



Objective: To elaborate the procedure for preparing Research Proposal.

Responsibility:

- All the Faculty members
- Heads of the respective Departments
- Principal

Procedure:

Sl.	Activities	Responsibility
1.	Individual researchers will undertake periodic reviews of the research calls of relevance to their research	Researchers/ Faculty members
2.	Researchers contacted by an organization / individual to join a consortium already created or to investigate the possibility to collaborate with MITS in any capacity are to inform the Head of the department by e-mail of their intention to contribute to the application process	Researchers/ Faculty members
3.	Researchers will upload any relevant documentation to Research Funding agencies	Researchers/ Faculty members
4.	Researcher to log the application through funding agency portal	Researchers/ Faculty members
5.	Researcher to provide contact details of all potential partners involved in the proposal (indicating Principal Investigator, Co-Investigator)	Researchers/ Faculty members
6.	Researcher to meet with Research coordinators to prepare the budget proposal for the project	Researchers/ Faculty members
7.	Researcher to meet with Head of the department to identify potential resources needed to complete the project	Researchers/ Faculty members & HoD
8.	The decision to further develop the proposal will be taken jointly among the Researcher and co coordinators about Timelines for proposal Submission Other upcoming calls and proposals	Principal Investigator, Co Investigator
9.	Researchers are required to <ul style="list-style-type: none">• Upload the draft proposal Provide supporting documentation (budget Plan of activities etc.)	Researchers / Faculty members

PREPARED BY	REVIEWED BY	APPROVED & ISSUED BY
EOMS Team member	EOMS Team Leader	PRINCIPAL

**SOP FOR RESEARCH PROPOSAL**

Issue No : 01

Revision No: 00

Doc. No: EOMS-MITS/SOP/42

Issue Date: 01/06/2023

Revision Date: 00/00/0000

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Sl.	Activities	Responsibility
10.	Researchers to review and amend proposal if required and to resubmit for second stage of approval	Researchers / Faculty members
11.	Second stage Approvers to review final proposal	Researchers / Faculty members
12.	Researcher to submit proposal	Researchers / Faculty Members
13.	Researcher is to ensure that all finalized document versions are uploaded <ul style="list-style-type: none">• Description of work (final version to be submitted)• Detailed projected Project budget breakdown- full proposal	Researchers / Faculty members
14.	Researcher is required to requested to provide copies of the following documents <ul style="list-style-type: none">• Evaluation report with scoring (for successful and non-successful projects)•Details of Grant Preparation (when proposal has been successful)	Researchers / Faculty members
15.	Researchers are requested to upload copies of the following documents from the implementation of the project <ul style="list-style-type: none">• Deliverables for which MITS is responsible• Milestones for which MITS is responsible• Dissemination and Communication Plans• All budgetary and financial communications• Interim Project Activity Reports• Final reports	Researchers / Faculty members
16.	Researchers are responsible for uploading all peer reviewed publications, proceedings, and conference papers etc.	Researchers / Faculty members
17.	Details of all the published research work to be submitted at the Office of Principal R&D for records.	Researchers / Faculty members
18.	HODs to keep a record and prepare a consolidated report of R&D activities and to submit it to Principal at the end of academic year.	Principal

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EOMS Team member	EOMS Team Leader	PRINCIPAL