

Invitation for Expression of Interest for Collaborative Research Projects

West Bengal National University of Juridical Sciences (WBNUJS), a statutory body constituted under the West Bengal Act IX of 1999, intends to promote collaborative research projects which are more focused along the lines of interdisciplinary research or action based research. The ultimate aim is to translate the research findings into an action plan so as to help state/central Government/judicial institutions to take appropriate policy decisions in the areas of law and justice system in India. The WBNUJS invites Expression of Interest (EOI) from the reputed research institutions, universities, NLUs for undertaking research projects on the thrust areas/ themes listed below. The last date of submission of Research Proposal is 31st January 2024.

I. Thrust areas/ Themes of Research Projects:

1. Law and Technology
2. Social justice and vulnerable groups.
3. Protection and care of children: challenges and way forward.
4. AI and Law.
5. Cyber Crime and Cyber Forensics
6. Custom and alternative justice system in Tribal Societies: An Evaluation Study on their functioning and effectiveness.
7. Criminal law and Police Administration.
8. GI Challenges in India.
9. Disparities in equal access to Justice System.
10. Family Law.
11. ADR and it's application.
12. Any other emerging areas of Law and Forensic Science.

II. Eligibility Criteria:

- i. Research and Training Institutions set up and fully funded by the Central Government/State Government/Public Sector Undertaking;
- ii. University or a Deemed University;
- iii. Reputed Private Universities

Note: In case of the institutions listed at S. Nos. (ii) to (iii) above, their eligibility for receiving assistance will be decided by the Competent Authority of the WBNUJS after perusal/ consideration of their registration certificate, audited annual report and balance sheet of the last 3 years, etc.

III. Procedure for Submission of Project Proposal: The procedure for submission of the Project Proposal as per the prescribed format, selection/ sanction of the project, release of grant and other conditions are given in the “**GUIDELINES FOR COLLABORATIVE RESEARCH PROJECTS**”, a copy of which is annexed herewith.

IV. Date and Mode of Submission: The eligible institutions/P.I may submit a soft copy of their research proposal in the prescribed format through email at vcoffice@nujs.edu or submit hard copy of the same at the Office of the Vice-Chancellor, WBNUJS at the above address latest by **31/01/2024 up to 05:00 p.m.**

Annexure-I

Guidelines for Sponsoring Research projects

1. **Introduction:** The West Bengal National University of Juridical Sciences sponsors collaborative research projects and will nominate any one Faculty/Research Fellow as Co-Principal Investigator of the project. These guidelines for sponsoring the research projects to the research institutions/organizations indicate their eligibility conditions, procedure for submission of research proposals, procedure for sanction of research projects, procedure for release of grant in installments, and other conditions of the financial assistance provided by the WBNUJS for the research projects.

2. **Aims and Objectives:** The major objective of the scheme is to promote collaborative research in the field of emerging areas of law, science, technology and other allied disciplines and its interference with law. Therefore, the WBNUJS intends to promote such research projects which are more focused along the lines of applied research or action based research. The ultimate aim is to translate the research findings into an action plan so as to protect and promote justice system, human rights, civil, criminal as well as economic, social and cultural rights.

3. **Duration of the Research Project:**
 - i. The proposals may be submitted for both short-term and long-term research projects. The short-term projects would be for the duration of 6 months whereas the long-term project would be considered for duration of 12 months. **The research had to be completed within 31st December 2024**

 - ii. The date of release of the 1st installment of the grant by the WBNUJS would be considered as the effective date of commencement of the research project.

4. **Quantum of Financial Assistance:** The limit of financial assistance for short-term and long-term projects would be as under:

Duration of Research Project	Quantum of Financial Assistance
Short Term project (upto the period of 6 months)	Upto Rs. 2 (Two) lakhs
Long Term project (upto the period of 1 year)	Upto Rs. 5 (Five) lakhs

Note: In special circumstances, especially when the study requires extensive fieldwork covering large number of data, the above mentioned limit of the financial assistance may be suitably enhanced by the WBNUJS on case to case basis.

5. **Eligibility Criteria:** The research grant would be made available to an institution having adequate infrastructure to execute the research project(s), and which is not run for profit, shall be eligible to be considered for entrusting the research project, such as:
- i. Research & Training Institutions set up and fully funded by the Central Government/State Government/Public Sector Undertaking;
 - ii. University or a Deemed University;
 - iii. Reputed Private University
6. **Procedure for the Submission of Research Project Proposal:** The procedure for the submission of project proposal is mentioned below:
- i. The researcher seeking financial assistance should submit the proposal as per the prescribed format (See Annexure-II).
 - ii. The financial details should include details in respect of various expenditure heads including remuneration to the research staff, cost of travel with boarding/ lodging during field visits, cost of hiring services, hiring, data processing, stationery and printing cost, overhead costs, etc.
 - iii. No financial assistance is given for procurement of equipment/ furniture including computer/ Laptop/ photocopier, etc.
 - iv. The proposal should be forwarded by the Head of the Institution/ Organization. (see proforma at Annexure-III)
 - v. The proposal shall be submitted along with the requisite documents. Incomplete proposal shall not be entertained and will be out rightly rejected.
7. **Procedure for Selection/ Sanction of the Project:**
- i. The project proposal submitted to the WBNUJS will be scrutinized by an Expert Committee and, if need be, the WBNUJS may call for any clarification from the Principal Investigator or he may be asked to make a presentation before the WBNUJS for which no TA/DA would be paid to him.
 - ii. During the presentation on the research proposal, the Principal Investigator may be suggested to make the desired changes/modifications and after receipt of the revised proposal duly incorporating the suggested changes, the WBNUJS may decide to approve the proposal.
 - iii. The decision of the WBNUJS to accept or not accept the proposal would be subject to viability of the project and availability of funds. However, the decision of the WBNUJS either way, i.e., to sanction or not sanction the project would be final, without prejudice.
 - iv. A Sanction Letter would be issued after approval of the project which would indicate:
 - a. Title and objectives of the study
 - b. Coverage area of the study
 - c. Duration and schedule for completion of the study.
 - d. Budget, release of grant in installments and other conditions of assistance, etc.
 - v. The institutions receiving the assistance would be required to complete the formalities as per the Sanction Letter.
 - vi. The amount of assistance would be released in favour of the institution/organization only.

8. Procedure for the Release of Grant:

- i. A separate bank account solely for the purpose of the research project has to be opened in any Bank which is to be operated jointly by the Principal Investigator and any other person nominated by the respective Institution. The funds will be released into this account by the WBNUJS. However, if any institution is not in a position to open a separate bank account for the research project due to any justified reason, then the funds will be released in the existing bank account of the Institution duly intimated by the latter to the WBNUJS.
- ii. The sanctioned amount shall be released in three (3) installments as per the procedure given below:
 - a. The first installment of the grant comprising 50% of the total sanctioned amount by the WBNUJS would be released after receipt of the request for its release and particulars of the bank account opened for the purpose of the research project.
 - b. The second installment of the grant comprising 40% of the total sanctioned amount by the WBNUJS would be released after receipt of the final report, utilization certificate in respect of the item wise statement of expenditure duly certified by the Head of the Institute and the Principal Investigator.
 - c. The last and final installment, i.e., remaining 10% of the total sanctioned amount will be sanctioned as institutional overhead charges on finalization of the Project Report.

Note: Receipt of the project report and its acceptance by the WBNUJS. In case there is any shortcoming in the project report, the final installment would be withheld till such time the same is addressed properly to the satisfaction of the university.

- iii. Receipt of three hard bound copies of the project report along with a soft copy in the 'Word' and 'PDF' format. Utilization Certificate and head-wise statement of expenditure of the total amount spent together with bills/ receipts/ vouchers in original. (See Annexure-III)
- iv. Statement of the bank account/ ledger account from beginning to end and refund of the amount credited towards interest:
 - a. The amount to be spent according to the approved heads/items within the approved allocation mentioned in the sanction letter. However, the institution may re-appropriate expenditure from one sub-head to another, subject to a maximum of 15% in either case within the overall sanctioned amount. Prior approval in such cases is not necessary. All such re- appropriation, however, should be reported to the WBNUJS.
 - b. The amount allocated under the head travel/ field work is to be utilized for the data collection and collection of other information such as documents, visits to libraries, etc., within the general scope and sphere of the ongoing project. This should not be used for attending conferences, seminars, workshops, training courses, etc. The PI may travel by the mode of transport as per his entitlement in the Organization/ Institution restricted to the allocation under the concerned head. Foreign travel is not allowed under this scheme.
 - c. **Institutional Overheads:** The institution will provide the required infrastructure facilities like office accommodation, furniture, computer, library, communication facilities, secretarial services, etc. The overheads for providing these facilities will be 10% of the project cost.

9. **Interim Progress Reports:** The Principal Investigator would be required to submit the interim progress reports at regular intervals to the WBNUJS. If need be, s/he may be required to make a presentation before the WBNUJS on the progress of work.

10. **Changes in the Sanction Letter:**

- i. No change should be made in the Sanction Letter without prior approval of the WBNUJS. The Principal Investigator will report to the Vice Chancellor, WBNUJS about the changes, if any, he intends to make in the Sanction Letter of the research project.
- ii. The Principal Investigator of the project proposals should not be changed without the prior approval of the WBNUJS. However, if the Principal Investigator associated with the project leaves the Institution/Organization at any stage after the commencement of the research study, the project may be continued by appointing a new Principal Investigator by the institute, with prior approval of the WBNUJS. Such request should, however, be timely sent to the WBNUJS.
- iii. If the Principal Investigator/ Institution fails to complete the project as per the Sanction Letter the institution shall be liable to refund the financial assistance received under the scheme to the WBNUJS.

11. **Submission of the Project Report:**

- i. Upon completion of the research study, the Principal Investigator would prepare and submit a draft report to the WBNUJS.
- ii. Principal Investigator may be asked by the WBNUJS to make a power point presentation on the report before the WBNUJS. The observations/ suggestions given during the course of presentation and subsequent discussion may be taken into account in finalizing the report.
- iii. The final report of the project will be submitted by the Principal Investigator after incorporating the comments/ suggestions made by the WBNUJS on the draft report. The reasons for non- acceptance of the comments/ suggestion, if any, should be properly explained to the WBNUJS.
- iv. The Principal Investigator/Institution may be required to send the primary data collected along with the particulars of respondents, if asked by the WBNUJS.
- v. The financial support under the Scheme provided by the WBNUJS shall be duly acknowledged on all publications produced and prominently displayed with a disclaimer as given below:
 - a. **ACKNOWLEDGEMENT:** “This study was carried out with the financial support of West Bengal National University of Juridical Sciences, India, and conducted jointly by [Name of the organization with address] and WBNUJS”
 - b. **DISCLAIMER:** “The Organization [name to be mentioned] has received the financial assistance under the Research Scheme of West Bengal National University of Juridical Sciences, India to prepare this report. While due care has been exercised to prepare the report using the data from various sources, WBNUJS does not confirm the authenticity of data and accuracy of the methodology to prepare the report. WBNUJS shall not be held responsible for findings or opinions expressed in the document. This responsibility completely rests with the Institute [Name to be mentioned]”.

12. Copyright and Publication of Research Report:

- i. **COPYRIGHT:** WBNUJS would have the intellectual property right for all the research studies outsourced. Prior permission would be necessary before such study reports could be published by the Principal Investigator/Institution/Organization concerned.
- ii. The soft copy of the study shall be put on the WBNUJS website for the purpose of dissemination of the study report. Further, the WBNUJS may also grant permission for its publication in any form, i.e., Book/ Journal/ Newspaper, etc. jointly with the P.I and his/her institution.

13. Settlement of the Project account:

- i. The Principal Investigator/ Institution is required to settle the project account immediately on completion of the project. In case the balance grant, if any, is not claimed within six months from the date of completion of the project, the same will lapse and no representation will be entertained on this behalf.
- ii. In case a separate bank account has been opened solely for the purpose of the research project, the same shall be closed after completion and settlement of the research project and the unutilized balance, if any, shall be refunded forthwith to the WBNUJS.

14. Other Conditions of Grant:

- i. The Research proposal and final report should be in English only.
- ii. The Principal Investigator/ Co-Investigator of the project will not accept any financial assistance from any other source(s) for the same project assigned under the scheme by the WBNUJS.
- iii. The persons engaged in the research project shall not be treated as the employee of the WBNUJS in any manner.
- iv. There should not be any duplication/overlapping with the evaluation studies carried out by any Government Agency or any Institution/ Organization/ NGO.
- v. The Principal Investigator will consult the WBNUJS on the final methodology including the schedule/questionnaire etc to be adopted, keeping in view the objectives of the study before commencing the work of primary data collection.
- vi. The Institution or the Principal Investigator or his research staff associated with the project shall not share the data collected for the assigned research study with any other person/organization without the prior approval of the WBNUJS. The research study shall not be used by the Principal Investigator or his research associates or anybody else for the preparation of any doctoral thesis/ dissertation or for attainment of any other degree/ diploma or publication(s) without the prior approval of the WBNUJS.
- vii. In case of non - compliance of terms and conditions as laid down in the sanction letter, or in case of the unsatisfactory progress of the work, the project may be cancelled and the institute will have to return the entire money along with the interest earned. The concerned organization will have to bear all responsibilities regarding any discrepancy and irregularity in the funding w.r.t. the sanctioned project.

Annexure-II

PART-A: FORMAT FOR SUBMISSION OF PROPOSAL FOR RESEARCH PROJECT

1. Theme of the Research Project:
2. Topic of the Research Project:
3. Name and address of the Institution where the research project will be undertaken:
(Please also mention the name of affiliating University in case of college).
4. Category of the Institution (Please tick mark the applicable category from the following):
 - i. A research institution set up and fully funded by the Central Government/
State Government/Public Sector Undertaking;
 - ii. A UGC approved University/ Deemed University (Preference will be
given to NAAC accredited University)
 - iii. A reputed Private University
5. Details of the Principal Investigator:

Name	
Designation	
Date Of Birth	
Qualification	
Office Address	
Contact Number & Email Id	
Area Of Specialization	
Experience Of The Principal Investigator	
Teaching Experience	
Research Experience	
Year Of Award of Doctoral Degree	
Title Of Thesis For Doctoral Degree	
List Of Publication (S) : Papers And Books Published and/or Accepted During Last 5 Years	

Note - Similar details to be given in respect of Co-Investigator

PART-B: PROPOSED RESEARCH PROJECT

1. Project Title: _____

2. Introduction: _____

i. Origin of the research problem and Research gap: _____

ii. Literature survey/review of research and development on the subject:

iii. International Status: _____

iv. National Status: _____

v. Significance of the Study: _____

3. Objectives and scope of study: _____

4. Research Design & Methodology: _____

5. Duration of Project: _____

6. Plan of work and periodical targets to be achieved: _____

7. Anticipated/ Projected outcomes: _____

8. Financial Assistance required: _____

<u>Items/heads</u>		<u>Estimated Expenditure</u>
1	Research Personnel	
2	Hiring of Services	
3	Field Visits / Travel	
4	Consumables & supplies/Stationary	
5	Contingencies	

Note: No fund be available for equipments or capital assets expenses.

9. List of the projects completed or ongoing with the P.I.:

S.NO.	Name of the Project/funded by	Duration of the Project	Date of commencement of the Project	Date of completion

10. Institutional and department facilities available for the proposed work:

- i.
- ii.
- iii.
- iv.
- v.

11. Any other information in support of the proposal which may be helpful in evaluation: _____

Date - _____

Name and Signature

Place - _____

Principal Investigator

Annexure - III

FORWARDING LETTER

Address/ ph /fax no & email id:

Dated:

To,
The Vice-Chancellor,
West Bengal National University of Juridical Sciences,
Ambedkar Bhawan,
12, LB Block, Sector III, Bidhannagar
Kolkata - 700106

Subject: Proposal for undertaking/ conducting a research study/ project on.....

Sir,

I am glad to forward herewith a proposal for undertaking/ conducting a research study/project on at a total cost of Rs The research study/ project is proposed to be completed over a period of months/ years. Mr. / Ms. / Dr. who is working as in this institution w.e.f..... will be the Principal Investigator for this research project.

1. I certify that this institution will provide all the facilities and infrastructure for the completion of the research study/ project and undertake as follows:
 - a. The University/Institution is approved under..... (Please mention applicable Section/ Act) and is fit to receive grants from the Central/ State Government and other funding agencies.
 - b. The organization agrees to abide by all the terms & conditions, guidelines of the Scheme, and any subsequent revision/ changes therein.
 - c. The project shall be completed within the stipulated period. If the WBNUJS is not satisfied with the progress of the research project, it may terminate the project immediately and ask for the refund.
 - d. The basic facilities such as Computer/ required software/ library/ telephone/ fax/ photocopier, etc., will be provided by the institution. However, the operational cost for these facilities/ activities will be met from the institutional overhead charges sanctioned under the Project.

- e. In case the P.I leaves/discontinues/dies during the project or before the completion of the tenure, the affiliating institution shall immediately inform WBNUJS and settle the accounts including the refund of any unspent balance within the financial year of the grant sanctioned. The WBNUJS will decide whether the P.I is willing to continue to conduct the research and in case the P.I declines, the WBNUJS will appoint a substitute P.I
- f. The institution will take full responsibility for monitoring the progress of the research study/project, sending progress reports and utilization certificates, etc. in the prescribed formats and ensuring proper and timely implementation.
- g. The institution will take full responsibility to ensure that the research projects will be original and without any plagiarism.
- h. It is also certified that our institution has not been blacklisted by any authority/Central/State Government /NGO, etc.

2. Details of documents enclosed are given in the attached Check-list.

Signature of the Head of the Institution

Name of the Head of the Institution & Stamp

Annexure-IV

UTILIZATION CERTIFICATE

Certified that the amount of Rs. (Rupees..... only) received from the West Bengal National University of Juridical Sciences under the scheme of support for Research Project titled.....vide WBNUJS letter No. dated.....has been fully utilized for purpose purpose for which it was sanctioned and in accordance with the terms and conditions laid down by the West Bengal National University of Juridical Sciences.

HEAD OF THE INSTITUTION

STATUTORY AUDITOR

SIGNATURE OF THE P.I