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**National Human Rights Commission's  
Guidelines for Sponsoring  
Short/Long-term  
Research Projects**

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**National Human Rights Commission**  
Faridkot House  
Copernicus Marg  
New Delhi - 110 001  
Website : [www.nhrc.nic.in](http://www.nhrc.nic.in)

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**NATIONAL HUMAN RIGHTS COMMISSION**

Faridkot House, Copernicus Marg

New Delhi-110 001, India

Tel. : 011-23383570, Fax : 23384863

E-mail : [covdnhrc@nic.in](mailto:covdnhrc@nic.in)

Website : [www.nhrc.nic.in](http://www.nhrc.nic.in)

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Tel.: 41611300, 41611301, Telefax: 26386500, Mobile: 9810049515, E-mail: [vibappl@yahoo.com](mailto:vibappl@yahoo.com)

# **Guidelines for Sponsoring Short/Long-term Research Projects**

## ***1. Introduction***

The National Human Rights Commission sponsors research projects as per the provision of Chapter-III, section 12 of the Protection of Human Rights Act, 1993 relating to undertaking and promoting research in the field of Human Rights.

To fulfill this obligation and mandate, the Commission has established a research wing called Policy, Research, Projects and Programmes Division.

## ***2. Aims and Objectives***

The major objectives of the scheme are to promote research, which may also culminate in addressing the issues of concern, besides developing and building database of issues in the Commission. The findings of the research would also be taken up as issues for organizing seminars, workshops and training programmes in the Commission.

The Commission may consider promoting such research projects, which may be more focused along the lines of applied research, action based research and also theoretical research. The ultimate aim is to translate the research findings into an action plan, so as to protect and promote human rights – civil and political as well as economic, social and cultural rights.

## ***3. Thrust areas for undertaking research***

See Annexure-I

#### **4. *Eligibility Criteria***

The research grant would be made available to an institution having adequate infrastructure to execute the research project(s). An institution which is associated in any manner with any aspect of protection and promotion of human rights, with good track record, qualified human resources and trained manpower and which is not run for profit, shall be eligible to be considered for entrusting the research project, such as:

1. a research and training institution set up and fully funded by the Central Government/State Government/Public Sector Undertaking;
2. an institution/organization registered under the Societies Registration Act, 1860 (Act XXI of 1860);
3. a registered public trust;
4. a registered institution exclusively devoting itself to the espousal of the cause of human rights;
5. a university or a deemed university;
6. a State Human Rights Commission;
7. a college covered under Section 2 (f) and 12 B of the UGC Act;
8. private college covered under Section 2 (f) of the UGC Act and affiliated to the university (temporary/permanent).

#### **5. *Duration of Research Projects***

- (a) The research projects may be submitted for both short-term and long-term period.

The short-term project would be for a duration of 6 to 12 months, and the long-term project for a period of 12 to 24 months.

- Note : 1. The short-term research projects may be extended by three months under exceptional circumstances with the prior approval of the Commission.
2. Long-term research projects may be extended by 3 to 6 months under exceptional circumstances only with prior approval of the Commission.
3. The effective date of implementation of the project would be the date of the release of the 1<sup>st</sup> installment of the grant or the date of the implementation of the project, whichever is earlier.

## 6. *Nature of Financial Assistance Available*

The maximum limit of financial assistance for short-term and long-term projects would be as under:

<b>Nature of Research Projects</b>	<b>Financial Assistance (Rs. in lakhs)</b>
Short-term	1 to 3 lakhs
Long-term	1 to 6 lakhs

The financial assistance will be provided for non-recurring as well as recurring items. The details regarding items covered under the non-recurring and recurring are given in **Annexure-II**.

## 7. *Method for inviting applications for Short/Long-term research projects*

The applications for short/long-term research projects may be submitted in the first week of April and last week of September of each financial year.

The Commission may also invite research proposals by advertising in leading newspapers or through the NHRC newsletter/website.

## **8. Procedure for Submission of the Project**

The following are eligible to apply for the project:

The Head of an Institution in case of an NGO/State Human Rights Commission/a registered public trust; the Head of an institution/a permanent faculty member in case of a University/deemed to be a university; Principal of the College/a permanent faculty member in case of a college; Head/Permanent staff not below the rank of Deputy Secretary from a research and training institution set up and fully funded by the Central Government/State Government/Public Sector Undertaking. In case of university/college teacher, the Head of the concerned university/principal of the college should forward the proposal. However, in case of others, the Chairperson/Head of the institution should forward the same. While submitting the project proposal, the Project Director should ensure the following:

1. A brief outline of the project stating objectives, methodology, stages of the project, item-wise budget, number of personnel required, tenure of the project, etc. in the prescribed format given.  
*Annexure-III.*

## **9. Procedure for Selection of the Project**

The project proposal submitted to the Commission will be scrutinized and, if need be, the Project Director may be asked to make a presentation.

- (a) After the scrutiny of the project, the Commission may call for any clarification or suggest modification therein.
- (b) If the research project meets the criteria laid down by the Commission from time to time, the Commission may approve the proposal.

- (c) The decision of the Commission to accept or not to accept the proposal would be subject to viability of the project and availability of fund. However, the decision of the Commission either way, i.e. to support or not to support the project would be final.

## ***10. Procedure for Release of Grants***

The institute to whom the research would be given will have to maintain a separate account in respect of the research project. The account will remain open to inspection by the Commission or its representative.

The project account may be operated by the Project Director as well as by a nominee (not below the rank of Accounts Officer/Administrative Officer) of the institution to whom the project has been awarded.

The 1<sup>st</sup> installment of the grant shall comprise 100% non-recurring grant and 50% of the total recurring grant approved by the Commission for the total tenure of the Project, and will be released immediately. The amount released will be spent as per the approved heads/items within the approved allocation for the respective heads/items. If the non-recurring grant is not utilized within one year from the release of grant, justification for non-utilization should be sent to the Commission and the prior approval of the Commission may be obtained if the grant is utilized for purchase of non-recurring item.

The 2<sup>nd</sup> installment of the grant comprising 40% of the total recurring grant allocation would be released on the receipt of progress report, utilization certificate and item-wise statement of expenditure in the prescribed proforma (**Annexure-IV, V and VI**), duly certified by the Registrar/Principal/Head of the Institution.

The unspent balance under recurring grant or, for that matter, under non-recurring grant is to be refunded after the completion of the financial year.

However, it could also be added to the grant to be released in the subsequent financial year.

The remaining amount of 10% approved recurring grant may be taken as advance by the Project Director from the institute's own resources, which would be reimbursed on the receipt of the following documents:

1. Two copies of the draft final report of the project. The draft final report will be scrutinized in the Commission and, on the basis of the scrutiny, the Commission may suggest some changes which in turn may be incorporated in the final report, if any.
2. On finalisation of the draft report, the institute is required to submit 20 copies of the final report to the Commission.

The final report should be comprehensive enough to serve as a definite record and should generally cover the following points:

- (i) The problem studied/objectives.
- (ii) Methodology of the study:
  - (a) The design of research.
  - (b) The selection of the universe and the units for study, considerations that governed the selection of the universe, size of the sample and the procedure for the sample drawn.
  - (c) Tools used: detailed account of the exercise of tool construction, special contribution made by the project in devising new tools or sharpening existing one.
  - (d) Field work: the manner in which field work was conducted including division of labour among the project staff, problems encountered.



- (e) The schedule of the project.
  - (f) Organizational structure and problems.
  - (g) Methodological gains.
  - (h) Limitations of the study.
  - (i) Other observations.
- (iii) Description and analysis of data.
- (iv) Findings and conclusion:
- (a) Summary of findings.
  - (b) Conclusion.
  - (c) Implications for further research.
  - (d) Recommendations.
3. Executive summary of the project.
4. A detailed statement of item-wise expenditure.
5. Audited utilization certificate of the full amount approved under the project.
6. The report of the research will be the exclusive property of the Commission.
7. The un-utilized grant, if any, may be refunded immediately through demand draft in favour of the Secretary General, National Human Rights Commission, payable at New Delhi.
8. Any expenditure incurred prior to the issue of approval letter and after the expiry of the tenure of the project will not be admitted by the Commission.

9. The Project Director/Institute is expected to settle the accounts immediately on completion of the project. In case, the grant is not claimed within three months from the date of the completion of the project, the same will lapse and no representation will be entertained in this regard. In case the utilization certificate from statutory auditor is delayed, the utilization certification from Chartered Accountant be submitted within three months after the completion of the project.

## Thrust Areas for Undertaking Research

- **Gender Justice:**
  - Trafficking in Women and Children, viz. Sex Tourism and Trafficking, Trafficking and Domestic Servitude, etc.
  - Case Studies of Cases on Trafficking Dealt in the Commission.
  - Case Studies on the Issue of Domestic Violence.
  - Human Rights Violations Faced by Women in the Unorganised Sector.
  
- **Rights of Children:**
  - Female Foeticide and Infanticide.
  - Enrollment of Children in Education.
  - Issues to Prevent and Combat Child Marriages.
  - Assessment of the Status of Children in Conflict with Law.
  
- **Custodial Justice:**
  - Deaths in Custody.
  - Prison Reforms.
  
- **Health and Human Rights:**
  - Drinking Water as a Health Issue.
  - Status of Access to Health Delivery System.
  
- **Environment and Human Rights:**
  - Rights of Workers in Hazardous Industries.
  - Tribal Rights and Environment.

- **Human Rights Literacy and Education:**
  - Preparation of Dossiers on Human Rights Education for University Students.
  - Evolving Model Syllabus/Curriculum on Human Rights Education.
  
- **Rights of Vulnerable:**
  - Minorities.
  - Internally Displaced Persons.
  - Dalits.
  
- **Status of the Disabled/Elderly Persons:**
  - Development of Common Sign Language.
  - Ensuring the Rights of Elderly People.
  
- **Such other Subjects Commission seems Appropriate:**

**Items for which the financial assistance will be provided:**

**Non-Recurring**

1. Equipments (including computer hardware/software).
2. Reprographic facilities.

Note : The assets generated out of the funding of the project provided by NHRC shall remain the property of the Institution after the completion of the project. If, for some reason, there are exceptional circumstances, i.e., the institute is de-recognized/closed due to any reason, the assets acquired would be taken over by the Commission/be surrendered to the Commission.

**Recurring**

1. Salary/honorarium of research staff\*.
2. Travel/field trips for project investigators and staff\*\*.
3. Organizing seminars.
4. Stationery.
5. Printing of material/preparation of research questionnaire/report writing, etc.
6. Hiring of secretarial assistance.
7. Telephone, fax, email charges (Maximum Rs. 2,000/-per month).

\* Research Associate – A candidate below the age of 45 years, who has obtained a doctoral degree and has published research work to his credit in related field, may be engaged as Research Associate and his emolument may be limited to Rs. 10,000/- per month.

\* Project Associate – Project Associate, a person having MA/M.Phil degree, 55% marks/B Grade, respectively and should be below the age of 40 years, may be appointed. The emolument paid to him may be limited to Rs. 8,000/- per month.

\* Mode of Selection: Research Associate/Project Associate may be selected on open basis through a Committee having the following members:

1. Head of the Institution/Chairperson/ Director
2. One subject expert.
3. Project Investigator (Principal Investigator)

The credential of the candidate selected alongwith relevant documents may be sent to Secretary General, National Human Rights Commission, Faridkot House, Copernicus Marg, New Delhi.

\*\* The allowance towards travel in case of Research Associate and Project Associate and also Project Investigator would be governed by the TA/DA rules of the concerned State Government.

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

1. Broad Subject: \_\_\_\_\_
2. Area of Specialization: \_\_\_\_\_
3. Duration: \_\_\_\_\_
4. Principal Investigator: \_\_\_\_\_
  - (i) Name: \_\_\_\_\_
  - (ii) Sex: (M/F): \_\_\_\_\_
  - (iii) Date of Birth: \_\_\_\_\_
  - (iv) Qualification: \_\_\_\_\_
  - (v) Designation: \_\_\_\_\_
  - (vi) Address: \_\_\_\_\_  
Office: \_\_\_\_\_  
\_\_\_\_\_
  - Residence: \_\_\_\_\_
5. Co-Investigator(s):
  - (i) Name: \_\_\_\_\_
  - (ii) Sex: (M/F): \_\_\_\_\_
  - (iii) Date of Birth: \_\_\_\_\_
  - (iv) Qualification: \_\_\_\_\_
  - (v) Designation: \_\_\_\_\_

(vi) Address:

Office: \_\_\_\_\_

\_\_\_\_\_

Residence: \_\_\_\_\_

6. Name of the Institution where the project will be undertaken:

(a) Department: \_\_\_\_\_

(b) University/College: \_\_\_\_\_

(Please mention the name of affiliating University in case of college)

\_\_\_\_\_

7. Whether the University/College/Institution is approved under Section 2(f) and 12(B) of the UGC Act?

Yes/No \_\_\_\_\_

8. Teaching and Research Experience of Principal Investigator:

(a) Teaching experience: \_\_\_\_\_

(b) Research experience: \_\_\_\_\_

(c) Year of award of doctoral degree: \_\_\_\_\_

(d) Title of thesis for doctoral degree: \_\_\_\_\_

(e) Publication(s): \_\_\_\_\_

(i) Papers Published: \_\_\_\_\_

Accepted: \_\_\_\_\_

Communicated: \_\_\_\_\_

(ii) Books Published: \_\_\_\_\_

Accepted: \_\_\_\_\_

Communicated: \_\_\_\_\_

(Please enclose the list of projects carried out and completed, papers and books published and/or accepted during last five years)



**PART – B**  
**Proposed Research Work**

9. (i) Project Title: \_\_\_\_\_
- (ii) Introduction: \_\_\_\_\_
- Origin of the research problem: \_\_\_\_\_
  - Interdisciplinary relevance: \_\_\_\_\_
  - Review of Research and Development in the Subject:
    - International Status: \_\_\_\_\_
    - National Status: \_\_\_\_\_
    - Significance of the study: \_\_\_\_\_
  - (iii) Objective: \_\_\_\_\_
  - (iv) Methodology: \_\_\_\_\_
  - (v) Year-wise Plan of work and targets to be achieved: \_\_\_\_\_
  - (vi) Details of collaboration, if any, intended: \_\_\_\_\_
- 10 Financial Assistance required: \_\_\_\_\_

	<b>Item</b>	<b>Estimated Expenditure</b>
(i)	Research Associate @Rs.10,000/- p.m. (fixed)	_____
(ii)	Project Associate @Rs.8,000/- p.m.	_____
(iii)	Hiring services	_____
(iv)	Field work and travel	_____
(v)	Contingency	_____

(vi) Printing, etc. recurring head \_\_\_\_\_

(vii) Equipment, if needed \_\_\_\_\_

(please specify name and approx. cost)

Total: \_\_\_\_\_

11. Whether the PI has received support for the research project from the NHRC, scheme of support for research or from any agency? If so, please indicate:

(a) Name of the agency from which the assistance was approved:

\_\_\_\_\_

(b) Sanction letter No. and date under which the assistance was approved: \_\_\_\_\_

(c) Amount approved and utilized: \_\_\_\_\_

(d) Title of the project for which assistance was approved: \_\_\_\_\_

\_\_\_\_\_

(e) In case the project was completed, whether the work on the project has been published: \_\_\_\_\_

(f) If the candidate was working for the doctoral degree, whether the thesis was submitted and accepted by the University for the award of degree:

\_\_\_\_\_

(A summary of the report/thesis in about 1,000 words may please be attached with the application)

(g) If the project has not been completed, please state the reasons

\_\_\_\_\_

12. (a) Details of the project/scheme completed or ongoing with the P.I

Name of the Agency Started	Year	Total Completed	Equipment/Infrastructural facilities obtained
----------------------------	------	-----------------	---

(b) Institutional and Departmental facilities available for the proposed work: \_\_\_\_\_

Equipment: \_\_\_\_\_

Other Infrastructural facilities: \_\_\_\_\_

13. Any other information which the investigator may like to give in support of this proposal which may be helpful in evaluating: \_\_\_\_\_

\_\_\_\_\_

To certify that:

(a) The University/College/Institution is approved under Section 2(f) and 12-B of the UGC Act and is fit to receive grants from the Central/State Government and other funding agencies.

(b) General physical facilities, such as furniture/space, etc. are available in the Department/College/Institution.

(c) I/we shall abide by the rules governing the scheme in case

assistance is provided to me/us from the NHRC for the above project.

- (d) I/we shall complete the project within the stipulated period. If I/ we fail to do so and if the NHRC is not satisfied with the progress of the research project, the Commission may terminate the project immediately and ask for the refund of the amount received by me/ us.
- (e) The above Research Project is not funded by any other agency.

Name and Signature

- (a) Principal Investigator
- (b) Co-Investigator
  - (i)
  - (ii)
- (c) Registrar/Principal/Head of the Institution

( Signature with Seal )

**Annexure – IV**

**Annual/Final Report of the work done on the Short-term/Long-term Research Project. (Report to be submitted within 6 weeks after completion of each years)**

1. Project report No.1<sup>st</sup>/2<sup>nd</sup>/3<sup>rd</sup>/Final: \_\_\_\_\_
2. NHRC Reference No.: \_\_\_\_\_
3. Period of report From: \_\_\_\_\_ to \_\_\_\_\_
4. Title of the Research Project: \_\_\_\_\_
5. (a) Name of the Principal Investigator: \_\_\_\_\_  
(b) Department and University/College/Institution where work has progressed: \_\_\_\_\_
6. Effective date of starting of the project: \_\_\_\_\_
7. Effective date of starting the project: \_\_\_\_\_
8. Grant approved and expenditure incurred during the period of the report:
  - (a) Total amount approved Rs. \_\_\_\_\_
  - (b) Total expenditure Rs. \_\_\_\_\_
  - (c) Report of the work done (Please attach a separate sheet)
    - (i) Brief objective of the project: \_\_\_\_\_  
\_\_\_\_\_

(ii) Work done so far and results achieved and publications, if any, resulting from the work (Give details of the papers and names of the journals in which it has been published or accepted for publication): \_\_\_\_\_

(iii) Has the progress been according to original plan of work and towards achieving the objective? If not, state reasons:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(iv) Please indicate the difficulties, if any, experienced in implementing the project: \_\_\_\_\_

(v) If project has not been completed, please indicate the approximate time by which it is likely to be completed. A summary of the work done for the period (Annual basis) may please be sent to the Commission on a separate sheet:

\_\_\_\_\_

(vi) If the project has been completed, please enclose a summary of the findings of the study. Two bound copies of the final report of work done may also be sent to the Commission:

\_\_\_\_\_

\_\_\_\_\_

(vii) Any other information which would help in evaluation of work done on the project. At the completion of the project, the first report should indicate the output, such as (a) Manpower trained (b) Publication of results (c) other impact, if any: \_\_\_\_\_

\_\_\_\_\_

SIGNATURE OF THE PRINCIPAL

REGISTRAR/PRINCIPAL

INVESTIGATOR

HEAD OF THE INSTITUTION

Annexure – V

UTILIZATION CERTIFICATE

Certified that the grant of Rs. \_\_\_\_\_

(Rupees \_\_\_\_\_

\_\_\_\_\_ only)

received from the National Human Rights Commission under the scheme of

support for Short/Long-term entitled \_\_\_\_\_

vide NHRC letter No. F. \_\_\_\_\_

dated \_\_\_\_\_ has been fully utilized for the purpose

for which it was sanctioned and in accordance with the terms and conditions laid

down by the National Human Rights Commission.

SIGNATURE OF THE  
PRINCIPAL  
INVESTIGATOR

REGISTRAR/PRINCIPAL  
HEAD OF THE  
INSTITUTION

STATUTORY  
AUDITOR



**Annexure – VI**

**STATEMENT OF EXPENDITURE IN RESPECT OF SHORT/  
LONG-TERM RESEARCH PROJECT**

1. Name of Project Director: \_\_\_\_\_
2. Name of University/College: \_\_\_\_\_
3. NHRC approval No. and date: \_\_\_\_\_
4. Title of the Research Project: \_\_\_\_\_
5. Effective date of starting the project: \_\_\_\_\_
6. (a) Period of Expenditure: From: \_\_\_\_\_ to \_\_\_\_\_  
(b) Details of Expenditure: \_\_\_\_\_

S.No.	Item	Amount Approved Rs.	Expenditure Incurred Rs.
i.	Books & Journals		
ii.	Equipment		
iii.	Contingency		
iv.	Field Work/Travel		
v.	Hiring Services		
vi.	Any other items (Please specify)		

- (c) Staff: \_\_\_\_\_
- (d) Date of Appointment: \_\_\_\_\_

S.No.	Expenditure Incurred	From	To	Amount Approved (Rs.)	Expenditure Incurred (Rs.)
1.	Research Associate @ Rs. 10,000/- p.m.				
2.	Project Associate @ Rs. 8,000/- p.m.				

1. It is certified that the appointment(s) have been made in accordance with the terms and conditions laid down by the Commission.
2. If, as a result of check or audit objective, some irregularity is noticed at a later date, action will be taken to refund, adjust or regularize the objected amounts.
3. Payment @ revised rates shall be made with arrears on the availability of additional funds.
4. It is certified that the grants of Rs. \_\_\_\_\_  
(Rupees \_\_\_\_\_ only)  
received from the National Human Rights Commission under the scheme of support for Short/Long-term Research Project entitled vide NHRC letter No.F. \_\_\_\_\_ dated \_\_\_\_\_  
has been fully utilized for the purpose for which it was sanctioned and

in accordance with the terms and conditions laid down by the National Human Rights Commission.

SIGNATURE OF PRINCIPAL  
INVESTIGATOR

REGISTRAR/PRINCIPAL/  
HEAD OF THE INSTITUTION