Form3).

2. I assure that I will acknowledge management in research publications using the following statement with reference number of this grant:

“We thank the management of Dr. Mahalingam College of Engineering and Technology, Pollachi for providing research contingency grant with reference No.: MCET/R&I/RCG/YYYY/NNN “

3. All the details provided in this application are true, complete, and correct to the best of my knowledge.

Date:

Signature of the Applicant

Endorsement by the Head of the Department

I, _____, Head of the Department of _____, certify that:

1. The requested facilities are not available in MCET, and the necessary resources must be procured externally and also the facility requested under this contingency grant is required to complete the research work.
2. Rates are negotiated with the vendors and the rate suggested are the best possible rate.

Department budget detail (Financial Year (20__ to 20__):

Particulars	Proposed Budget	Available Budget	Now Requested
5.h.Research Contingency Grant			

3. Mode of settlement: 1. Advance settlement ☐ 2. Reimbursement ☐ 3. Credit settlement ☐

Signature of HoD

For Office Use

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Reference No of this grant: MCET/R&I/RCG/YYYY/NNN

The details of the application are verified

Signature of the R&I Coordinator

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Approvals

Dean R&I

Vice Principal

Principal & Joint Secretary

Summary of Guidelines for availing the Research Contingency Grant

1. Faculty Eligibility:

- A maximum of Rs. 20,000 per faculty per semester may be availed.
- Faculty must have at least one Q1 or SCIE or Scopus publication as an outcome.
- A grant of up to Rs. 5,000 will be provided for Scopus-indexed papers, up to Rs. 10,000 for SCIE-indexed papers, and up to Rs. 20,000 for Q1 journal publications.
- This grant is open to both faculty members and research faculty members
- Faculty who fails to achieve the publication requirement will be ineligible for future grants.

2. Departmental Responsibility:

- Departments should negotiate and finalize a rate contract for relevant services each FY, wherever applicable.
- Utilization of purchased consumables should be monitored and contingency Stock register should be maintained.

3. Usage Constraints:

- The grant cannot be used to purchase any equipment.
- It can be utilized for testing, characterization, consumables, materials and cloud services that are unavailable at MCET and are not covered under any other budget heads.

4. Publication Requirements:

- Research work funded through this grant must be authored by MCET faculty.
- Collaborations are permitted only with top NIRF-ranked Government/Aided institutions or foreign universities.

5. Incentive Considerations:

- Publications resulting from this grant will not be eligible for enhanced incentives.
- Standard incentives will be considered only if the total expenditure remains below Rs. 5,000 for Scopus-indexed papers, Rs. 10,000 for SCIE-indexed papers, and Rs. 15,000 for Q1 journal papers.

For detailed Research Contingency grant guidelines refer: <https://drmcet.ac.in/wp-content/uploads/2025/03/Research-Contingency-grant.pdf>