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GENERAL

Q1. Where can I understand more about this Research Funding Programme?

Please go through the details available on the Azim Premji University website here:
<https://azimpremjiuniversity.edu.in/grants/research-funding-2021>

If you have any further queries of a specific nature, please contact us at
helpdesk.research@apu.edu.in for assistance.

ELIGIBILITY

Q2. Who can apply?

We invite applications from independent researchers, or researchers affiliated with Institutions such as centres of vital research within academic institutions, non-profit organizations, for-profit organizations, as well as the Government, in principle. We encourage scholars and researchers in the fields of education, development practice, public policy, economics, political science, sociology, anthropology, history, creative arts, media and the sciences to apply.

Applications are invited from individuals or an associating group of researchers.

This call for proposals is for researchers external to Azim Premji Foundation. Employees of Azim Premji Foundation are not eligible to apply.

Q3. Are there any further eligibility criteria for this application?

As part of the Azim Premji University's efforts to strengthen and elevate the state of understanding of societal processes and outcomes, we are launching the sixth round of our Research Funding Programme. This programme is designed to promote inquiry into areas of particular interest to the Azim Premji Foundation and to explore possible responses for some of them.

We invite high-quality research proposals that examine the significant questions of public concern in the domains of Climate change action, Local democracy and Labour, livelihoods and employment.

The Research Funding Programme is designed to strengthen and supplement our existing efforts in these domains. While we are open to any broad considerations within the domain, the research should be empirically grounded, and be able to inform practice and policy.

Q4. Who is an Institutional Researcher?

Institutional Researchers are allied to an Institution and have either a tripartite agreement between them, their Institution and the University or a bipartite agreement between their Institution and the University for their research project, upon final selection. Final awardees will need to provide documents of the Institution and will receive funds for research in the account of the Institution. They can have a co-PI (Principal Investigator) from their / another institution, but funds will be transferred to the account maintained by the Institution of the PI. Institutional overhead is 10% of the total period budget or expenses, whichever is lower for e.g. If the PI budget is Rs.3,00,000 in a particular period, the budgeted overhead will compute as Rs.30,000 (10%) in the period, so the total budget will be Rs.3,30,000.

Q5. Can independent researchers apply for research funding under this programme?

Independent Researchers who are not allied to an institution can apply. They are required to sign an agreement directly with the University for their research project upon final selection. Final awardees will need to provide personal documents (e.g., PAN Card, Address proof, bank account details etc.) and will receive funds for research in their personal bank accounts. They can have a co-PI (Principal Investigator). These researchers are required to provide audited statements of accounts every 6 months to the University once their project starts. To support the requirement of an accounting fee, Rs.7,500 is provided as overhead for a six-monthly period.

Q6. Can the research project be carried out as a team? Is there any criterion or eligibility regarding the number of investigators and their eligibility?

Applications are invited from individuals or an associating group of researchers. We do not have particular criterion as regards the number of PIs and their eligibility. In case of a team submitting a proposal, in the application form, we have asked for only the details of the lead researcher / Principal Investigator (PI) and two co-PIs. If there are more than two co-PIs on the project, their CVs and other pertinent details will be captured at a later stage.

Q7. What are the domains under the Azim Premji University Research Funding Programme 2021?

Under the Azim Premji University Research Funding Programme 2021, we invite high-quality research proposals that examine the significant questions of public concern in the following domains:

1. Climate change action
2. Local democracy
3. Labour, livelihoods and employment

Please go through the domains and their sub-themes by clicking the [link](#).

Q8. Can a proposal be outside the domains listed in the Azim Premji University Research Funding Programme 2021 - Call for Proposals?

Your proposed research study should address a particular sub-theme identified under the domain you are applying to. *Concept Notes submitted for studies outside the scope of the specific sub-themes / areas of research within each domain as outlined in the Call for Proposals will not be considered.*

Q9. Can I apply for research within only one domain or include more than one domain in an application?

A single proposal can address more than one sub-theme within a domain; researchers can submit multiple proposals addressing specific sub-themes separately within a domain; applications can be made for more than one domain by filling in an application form under that particular domain.

TIMELINE

Q10. What is the last date for submission of applications?

The deadline for submission of applications is **11 p.m. on Sep 30, 2021**, beyond which the Research Portal will automatically close.

Q11. When will the application link be live?

Interested applicants can submit their applications on the Research Portal from **9 a.m. on Aug 3, 2021**.

Q12. What is the duration for this project?

The duration of the project is linked with the domains under which the application is made:

1. Climate change action – proposal durations of 1-2 years
2. Local democracy - proposal durations of 1 year
3. Labour, livelihoods and employment - proposal durations of 1-3 years

Q13. What are the important dates that I should be aware of?

| Important dates for Research Funding Programme 2021 | |
|-----------------------------------------------------|--------------------------------------------------|
| 03 AUG 2021 | Programme open for submission of concept notes. |
| 30 SEP 2021 | Deadline for submission of concept notes. |
| 07 NOV 2021 | Announcement of initial selection and shortlist. |
| 30 NOV 2021 | Deadline for submission for complete proposals. |
| 15 FEB 2022 | Announcement of awards. |
| 01 APR 2022 | Research Project begins. |

BUDGET

Q14. What is the research funding budget available for a project under this programme?

The research funding budget is linked with the domains under which the application is made.

1. Climate change action from 5-20 lakhs
2. Local democracy from 5-10 lakhs
3. Labour, livelihoods and employment from 5-20 lakhs

Q15. Is the budget starting from 5 lakhs?

We offer research funding for projects starting from a minimum budget of INR 5 lakhs to a maximum of INR 20 lakhs, depending on the domain of the application.

Q16. What are the broad heads under which this budget is required to be broken up?

The following item heads are available for the budget break up on the application form:

| | | |
|---------------------------------|------------------------------------------|--------------------------------------------------------|
| 1. Lead Researcher Salaries | 9. Outstation travel | 17. Printing |
| 2. Expert Associate Salaries | 10. Accommodation and food | 18. Travel for Conference/workshop/Seminar etc. |
| 3. Research Associates Salaries | 11. Honorarium | 19. Stay and Food for Conference/workshop/Seminar etc. |
| 4. Research Assistants Salaries | 12. Data entry and Data cleaning | 20. Reading material (handouts/reports/posters) |
| 5. Field Investigators Salaries | 13. Transcription | 21. Venue hire and arrangements |
| 6. Daily allowances | 14. Translation | 22. Others |
| 7. Materials | 15. Library Research | 23. Overheads |
| 8. Local conveyance | 16. Books and printed reference material | |

APPLICATION PROCESS

Q17. How do I apply for the Azim Premji University Research Funding Programme 2021?

Choose the domain under which you would like to apply from the below list on the [link](#)

1. Climate change action
2. Local democracy
3. Labour, livelihoods and employment

Your study should address one or more of the sub-themes under the domain you are applying for. Click 'Apply Here' at the bottom of the respective page. This will take you to the Research Portal wherein you can start filling in the form.

Q18. What does the application comprise of?

1. An online application form

- Contact details of the Principal Investigator (PI), co-PI, if any, and second co-PI, if any
- Category of Researcher (PI) – Independent or belonging to an Institution (details required)
- Details of the study – title, short description, relevance to sub-theme, research objectives / questions, location of study, duration and budget breakup

2. Concept Note in pdf format to be uploaded

- Your proposed research study should address a particular sub-theme identified under the domain you are applying for. **Concept Notes submitted for studies outside the scope of the specific sub-themes within each domain will not be considered.**
- The Concept Note should indicate why the study is needed, highlight its significance, clearly identify the research objectives/questions, and outline the methodology to be employed. We do not have a prescribed format for the Concept note. **Concept notes crossing the word limit of 1200 words will be disqualified.**

3. **Upload CVs** of collaborating investigators (PI and 2 co-PIs, if applicable as per details provided on the application form), in a pdf format of less than 50 MB. If there are more than two co-PIs on the project, their CVs and other pertinent details will be captured after selection.

Q19. Do you have a format for the concept note?

While there is no prescribed format for the Concept Note, please indicate the following in not more than 1200 words:

- Why is this study important? Highlight the significance.
- Identify clearly your research objectives and questions.
- Outline the methodology you will use.
- Indicate why the research has general significance to the domain, and the ways in which you will address the concerns laid out in the sub-themes.
- Demonstrate your competency and qualifications to undertake research in the proposed area.

Concept notes crossing the word limit of 1200 words will be disqualified.

Q20. What are the documents to be uploaded? Is there a particular format for upload?

To complete the online application form on the Research portal, the following documents are required to be uploaded:

1. **Concept Note** within a word limit of 1200 words in pdf format, in file size less than 50 MB.
2. **CVs** of collaborating investigators (PI and 2 co-PIs, if applicable as per details provided on the application form), in a pdf format of less than 50 MB. If there are more than two co-PIs on the project, their CVs and other pertinent details will be captured after selection.

Q21. Where can the CV of co-investigators be added?

For Researchers working in teams, in the application form, we have asked for only the details of the lead researcher / Principal Investigator (PI) and two co-PI's (collaborating investigators). Upload CVs of PI and 2 co-PIs, if applicable as per details provided on the application form, in a pdf format of less than 50 MB in the 'Documents Upload' section.

If there are more than two co-PIs on the project, their CVs and other pertinent details will be captured after selection.

Q22. Can I make changes once I submit my application?

Applications once submitted, cannot be edited.

Q23. Can I apply with more than one proposal?

Researchers can submit multiple proposals addressing specific sub-themes separately within a domain. Applications can be made for more than one domain by filling in another application form under that particular domain.

Q24. How can we participate in the research programme organized by Azim Premji University?

Azim Premji University is seeking research proposals under their sixth annual research Funding Programme. This is not an internal research programme run by the University, but a call for proposals from researchers external to the University who will detail their own research plans and protocols. In this context, we do not have any opportunities/possibilities of engagement/ participation with the University directly.

ONLINE APPLICATION

Q26. On which page should I click 'Apply Here'?

Select from amongst the domains listed for the most appropriate one for your application; review the sub themes to identify the one most relevant for your proposal.

1. Climate change action
2. Local democracy
3. Labour, livelihoods and employment

Then click 'Apply Here' on that particular webpage. For e.g. To apply for Local democracy, please access the 'Apply Here' button on the Local democracy page. If you click the 'Apply Here' on any other page and fill in your application there, it is liable to be rejected as it is not in the relevant domain.

Q27. When I click 'Apply Here' where does it lead me?

Depending on the domain you wish to apply for, please click the 'Apply Here' button after reading the instructions for the domain and about the sub-themes under which applications are welcomed on the relevant website page. This will open to the landing page for the application in our Research Portal that has further instructions regarding the information you should have on hand while filling in the form and important dates.

Once you have gone through this, please scroll to the bottom of the page and click 'Next', where you will be directed to enter a valid email address. A verification code which is valid for 24 hours from the time of receipt will be sent to this email id. Once you enter the code, you will be directed to the application form.

Q28. What are the points to note while filling in the Principal Investigator's (PI) Details page?

Please select and fill in an email id that you access regularly. Access to the application form saved in draft via the verification code, and all communication related to research funding will be addressed to the PI there. On this page, all mandatory fields are marked with an asterisk, you must fill these.

Q29. What is a verification code?

Once you fill in your email id, a 4-digit verification code will be sent to email id which should be entered into the field for verification code. This process validates your email id and we can contact you on this in future. This code is valid for 24 hours and can be used to access the application multiple times as required in this period, so it is best recommended to save this code appropriately.

Q30. Is it necessary to fill co-PI details?

If you have co-PIs working on the project, please enter their details. The page allows you to fill in details for two co-PIs. Upload CVs of collaborating investigators PI and 2 co-PIs, if applicable as per details provided on the application form, in a pdf format of less than 50 MB. If there are more than two co-PIs on the project, their CVs and other pertinent details will be captured after selection.

Q31. If I save my application as a draft, how do I access it again?

Once you 'Save as Draft', you will get an email in your registered email id intimating that your application is incomplete. This mail will have a hyperlink which when you click will take you back to the landing page with the Welcome letter. Scroll down and click on 'Next' to access a page where you can enter your registered email id and the verification code which will be received at the same. You will then be back on the application page, and you can then continue to fill from where you left off.

At any stage of the application, it can be saved as draft and accessed in the manner described above. The verification code once generated will be valid for 24 hours.

Q32. If I want to access the Instructions for filling the form again, how do I go there?

Please click 'Previous', the blue button at the bottom on page one of the form or check the 'Click here to go back' box on the topmost left-hand corner of the second page below the title 'Project Information and Document Upload' page and you can access the Welcome Page instructions to fill.

Q33. What is the Project Information to be provided?

The following details are to be provided under the Project Information page:

- Title of the study
- Short description of study (200 words)
- Sub-theme(s) selected from a drop down from the Call for Proposals
- How does this study address the sub-theme(s) selected under the domain? (200 words)
- Research objectives / questions (200 words)
- Location of Study (50 words)
- Proposal duration (months)
- Budget details to be filled

The period and budget limits have been defined in the Call for Proposals and you will be able to enter within these defined limits. Do not leave any of the fields unfilled, all are mandatory on this form.

Q34. What are the things to keep in mind while breaking up the budget?

The drop-down menu under the Budget Expenditure Head offers options under which you can organise your budget. This should total the budget you have filled in the 'Project budget' field above. The total budget defined by you has to be broken up inclusive of overheads, guidelines as follows:

- For Independent researchers, the maximum allowable overhead is Rs. 7,500 for 6 months.
- For Institutional researchers, the maximum percentage allowable is 10% of your budget value

Q35. What does ‘Your project information status is incomplete’ in ‘Project Information status’ tell you?

Once the proposal duration and the total of the line items on the Budget table match the ‘Project budget’ field above, the budget is deemed to be completed. If the status says, ‘Your project information status is incomplete’, it means either the proposal duration is not filled in or the budget total you have entered in the Budget table is not within the minimum and maximum budget mentioned in the Project budget’ above. If the totals on the Budget table are lower than that on the ‘Project budget’ field above, you will need to check and add the balance amount into any of the line items.

Q36. What are the documents to be uploaded in the ‘Documents Upload’ section?

Under the heading ‘Document name’, the required documents to be uploaded will be auto populated by the system.

1. Concept Note with a word limit of 1200 words in pdf format, in a file size of less than 50 MB.
2. CVs of collaborating investigators (PI and 2 co-PIs, if applicable as per details provided on the application form), in a pdf format of less than 50 MB. If there are more than two co-PIs on the project, their CVs and other pertinent details will be captured after selection.

Only when the ‘Document upload status’ shows ‘Completed’, can you proceed.

Q37. Once I enter the ‘Project Information status and Documents Upload page’, how do I check what I have filled in the previous page ‘Principal Investigator (PI) Details’ page?

Please check the ‘Click here to go back’ box on the topmost left-hand corner of the page below the title “Project Information and Document Upload”, this will take you to the ‘Principal Investigator (PI) Details’ page

Q38. Is there a restriction on the type of file format and the size of the upload?

All documents have to be uploaded in PDF format of file size less than 50 MB each.

Q39. What does “Your document upload status is incomplete’ ” in ‘Document upload status’ tell you?

All the required documents as per the application have not been uploaded successfully. Please check and upload a document against each of the ‘Document name’. When the upload is successful, each document will have a cross next to it. Please remove any additional empty boxes.

Q40. Once the Documents upload status shows “Your document upload status is complete”, what is the next step?

If your ‘Document upload status’ and the prior ‘Project Information status’ shows completed, highlighted in green colour, you will get a Declaration box that you will have to select before submitting your application which states ‘I hereby declare that the information given in this application is true and correct.’

If you do not get the declaration box, please go back and check for completion status on both the above fields. **Please note the without the Declaration box being selected, the application is not complete.**

Q41. Once my application is submitted, what next?

A pop up acknowledging the submission with your application no. APU/2021/xxxxx will be displayed on the screen. Please make a note of this application no. for future reference. This will be followed by an email to your registered email id thanking you for applying.

The indication of initial interest will be made over email to your registered email id in early November 2021.

ASSISTANCE

Q42. Whom do I contact for assistance?

Please reach out to us helpdesk.research@apu.edu.in for assistance.

Emails sent to the helpdesk email id will be acted upon Monday through Friday, 9 a.m. to 5 p.m. and will have a 24-hour turnaround time. Queries made outside these working hours and on national / public holidays will be attended to on the next working day with the above turnaround time.