

Guidelines for Research Project/Case Study Proposal at IIMA-IDEA Telecom Centre of Excellence

Categories of Academic Work Funded by IITCOE

Funding for two types of academic work is available from IITCOE.

- A. Research Project
- B. Case Study

Objectives of IITCOE

The objective of the IITCOE is to further research, teaching, training and advisory role in the field of “**telecom policy, governance, regulation and management, especially marketing and customer care**”, with a view to enable the telecom and related sectors to take up the challenges as they arise.

Following from the objectives, the IITCOE shall leverage and undertake the following activities:

- i. Think tank activities: Identifying and capturing best practices across countries, knowledge creation and sharing, and addressing the needs of regulation, policy, governance and customer care.
- ii. Skill building: Enhancing human capital through training and teaching programs for policy makers, regulators and the industry.
- iii. Research and development: with publications, working papers, monographs
- iv. Highlighting Policy and Regulatory Agenda: Bringing fresh insights from countries ahead of India in telecom and related sectors, and in finding solutions to India’s specific situation, especially in the development of rural telecom and related activities.

Research Proposal Submission

Research Proposals/Case Study Proposals may be submitted by the Principal Investigator(s) based on the guidelines given by IITCOE.

Eligibility Criteria

- The Principal Investigator(s) should be a full-time academician from a reputed institute in India and working in the field of Information and Communication Technology (ICT) in general or telecom sector in particular. The CV(s) of the Principal Investigator(s) will be reviewed at the time of review of the proposal.
- In case there are Other Investigators, their CVs will be reviewed to assess justification for support. Other Investigators from foreign universities/institutions are welcomed.

Time Frame

The completed project report should be submitted within the timeline mentioned in the research/case study proposal approved by the IITCOE Review Committee. An Interim Report and a plan for completion of the remaining part are to be submitted to the IITCOE Review Committee exactly at the mid-point of the time frame.

Note: Further extensions will be treated as a part of the original work unless these entail a substantial amount of work and are so approved by the IITCOE Review Committee.

Expenses and Payments

1. A budget upto Rs 8 lakhs can be approved by the IITCOE Review Committee for the project expenses. In addition to project expenses, Rs 2 lakhs per project can be given to the Principal Investigator(s) as an incentive for quality research timely submitted.
2. Funding will be provided only to the Principal Investigator's Institution; no funding will be given to the Principal Investigator in her/his personal account.
3. A proper justification would be essential for each budget head.
4. A proposal should also mention part funding (if any) supported by another agency/institute.
5. The project expenses (mentioned in point 1) will be paid only on actual basis.
6. The Principal Investigator should submit utilization certificates duly signed and stamped from her/his institute along with the interim report and the completed project report.
7. The incentive mentioned in point 1 will be given after completion of the project and equally divided among all PIs, on fulfillment of all the criteria of quality research laid down by the IITCOE Review Committee.
8. **Allowable project expenses for funding –**
(Relevance and justification of the proposed expenses should be clearly communicated in the research/case study proposal and its approval is subject to IITCOE Review Committee's approval)

a. Research assistance

- Research Assistance (RA) budget head includes only the salary paid to the appointed RA.

b. Travel

- Travel budget head includes local/domestic travel expenses by the investigators of the research project/case study and/or the appointed research assistants. In case of air travel, economy class travel for the shortest route will be sanctioned.
- Details about the travel destinations and mode, and the purpose should be clearly given in the proposal.
- Conference travel will not be included in this budget head.

c. Stationery and printing

- Stationery and Printing budget head includes stationery (pen, paper etc.) and printing cost.
- This budget head does not include any capital/asset/equipment purchase like printer, pen drive, hard drive, computer system, laptop etc.
- Maximum amount allowable under this budget head is Rs 15,000 for a year.

d. Communication

- Communication budget head includes internet/phone charges, courier charges, etc.
- This budget head does not include any capital/asset/equipment purchase like mobile, tablets etc.
- Maximum amount allowable under this budget head is Rs 15,000 for a year.

e. Data collection

- Data Collection budget head includes local/domestic travel for data collection, and payment to the data collection agency hired (if any) for the research project/case study. In case of air travel, economy class travel for the shortest route will be sanctioned.
- In case a data collection agency is to be hired, competitive quotations from at least three different agencies will be required.
- Funding for foreign travel for data collection purpose will be allowed only if there is any partner organization/institution willing to facilitate access for doing the research project; this is subject to IITCOE Review Committee's approval.
 - (i) If the IITCOE Review Committee approves foreign travel for this purpose, air travel by economy class for the shortest route will be sanctioned.
 - (ii) A formal letter from the partner organization/institution clearly defining its role in the project and in what manner it is facilitating access for doing the research project is required.
 - (iii) Boarding and lodging expenses for data collection in such cases must be supported by the partner organization/institution as a contribution to the project.
- Participation in a conference/workshop will not be considered as a part of this budget head.

f. Institutional overheads

- The institutional overheads will be funded if the Principal Investigator's institute gives in writing about such overheads being compulsory.

g. Conference participation

- The conference budget head includes conference registration fees and domestic/foreign travel and accommodation.
- The funding under the conference budget head will be given for paper presentation at a conference of repute at the dissemination stage.
- All expenses related to conference should be a part of conference budget head.
- The maximum amount allowable for attending a conference will be Rs 1.5 lakhs and this budget must be a part of total research budget stated in the proposal.
- The budget head for conference will be approved in principle by the IITCOE Review Committee at the time of the review of the proposal. However, this budget head can be utilized only after the approval of the final report by the IITCOE Review Committee and acceptance letter from conference organizers.
- If the IITCOE Review Committee approves conference travel, air travel by economy class by the shortest route will be sanctioned.
- The reimbursement of accommodation and other incidental expenses will be given as per the rules of conference participant's institute or as per the rules of IIM Ahmedabad (whichever is applicable).

9. Non-allowable expenses for funding–

- a. Capital equipment purchase
- b. Honorarium to investigators

General Terms and Conditions

1. The Principal Investigator and other investigators are solely responsible to ensure that the work done in the project/case study -
 - is their original work;
 - has not been previously published, in whole or in part;
 - does not infringe on the copyright, statutory or property right of another;
 - has not been plagiarized from any source. The inclusion of excerpts from any copyrighted/published work would require permission of the copyright holder and the author/s, and should be with appropriate citation.
2. The proposal should be submitted as per the enclosed format (Appendix 1) along with the CVs of the investigators and the Institute's approval form (Appendix 2) at – review@iitcoe.in.
3. Only one proposal will be reviewed at a single point of time from any proponent.
4. IITCOE's mandate is to disseminate its research output in public domain and it does not support private research. Hence, Non-Disclosure Agreements (NDAs) will not be allowed for the research projects funded by IITCOE. In case another agency is supporting the

project financially, a No Objection Certificate from such agency needs to be submitted at the time of proposal submission.

5. In case the Principal Investigator is submitting a proposal to IITCOE where her/his work is also funded by other funding agencies, the Principal Investigator has to agree to give full disclosure about such funding to IITCOE as well as to all the relevant funding agencies.
6. The institution of the Principal Investigator assumes financial and other administrative responsibilities of the project.
7. The proposal should have specific, concrete, and quantifiable objectives and clearly stated timelines.
8. In case of a case study, there will be an editorial review process after the completion of the case study. The completed case study should be submitted for this process along with the teaching note and approval of the sponsoring organization. The case should have been taught at least twice and inputs from the teaching experience should be incorporated in the teaching note.

Funding Allocation:

The funds for research projects/case studies will be allocated on the following basis:

- 25% of the cost will be paid at the time of approval of the proposal.
- 50% of the cost will be paid on approval of the interim report (format given in Appendix 3) and the utilization certificate for the expenses incurred.
- The remaining 25% will be paid on approval of the final report and the utilization certificate for the expenses incurred.

Review and Approval Process for Research Projects/Case Studies

- For each proposal, there will be an initial screening process by the Head of IITCOE Review Committee or any person appointed by the Head of the IITCOE Review Committee. Based on that, the proposal will either be sent for review or sent back to the Principal Investigator for suggested changes.
- The research proposals will be sent to three reviewers, two from academia and one from the industry. The case study proposal will be sent to two reviewers, one from academia and one from the industry.
- Additionally, the IITCOE Review Committee would review the CVs of each investigator. CVs of all investigators mentioned in the proposal are to be submitted along with the proposal. In case investigators are the faculty members of IIM Ahmedabad, submission of CV is not required.
- The completed output of the research project/case study will be reviewed before uploading the completed report on the IITCOE website - (http://iitcoe.in/index.php?option=com_docman&Itemid=20).

Appendix 1: Proforma for Research Proposal

1	Title of the Project		
2	Principal Investigator (PI)		
3	Affiliation of Principal Investigator		
4	Other Investigators (if any)		
5	Expected Time Period for the Project	From:	To:
6	Keywords (<i>Max. five words</i>)		
7	Final Outcome of the Project	Research Proposal/Thesis	
		Journal Articles	
		Monograph	
		Book/ Chapters in Edited Book	
		Registered Case Studies with Teaching Note	
		Any Other (please specify)	
8	Research Implication Area	Management	
		Policy/ Regulation	
		Technical	
		Others (please specify)	
9	Detailed Budget Estimates (with proper justifications)	Research Assistance	
		Travel	
		Stationery and Printing	
		Data Collection & Survey	
		Communication Expense (Internet Usage & Postage etc.)	
		Conference/Workshops	
		Any other (please specify)	
		Total	
10	Details of on-going IITCOE Projects by the Principal Investigator (if any):		
	Name of Project	When initiated	Budget
			Expected date of completion

Guidelines for the Research Proposal	
1	The word limit of the proposal should not exceed 1000 words (<i>excluding references</i>)
2	<p>The proposal should cover the following heads -</p> <ul style="list-style-type: none"> ✓ Title of the Research Project ✓ Background of the Current Study/ Literature Review ✓ Objectives of the Research ✓ Significance of the Current Work (please specify, what contribution will the outcome of the current work make to policy, regulation, and management) ✓ Detailed Description of the Research Methodology ✓ Details of Work Done, if any, by the Principal Investigator on the Subject of Proposed Research ✓ List of References and Literature cited in the Proposal

Appendix 2: Proforma for Institute Approval Form

Institute Approval Form

Name of the Principal Investigator:

Names of Other Investigators:

Title of the Proposed Project:

This is to certify that _____ [Name of the Institution] _____ will manage the entire research funds received from IITCOE and will provide a detailed utilization certificate for the same. We undertake that the utilization certificate will be duly signed and stamped by the authorized signatory of the institution and will be based on accounts audited by an appropriate auditor.

Date :

Signature & Stamp

Place :

Name of the Head of the Institution

Designation

Name of the Institution

Appendix 3: Proforma for Interim report

Interim report, at IITCOE, is a document comprising of the Progress Report and Draft Project Report of the work done till date based on the objectives and timeline mentioned in the project proposal. A brief idea about what an interim report should atleast contain is given below:

- Introduction to the topic which will build the background of the research project
- Objectives of the project
- A brief literature review studied till date
- Methodology which you have applied till date to direct the activities towards the project goals
- Key initial findings based on qualitative/quantitative data collection
- Limitations of the study
- Possible future research progress steps along with a timeline for the future
- A list of references with proper citations in the text
- The Principal Investigator and other investigators are solely responsible to ensure that the work done in the project/case study