

## **Special Call for Studies Focusing on Social Science Dimensions of Covid-19 Coronavirus Pandemic**

### **Guidelines**

#### **1. Introduction**

1.1 The current global pandemic Corona Virus Disease (COVID-19) outbreak has posed a very serious challenge to the entire world, including India. The research based evidence on social science or inter-disciplinary dimensions could enrich the understanding of policy makers to take a more a more informed decision and respond efficiently to such situations. Considering this, Indian Council of Social Science Research has decided to come out with "Special call for Studies Focusing on Social Science Dimensions of Covid-19 Coronavirus Pandemic". ICSSR intends to support high quality studies on the mentioned broad theme.

These studies will be for a short duration of three to twelve months. The scholars may constitute a research team comprising of Project Director and Co-Project Director(s).

#### **2. Eligibility**

2.1 ICSSR Research Institutes/institutes of national importance as defined by the HRD Ministry/ UGC recognized Indian universities / deemed universities under 12 B etc. are eligible to apply. However, other registered organisations with established research and academic standing may collaborate with any of the above mentioned institutions for implementation of the study and may form a joint team consisting of Project Director, Co-Director/s etc. Such collaborations have to be clearly stated in application itself.

2.2 Project Director should be an Associate Professor and above. Both the Project Director and Co- Director must possess a Ph.D. degree and a proven track record of high quality research as evidenced by past studies, publications and their academic background. The condition of Ph.D. for a Co-Director can be relaxed if he/she has very credible research publications.

2.3 Civil servants, officers from Defence services and medical professionals with social science perspective having not less than 20 years of regular service and demonstrable research experience through publications of books/research papers/reports/ policy documents etc. may also apply, preferably in collaboration with a faculty in a social science discipline from institutions given in 2.1 above.

2.4 Young scholars with some innovative and high quality proposal may also apply for grant. ICSSR's Monitoring & Advisory Committee may guide the selected proposals.

#### **3. How to Apply**

3.1 The applications will be invited through an advertisement on ICSSR website.

3.2 Soft copy of the dully filled application has to be sent before the deadline to the email id [icssr.specialcall@gmail.com](mailto:icssr.specialcall@gmail.com).

3.3 Hard copy of the proposal with requisite documents and forwarding letter of the affiliating Institute/ University/ College etc. will be required after short-listing of the proposal.

3.3. The Applicants are required to submit as per pro-forma

3.4. Research proposals and final reports should either be in English or Hindi.

The applicants are advised to keep the detailed proposal of 5000 words ready soon after the deadline.

#### 4. Procedure of Awards

4.1 Applications are scrutinised by the ICSSR Secretariat/and or by a Screening Committee for eligibility.

4.2 Expert Committee(s) short-list the good proposals for submission of detailed proposal of 5000 words.

4.3 Detailed proposals are subsequently evaluated by Expert Committee(s) before or during presentation and interaction at ICSSR. The expert committee/s make recommendation for award of studies and also suggest budget for the recommended studies.

#### 5. Duration and Value

5.1 These studies will be for a short duration of three to nine months and in exceptional cases one year. No time extension will be permitted.

5.2 The budget for a study will depend on the need of the study in the assessment of ICSSR Experts. The amount will be disbursed in number of instalments, depending on the phases and duration of the study, as indicated in the Sanction Letter. However, in exceptional cases higher budget may be considered depending upon the relevance of the study and its budgetary requirements.

5.3 The budget estimates for these proposals are to be prepared on the basis of the format given in the guidelines. The Institute/group of scholars will propose the budget subject to the following broad expenditure sub-heads:

S.No.	Heads of Expenditure	Value
1	<b>Research Staff :</b> Full time/Part-time/Hired Services	
2	<b>Fieldwork:</b> Travel/Logistics/Boarding, Survey Preparation or Consultancy etc.	
3	<b>Equipment and Study material:</b> Computer, Printer, Source Material, Books, Journals, Software, Data Sets etc.	
4	<b>Contingency:</b>	Not exceeding 5%
5	<b>Publication of Report</b>	
	<b>TOTAL</b>	
6.	<b>Institutional Overheads</b> ( <i>over and above the total cost of the project</i> )	5% or Maximum Rs. 1 Lac

*\*The allocation for publication amount will be retained by the ICSSR for publication of the final report if it is found to be high quality by the expert/experts appointed by the ICSSR.*

#### 5.4 Remuneration and Emoluments of Project Staff

- a) Project staff could be engaged by the Project Director on a full/ Part-time basis during the research work and the duration/consolidated monthly emoluments of their employment may be decided by the project director within the limits of the sanctioned financial allocation and as per the ICSSR rules.
- b) **Research Associate** @ Rs.22, 000/- p.m.  
(Qualification – Post graduate in social science discipline (55% minimum) with NET /M.Phil/ Ph.D)
- c) **Research Assistant** @ Rs.17, 000/- p.m.  
(Qualification-Ph.D./M.Phil./ Post graduate in social science discipline with minimum 55%)
- d) **Field Investigator** @ Rs.15, 000/-p.m. (not exceeding 6 months)  
(Qualification- Post graduate in social science discipline with minimum 55%).
- e) Retrospective payment for work already done is not permissible.

5.5 The Institution may re-appropriate expenditure from one head to another (except publication of report) with the prior approval of ICSSR.

5.6 Selection of Research Staff should be done in a competitive mode and through a selection committee consisting of (1) Project Director; (2) a nominee of the Vice Chancellor/Head of the Institution and (3) Dean of the faculty or Head of the Department of the Project Director duly approved by the competent authority.

5.7. For all field work related expenses of Project Director, Co-Project Directors and project personnel, rules of affiliating institutes/universities shall be followed.

5.8 All equipment and books purchased out of the project fund shall be the property of the affiliating institution. However, ICSSR may ask for books or/and equipment if it so requires.

5.9 The scholar should acknowledge the support of ICSSR in all publications resulting from the programme output (Research Paper, Books, Articles, Reports, etc.) and should submit a copy of the same to the ICSSR during its course and even after completion.

#### 6. Joining and Release of Grants

6.1 The Project Director has to join the project immediately on issue of the award letter. For this the scholar has to submit an 'undertaking', date of commencement, and grant-in-aid bill towards the first instalment. The ICSSR reserves the right to appoint Monitoring and Advisory Committee for this special call or for a study.

6.2 The Sanctioned grant for research study will be released in instalments as indicated in the Sanction Letter. The grant for publication will be retained by ICSSR for taking final decision about the publication.

6.3 Subsequent instalments will be released subject to submission of satisfactory progress reports.

6.6 The second last instalment will be issued after receipt of (a) book length Final Report in soft and 3 hard copies (b) soft and 3 hard copies of Executive Summary of Final Report (c) statement of accounts with utilization certificate in GFR-12A Form for the entire project amount

duly signed by the Finance Officer/Registrar /Director of the affiliating Institution (d) list of equipment, books etc. purchased.

The institutions of which the accounts are not audited by CAG/AG, their utilisation certificate will be signed by the Finance Officer and a chartered accountant.

6.7 The final instalment will be released after receipt of recommendation of the expert for acceptance of the Final Report, verification of all documents and decision on retaining of equipment and books etc.

6.8 The Overhead Charges to the affiliating institution will be released after the Final Report has been accepted and documents verified by the ICSSR.

## **7. Monitoring of Research Study**

7.1 Research undertaken by a Project Director will be reviewed through the Monitoring and Advisory Committee constituted by the ICSSR and the project may be discontinued/terminated if research progress is found unsatisfactory or any ICSSR rules are violated.

7.2 During the course of the project, the scholars are required to publish at least one to two research papers in peer reviewed high quality journals (such as Scopus, UGC Care list etc.) related to the theme of the research project while duly acknowledging ICSSR's support for the research and publication. ICSSR expects the Project Director to submit a final report of very high quality which is worth publishing by a reputed publisher. Depending upon the recommendation for publication of Final Report as a book, with suggested modifications or improvements, the ICSSR will have first right to publish under its rules and policy.

7.3 All project related queries will be addressed to the Project Director/ Affiliating Institution for their timely reply.

7.4 The ICSSR may, at any time, ask for verification of accounts and other relevant documents related to the Project.

7.5 ICSSR may have Mid Term Appraisal of Research Project through its team of experts.

7.6 ICSSR reserves the right to affiliate a study with any of its regional centre or research institute or any other institute of importance for ensuring quality and convenience in completion of the study.

## **8. Other Conditions**

8.1 The duration of the project shall be normally three to nine months and 12 months in exceptional cases which include the time for Final Report writing.

8.2 The contingency grant may be utilized for stationery, computer typing related costs, specialised assistance such as data analysis, consultation for field trip etc. related to the research work.

8.3 Retired teachers and government/defence officers can also apply under the scheme but they are required to affiliate to ICSSR Research Institutes/institute of national importance/ UGC recognized Indian university/deemed university of his/her choice with the prior approval of the ICSSR.

8.4 The scholar shall acknowledge support of ICSSR in all publications resulting from the project output and should submit a copy of the same to the ICSSR with successive progress reports and also along with the final report.

8.5 Defaulters of any previous fellowship/project/grant of the ICSSR will not be eligible for consideration until the applicant obtains the clearance from the concerned administrative division.

8.6 An applicant may submit only one proposal.

8.7 No scholar will be allowed to take up a research programme along with any ICSSR fellowship.

8.8 No foreign trip is permissible from the Research Project funds. All data needs should be assessed in advance.

8.11 No request for additional grant in excess of the sanctioned budget will be considered.

8.12 The Project Director shall be personally responsible for timely completion of the Project.

8.13 The Project proposal/final report cannot be submitted for the award of any University degree/diploma or funding by any Institution by any member of the project staff, including the project director. The ICSSR however, will have no objection if any member of the project staff utilizes the project data for this purpose.

8.14 Purchase of equipment/ assets for the research Project is permissible only if it is originally proposed and approved by the ICSSR and does not exceed the permissible amount and follows the rules of the affiliating institution.

8.15 The project director shall report to the ICSSR in case he /she makes any changes in the research design at any stage. No major change can be made therein without the prior approval of the ICSSR.

8.16 No project can be transferred to any other faculty. Transfer can only be considered on the request of affiliating institution in case of some mishap.

In case of superannuation of Project Director and if the rules of the institution so require the transfer of the project to a serving faculty member may be done with prior approval of the ICSSR. The credit of Project shall belong to the original submitting Project Director.

8.17 The Council reserves the right to reject any application without assigning any reason. It will not be responsible for any postal delays/loss.

8.18 Incomplete applications in any respect will not be considered.

8.19 The final authority related to the interpretation of the guidelines or any issue left is vested with the ICSSR.

8.20 No queries will be entertained by the ICSSR Secretariat until the final declaration of results against a call. Any lobbying for award will lead to disqualification.

## **9. Completion of the Study**

9.1 On completion of the study, the scholar should submit the following:

- (A) A Book-length final Report in a publishable form along with an Executive Summary of the report (5000 words). Both documents should be submitted in hard copies (three copies of final report and three copies of summary) and a soft copy (in pen drive).
- (B) Copies of research papers/reports, etc. on the theme of research, published in reputed research journals during the period of study.

9.2 The scholar should acknowledge support of ICSSR that the project has been sponsored by the ICSSR, in all publications resulting from the project output (Research Paper, Books, Articles, Reports, etc.) and should submit a copy of the same to the ICSSR during the course of the study or even after its completion.

## **10. Obligations of the Affiliating Institution**

10.1 The affiliating institution is required to give an undertaking in the prescribed format contained in the Application Form to administer and manage the ICSSR grant. It is required to open a dedicated account for fund transfer under PFMS.

10.2 It is also required to provide the requisite research infrastructure to the scholar and maintain proper accounts.

10.3 The affiliating institution will be under obligation to ensure submission of the final report and an Audited Statement of Accounts and Utilization Certificate, (in the prescribed Proforma GFR 12-A) duly certified by the Competent authority of the institution.

10.4 The affiliating institution shall make suitable arrangements for preservation of data such as filled in schedules, tabulation sheets, manuscripts, reports, etc. relating to the study. The ICSSR reserves the right to demand raw data, or such parts of the study as it deems fit.

10.5 The overhead charges shall be paid only after the completion of the project and on receipt of the final audited Statement of Accounts.