



SAGE University, Bhopal

Standard Operating Procedure

Research Proposal & Publication



Name of Approval Authority: Vice Chancellor
Signature:
Date: 09/05/2022

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This SOP briefly describes the procedures for investigators to follow when applying for sponsorship for research proposal/Publishing a research paper. It also sets out a general structure for the advancement and execution of all activities on research proposal at SAGE University Bhopal.

A) Research Proposal Guidelines

1. Research Proposal Management

1.1. All research proposals must be approved by the R&D Cell in advance (15 days before the last date of proposal submission). There will be entry in the register after the submission of the proposal.

1.2. Research projects involving humans or animals, including research conducted as part of a training program, should be discussed well in advance (Human Ethics Policy, and Animal Ethics Policy have to be followed).

2. Registration of the Project

2.1. When the project is submitted, a duly filled new project registration form along with the proposal need to be submitted to the R&D Cell. A primary registration number (PRN) will be assigned.

2.2. When the project is sanctioned by the funding agency/industry, the acceptance letter/ agreement/ needs to be submitted to the R&D Cell. A project number (PN) will be assigned.

3. Flow Chart of Processes for Research Proposal Submission

Call for Proposals → Contact R&D Cell → Primary Screening at R&D Cell → Report of Evaluation and Recommendation of Proposals for Submission

4. Operation of the Project

4.1. The funds and the budget details of the project will be maintained in the R&D Cell. The main authority to spend the amount from the project will be the PI/Co-PI subject to the approval of the Coordinator/Dean of Research & Development.

4.2. The PI shall make sure that the total budget should not cross the sanctioned limit. He/She will retain the detailed information of the equipment purchased for each project through the research project fund, and send a copy of the record to the Research and Development Coordinator/Dean for Review/Registration for other purposes.

4.3. The PI shall be in-charge of maintaining the Laboratory Record Book as required for IPR (Intellectual Property Rights) submission, periodical and/or final technical details of the research project work to the sponsor as per the need. A copy of the final technical report has to be sent to the Coordinator/Dean of Research & Development.

4.4. It is the responsibility of the PI to send timely reports and other deliverables. Statement of Expenditure and Utilization Certificate to be submitted will be made available to the PI on request to the R&D Cell.

4.5. On Project Closure, one copy of the Project file will be in Registrar office, Concerned School and PI each.

4.6. All other Conditions remain the same as mentioned in R&D Handbook.



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B) Publication Guidelines

1. Any faculty member who is writing a research paper should inform R&D Cell at different points in time :
 - (a) Research Paper is Submitted
 - (b) Research Paper is Accepted
 - (c) Research Paper is Published with all the details in APA format
 - (d) Upon publication, soft copy/PDF of the research paper to be sent to R&D Cell for Record purpose, Also details to be sent Newsletter for Publication.
2. If Research Paper has been prepared from the PBL/SIP/Project work/ PhD work of a student then concerned students would be the first author and faculty would be corresponding author.
3. Plagiarism must be checked before submitting the paper for publication.
4. All other Conditions remain the same as mentioned in R&D Handbook.