

**Application for inviting online
proposals for grant of Financial
Assistance for undertaking Research
Studies for the year
2021-22**

**National Commission for Women
Plot No. 21, Jasola Institutional Area,
New Delhi – 110025**

File No. 13(2)/2021-22/NCW/PMR
National Commission for Women
New Delhi

Subject: Issues/Topics/Thrust areas for undertaking Research Study for the Financial Year 2021-22.

The National Commission for Women has identified the Issues/Topics/Thrust Areas, listed below, for undertaking Research Study for the F.Y. 2021-22.

Themes for Research Studies:

1. Women and Empowerment: Pay disparity in organized and unorganized sector
2. Reproductive choice of women
3. Women led enterprises and challenges to their scalability
4. Gender inequality in media and entertainment industry

The proposals are invited from Central/State Universities and Colleges affiliated with such Universities and Institutions of national importance that conduct Post Graduate level Study and have been accredited “A++, A+, A, B++, B+ and B” Grade by *National Assessment and Accreditation Council (NAAC)* available at <http://www.naac.gov.in> or <http://www.naac.gov.in/2-uncategorised/32-accreditation-status> .

2. The Terms of reference are as under:-

- A.** At least three Social Sciences departments from Economics, Sociology, Psychology, Law, Business School, Management School, History, Gender Studies etc. must be involved in conduct of the Research Study.
- B.** These departments should form a Committee and appoint a Nodal officer for communication with the Commission.
- C.** The study will be Empirical study based on the collection of data according to the statement of problem, for above-mentioned themes.
- D.** The Field Investigators must be provided basic training before conducting the Field Survey.
- E.** The study should cover data, preferably from the geographical region of atleast one state.
- F.** Total time period for the project would be 1 year. The first 9 months includes 3 months for preparation, recruitment and training. The next 6 months for data collection. The last 3 months for report writing. Extensions can be considered provided there is sufficient justification.

- G. The ownership of original data will rest with National Commission for Women after completion of the study. The data may be utilized by the concerned researcher with prior permission of the National Commission for Women every time. For release of second installment ~~of~~ and final installment, soft copies of data collected/questionnaires should be provided.
- H. For release of final installment, soft copies of data collected/questionnaires should be provided.
- I. For citing the data by the researchers at any point in future, sponsorship of NCW must be acknowledged.
- J. Soft copy of filled in questionnaire must be provided by the University/College to the National Commission for Women.
- K. Funds will be disbursed in two installments i.e., 50% each of the sanctioned amount.

3. The research Proposal must contain the following sections:

- 1) Introduction and Statement of the problem
- 2) Review of Literature
- 3) Objectives of the Study
- 4) Research Design & Methodology
 - a) Sampling Method, Sample Size, Sample frame, Rationale etc.
 - b) Tools for data Collection
 - c) Category of respondents
- 5) Research Partners/Agencies/Institutions/Training Partners; if any (in such cases, the grant will be released only in favor of applicant organisation)
- 6) Suggested training design for Surveyors/ Research Assistants
- 7) CVs of Principal Investigator/Co-Principal Investigator (if any) and Main Research Staff. CVs should indicate the skill sets of the persons, previous research experience, papers published in peer-reviewed journals and books if any. **Summary Report of any 2 best published Research Studies must be attached.**
- 8) Questionnaire

4. Indicative Budget for Research Study:

The Research studies may be categories in three categories on the basis of study universe or on the population volume of the state selected for the study. These are:

1. Large State category- (Population of the State is more than 6 Crore)

2. Medium State category- (Population of the State is between 3 & 6 Crore)
3. Small State category - (Population of the State is less than 3 Crore)

The indicative budget for Research Study for each category is as under:

1 Large State category

S. No.	Criteria	Description may be given by the College/ University	Maximum Duration (in months)	Maximum Allowed Value (in Rs.)
1.	Principal Investigator	-	NA	30,000/-
2.	Project Co- ordinator/ Research Officer/ Statistician	-	12 months	1,80,000/-
3.	Field Survey/ Data Collection	-	6 months	9,00,000/-
4.	Expenditure on TA	-	6 months	4,00,000/-
5	Expenditure on data processing, rapporteur and other miscellaneous expenditures	-	NA	2,00,000/-
Sub-Total				
6.	Overhead Contingency or institutional charges	Not exceeding 10% of the total estimated charges/expenditure (i.e. Sub Total)		
TOTAL (not exceeding Rs. 19.00 lakhs)				

2 Medium State category

S. No.	Criteria	Description may be given by the College/ University	Maximum Duration (in months)	Maximum Allowed Value (in Rs.)
1.	Principal Investigator	-	NA	30,000/-

S. No.	Criteria	Description may be given by the College/ University	Maximum Duration (in months)	Maximum Allowed Value (in Rs.)
2.	Project Co-ordinator/ Research Officer/ Statistician	-	12 months	1,80,000/-
3.	Field Survey/ Data Collection	-	6 months	5,00,000/-
4.	Expenditure on TA	-	6 months	4,00,000/-
5	Expenditure on data processing, rapporteur and other miscellaneous expenditures	-	NA	2,00,000/-
Sub-Total				
6.	Overhead Contingency or institutional charges	Not exceeding 10% of the total estimated charges/expenditure (i.e. Sub Total)	-	
TOTAL (not exceeding Rs. 15 lakhs)				

3 Small State category

S. No.	Criteria	Description may be given by the College/ University	Maximum Duration (in months)	Maximum Allowed Value (in Rs.)
1.	Principal Investigator	-	NA	30,000/-
2.	Project Co-ordinator/ Research Officer/ Statistician	-	12 months	1,80,000/-
3.	Field Survey/ Data Collection	-	6 months	3,00,000/-
4.	Expenditure on TA	-	6 months	4,00,000/-

S. No.	Criteria	Description may be given by the College/ University	Maximum Duration (in months)	Maximum Allowed Value (in Rs.)
5	Expenditure on data processing, rapporteur and other miscellaneous expenditures	-	NA	2,00,000/-
Sub-Total				
6.	Overhead Contingency or institutional charges	Not exceeding 10% of the total estimated charges/expenditure (i.e. Sub Total)	-	
TOTAL (not exceeding Rs. 13.00 lakhs)				

5. The proposal may be uploaded through online mode at NCW website www.ncw.nic.in or <http://ncwapps.nic.in/eproposalv2> upto 30th June, 2021.

6. Incomplete/insufficient proposals or proposals received after the last date will not be entertained. The Commission reserves the right to select the organization based on their eligibility, capability, area of work, expertise, etc. **No correspondence on reasons for non-selection of the proposal will be entertained by the Commission. No proposal received by e- mail or by any other mode will be entertained.**

7. Organizations/Institutions are advised to go through the guidelines relating to Research Studies available on the website of the Commission, attached as **Annexure**.

Hindi Version follows.

Sd/-
(Pradeep Kumar)
Deputy Secretary
National Commission for Women

**Guidelines for grant of Financial Assistance for Research Studies for
the financial Year 2021-22**

1. Introduction:

1.1 The National Commission for Women, in pursuance of its mandate contained in Section (10) of the National Commission for Women Act, 1990 sponsors special studies and undertakes promotional and educational research either on its own or through other agencies / organizations/ institutions, etc. in furtherance of its mandate. The specific provisions from the National Commission for Women Act, 1990, are reproduced below for ready reference.

Clause (g)

Call for special studies or investigations into specific problems or situations arising out of discrimination and atrocities against women and identify the constraints so as to recommend strategies for their removal.

Clause (h)

Undertake promotional and educational research so as to suggest ways of ensuring due representation of women in all spheres and identify factors responsible for impeding their advancement, such as, lack of access to housing and basic services, inadequate support services and technologies for reducing drudgery and occupational health hazards and for increasing their productivity.

1.2 The Commission funds selected research studies in accordance with the procedure laid down by the Commission from time to time. The Commission has, with a view to simplify the procedure to be followed in such cases, and to ensure improved outcomes of such studies, revised the guidelines for conducting research studies. The revised procedure is detailed in subsequent paragraphs.

2. Time Schedule for different activities:

2.1 In the ordinary course, the subjects, for special/research studies will be identified by the Commission every year and these will be disseminated through the Website of the Commission to all concerned. The Commission may, in its discretion, issue abbreviated advertisements in appropriate journals/news papers, etc. to disseminate information regarding such studies.

2.2 The proposals for undertaking studies will be required to be submitted through the online portal of the Commission within **60** days from the date of the notice being placed on the Website of the Commission.

2.3 The proposals received through the on-line portal after stipulated date will not be entertained.

2.4 The Commission will process and finalize the list of proposals to be funded by the Commission within three months or such other time as may be specified after the last date for submission of proposals.

2.5 In cases, where proposals are approved by the Commission, the first installment of the approved amount is to be drawn within the same financial year. The research study will required to be completed as per time-frame approved.

2.6 Total time period for the project would be 1 year. The first 9 months includes 3 months for preparation, recruitment and training. The next 6 months for data collection. The last 3 months for report writing.

2.7 Ordinarily, the time-frame approved for completion of a study will not be extended. However, the Commission may, in extreme cases, at its discretion, extend the tenure for completion of a research study, if in its opinion there are justified and valid reasons for granting such extension.

2.8 The University/College undertaking research will, where so required, be responsible to seek extension of time at least two months prior to the approved tenure coming to an end and provide detailed justification for seeking extension.

3. Time limit for its completion:

3.1 The studies will be required to be completed within the time limit approved by the Commission to be reckoned from the date of drawl of first installment. Broadly, Impact Assessment Studies/ Awareness Studies and other similar studies where, survey is required, is mandated to cover geographical region of atleast one state.

3.2 Component-wise permissibility of funds has been programmed in the format required to be filled up on the online portal.

4. Eligibility for financial assistance to conduct research/studies

4.1 The proposals for Research Study can be submitted only by Central/State Universities and Colleges affiliated with such Universities and Institutes of national importance which conducts Post Graduate level Study and have been accredited “A++, A+, A, B++, B+ and B” Grade by *National Assessment and Accreditation Council (NAAC)* <http://www.naac.gov.in/> valid upto the year 2019-20.

4.2 Research proposals on behalf of Central/State Universities and Colleges affiliated with such Universities can be submitted with the approval of the authority designated by such College/University. The College/University will, in such cases, be responsible for timely completion of study as well as its quality.

4.3 The eligibility conditions for submitting proposal for undertaking research will be as under.

- Principal Investigator intending to undertake research should hold at-least a post graduate degree and should have published at-least 5 research papers in Peer Review journal listed on UGC website within the last 10 years

Or

- Published Book by reputed publication and/or at least 2 papers in Peer Review journal listed on UGC website within the last 10 years.

4.4 One organization will be provided financial assistance for one Research Study only.

5. Process for funding by the National Commission for Women:

5.1 Proposals seeking financial assistance for research studies from the National Commission for Women are to be submitted only through online portal at <http://new.nic.in>, <http://ncwapps.nic.in/eproposalv2> and would, *inter alia*, include information as detailed in subsequent sub-paragraphs.

5.2 Copies of two best papers of Principal Investigator and Co-Principal Investigators associated with the study must be uploaded with the proposal.

5.3 Organizations which have been blacklisted by any Ministry / Department of the government, or by any Commission or Authority or statutory body of the Central and State Government shall not be eligible to submit proposals to the National Commission for women. Accordingly, every organisation submitting a proposal for undertaking research will be required to certify that it has not been blacklisted during last seven financial years.

6. Procedure for selection of Research Studies.

6.1 The proposals received through the online portal shall be evaluated either by the Commission on its own or through expert panel(s)/committee(s) selected by the Commission for the purpose. The expert panel/committee shall, where so constituted, make suitable recommendations to the Commission for acceptance or revision or rejection of proposals.

6.2 The expert panel/committee, referred to above, shall while making recommendations, *inter alia* take into account i) the relevance of the topic of the study to the area identified by the Commission; ii) originality of the proposal; iii) capability of the persons/organization to undertake quality research as evidenced by the qualification, experience and quality of earlier studies undertaken by the resource persons to be associated with the study; iv) past record of the person(s) undertaking research particularly in cases of research/studies undertaken in collaboration with the National Commission for Women; and v) the quality of the proposal particularly for improvement in policy or legislative frame-work.

6.3 In cases, where in the opinion of the Commission, the research study proposal can be improved, the Commission may suggest changes in the scope of the study, research methodology or any other parameter. In such cases, the College/University who had applied for approval of the research study shall be given the opportunity to modify the proposal in such time-frame as may be specified by the Commission in individual cases. The proposals where suggested changes are not made shall not be considered.

6.4 The Commission shall, keeping in view all relevant facts, upload the details of research studies approved by it on its website.

7. Release of Funds and submission of study/research report:

7.1 The funds for undertaking research study approved by the Commission shall be released in two equal installments of 50% each of the sanctioned amount.

7.2 The first installment equivalent to 50% of the sanctioned amount of the study shall be released for the approved study on receipt of agreement and other required documents as referred to above.

7.3 On completion of data collection, the College/University undertaking the research study, shall submit an interim report in prescribed Report format to the Commission specifying the work done till that time, along with the status of utilization of funds and any other relevant details. By this time, the researcher will be expected to have completed the work relating to collection of data both from the primary and secondary sources in accordance with the approved methodology and reflect it in the study report. Furthermore, the interim report in prescribed format received from the grantee organization will be examined by the Commission and Experts may also be consulted regarding the quality of the report.

7.4 The Commission may, in a few cases, depute its representative for on the spot verification of the correctness of the status report submitted by the College/University before release of the final installment.

7.5 On completion of two-third of the tenure of the study, the College/University undertaking the research study shall submit a fresh draft report to the Commission specifying the work done including collection of data, its analysis/other relevant details and the status of utilization of funds.

7.6 The College/University shall submit a draft (final) report along with a soft copy at least one month before the end of the scheduled tenure of the study to the Commission.

7.7 The Commission may, where considered appropriate, advise improvement in the report and also request the College/University to make a presentation before the Commission and the, commission may, after scrutiny/examination or presentation, suggest improvements /changes.

7.8 On completion of the tenure of the research/study or, in exceptional cases, such extended period as may have been approved by the Commission, the College/University undertaking the research study shall submit ten copies of a neatly typed and bound Report in book form to the Commission along with soft copy of the final approved report and utilization certificate in GFR-12A from the Chartered Accountant laid down in the General Financial Rules, 2017. After receiving the abovementioned requisite documents, the due balance amount of final installment may be released.

8. Standards of Study and Intellectual Property Rights:

8.1 With a view to ensure that the research study undertaken can be gainfully utilized and collaborative and multi-disciplinary research and studies help in improving the schemes, programmes of the Government or legislations or conditions of women and their standards of living, etc., these shall be required to conform to the standards specified in these guidelines. The study should be an original work and appropriately acknowledge/ refer wherever it borrows from any other work/ publication. Plagiarism in any form will lead to summary rejection of the report/proposal and other legal consequences.

8.2 The authorized researcher / representative of the College/University shall make a declaration that the study is original and the College/University shall be responsible for any infringement of

the copy right law or any other relevant law and the National Commission for Women shall not be responsible for any such lapse on its / their part.

9. Other requirements

9.1 The primary data, if collected as part of the research/study, should be collected in the manner stated in the proposal for undertaking the study and evidence of its collection including evidence relating to the places/persons from which the data has been collected online along with particulars such as mobile/landline number or other contact details of persons from whom data has been collected, should be retained till the report is accepted by the Commission. Soft copies of the questionnaire/ data must be provided to NCW for report acceptance. The Commission may, in a few cases, carry out sample checks to verify collection of data.

9.2 Analysis and interpretation of data should be based on standard techniques of data analysis and interpretation and raw sheets showing tabulation and calculation should be retained till the report is accepted by the Commission.

9.3 Findings should logically flow from the analysis of information contained in the report and the rationale for the recommendations made should be clearly specified. The level at which recommendations are implementable should be specified clearly.

9.4 If the study/data is used by the researcher in any subsequent publication/ paper, with prior permission of the NCW and the role of NCW must be clearly acknowledged.

9.5 The decision of the Commission in all cases relating to the standard of study shall be final. All disputes relating to any study / grant will be subject to the jurisdiction of courts located in Delhi.

9.6 The grantee organization will maintain separate accounts in respect of this grant. The accounts will remain open to inspection to the representatives of the National Commission for Women including the CAG of India.

9.7 Any unspent balance out of this grant will be refunded by the organization within 60 days from the date of completion of the project failing which such unspent balance will attract panel interest @ 12% per annum for the period from date of completion of the project to the date of refund of unspent balance.

Note: The Commission may, while sanctioning the grant, stipulate further conditions, as considered appropriate.