



MITS

MADANAPALLE INSTITUTE OF TECHNOLOGY & SCIENCE

(Deemed to be University under section 3 of UGC Act, 1956)

SOP FOR RESEARCH PROPOSAL

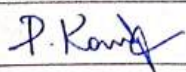
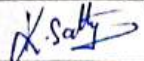
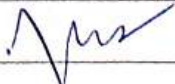
Issue No : 01	Revision No: 01	Doc. No: EOMS-MITSU/SOP/RES/42
Issue Date: 01/06/2023	Revision Date: 22/12/2025	Page 1 of 3

Objective: To elaborate the procedure for preparing Research Proposal.

Responsibility: All the Researchers/ Faculty members, Heads of the respective Departments
Office of Research and Innovation (ORI)

Procedure:

S.No.	Activities	Responsibility
1.	Individual Researchers/ Faculty members will undertake periodic reviews of the research calls of relevance to their research and also that are forwarded by ORI	Researchers/ Faculty members
2.	Researchers/ Faculty members 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 for approval from ORI	Researchers/ Faculty members
3.	Researchers/ Faculty members will upload any relevant documentation to Research Funding agencies after validation from ORI	Researchers/ Faculty members
4.	Researchers/ Faculty members to log the application through funding agency portal	Researchers/ Faculty members
5.	Researchers/ Faculty members to provide contact details of all potential partners involved in the proposal (indicating Principal Investigator, Co-Investigator)	Researchers/ Faculty members
6.	Researchers/ Faculty members to meet with department Research coordinators/ORI to prepare the budget proposal for the project	Researchers/ Faculty members
7.	Researchers/ Faculty members to meet with Head of the department to identify potential resources needed to complete the project	Researchers/ Faculty members & HOD

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



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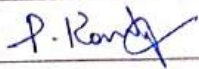
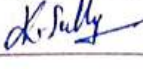
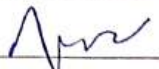
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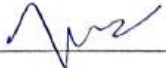
Page 2 of 3

S.No.	Activities	Responsibility
8.	The decision to further develop the proposal will be taken jointly among the Researchers/ Faculty members, co-coordinators and ORI about Timelines for proposal Submission Other upcoming calls and proposals	Principal Investigator, Co-Investigator, ORI
9.	Researchers/ Faculty members are required to the draft proposal for first stage approval by provide supporting documentation (budget Plan of activities etc.)	Researchers / Faculty members
10.	Researchers/ Faculty members to review and amend proposal if required and to resubmit for second stage of approval	Researchers / Faculty members
11.	The proposal needs to get the approval from ORI for final submission with respect to plagiarism and AI similarity content report	Researchers / Faculty members
12.	Researchers/ Faculty members to submit proposal and submit the submission copy to ORI	Researchers / Faculty Members
13.	Researchers/ Faculty members is to ensure that all finalized document versions approved by ORI are uploaded such as Description of work (final version to be submitted) Detailed projected Project budget breakdown - full proposal etc.	Researchers / Faculty members
14.	Researchers/ Faculty members is required to request to provide copies of the following documents from ORI Evaluation report (for successful and non-successful projects) Details of Grant Preparation (when proposal has been successful)	Researchers / Faculty members

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15.	Researchers/ Faculty members are requested to submit copies of the following documents from the implementation of the project through department to ORI 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/ Faculty members 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 ORI 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 Dean (R&I) at the end of academic year.	HOD's

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