



# MADRAS SCHOOL OF SOCIAL WORK

## RESEARCH & FACULTY DEVELOPMENT COMMITTEE (R&D)



**MARY CLUBWALA JADHAV (MCJ) RESEARCH CONSORTIUM & FELLOWSHIP 2024-25**

**[Call for FACULTY Extra-Mural Collaborative Research Proposal: 2024-25](#)**

**LAST DATE FOR SUBMISSION OF FACULTY RESEARCH PROPOSAL: 23.10.2024 @5.00PM**

The Research and Faculty Development committee of Madras School of Social Work under the Mary Clubwala Jadhav (MCJ) Research Consortium & Fellowship invites a call for **[FACULTY Extra-Mural Collaborative Research Proposals](#)** (one-year duration) from the faculty members for the year 2024-25.

Research proposals are invited jointly from the faculty members (2 to 3 teachers) of MSSW in collaboration with the outside the institution in any discipline within college or outside the college within Tamil Nadu state are eligible to apply.

- Principal Investigator (PI) should be from MSSW only
- Co-Principal Investigator (Co-PI/s)– can be from outside the MSSW and preferably within Tamil Nadu state serving in colleges as regular employee can apply.

### **Objectives:**

- ✓ To create and promote research knowledge and practice among teacher community.
- ✓ To create and develop the platform to collaborate inter-disciplinary, multi disciplinary and transdisciplinary research practices among teachers.
- ✓ To help and facilitate the faculty members to process in publishing through dissemination of knowledge gained from research carried out by the teaching fraternity to the community
- ✓ To provide a platform to acquire research knowledge, experiences, innovation for various social issues and problems through collaborative research.

### **Eligibility**

- Preferably two or three faculty members/teachers (maximum) working in the academic institution can collaborate across any disciplines are eligible to apply
- A maximum of 3 teachers can jointly apply by mentioning the Principal Investigator (PI) should from MSSW /Co- Principal Investigator/s (Co-PI) outside MSSW.
- Any individual faculty members are permitted be part of only one proposal, if any faculty members applied two or more proposals their proposals will not be accepted.
- Faculty members applying for the research proposal are requested to submit through proper channel and get it signed by the respective Program Heads and HOD in the forwarding letter.
- CO-PIs from the Outside MSSW, the Principal of the college can forward letter.

### **Research Proposal Format**

Research proposals can include the following

- a. Title of the study, Abstract, Introduction and Background of the study, Statement of the research problem and need significance of the study. Explanation of the problem statement: Explain briefly the importance of this topic and its relevance to the present context. (approx. 400 words)

- b. Literature Review any published or unpublished research reports/articles on this topic and how the proposed research could add to the existing literature. Please mention the Major Research Work Reviewed both International and National. Not less than 15 to 20 important works (approx. 500 words)
- c. Proposed Research Methodology: Provide a detailed technical design of the proposed research. Typically, it should include: Research Questions, Aim and objectives of the study. Hypothesis, Field of study, Research approach/method/design, sampling method, data collection plan, details of instruments to be used, analytical tools to be applied (approx. 400 words)
- d. Novelty and Outcome of the study, the researcher can explain about the Innovation/path-breaking aspects of the Proposed Research (approx 250 words)
- e. Expected Outcome : The researcher can briefly explain the outcome such as papers in journals, edited book/(s), book, policy papers, document, dataset etc. with proposed timeline and place of publications (approx.300 words)
- f. Relevance of the proposed study for the institution, community and society (approx. 150 words)
- g. Time schedule – Gantt chart – implementation plan: Provide details of activities to be carried out over time (show month-wise milestones).
- h. Duration of the project: 6 months – October 2024 to March 2025
- i. Budget for the project : Maximum of Rs. 1,00,000/- per project will be sanctioned and a maximum of 5 projects will be shortlisted for this academic year based on the quality and approval of the appropriate committees and authorities of MSSW.
- j. Proposed Project Team: Details of Individuals or team to be engaged in this project
- k. Proposed budget of the study under expenditure heads with justification

Heads of Expenditure	Number and months	Amount

The detailed budget with the required heads to be specified in the proposal, once the proposal and budget are approved, changes in heads will not be permitted.

**Please fill the above details in the below Google form**

[https://docs.google.com/forms/d/e/1FAIpQLSd18A4\\_CzFVaLzkrJn-vVrEmmqURMDEy22biBh3pkIEw6IXA/viewform](https://docs.google.com/forms/d/e/1FAIpQLSd18A4_CzFVaLzkrJn-vVrEmmqURMDEy22biBh3pkIEw6IXA/viewform)

### **Pre-requisites**

- The Principal Investigator will be responsible for carrying out the entire implementation and financial aspects project and in the absence of PI (with valid reasons and approved by the Research & Faculty Development Committee) the Co-PI from MSSW will be designated by the Principal Investigator to take care of the implementation of the project in an unforeseen reasons and situations.
- The researcher should not be on leave for more than six months when applying for the project.
- Recipients of the MCJ research faculty fellows shall provide the detailed progress of research work pursued under the said grant to the Research Committee.
- All the publication has to be processed and get it approved by the Research & Faculty Development Committee prior to publication.
- The Final Report shall include: significant findings of the research work, copy/copies of manuscript(s)/published paper(s)/acceptance letter(s) of manuscript(s). A single PDF of the final report
- The last date for submission of research proposals on or before **23.10.2024 @ 5.00pm**

## **Procedure for Selection**

### **a. Internal Review Committee**

- Faculty members applying for the research proposal are requested to submit through proper channel and get it signed by the respective Program Heads and HOD in the forwarding letter.
- Maximum of one proposal can be forwarded to the Convener, Research & Faculty Development Committee, MSSW on or before the deadline for proposal submission.
- The Internal Review Committee consists of Convener & Members of Research & Faculty Development Committee will process the proposal for IRB. The minutes of the meeting will be prepared by the Internal Review Committee and the Convener; R&FD committee will get it approved with the Principal.
- The Research & Faculty Development Committee (R&D) will submit the reviewed research proposals with the Minutes of the meeting to the Member Secretary, IRB-MSSW for IRB process.
- After the IRB Approval, the Research & Faculty Development Committee will conduct the Mid and End Term review meeting to monitor the progress and for the grant release process.

### **a. Institutional Research Review Board (IRB) Approval**

- The approved proposals by the Internal Review Committee will be sent for the Institutional Research Review Board (IRB) Approval.
- The PI and Co-PIs will present the approved Research Proposal to the IRB of MSSW to review the proposed studies with human participants to ensure that they conform too internationally and locally accepted ethical guidelines and issue a Certificate for studying the Human Participants and to publish the outcome and findings in any referred journals.

The IRB will facilitate the guidelines and other requirements for presenting the proposal based on their policy.

### **Terms and condition**

1. The program head and the concerned HODs are requested to approve maximum of two proposals from each of the program with the collaboration of one Co-PI from outside the MSSW. It is required to be submitted both soft copy and hard copy. (Duly forwarded by the program head and the concerned HODs).
2. One proposal per program will be selected after scrutinising the proposal based on the criteria by the IRB – MSSW approval.
3. After the IRB approval, the committee will issue an award letter to the awardees with specific terms and conditions.
4. Awardees list will be displaying in the notice boards and college website. <https://mssw.in/research-faculty-development-committee/#Activities>
5. The Awardees of Research fellow will be mentored through review process for hand holding the quality research standards and to incorporate in the research work by the committee.
6. There will be at least two review meeting will be conducted by the committee to monitor the research work of the awardees. Proposal/Preterm, Midterm and End Term review meeting based on the time lines given by the Research Committee time to time with the approval of the Principal.

7. Awardees are expected to attend and present the Review meeting without fail. Failing which the research award will be discontinued and the fund has to be returned to the college.
8. Grant letter will be issued only to the PI and PI will be requested to submit their bank account details for sanctioning the budget and they are responsible for submitting the appropriate accounts with the approval of the Research Committee.
9. Awardees are expected to acknowledge the research grant details in their publication.
10. Before submitting the paper to any **Scopus or web of science** journal for publication, awardees are expected to get the approval from the IRB-MSSW for any publication

### **Budget Utilization**

1. Re-appropriation of the budget will not be entertained after sanctioning the project. However, the convener is the competent authority may allow re-appropriation to a maximum of 10%, subject to providing a proper justification for the same within 30 days of receipt of the sanction letter.
2. If the project involves fieldwork, details of the field/experimental site(s) may be provided. However, the budgetary requirement for the fieldwork shall not exceed the permitted capped budget allocation.
3. Travel amount for project will be included in the budget.
4. The financial assistance received from the MSSW must be duly acknowledged in the publication(s)/ patent(s)/ prototype(s), etc.
5. Any misappropriation and/or wrongful utilization of funds would amount to disciplinary action against the as per the college rules.

### **It's divided into three levels**

1. First level 30 % of the funds sanctioned after the approval of the project.
2. Second level another 35% of the funds sanctioned after the midterm review meeting.
3. Third level another 35% of the fund will be sanctioned after submitting the entire research report and publication of paper in **Scopus or web of science** Journal and proper bills and vouchers.

The following hard copy of the documents to be submitted on or before the deadline to the Convener, R&D committee and soft copy to be uploaded in the given Google form.

- Research Proposal with the Forwarding & Approval letter by the Program Head & HOD
- Bio-Data of the PI and Co-PIs

For any query regarding the research proposals, etc. please email at: [researchcommittee@mssw.in](mailto:researchcommittee@mssw.in).

The following to be submitted at the end of the project

- Research Project Report in Soft Bind Hard copy and Soft Copy to be uploaded
- Scopus or Web of Science Published Research article/s – Hard Copy
- Utilisation Certificate and complete Accounts with required bills and vouchers to be submitted to the Convener, Research and Faculty Development Committee, MSSW.

## Distribution of the Research Grant/funds

The research grants will be utilized only for field data collection, documents, towards travelling, publication cost and there is ***no provision for honorarium and equipments*** to the project.

All financial related aspects the decision of the Principal, Dean and Convener will be final and appropriately the decision will be conveyed to the PIs only.

It's divided into three levels

1. First level 30 % of the funds sanctioned after the approval of the project.
2. Second level another 35% of the funds sanctioned after the midterm review meeting.
3. Third level another 35% of the fund will be sanctioned after submitting the **entire research report and PUBLICATION of paper in Scopus or web of science Journal and proper bills and vouchers.**

### Proposal Submission

**Online:** please click the link below for submission

[https://docs.google.com/forms/d/e/1FAIpQLSd18A4\\_CzFVaLzkrtJn-vVrEmmqURMDEy22bBh3pkIEw6IXA/viewform](https://docs.google.com/forms/d/e/1FAIpQLSd18A4_CzFVaLzkrtJn-vVrEmmqURMDEy22bBh3pkIEw6IXA/viewform)

**After submitting online, a hard copy of the same need to be submitted to convener, R&FD, MSSW on or before 23.10.2024 @ 5.00PM**

All communications be sent only to the Email Id: [researchcommittee@mssw.in](mailto:researchcommittee@mssw.in)

For further details, Please contact

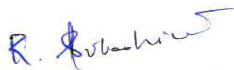
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**Dr. K. Sathyamurthi, PhD, EDI -Fellow**  
**Convener, Research & Faculty Development Committee, MSSW**  
**[researchcommittee@mssw.in](mailto:researchcommittee@mssw.in) Mob: 9940406590**

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Dr. K. Sathyamurthi, PhD.,  
Convener, R&FD committee



Dr. R. Subhashini, PhD.,  
Dean



Dr. S. Raja Samuel, PhD.,  
Principal

## FORWARDING AND APPROVAL LETTER

To

**The Principal &**  
Convener, Research & Faculty Development Committee  
Madras School of Social Work, Chennai-8

Sir/Madam

We forward and approve the submission of the proposal of

**Dr. / Ms. / Mr.** \_\_\_\_\_ **Principal Investigator**

**Dr. / Ms. / Mr.** \_\_\_\_\_ **Co-Principal Investigator**

**Dr. / Ms. / Mr.** \_\_\_\_\_ **Co-Principal Investigator**

the ***Call for FACULTY Extra-Mural Collaborative Research Proposal 2024-25*** under Mary Clubwala Jadhav (MCJ) Research Consortium & Fellowship for the academic year 2024-25.

I/We agree to administer the funds, provided for the research facilities, and make available all its research facilities such as library, laboratory and other equipment and required office assistance for the smooth completion of the Research Fellowship of MCJ Research Consortium. I/We are forwarding the Research Proposal to be submitted to the Research & Faculty Development Committee of our institution and have no objection.

Principal Investigator and the Co- Principal Investigator/s (awardees) applying for Research Fellowship will be mentored for the successful completion. The Principal Investigator will be responsible for submitting the accounts and utilization certificate for the grant received and utilized.

On completion of the Research Fellowship, the Awardees will submit the research report, accounts and Scopus or web of science publication to the Research & Faculty Development Committee. Failing which the awardees will reimburse the grant to the institution with appropriate explanation for not complying the requirements to the Principal, Dean and Convener, R& D committee through the Program Heads and HOD.

Awardees will ensure to acknowledge the research grant in their publication with the approval of the research committee.

### *Approved and Forwarded*

<b>Signature with date and official seal of</b>		
<b>S. No.</b>	<b>Program Head/s</b>	<b>Head of the Department/s</b>
<b>1.</b>		
<b>2.</b>		
<b>3.</b>		

**FORWARDING AND APPROVAL LETTER**  
**(on institution letter head)**

To

**The Principal &**  
Convener, Research & Faculty Development Committee  
Madras School of Social Work, Chennai-8

Sir/Madam

We forward and approve the submission of the proposal of

**Dr. / Ms. / Mr.** \_\_\_\_\_ **Co-Principal Investigator**

**Dr. / Ms. / Mr.** \_\_\_\_\_ **Co-Principal Investigator**

the ***Call for FACULTY Extra-Mural Collaborative Research Proposal 2024-25*** under Mary Clubwala Jadhav (MCJ) Research Consortium & Fellowship for the academic year 2024-25.

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Awardees will ensure to acknowledge the research grant in their publication with the approval of the research committee.

**Signature of the Co-Principal Investigator**

**Approved and Forwarded**

**Principal/Head of the Institution**  
**Name, Designation and Signature with date and seal**

Place :

Date :