

GUIDELINES FOR FINANCIAL ASSISTANCE FOR RESEARCH PROJECTS

Research/ Studies

The Commission may identify areas where Research/Studies are required to be conducted to obtain inputs for legal reviews and/or policy making. Commission will entertain only those proposals which are related to the identified topics during a particular year.

Research on a chosen topic is expected to be as per standard and recognized research methods. Financial assistance under this category may be made to an institution or a group of institutions for carrying out a specific research project with one or more scholars leading the research/study.

Eligibility conditions for conducting Research/Studies

A. Who are eligible to apply

- a. Universities
- b. Autonomous bodies, research organizations
- c. Non-Governmental Organizations at the State/National level with proven research capability registered under relevant statute in India e.g. Societies Registration Act, 1860, Public Trusts Act of various States, etc.
- d. All UGC approved academic institutions engaged in research activities/gender studies
- e. State Commissions for Women
- f. Individual research scholar category may be considered, provided the scholars are affiliated to an organization eligible to receive funds from the Commission. The funds would be released through the organization.

B. Documents required for determining the eligibility of organizations/individuals

- a. For Non-Governmental Organizations:
Eligible organizations who apply for grant of financial assistance are required to send their application form as per format given in Annexure - I along with the following documents:-
 - i) Research proposal as per format given in Annexure I A
 - ii) Certified copy of Registration Certificate with minimum three years of registration and experience

- iii) Certified copy of Memorandum and Articles of Association clearly stating that the organization may conduct study on women related issues as one of the objectives of the organization
 - iv) Certified copy of the Audited statements of accounts for the last three years
 - v) Certified copy of the Annual/ Activity Report of the last three years
 - vi) Certified copy of the List of office bearers
 - vii) Bio-data of the Project Director specifically mentioning his/her research experience
 - viii) Summaries of last three research studies citing the major findings of the study, research methodology used and recommendations made by the Organization/ Individual
- b. For Universities/ Government organizations/ autonomous bodies/ research organizations/ UGC approved Academic Institutions etc:
- i) Application form along with the research proposal as per Annexure –I & I A forwarded through the Registrar/HOD of the University/ Principal of the College, Head of the organisation
 - ii) Bio data of the Project Director specifically mentioning his/her research experience
 - iii) Summaries of last three research studies citing the major findings of the study, research methodology used and recommendations made by the Organization/ Individual
- c. Additional requirements for (a) & (b) above
- i) Detail of the project staff (Names of the project staff and their Bio-data)
 - ii) An undertaking as per the format given in Annexure -III

C. Procedure for considering the proposal

- a. The proposal may be submitted online or offline.
- b. On receipt of the application, the proposal will be examined and scrutinized. Thereafter, if required or considered necessary by the Commission, the organization may be asked to make a presentation on the research/ study so as to demonstrate the linkages between the objectives and outcome of the study.

- c. The Commission may approve the proposal as per its financial norms.
- d. The Non-Governmental Organizations/ Private Academic Institutions would be required to submit a Bank guarantee equivalent to the sanctioned amount before release of the funds. (The format of the Bank Guarantee is as per format given in Annexure IV). *(The bank guarantee may be forfeited and the amount released to the organization may be refunded through the bank guarantee, in case the organization is unable to complete the study within the stipulated time period or is unable to submit a satisfactory report or in case the report is not accepted by the Commission).*
- e. The Government departments, Universities, colleges or any academic institutions fully or partly funded by the Government are exempted from the condition of submission of bank Guarantee, MOA, Annual and Audit reports.
- f. On approval of the research/ study, funds will be released in three instalments. 40% of the total approved amount will be released on approval. Second instalment of 40% may be released on receipt of interim report along with the utilization certificate of first instalment released (as per the format given in Annexure VI) and audited statement of accounts. The balance 20% may be released on approval of the final report by the Commission and submission of original Utilization Certificate of complete sanctioned amount as per the format given in Annexure VI along with audited statement of account and original Bills and Vouchers.
- g. The organization will maintain separate accounts for grant received for research/study.

D. Tenure of the Study

The time frame for research/studies will be decided according to the nature of the studies and would not ordinarily exceed one year.

2. Special Studies

Special Studies may be sponsored by the Commission to support professionals with extensive research experience so as to generate information as required by the Commission. The Commission may consider sponsoring Special Studies for any issue on which information is required for legal reviews/ policy recommendations.

The financial assistance for special studies may hence be granted to individuals/ institutions for carrying out a specific research project/study with one or more scholars undertaking/directing it which will generate information required by the Commission and financial assistance in this situation may exceed 3 lacs of rupees.

The Special Studies would be guided by the norms of Research/Studies which are specified in the guidelines to decide eligibility

Proposals may be sent by Speed Post or Registered AD

To,

Member Secretary

Maharashtra State Commission for Women

Gruhnirman Bhavan (Mhada Building)

Mezzanine Floor, Bandra (East)

Mumbai – 400 051

Ph: 022 – 26590778/0474

Fax: 022 26591541

Website – www.mscw.org.in

Form of application for grant of financial assistance for Research / Studies.

Note: Application is to be suitable in duplicate. Incomplete application will not be Entertained.

1.	Name of the organization with Complete Postal address with Telephone No. and E-mail Id.	
2.	Whether registered under the Societies Registration Act, 1860, or any other Act, (to be specified) and the date of registration (please enclose a copy of the Registration Certificate)	
3.	(i) Particulars of the present members of Executive Body / Board of Management; Date on which it was constituted and tenure.	
	(ii) Name of the person and his /her designation nominated or authorized to act on behalf of the organization.	
	(iii) Name of the Project Director, his Telephone number, fax number, mobile number and E-mail ID	
4.	Details of the Project for which grant-in-aid is sought :- (i) Title of the Proposal (ii) Synopsis of the Proposal including budget & time frame of the Study (iii) Objectives of the Research /Study (iv) Geographical area that will be	

	<p>covered</p> <p>(v) Target group that is sought to be studied</p> <p>(vi) Expertise/experience that the organization has in planning and implementing such programme /services (Details specifying the major findings, research methodology and recommendation of three research projects recently completed should be attached)</p>	
5.	Financial assistance sought with break-up of the cost estimates (item-wise)	
6.	Tenure of the Research /Study	
7.	If the Project is to be undertaken by an individual, details of the organization to which he or she is affiliated	
8.	Is it proposed to receive grant/funds from any other source for the same purpose or activity to which this application pertains? If so, details thereof may be provided.	
9.	Additional Information if any along with detailed research proposal as Annexure –I A	
10.	List of the Documents Attached : (Enclosed)	
<p>Signature & Designation With seal / stamp</p>		

Format for the Formulation of a Research Proposal

Project directors are requested to furnish a detailed research proposal covering

- (a) Statement of the problem
- (b) Hypotheses to be tested, if any
- (c) Definition of the key concepts
- (d) Research design including the universe of study, sampling frame, and sampling procedure
- (e) Tools to be used in data collection
- (f) Time schedule
- (g) Staffing pattern, and
- (h) Estimate of costs
- (i)

A research proposal is sort of a blue-print. Apart from helping the Commission to process it quickly, a well-conceived research proposal will add to the efficiency in its implementation. Every effort made to formulate a proper research proposal will, therefore, pay rich dividends.

To facilitate the task of the Project Director in formulation of a research proposal, a few detailed guidelines are given below:

I. The title of the Project (in capital letters)

II. Introduction

III. Statement of the problem

In the opening paragraphs of the research proposal, the problem to be investigated should be presented clearly and briefly. The key originating question(s) and the location of the problem in the theoretical context of the concerned discipline should be specified. Specific mention should be made of the rationale of the approach adopted to study the problem and the specific aims of this project.

While indicating the significance of the problem, the contribution which the proposed study is expected to make in improving the present scenario of the proposed problem should be specifically indicated.

IV. Review of Literature (A brief overview of work already done in the area of the proposal)

V. Objectives of the Study and the hypothesis

This should list in clear and precise terms the main objectives on which the study will be based.

VI. Conceptual clarification (details of the concepts & terminologies used in the study) VII. Research Methodology

- Research Design
- Universe
- Research Setting - Sampling Design
- Research tools for data collection
- Sources for data collection
- Processing & analysis of data

If the study requires any control groups, they should be specifically mentioned. An explanation of the determination of size and type of sample will also be necessary. Proposals not requiring a sample selection should specify their strategy appropriately and described the rationale.

The different types of data that are proposed to be gathered should be specifically mentioned.

The sources for each type of data and the tools and techniques that will be used for collecting different types of data should be specified.

VIII. Time budgeting

The project should be broken up in suitable stages and the time required for completion of each stage of work should be specified, for instance, such stages may cover:-

1. Preparatory work, including selection and appointment of staff and their training.
2. Tool construction, Drawing of sample & tool pre-testing.
3. Data collection
4. Data processing (which should include coding, editing, punching, verification, sorting, computer analysis).
5. Data analysis
6. Report writing

Position	No. of Persons	Salary (fixed consolidated)	Duration	Amount required
(1)	(2)	(3)	(4)	(5)
Project Director cum Coordinator	1	10,000/-	12 Months	1,20,000/-
Research Officer	1	5,000/-	12 Months	60,000/-
Field Investigation	1		12 Months	40,000/-

IX. Cost estimate

The cost of the project is to be estimated in terms of total man-months and the facilities needed and calculated under following headings:-

1. Travel* - 10,000/-
2. Typing, Data Processing, preparation of copies of reports – 40,000/-
3. Contingency/ Overhead charges 5 percent of items 1 to 3 – 15,000/-

Grand Total

* Details of rates of TA/DA, as applicable in the Institutions for various categories and the number of planned visits should be furnished.

Amounts allocated can be varied in different proposals but total amount should not exceed Rs. 3 Lacs.

Format for the Report of Research Study

- Cover page**
- Title of the Research Study
 - Name and address of the organization carrying out the Research Study
 - Details of the funding organization (i.e. National Commission for Women) to be given prominently at the bottom of the cover page.

Chapters

1. Preface
2. Introduction
 - i. Statement of the problem
 - ii. Research Question/Hypothesis
 - iii. Significance of the study
 - iv. Conceptual clarification
 - v. Limitations of the study
3. Theoretical framework (if any) & review of literature
4. Research Methodology
 - i. Research Design;
 - ii. The selection of the universe and the units for study; considerations that governed the selection of the universe, size of the sample and the procedure for sample draw;

- iii. Tools used: detailed account of the exercise of tool construction, special contribution made by the project in devising new tools or sharpening existing ones;
5. Findings of the study
- Chapters based on data/information collected, empirical information etc.
- 6 Summary, Recommendations & Conclusion
- The study report should be summarized in a concise manner. It should also contain actionable recommendations classified by implementing agencies such as:
 - i. Central Government
 - ii. State Government
 - iii. Local Self Government
 - iv. Any other agenciesThe chapter should end with concluding remarks.
 - Future research directions (if any)

Note: The Commission after scrutiny of the final report may request the project director to revise it. However, no further grant would be given for submitting the revised report. A CD of Report should be sent along with the report

ANNEXURE-III

(On Stamp paper for Rupees One Hundred only)

UNDERTAKING

FOR SEEKING ASSISTANCE FOR RESEARCH STUDIES

.....
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..... (The name of the organization hereby agrees/agree to be responsible for:-

- (i) Proper administering and managing of the funds exclusively for the work for which financial assistance is granted by the Maharashtra State Commission for Women; and
- (ii) To refund full amount with interest thereon in case of misuse or unauthorized use of funds for purposes other than those indicated in the Sanction Order of Maharashtra State Commission for Women; or for withholding or suppressing any information regarding the funds/grants from other official sources in respect of the project for which sanction has been awarded.
- (iii) The organization has not been blacklisted or any disciplinary action initiated against the organization by any Govt. / Semi-Govt. or Autonomous Bodies.
- (iv) The organization is not receiving funds from any other source for undertaking this programme

Signature
Name
On behalf of

(Name of the organization and seal)
With full address, telephone & PAN
No.

Signature of Witnesses:

- 1. _____
 - 2. _____
-

ANNEXURE - IV

BANK GUARANTEE FORMAT

Pay and Accounts Officer

B.G.No.

Maharashtra State Commission for Women
Gruhnirman Bhavan (Mhada Building)
Mezzanine Floor, Bandra (East)
Mumbai – 400 051

B.G.Date
BG AMT(Rs.)

VALID UPTO:

In consideration of the Government of Maharashtra, Maharashtra State Commission for Women, Gruhnirman Bhavan (Mhada Building) Mezzanine Floor, Bandra (East) Mumbai – 400 051

which expression shall unless repugnant to the context or the meaning thereof includes its successor administrator and assign having awarded towith its registered head office at(hereinafter referred to as the Grantee Institution/Organization which expression shall unless repugnant to the context or the meaning thereof includes its successor administrator and assign a grant by issue of owner letter No..... Dated..... and the same having been unequivocally accepted by the Grantee Institution / Organization resulting in a Contract bearing No..... valued at Rs..... (Rupees.....only) for (scope of contract) and the Grantee Institution/Organization having agree to provide a Contract Grantee for faithfull performance of the entire Research Study / Seminar / Workshop / Conference to the approved amount of the grant equivalent to Rs..... (Rupees.....only). to the owner on demand.

2. We Bank do hereby undertake to pay the amount due and payable under this guarantee without any demur, merely or a demand from the Government stating that the amount claimed is required to meet recovered due or likely to be due from the said organisation. Any such demand on the Bank shall be conclusive as regard the amount due and payable by the bank under this Bank Guarantee. However, our liability under this Guarantee shall be restricted to an amount not exceeding Rs.....(Rupees.....only).

3. We undertake to pay to the Government any money so demanded not withstanding any dispute or disputes raised by the Grantee Institution / Organization in any or proceeding pending before any court of Tribunal relating thereto our liability under this present being absolute and

unequivocal. The payment to made by us under this Bond shall be valid discharge of our liability for payment there under and the contractor shall have no claim against us for making such payment.

4. We,, Further agree that the Guarantee herein contained shall remain in full force and effect during the period that would be taken for the performance of the said award letter and that it shall continue to be enforceable till all the dues of the Government or by virtue of the said Agreement have been fully paid and its claims satisfied or discharged or till the Member Secretary, MSCW on behalf of the Government certifies that the terms and conditions of the said work has been fully and properly carried out by the said grantee and accordingly discharge the Guarantee.

5. We,, further agree with the Government that the MSCW shall have the fullest liberty without or consent and without affecting in any manner our obligation hereunder to vary any of the terms and conditions of the said contract or to extend time of performance by the said grantee from time to time or to postpone for any time or from time to time any of the powers exercisable by the Government against the said grantee and to forbear or enforce any of the terms and conditions relating to the said Research Study / Seminar / Workshop / Conference and we shall not be relieved from our liability by reason of any variation, or extension being granted to the said grantee or for any forbearance act or omission on the part of the Government or any indulgence by the MSCW to the said Grantee Institution/Organization or by any such matter or thing whatsoever which effect of so reviling us.

6. This Guarantee will not be discharged due to the change in the constitution of the bank or grantee.

7. We,....., lastly undertake not to revoke this Guarantee except with the previous consent of the Government in writing.

8. This guarantee shall be valid upto unless extended on demand by MSCW. Notwithstanding anything mentioned above or availability against the Guarantee is restricted to Rs.....(Rupees.....only) and unless a claim in writing is lodged with us within six months of the date expiry of the extended date of expiry of this Guarantee all our liabilities under this Guarantee shall stand discharged.

Dated:

For (Indicate the name of the Bank)

ANNEXURE - V

On letter head of the Organization

Dated:.....

To,
Member Secretary
Maharashtra State Commission for Women
Mumbai

Subject: Acceptance letter

Madam/Sir,

With reference to your letter vide No..... dated.....regarding the approval of Research/ Study/ Seminar/ Workshop/ Conference, I am pleased to inform you that the organization.....is willing to conduct/ organize the same as per your terms of reference.

Yours faithfully,

Authorized Signatory of the Organization

GFR 19-A

[See Rule 212 (1)]

Form of Utilization Certificate

Sr. No	Latter No. and Date	Amount	Certified that out of Rs. of grant –in-aid sanctioned during the year 2017-18 in favours of under this MSCW letter no. given in the margir and Rs. Nil on account of unspent balance of the previous year, a sum of Rs..... has been utilized for the purpose of organizing for which it was Sanctioned and that the balance of Rs. Remaining unutilized at the end of year has been surrendered to MSCW (Vide No.Date.....)/
1			
	Total:-		

2. Certified that I have satisfied myself that the conditions on which the grant-in-aid was sanctioned have been duly fulfilled/are being fulfilled and that I have exercised the following checks to see that the money was actually utilized for the purpose for which it was sanctioned.

Kind of checks exercised:-

- 1
- 2
- 3
- 4
- 5

Signature.....

Designation.....

Date.....

C.A. Firm Registration no.....