

## ASSOCIATION OF INDIAN MANAGEMENT SCHOOLS (AIMS)

### “AIMS Research & Innovation Fellowship Grant (ARIF)”

#### Guidelines for ARIF Grant

#### 1 Objectives

In order to foster the research culture, development of knowledge and new ways of thinking among the member institutions, AIMS has instituted “AIMS Research and Innovation Fellowship Grant” from the financial year 2017-18. The following are the objectives of “AIMS Research and Innovation Fellowship Grant”, hereafter to be referred as ARIF:

- ◆ To build a research culture among the faculty of AIMS Life Member Institutions
- ◆ To encourage the full time faculty of member institutions to undertake relevant research projects in management and/or related disciplines with focus on technology and its impact on economy vis-à-vis management education.
- ◆ To facilitate the research work in emerging and frontier areas of management discipline.
- ◆ To enhance the quality of management education by increasing its alignment with emerging contemporary realities.
- ◆ To encourage publication of research outcomes in refereed journals of repute.
- ◆ The researchers should be employed as full-time faculty in AIMS Life Member Institutions.
- ◆ The proposed research project can be undertaken by an individual faculty member or a team of maximum four investigators. In case of multiple investigators, the applicant needs to be the principal investigator.

#### 2 Eligibility

The following are the criteria for being considered under “AIMS Research and Innovation Fellowship Grant”. 2

- ◆ All applicants / investigators should be citizens of India.
- ◆ The applicant(s) should possess overall good academic record.
- ◆ Demonstrated interest of the applicants to learn and contribute to the field of management.
- ◆ The research project should pertain to management and/or related disciplines.

- ◆ The research proposals should be submitted on or before the last date mentioned in the announcement.

### 3. Scope of the Proposal

The following points pertain to the scope of the proposed work.

- ◆ Under "AIMS Research and Innovation Fellowship Grant", research projects pertaining to management and related areas in Social Sciences need to be undertaken.
- ◆ The research projects need to be completed within one year time frame.
- ◆ Preference will be given to research proposals that bring in new understanding and knowledge to management discipline.
- ◆ Outcome of the research should be published in a refereed journal of repute.

### 4. Financial Assistance

The financial assistance of the "AIMS Research and Innovation Fellowship Grant" is governed by the following points.

- ◆ The Programme will provide financial grant of up to 1,00,000 (Rupees One lakh only) per selected proposal.
- ◆ In case of multiple investigators, the grant will be awarded to the principal investigator and will be monitored by the institute wherein the principal investigator works.
- ◆ Executive Committee of AIMS will decide on the number of proposals to be approved / awarded with financial assistance each year.
- ◆ The Grant will be released to the researcher's institution, with its prior consent, in three approximately proportionate installments, with the stipulations as indicated below:
  - a) Up to 55% of the approved amount, when the researcher submits:
    - ◆ A Synoptic Note on the Research Proposal based on the comments received from ARIF Committee Members.
    - ◆ An academic Work Plan for the Research period broken up into tentative work plans for Phases as in Suggested Milestones;
    - ◆ Tentative field related travel plans, durations, and proposed arrangements;
    - ◆ Itemized budget estimates for the first instalment.
  - b) Up to 30%, when approximately two-thirds of the research period is over, and the researcher submits:
    - ◆ An Interim Progress Report on the work done to date;
    - ◆ First Statement of Expenditure certified by the researcher's institution, with supporting original documents for the first installment; and
    - ◆ An itemized budget for the remaining balance of the Grant.

c) 15% or balance, after the researcher submits :

- ◆ Three hard copies and one soft copy of the Final Study, and AIMS is satisfied with the academic originality and quality of the study;
- ◆ A Letter of Recommendation from his / her Institution certifying that the Research study will be suitably integrated in the Doctoral thesis or Class teaching.
- ◆ A publishable paper for inclusion in the AIMS Journal of Management.
- ◆ 2nd Statement of Expenditures certified by Researcher's Institution, including 5 per cent of total budget for institutional overhead and administrative costs, with supporting original documents for the balance of the Grant.

## 5. Research Proposal:

- a) For the award of fellowship/grant, the proposal should be conceptually based in any combination of functional/inter-functional/inter-disciplinary/strategic/policy areas of management and/or related social sciences and other disciplines.
- b) The research proposal should clearly articulate the value-addition to the body of knowledge of management and related disciplines.
- c) The research proposal should be forwarded by the Head of the Institution wherein the principal investigator of the proposal is employed as a full time faculty.
- d) The research proposal should indicate :
  - ◆ The details of the research work to be undertaken.
  - ◆ Tentative/indicative item-wise estimate of expenditure, including 5 percent for institutional/administrative and incremental overhead expenditure.
  - ◆ The nature of academic and institutional support needed from AIMS, if any.
- e) The main research proposal (in 1000 to 1500 words) including the following should be submitted in hard and soft copy to ARIF Grant Committee:
  - (i) Context and significance of the proposal.
  - (ii) The research questions to be addressed.
  - (iii) Research objectives and Hypotheses .
  - (iv) Framework of the concepts involved.
  - (v) Research Methodology highlighting the data collection methods and methods to analyze the data.
  - (vi) Expected outcome and value additions.
  - (vii) References

## 6. Duration of the Fellowship

Not exceeding "One Year" which is in line with the academic year, i.e., 1<sup>st</sup> July to 31<sup>st</sup> June of the subsequent year.

## 7. Suggested Milestones for the Research work

### I- Initial / Preparatory Phase ( 1st to 4th Month)

- a. Tentative Work Plan and Overall Itemized Budget for the year, by approximate Phases as herein.
- b. Review and finalization of Literature Review, Research Problems, Hypotheses, Objectives, and Methodology.
- c. Specification of Primary, Secondary, and Qualitative Data to be assembled, and instruments and sources.
- d. Proposed Data Analysis Techniques and software and other packages as relevant.
- e. Establishing contacts with one or two "Host" Institutions in States / City of visit, with AIMS's help if needed.
- f. Proposing tentative Visit Durations and Travel Plans.

### II-Empirical and Analysis Phase (5th – 8th month)

- a. Firming up Travel Plans
- b. Assembling Data/Information
- c. Compilation and tabulation of Data/Information
- d. Begin Data Analysis
- e. Submit to AIMS:
  - ◆ Interim Progress Report;
  - ◆ Documented Expenditure Statement to date, with original bills / receipts as per proposed Budget in I above, and
  - ◆ Itemized Budget for the next Phase, with a request for second Fellowship Advance / Instalment

### III-Interpretation and Drafting Phase (9th – 11th Month)

- a. Complete Data Analysis and Tabulation of Results.
- b. Analyze and interpret Results.
- c. Draft and submit in hard copy Draft Fellowship Study to AIMS for review and comments, if any.
- d. Submit Second Documented Expenditure Statement with original bills/receipts.
- e. Submit Tentative Budget for remaining Final Phase.
- f. Prepare/Draft 1200 – 1500 words paper summarizing the Study as a research paper publishable in an academic refereed journal of repute and demonstrate the proof in this regard.

#### **IV-Final Phase – 12th Month**

- a. Finalize Research Study on the basis of review/comments, if any.
- b. Submit three hard copies and a soft copy of the Final Study.
- c. Submit paper on study as at III f.
- d. Submit final document Statement of Expenditures with original bills/ receipts. 1. Maximum duration of the Research is 12 Months from the date of acceptance of the Award Letter. It could, however, be less, depending on the pace of work as outlined above.

#### **NOTES :**

1. Maximum duration of the Research is 12 Months from the date of acceptance of the Award Letter. It could, however, be less, depending on the pace of work as outlined above.
2. The above Phases are indicative for planning and undertaking Phase-wise activities, which may overlap between Phases. Approved flexibility will be possible.
3. The requested submissions are to be made to the Chairman, and Members of ARIF in hard and soft copies. 7
4. Researchers are requested to inform the Chairman of the Committee of substantial deviations/adjustments, if any, from the Milestones and attached Guidelines reasonably in advance.
5. All Expenditure Statements are to be submitted as certified by the Researcher's Institution.

## AIMS Research & Innovation Fellowship Grant (ARIF)

### Guidelines for the Fellow's Institutions

1. The Director/Dean of the Research Fellow's institution is requested to administer the ARIF Grant provided by AIMS consistent with these Guidelines and suggested milestones for the researchers.
2. The institution sponsoring the researcher for the grant should have been a life member of AIMS at least for one year.
3. Only one researcher can be sponsored for one of the two grants in one financial year from a particular institution.
4. There should be a cap of three years, as in the case of grant of financial assistance for events, between two such grants.
5. AICTE/University affiliation certificate copies should be sent along with the proposal to the ARIF Committee.
6. For this valuable cooperation, the Fellow's institution will be entitled to 5 per cent of the Fellow's approved Budget towards institutional overheads and administrative expenses.
7. The Fellowship Grant amount will be based on the Proposed Budget submitted by the Fellow for the duration of the research – one year from the date of acceptance of the Fellowship Award – and approved by the President, AIMS & ARIF Committee. A copy of the approved Budget will be sent to AIMS Board for information, record, and administrative follow-up.
8. Research Grant installments will be released in accordance with Phases. However, reasonable inter-Phase adjustments of expenditures proposed by the Fellow can be approved by the ARIF Committee. These will be communicated to the AIMS Board.
9. The final 15 per cent of the Fellow's approved Budget and 5 per cent of this Budget toward institutional overhead and administrative expenses will be released after the Fellow has satisfactorily complied with academic output and other expectations outlined in the Final Phase in Suggested Milestones, and after the Fellow's institution has satisfactorily complied with administrative expectations outlined herein.
10. If the Fellow discontinues the work on the research project for whatever reasons/does not complete it as per ARIF guidelines/refuses to improve the sub-standard work recommended by the ARIF Committee, Fellow's institution will take responsibility of refunding the entire Grant released. Fellow's institution will in turn be within its rights to recover the Grant from the Fellow's dues. Such actions shall be put up to the AIMS Board for final approval.
11. The Fellow's institution is requested to release Grant funds received from AIMS for the Fellow's expenditures, as per the approved total and interim Budgets.
12. The Fellow's institution is requested to send to AIMS Phase-wise/ Instalment-wise Statement of Expenditure, duly certified, and supported with original bills and receipts for the approved itemized expenditure. The interim and final Grant installments will be released on receipt of such Statement of Expenditure.
13. The ARIF Committee reserves the right to modify/delete or add any condition mentioned above from time to time which suits the overall objective of the ARIF Funds. AIMS Board will be kept informed of any such change in the guidelines.