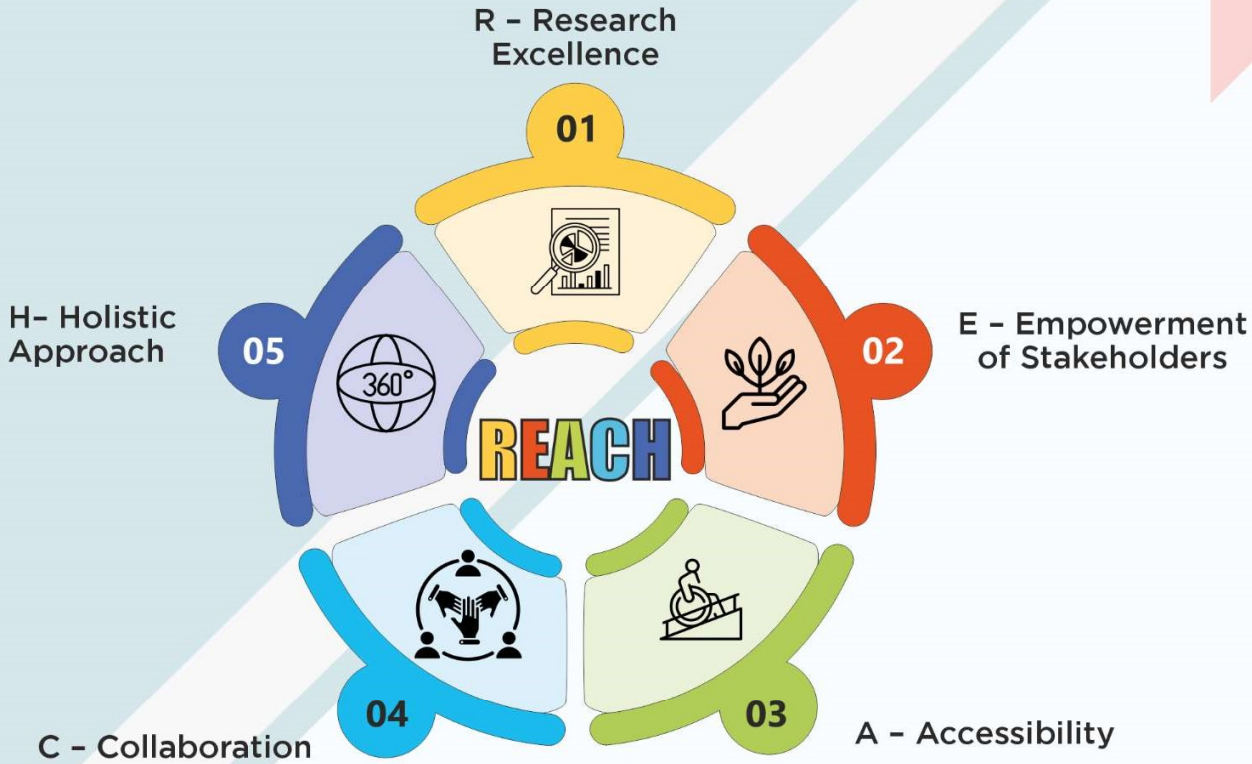
Research Grant Policy of Rehabilitation Council of India

भारतीय पुनर्वास परिषद्

REHABILITATION COUNCIL OF INDIA
(A Statutory Body of Ministry of Social Justice and Empowerment)
Department of Empowerment of Persons with Disabilities (Divyangjan)
Government of India.



The Research Policy of Rehabilitation Council of India

Foreword

The landscape of education requires academic institutions and the academia to engage in tripartite activities i.e. teaching, research, and extension activities. The Rehabilitation Council of India (RCI) a statutory body for generating the required quality human resource has been playing its pivotal role in training teachers to teach children with disabilities in a variety of educational settings. RCI has also contributed to the development of rehabilitation professionals who have been engaged in a variety of onsite institution based and extension community-based activities. The mission of RCI has been to create a barrier free inclusive learning, engaging and participatory environment so that persons with disabilities lead a life of dignity and quality. RCI is committed to Research as it has proved to be significant element of progress. Research that stems from an urge to experiment, solve problems and find solutions is highly essential for the 3 'E' i.e. early intervention, education and employment especially in the context of persons with disabilities. Realizing the vital role that research plays in rehabilitation, RCI has been supporting capacity building of the rehabilitation professionals and encouraging them to undertake and publish research findings in journals, seminars and conferences. RCI regularly conducts continuous rehabilitation education (CRE) programs that assist teachers, professionals and faculty in achieving excellence in the area of education. Research also forms an essential component of RCI's pre service training curricula at Bachelors level and has mandatory research course at its Master's level programs. In order to provide impetus and accelerate innovations by way of establishing evidences of best practices RCI has decided to formalize its research mission.

RCI has planned to achieve one more milestone! It has decided to award grants for major, minor and action research proposals. For systematizing, expanding and sustaining of this endeavour for the first time a research policy has been formulated by a team of experienced research professionals. The acronym of the research policy of RCI is 'REACH' that signifies that the research grant would help RCI support institutions and individuals to expand their horizons of work to 'reach' out to persons with disabilities and their families with robust, tested and evidenced based ethical practices. The research policy has all the necessary information on areas and sub areas of research, the type of research grants, eligibility criteria, duration as well as details of release of grants and developing reports. To make the entire process transparent and time bound the policy has a well laid decision pathway of awarding the grants that extends from application to screening to awarding and ways of monitoring and evaluation. I take this opportunity to thank the team members who have dedicated their valuable time, effort and expertise to script the policy details.

Dr. Sharanjeet Kaur
Chairperson

From Member Secretary Desk

Rehabilitation Council of India (RCI) emphasizes research aimed at improving the quality of life for persons with disabilities by ensuring accessibility and fostering inclusivity through innovative approaches. This includes advancing research in areas such as assistive technologies, accessible infrastructure, education, rehabilitation, and employment opportunities. The ultimate goal is to create an inclusive environment that empowers persons with disabilities to live independent, dignified, and productive lives.

RCI is dedicated to advancing research and development to address key issues that enhance rehabilitation and support the empowerment of persons with disabilities. By focusing on research that identifies effective solutions and highlights gaps, Council is creating pathways for the integration of persons with disabilities into society, ensuring they receive the necessary resources to lead independent and dignified lives.

REACH initiative by the RCI represents a forward-thinking approach to creating meaningful and lasting interventions for individuals with disabilities. By aligning with the core values of Research, Excellence, Empowerment, Accessibility, Collaboration, and a Holistic Approach, the REACH project is designed to address the multifaceted challenges faced by persons with disabilities. Through a strategic research grant policy, the project aims to provide funding for evidence-based solutions that can transform various aspects of rehabilitation, education, and healthcare.

REACH also serves as a platform for fostering collaboration among stakeholders, ensuring that diverse voices are heard in the creation of accessible and empowering solutions. The insights gained from the project are intended to guide policymakers, practitioners, and researchers, contributing to the development of an inclusive and supportive environment for individuals with disabilities. Ultimately, the initiative embodies a commitment to bridging gaps and promoting long-term, sustainable change in the lives of people with disabilities.

As we look ahead, it is crucial to strengthen our commitment to creating an inclusive society where every person, regardless of their abilities, has the opportunity to thrive and achieve their full potential. The findings and recommendations from initiatives like this project will be instrumental in shaping the future of disability empowerment in India. By ensuring that the voices of persons with disabilities are heard and their needs are addressed through research, policy, and practice, we can work together to create a more equitable and accessible environment. Addressing critical areas where discrimination has historically occurred—such as access to justice, participation in political and public life, education, employment, and protection from exploitation and violence—the RCI is actively working to dismantle barriers that hinder full inclusion.

The Council embodies a significant attitudinal shift, fostering a deeper understanding of disability within society. This change in perception is vital for ensuring that all individuals, regardless of ability, are given the opportunity to realize their full potential. Through its initiatives, the RCI is working towards a future where societies not only recognize the value and rights of persons with disabilities but also embrace them as integral and equal participants in all aspects of life.

RCI is at the forefront of driving meaningful change for persons with disabilities, advocating for their rights and fostering inclusivity across various sectors. Through initiatives like REACH, RCI is addressing the challenges faced by individuals with disabilities by focusing on research, innovation, and collaboration. By ensuring accessibility, empowering individuals, and promoting equal opportunities, the Council is working toward a more inclusive society where all individuals, regardless of ability, can thrive and reach their full potential. The continued efforts of RCI are paving the way for a future where persons with disabilities are fully integrated into all aspects of life, enjoying the dignity, respect, and opportunities they deserve.

(विकास त्रिवेदी /Vikas Trivedi)

सदस्य सचिव/ Member Secretary

Preface

'REACH' acronym, offering deeper insights into the Rehabilitation Council of India's (RCI) research grant policy and its broader impact on the rehabilitation sector

R – Research Excellence

Research excellence is the cornerstone of the RCI's vision to advance the rehabilitation sector. The policy prioritizes innovative, high-impact, and evidence-based research that addresses both; current challenges and emerging needs within the disability and rehabilitation fields. By funding cutting- edge projects, RCI strives to foster a culture of continuous improvement and ensure that rehabilitation practices in India are informed by the most current, reliable, and scientifically validated data. Research excellence underpins the goal of making India a global leader in inclusive rehabilitation practices and services, promoting advancements that can be applied across various disabilities and contexts.

E – Empowerment of Stakeholders

Empowerment in the context of RCI's research policy extends beyond funding. It encompasses the active involvement of a diverse range of stakeholders in the research process, including persons with disabilities, caregivers, special educators, rehabilitation professionals, and policymakers. The policy envisions empowering these stakeholders by ensuring that they have access to state-of-the-art research, tools, and methodologies. Moreover, it aims to encourage participatory research models where individuals with disabilities are not just subjects of study, but active contributors, ensuring that their lived experiences are central to research outcomes. This empowerment is key to fostering a more inclusive, collaborative, and equitable research environment.

A – Accessibility

Accessibility is not just about physical access to services, but also ensuring that the knowledge, tools, and innovations emerging from rehabilitation research are accessible to everyone, especially the marginalized groups. RCI's research grant policy endeavors to promote creation of solutions that cater to individuals with varying types and levels of disability, ensuring that products, pedagogy and services are inclusive and usable by all. This also extends to making research outputs easily accessible—translated into local languages, accessible formats such as ISL, Braille or screen-reader compatible and available in remote or underserved regions. In this way, the RCI aims to create a truly inclusive research ecosystem that reaches every individual who could benefit from rehabilitation advancements.

C – Collaboration

Collaboration is vital for fostering a research environment that is both comprehensive and solution- oriented. RCI's research policy encourages cross-sector collaborations that would bring together a wide range of expertise—ranging from clinical researchers, social scientists, and educators, to technology developers, policymakers, and civil society organizations. These partnerships will not only strengthen the quality of research, but also ensure that findings are

translated into practical, real- world applications. Collaboration also facilitates the exchange of knowledge and resources between Indian and international research bodies, ensuring that Indian research on rehabilitation keep pace with global trends and best practices.

H– Holistic Approach

The holistic approach is central to RCI's mission of addressing the multifaceted needs of individuals with disabilities. It recognizes that effective rehabilitation goes beyond medical interventions and includes social, psychological, educational, and economic dimensions. By supporting research that takes into account the full spectrum of needs—such as early identification and intervention, education, employment and social inclusion—RCI envisages to promote interventions that will lead to long-term, sustainable outcomes. For example, research that combines healthcare with vocational training can have a profound impact on empowering individuals with disabilities to lead independent, fulfilling lives. Universal Designs of Learning (UDL) is a holistic approach and RCI endorses it especially in the educational and rehabilitation practices as not one-size-fits-all, but practices especially the pedagogy needs to be adaptable to the diverse cultural, regional, and socio-economic contexts across India.

Conclusion: The RCI's research grant policy is not only a framework for funding, but a strategic approach to fostering a transformative and inclusive rehabilitation ecosystem. The acronym **REACH** perfectly captures the essence of this vision:

- **Research Excellence** ensures the highest standards of evidence-based knowledge.
- **Empowerment** actively involves and uplifts all stakeholders in the research process.
- **Accessibility** ensures that innovative solutions are available to everyone, regardless of their disability or geographical location.
- **Collaboration** brings together diverse expertise to tackle the complex challenges of rehabilitation.
- **Holistic Approach** ensures that interventions are comprehensive and address the multi-dimensional needs of persons with disabilities.

Through these principles, the RCI's policy aims to not only advance research in the rehabilitation sector but also create an inclusive, equitable, and sustainable future for individuals with disabilities across India.

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REACH; Research Grant Policy of RCI

1.0 About RCI

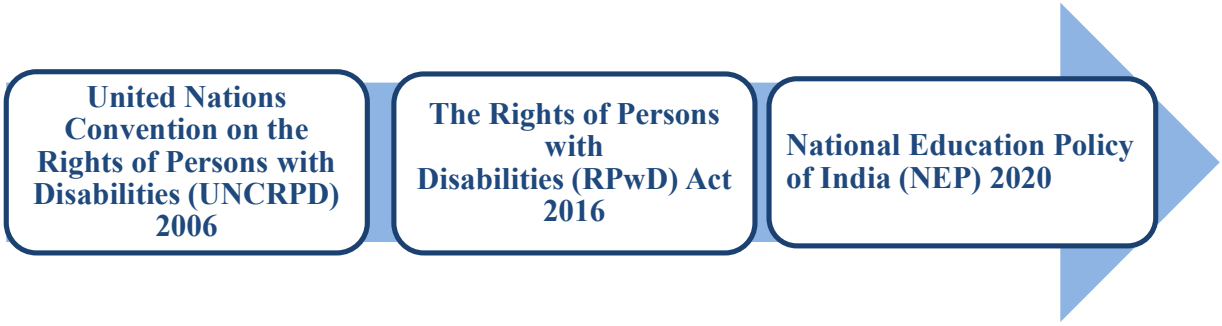
The Rehabilitation Council of India (RCI) ACT was enacted by Parliament on June 22nd 1992 and thereafter RCI which was initially established a registered society in 1986 became a statutory body on 22nd June 1993. The mandate given to RCI is to regulate and monitor the training programs across the country for services given to persons with disabilities, to standardize syllabi of training programs, conduct research and to maintain a Central Rehabilitation Register (CRR) of all qualified professionals and personnel working in the field of Rehabilitation and Special Education. The Act also prescribes punitive action against unqualified persons delivering services to persons with disabilities.

1.1 Objectives of RCI

1)	To regulate and monitor the training Programmes in the field of disability rehabilitation and special education.
2)	To prescribe minimum standards of education and training for various categories of human resources dealing with persons with disabilities (Divyangjan).
3)	To regulate these standards in all training institution to bring about uniformity throughout the country.
4)	To make recommendations to the Ministry regarding recognition of qualification granted by Training Institution, Universities, etc., in India for rehabilitation professionals/personnel.
5)	To make recommendations to the Ministry regarding recognition of qualification granted by institution outside India under the scheme of reciprocity.
6)	To maintain Central Rehabilitation Register (CRR) of persons possessing the recognized rehabilitation qualification.
7)	To encourage Continuing Rehabilitation Education Programme at approved institution.
8)	To promote research in disability rehabilitation and special education.

2.0 Rationale for REACH; The Research Grant Policy of RCI

Research assists institutions and individuals in achieving excellence in its focus and allied disciplines. It helps to generate knowledge base and accelerates development. The research and development (R&D) initiatives also aid in dissemination and creation of new avenues of knowledge, encourage innovation, and stimulate improved learning and bring progress. Research is crucial in disability rehabilitation from various perspectives such as improving public understanding about persons with disabilities, creating barrier free environment for enhancing their participation, early intervention, equalizing educational opportunities, employment and also in generating policies and programs for their overall health and functioning. In order to improve the practices of disability rehabilitation from a life cycle approach there have been a lot of national and international initiatives. Prominent amongst these are the following:



a. The UNCRPD endorsed by more than 88 countries was ratified by India in 2007. The convention recognizes disability as an evolving concept and a human diversity and suggests studying these from various perspectives. The convention observes that disability results from the interaction between persons with impairments and attitudinal and environmental barriers that hinders their full and effective participation in society on an equal basis with others. In order that persons with disabilities can enjoy their human rights and fundamental freedoms resulting in their enhanced sense of belonging and in significant advances in the human, social and economic development of society and the eradication of poverty, UNCRPD suggests to:

- Undertake or promote research and development and to promote the availability and use of new technologies, including information and communications technologies, mobility aids, devices and assistive technologies, suitable for persons with disabilities, giving priority to technologies at an affordable cost.
- Undertake or promote research and development in various aspects of education and rehabilitation. This includes promoting universally designed goods, services, equipment

and facilities that would require the minimum possible adaptation and the least cost to meet the specific needs of a person with disabilities.

- Appropriate information is collected including statistical and research data, so as to enable to data disaggregation, for implementation of various policies and address the barriers faced by persons with disabilities in exercising their rights.

b. The RPwD Act (2016) was passed in India to give effect to the UNCRPD. The Act has provisions to ensure that people with disabilities can live a life with dignity, without discrimination, and have equal opportunities in all areas from education to employment. The Act directs conducting surveys of school going children every 5 years and emphasizes the need for research to be undertaken for all aspects including improving learning amongst children with disabilities. It has stipulated guidelines, significant amongst these are:

- A research and recognition committee to be constituted in a prescribed manner.
- Ethical concerns are followed for safeguarding persons with disabilities towards which informed consent from parents or persons with disabilities through accessible modes and means of communication be obtained.

c. The NEP (2020) is the most recent initiative emphasizing equity, quality and inclusivity. The policy suggests conducting research as a co-requisite for outstanding education and development; and to undertake a continuous review of progress based on sustained research and regular assessment by experts.

RCI being a statutory body has always proven its commitment to the attainment of national goals. It envisions effectively operating and complying with the requirements of the field at the national level within its mandate. RCI has been supportive of research activities for faculty development, documenting and publishing manuals and also collaborating with national and international organizations for knowledge generation and capacity building of stakeholders. In order to stream line, promote and sustain the R&D activities RCI has undertaken this task of formulating a Research Policy acronymed ‘REACH’.

2.1 The objectives of REACH

The research policy acronymed REACH is designed to support a diverse range of research activities that can enhance the quality of rehabilitation services and special education in India**.** This will create a dynamic research environment among academics and practioners and will provide impetus to the rehabilitation activities in all areas of interventions. By providing targeted funding for both small-scale innovations and large-scale initiatives, RCI aims to ensure that its research agenda aligns with national priorities while making a global impact on the rehabilitation field**.** The research grants under REACH will stimulate innovative research, foster interdisciplinary collaboration**,** and address the real-world needs of individuals with disabilities. The objectives of the research policy are as follows:

- To support cutting-edge research that addresses the unique challenges of disability and rehabilitation.
- To create a robust ecosystem for evidence-based policy-making, capacity-building, and technological advancement in special education and rehabilitation.
- To promote inclusive growth by ensuring research translates into real-world benefits for individuals with disabilities and their caregivers.
- Promote contribution to the growing body of knowledge in professional and personnel development practices.
- Establish creation of resources for education of persons with disabilities at all levels and set ups of education.
- Provide opportunities of innovations to improve educational and rehabilitative outcomes, services, and products.
- Bridge gaps between research and practice by publishing high-quality, impactful research that addresses the challenges and opportunities in special education and rehabilitation.
- Provide a foundation of regulations and guidelines for transparency in the management of R&D activities and research grants of RCI.
- To establish and foster a research culture by dissemination of outcomes that takes ethical issues into account.

3.0 Vision and mission of REACH; The Research Grant Policy of RCI

3.1 Vision statement

To ensure setting of highest quality of standards of professional practices, curricula, aids & equipment's, human and learning resources, stakeholder's multi and cross sectoral engagement by way of supporting systematically explored and documented evidences for evolving best practices in education, rehabilitation and inclusion of persons with disabilities.

3.2 Mission objectives

- Promote contribution to the growing body of knowledge in professional and personnel development practices.
- Establish creation of resources for education of persons with disabilities at all levels and set ups of education.
- Provide opportunities of innovations to improve educational and rehabilitative outcomes, services, and products.
- Bridge gaps between research and practice by publishing high-quality, impactful research that addresses the challenges and opportunities in special education and rehabilitation.

4.0 Board and committees of REACH

The functioning of REACH will operate through a series of an advisory board and 3 dedicated committees each contributing in a unique and strategic way to the advancement of rehabilitation services and special education in India. These bodies will work together to drive innovative research, effective partnerships, and knowledge dissemination, ensuring a holistic approach to rehabilitation of people with disabilities.

The Chairman RCI will constitute the Research Advisory Board (RAB) and its committees as under for a period of 3 years which can be extended if required:

Domain Experts Committee (DEC)

Grants and Partnerships Committee (GPC) and

Editorial & Publications Committee (EPC).

The constitution and the role responsibilities will be as follows:

4.1 The Research Advisory Board (RAB):

The RAB will play a crucial leadership role in motivating, guiding, and overseeing research in the fields of special education and rehabilitation of persons with disabilities. It will be responsible for setting research priorities, evaluating grant proposals, and ensuring that funding is directed toward high-impact projects that address the most pressing needs in these fields.

The constitution of RAB

The RAB will meet in every quarter for facilitating the R&D activities of RCI. The constitution of the RAB will be as follows:

a. Convener of the RAB
b. Coordinator RAB
c. Members RAB (7 to 8)

Role responsibilities of the RAB:

1. Evolve a policy of research and suggest amendments as required in accordance with the RCI ACT.
2. Serve as an apex advisory for all other committees and overseeing the planning, promoting, networking, and dissemination of research outcomes in accordance with the mandate of RCI.
3. Select and recommend RCI in awarding research grants to the eligible institutions or individuals for conducting major, minor and action research projects.
4. Coordinate with other committees in its functioning.
5. Facilitate establishment of standards of practices in the designated and allied areas of work as per the national Acts and Policies pertaining to persons with disabilities.
6. Increasing the visibility of RCI funded/supported research in increasing the quality of life of persons with disabilities.

7. Develop an environment of research and scientific pursuits amongst professionals by ways of publications.

4.2 The Domain Experts Committee (DEC)

The members of DEC will provides specialized guidance in the areas of rehabilitation, special education, and disability studies, offering expert advice that will shape the direction of research and interventions in all disabilities mentioned in RPwD Act 2016. The DEC will meet every quarter.

The constitution of DEC:

- Coordinator DEC
- Members DEC (20 to 25) (from various disability specialisation, therapeutics & technology expertise)

Role responsibilities of DEC:

1. Suggest priority areas for research pertaining to education and rehabilitation of persons with disabilities across life span.
2. Assist the RAB in evaluating the research proposals based on the domain expertise and providing suggestions as domain experts to the research proposals.
3. Develop ethical guidelines pertaining to the particular domain.
4. Review the findings and outcomes of research and its recommendations before publication.

4.3 The Grant and Partnership Committee (GPC)

The GPC will be responsible for the transparent and effective administration of research grants. Its role is to ensure that RCI funds are allocated efficiently to research initiatives that have the potential to significantly impact the rehabilitation and special education sectors. It will also be responsible for establishing and nurturing collaborations with a variety of stakeholders, including universities, non-governmental organizations, government agencies, and international research institutions. These partnerships are designed to enhance RCI's research efforts and expand the reach of its initiatives. The GPC will meet twice a year.

The constitution of GPC:

- Coordinator of the GPC
- Members GPC members (5 members)

Role responsibilities of the GPC:

1. Developing budgets and approving cost sharing and compliances.
2. Post-award management by way of monitoring award, records and closing out awards.
3. Finding partners and resources for grants for research on the basis of PPP model.
4. Facilitating MOUs for partnerships and networking for research.

4.4 The Editorial & Publication Committee (EPC)

The EPC will be overseeing the publication and dissemination of research findings, reports, and educational materials related to special education and rehabilitation. The EPC will meet every quarter for editing and reviewing the journals, research articles and others publications of RCI.

The constitution of EPC:

- Coordinator of the EPC
- Members EPC (3 members)
- Co-opted domain experts (7 to 10)

Role responsibilities of the EPC:

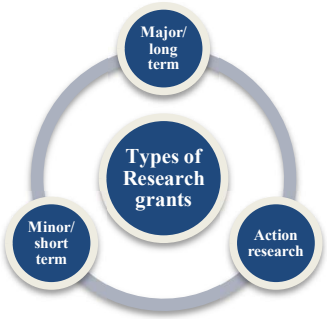
1. Developing publication formats, styles and applications.
2. Monitoring the process & time lines for call for publications, review of applications, & material.
3. Collaborate with domain experts for blind fold review and editing of articles, chapters etc.
4. Guiding Program Officer (PO) RCI for indexing of RCI Journal

5.0 Suggested research areas and sub-areas of REACH

Disability is a multidimensional and multidisciplinary subject. RCI has different types of registered professionals who are involved in providing services to persons with disabilities. There are 21 types of disabilities mentioned in the RPwD Act 2016. Each disability is diverse and poses unique challenges. The demographic conditions, family configuration, severity of disability and age of identification further make conditions that are unique for each individual. Disability is also considered a dynamic human diversity and has intersectionality with gender, socio-economic background also. Hence the areas and sub areas are suggestive keeping in mind the regional variations and technological advancements and are mentioned in the Annexure I. These are applicable to all disabilities so while framing the topic/ title of research proposal the specific disabilities may be incorporated by the applicants as required. The choice of topic pertaining to areas and sub-areas are suggested to be flexible. Applicants can choose a sub-area from either the

corresponding area or any other areas and frame a topic/title of the research proposal. For example, for the area on 'Evidence- based practices' the sub-area could be chosen from other area of 'Foundational education' of 'Play based pedagogy' and title be framed as Evidence-based practices using play-based pedagogy.

6.0 The research grants under REACH



6.1 Major Research Grants

The Major Research Grants are long term and are awarded more than Rs 10 lakhs**.** They are designed to fund qualitative/quantitative or mixed research designs that cannot be covered by the Minor or short-term research grants. These would be spanning up to 2 to 3 years. The research under this grant would involve a deep exploration of complex topics requiring more duration for observations, treatment, product development, validation and pilot testing, data collection, and analysis. It allows for the development of comprehensive methodologies, iterative testing, and refining of findings over a longer period of time. This extended timeline enables researcher(s) to address broad research questions, incorporate multiple study phases, and also adapt to unforeseen challenges, ultimately leading to meaningful academic contributions.

> ***Example:*** *A study investigating the long-term effects of inclusive education for children with disabilities. Researchers could follow a cohort of students with disabilities over 2-3 years, examining how different educational strategies, such as differentiated instruction or UDL or assistive technologies, impact their academic achievement, social skills, and overall well-being. The research would involve multiple phases, including data collection, analysis, and iterative testing of interventions, with the goal of drawing comprehensive conclusions and contributing new knowledge to the field of special education.*

6.2 Minor Research Grants

The Minor research grants are short term and are awarded up to Rs 10 lakhs**.** They are designed to fund qualitative/quantitative or mixed research designs which can be conducted within 8 to 12 months. These typically focus on more short-term objectives, often with quicker data collection and analysis, providing results within a shorter timeframe and addressing more specific research questions or interventions.

> ***Example:*** *A study evaluating the immediate effectiveness of a specific intervention, such as a new reading program for children with dyslexia. This study might last for 6 months, with researchers testing the program on a small group of students, collecting pre- and post-intervention data, and assessing short-term improvements in reading skills. The focus would be on quick, focused results, with the intention of understanding the immediate impact of the program within a limited time frame.*

6.3 Action Research Grants

The action research will be short term conducted within 8 to 12 months and could be awarded up to Rs 05 lakhs. Projects considered under the action research grant would be those that follow a participatory and iterative approach to problem-solving that involves collaboration between researchers and practitioners to address real-world issues. It focuses on finding practical solutions through cycles of planning, action, observation, and reflection. Typically conducted in settings such as schools, communities, or organizations, action research empowers participants to identify challenges, implement changes, and assess outcomes in real time. This process allows for continuous improvement, fostering both individual and collective learning while generating knowledge that is directly applicable to the specific context of the study.

> ***Example:*** *Teachers and counselors of a school working together to address bullying among students with disabilities. The research process involves identifying the problem, developing an intervention (e.g., implementing peer mentoring programs), and then continuously assessing the effectiveness of the intervention through cycles of planning, action, observation, and reflection. The action research approach would involve regular input from both teachers and students, with the goal of adapting strategies in real-time to improve the school's social environment and reduce bullying incidents. The research is participatory and practical, focused on making immediate improvements within the school community.*

7.0 Eligibility for research grants

7.1 Organizations eligible for research grant under institutional category:

1. Central University or other Centrally Funded Institution
2. State University
3. Deemed University
4. National Institutions for Persons with Disabilities
5. Autonomous college or College affiliated to any Central or State University
6. Autonomous bodies funded by Central or State Government.
7. Institution of National Importance receiving grants from UGC or Central Government
8. Research Institute funded by the Central or State Government
9. NGO/Registered society/Trust or non-profit companies engaged in the promotion of early intervention and or rehabilitation of Persons with Disabilities and approved by RCI subject to condition that their faculty/professionals have qualification and or experience in research.

7.2 Individuals eligible for Major or Minor research grants:

1. Individual applicant(s) willing to take up grant from RCI for Major or Minor research projects should be:

a) Permanently employed as faculty from RCI and/or UGC Recognized Indian Universities/Deemed to be Universities/ Affiliated Colleges/Institutions recognized by RCI as an approved training institute.

b) Further, those researchers with Ph.D. degrees who are in contractual appointment in academic/research institutions as in 1(a) or non-government organizations (NGOs) may also apply; whereas the employer must give in writing that in the event of their contract expiry, they may continue as Principal investigators / Co- investigators until the completion of the project without withdrawing facilities that were provided for undertaking the research project; and if the Council decides, then a bank guarantee is 50% of the total grant payable to the organization as per approved amount of the research proposal also to be produced for the disburse of research grant on the approval of research proposal.

c) Independent researcher with Ph.D. degrees who have produced at least two books published by reputed publishers and/or 05 articles in peer-reviewed journals during last 05 years may apply through any institution as mentioned at clause 1(a). If the RCI decides, then bank guarantees also to be produced for the disbursement of research grant on the approval of research proposal.
d) Either of the Principal or Co-investigator should have a valid CRR number.
e) In exceptional cases, the CRR number will be waived, and the decision rests with the RAB."

2. The applicant as per clause 1(a) and 1(b) should have substantial research experience demonstrable through successfully guided research students at Ph.D. level and/or successfully completed any externally funded research project; publications of books, research papers in peer reviewed journals are eligible to apply. The principal investigator and Co- investigator must also hold a Ph.D. Degree.

3. In case of institutional research project, the organizations at 1(a) must nominate 2 faculty members fulfilling criteria as in point 2. If research grant is awarded, then preferably the nominated faculty members must to continue till end of the project. In case, there would be any change in Principal investigator and Co- investigator, the organization should apply to RCI in advance for the approval of the same. The eligibility conditions should not change.

7.3 Individuals eligible for Action research grants:

1. Individual applicant(s) willing to take up grant from RCI for action research projects should:

a) Have a rehabilitation qualification of RCI as a professional with a minimum of 05-year experience as Special Educator/Teachers or any Rehabilitation Professional nominated by RCI approved training institution or any organization having minimum of 05-year experience of working for education, training and rehabilitation of children and adults with disabilities. Individuals must be having experience of successfully completing any action research in the area in the past.
b) Further, those researchers who are in contractual appointment in academic/research institutions as in 1(a) or non-government organizations (NGOs) may also apply; whereas the employer must give in writing that in the event of their contract expiry, they may continue as Principal Investigator / Co- investigator until the completion of the project

without withdrawing facilities that were provided for undertaking the research project; and if RCI decides, then a bank guarantee also to be produced for the disbursement of research grant on the approval of research proposal.

c) Either of the Principal or Co-investigator should have a valid CRR number.

7.4 The application submission process:

a) Submission format: The prescribed format of application (Annexure II) downloaded from the RCI website must be submitted along with bio data of Principal and Co-investigator (Annexure II-a).
b) Submission Channel: All applications must be sent through the proper channel to RCI (Annexure II-b).
c) Application Timeline: Applications need to be submitted on or before the date and time as advertised.
d) Evaluation Process: The guidelines provided in the decision pathway in 9.0 will be followed to evaluate the proposals and award grants.

8.0 Financial guideline for research grants

The following guidelines outline the eligibility, financial assistance rules, and requirements for research projects funded by RCI.

8.1 Proposal details for financial assistance:

The research project proposal should contain the following:

1) A clear exposition of the aim of the project (as per Annexure II)
2) Justification of the project (as per Annexure II)
3) A detailed work plan (quarterly for minor and action research grants and mid-term for major grants as per Annexure II)
4) Specimen Letter from the Bank (Annexure II-c)
5) A detailed proposed budget with a breakup under each head as given in 8.2 & 8.3 be provided.
6) An undertaking that no major deviation from the approved budget will be done.

7) The instruments procured for the purpose of research may be retained by the institute organization by paying the value as calculated by depreciation as per GOI norms to RCI.
8) The product, prototype or any other tool(s) etc. developed under the REACH will have a joint acknowledgment of RCI and the institute and the same will be duly acknowledged.

8.2 Permissible and non-permissible heads for financial assistance:

The following budget heads are considered permissible and non-permissible for financial assistance:

Sr. No.	Particulars	Permissible
1	**International Travel**	No
2	**Domestic Travel**	Yes
		- Budget under this head may not exceed 30% of the total project cost (including accommodation). - A detailed travel plan must be mentioned in the proposal along with justification.
3	**Local transportation related to project work**	Yes
4	**Books**	Yes
		- Budget under this head may not exceed 40% of the total approved project cost.
5	**Stationery**	Yes
6	**Photocopying/Typing**	Yes
7	**Secretarial/Research Assistance**	Yes
8	**Contingency**	Yes
		- Budget under this head may not exceed 10% of the total approved project cost.
9	**Assets (Books, computers, laptops, printers, etc.)**	Yes

8.3 The budget heads:

Recurring costs				
Sr. No.	**Broad Heads**	**Description**	**Monthly**	**Total**
1	Personnel Costs	Honorarium for researchers, technicians, and administrative staff		
2	Consumable Costs	Expenses for items that are used up or depleted during the project, such as Therapy Material, Teaching Learning Material, chemicals, reagents, and lab supplies.		
3	Travel Costs	Funds for conferences, workshops, field trips, and other travel-related expenses		

Non-recurring costs

These are one-time expenses that are incurred at the beginning or during specific phases of the project. They might include:

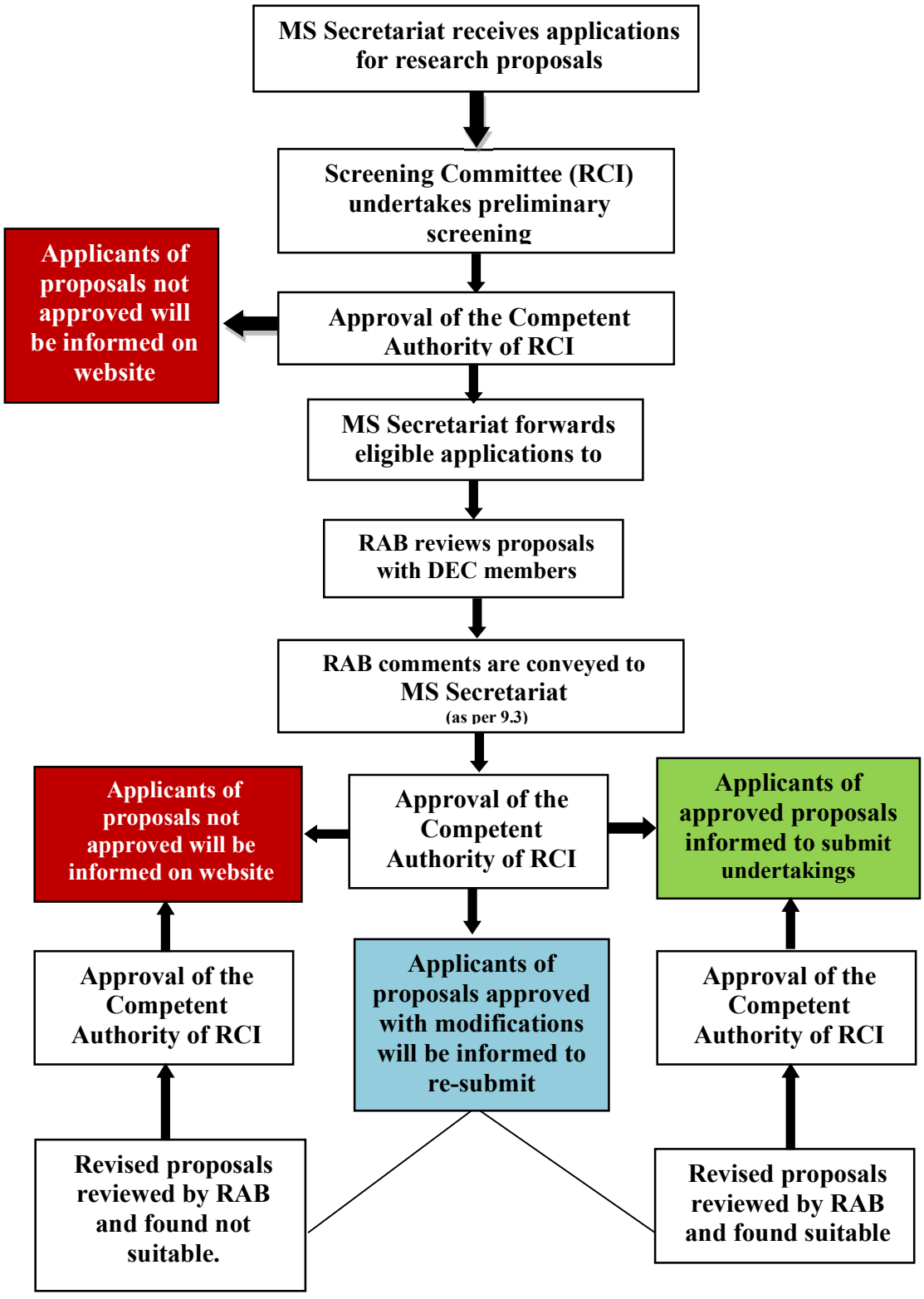
Sr. No.	Items	Description	Cost
1	Equipment Costs	Purchase of new equipment, instruments, or software.	
2	Infrastructure Costs	Expenses for building or renovating facilities, such as labs or offices.	
3	Capital Expenditure	Investments in long-term assets, like land or buildings.	
4	Consultancy Fees	Payments to external consultants or experts.	
5	Patent and Licensing Fees	Costs associated with intellectual property protection & licensing.	
6	Attending Conferences		
7	Publishing the work		
Additional Considerations			
8	Contingency Funds	A portion of the budget is allocated to cover unforeseen expenses or risks.	
9	Overhead Costs	Indirect costs associated with running the research project, such as utilities, maintenance, rent and administrative fees.	

8.4 Installment of grant

• 30% initially, on sanctioning proposal and award of the grant.
• 40%, after midterm report. • 30% after submission of the final report.

Note: The pledge amount is 50% of the total grant payable to the organization as per approved amount of the research proposal. All items procured in the research project shall be deposited with RCI prior to the release of the final grant installment

9.0 Decision pathway for the selection of research proposal under REACH:



9.1 Description of the decision pathway of the selection of research proposals

1. MS Secretariat receives research applications till the stipulated date and groups them separately into institutional/individuals indicating Major/Minor/Action research.
2. MS Secretariat undertakes preliminary scrutiny of research applications (as per 9.2).
3. MS Secretariat forwards eligible research proposals to RAB. Non-eligible are informed on website.
4. The RAB is convened with required Domain experts to evaluate the research proposals.
5. The RAB in consultation with Domain experts selects the research proposal as per the guidelines of the research evaluation rubrics (as per 9.3).
6. The RAB makes specific comments; Approved/Approved with modifications/not approved and forwards the proposals to MS Secretariat.
7. The MS Secretariat receives the research proposals and informs the applicants about the decision of evaluation.
8. The applicants of non-selected proposals are informed on website.
9. The applicants whose proposals are suggested modifications are conveyed by MS Secretariat to re-submit it within 5 working days. RAB reviews the re-submitted applications within two working days and takes decision about approved/not approved.
10. The applicants whose proposals are approved are informed by the MS Secretariat and a sanction order and details of MOU (as given in step of 2 of 9.3) will be sent. The signed MOU by the institutions should be sent within 20 working days.
11. On receiving the signed MOU, the RCI awards the research grants as per the administrative approval and procedure.

9.2 Preliminary screening matrix for Screening Committee of RCI

The preliminary screening will be done by Screening Committee of RCI. Preliminary Screening matrix as provided in the Annexure III is to be used for entering the data. Applications of research proposals fulfilling all eligible criteria E1 to E4 as below shall be forwarded to the RAB.

E1	Eligibility of organization/institutions or individual as per 7.1, 7.2, 7.3 respectively
E2	Whether Annexure II , II-a, II-b, II-c is attached
E3	Whether budget is provided as per 8.2 and 8.3
E4	Whether ethical clearance certificate enclosed

9.3 The research proposal evaluation rubric

The RAB coordinator and members will suggest the Domain experts to the convener of RAB and accordingly a meeting will be convened to evaluate the research proposals. The evaluation will be done on the basis of the Research Evaluation Rubrics (annexure IV) on the basis of 12 criteria given below.

1. Vision & Mission
2. Relevant Research Area
3. Feasibility
4. Institutional Capacity and Credibility
5. Individual Experience and Expertise
6. Problem Statement & Hypothesis
7. Aim and Objectives
8. Literature Review & Theoretical Map
9. Significance & Scope
10. Research and Design Methods
11. Analysis
12. Future Scope and Application

Apart from the criteria mentioned above while selection of research Proposal for award of grant regional variations, consideration to sensitive areas and gender may be kept in mind.

The evaluation is to be done on the basis of 5-point rating scale; Strongly agree (score of 5), Agree (score of 4), Neutral (score of 3), Disagree (score of 2) and Strongly disagree (score of 1). The maximum score obtained will be 60 (12 criteria X 5 as the maximum score)

The decision of the research proposals will be as follows;

- Approved (Total obtained score 45 and above)
- Approved with modifications (Total obtained score 25 to 44)
- Not approved (Total obtained score below 24)

The decision of the RAB for the research proposals will be given to the MS Secretariat for further necessary actions as provided in 9.1.8 to 9.1.10

9.4 Further steps

Step 1: The MS Secretariat will inform and send the sanction order (Annexure V) and an MOU format of RCI to the applicant institution/individual.

Step 2: The MOU will be signed between RCI and the institution. The contents of MOU will mention that the institutional/individual applicant(s);

- Will share the intellectual property rights with RCI
- Maintain ethics in data collection and have informed consent of the participants in research
- Will protect the rights and safety of persons with disabilities, children, girls and women in particular
- Will undertake measures for prevention of sexual harassment.
- Submitting the periodic and final report as specified to RCI.

Step 3: The institutions/individuals conduct the research and submit

1) Periodic reports as per Annexure VI
2) Final report as per the Annexure VII
3) Utilization certificate Annexure VIII

10.0 Reporting of research

The research findings are to be reported by the applicants at various stages as mentioned in the Step 3 of 9.4. It should provide the work accomplished as planned for the research process, including the data, processes, and findings.

10.1 The periodic progress report

- **Progress Reports:** The principal investigator must submit periodic reports (in the prescribed format as per Annexure VI) as per the proposed timelines in the Annexure II to the MS Secretariat as per the following frequency:
- **The Major research project:** Half yearly
- **Minor & Action research projects:** Midterm

10.2 The project completion report

On the completion of the research the final completion report (Annexure VII) should be submitted within one month. The final installment of the research grant will be released after the receipt of the report. The Utilization Certificate (as per Annexure VIII) will also be submitted by the institutions as per the MOU.

*****

Acknowledgement

Expert committee members for developing the research policy REACH of RCI	
•	Prof. Sanjay Singh, Vice-Chancellor DSMNRU Lucknow (Convener)
•	Dr. Varsha Gathoo, Former HOD Education AYJNISHD Mumbai (Coordinator)
•	Prof. Radhey Shyam, Chief consultant centre for Disability studies MDU Rohtak
•	Dr. Amitav Mishra, Professor IGNOU New Delhi
•	Dr. Nachiketa Raut, Director NIEPMD Chennai

Domain expert committee for suggestive areas and sub-areas for research	
1) Prof. Prabha Shankar Shukla VC North Eastern Hills University, Shillong (Convener)	11) Prof. Sujata Bhan HOD Special Education SNDTWU Mumbai
2) Prof. Hemlata IGNOU, New Delhi (Coordinator)	12) Dr. Rubina Lal Retd. Professor SNDTWU Mumbai
3) Dr. Malika Banerjee Rtd Professor Kolkata	13) Dr. L.V. Jayshree Director, SPASTN Chennai
4) Dr. Sibaji Panda Director Happy Hands School for the Deaf	14) Dr. Rajesh Ramchandran Faculty NIEPMD, Chennai
5) Dr. Jayanti Narayan Former Dy.Director NIEPID, Secunderabad	15) Dr. Preeti Verma Former HOD Special Education SNDTWU Mumbai
6) Dr. Suman Kumar Director AYJNISHD, Mumbai	16) Prof. Anil Aneja Professor University of Delhi
7) Er. Manish Verma I/C Director NIEPVD, Dehradun	17) Dr. Sanjay Kumar Associate Professor, JNU
8) Prof. Pushpawathi Director AIISH, Mysore	18) Sh. Sayomdeb Mukherjee Sr Manager ENABLE India
9) Prof. Vinay Singh Head DGSN NCERT New Delhi	19) Ms. Vrinda Khanna Research Coordinator, Global Village Foundation
10) Dr. S.R. Mittal Retd. Professor University of Delhi	20) Dr. Lalit Narayan Director, NILD Kolkata

RCI Team	
•	Dr. Santosh Pal, Dy. Director Administration RCI
•	Mr. Prateek Kumar, Programme Officer RCI

List of Annexure

Annexure I	**::**	Suggested Research Areas and Sub-Areas
Annexure II	**::**	Format of application
Annexure II-a	**::**	Biodata of Principal and co-investigator
Annexure II-b	**::**	Forwarding letter of head of the institution
Annexure II-c	**::**	Specimen Letter from the Bank
Annexure III	**::**	Preliminary Screening Matrix
Annexure IV	**::**	Research Evaluation Rubric
Annexure V	**::**	Sanction order format
Annexure VI	**::**	Periodic Report
Annexure VII	**::**	Final Completion Report
Annexure VIII	**::**	Utilization Certificate

Annexure I

Suggested research areas and sub-areas					
Note:	*1) The areas and sub-areas are applicable to all disabilities. While framing the topic/ title of research proposal the specific disabilities may be incorporated as required.*				
	2) The topics of areas and sub-areas are flexible. Applicants have the flexibility to choose a sub-area from either the corresponding area or any other areas and frame a topic/title of the research proposal. e.g. Area: Evidenced based practices, Sub-area: Play based pedagogy				
Sr. No.	**Areas of research**	**Sub-areas of research**	**Sr. No.**	**Areas of research**	**Sub-areas of research**
1	Early Identification & Intervention	Screening tools and techniques	**2**	Foundational Education	Foundational literacy and numeracy
		Innovations and technology			Materials and resources
		Identifying at risk children/ Red flags			Curricular strategies
		Training functionaries			Experiential learning
		Family involvement			Activity based learning (ABL)
		Community involvement			Play based pedagogy
		Resources for early intervention			Toys and indigenous learning resources
		Bridging the gaps for late intervention			Stories in local languages
		Schemes and provisions	**4**	Curriculum Development / adaptation / accommodation	Curricular strategies for various educational settings
3	Tools for Assessment/Management	Screening protocols			Adaptations of infrastructural spaces
		Psychometric tests			Adaptations of recreational material
		Psycho educational tests			Curricular adaptations
		Artificial and virtual reality packages			Differentiated instructions
		Matrices for management			Computer assisted instructions
		Digital resources and records			Alternate curricular subjects
		Tele-assessment & tele-management			Adapted assessments
		Normative & criterion referenced tests			Grade specific requirements & achievements
		Adaptations of standardized tests			
5	Accessibility	Schemes	**6**	Acts and Policies	Gap analysis
		Types of barriers and facilitators			Provisions
		Public places/facilities & opportunities			Targets
		Ageing and its impact /issues			Role responsibilities
		Access audit			21st century teaching-learning

Sr. No.	Areas of research	Sub-areas of research
7	Evidence Based Practices	Communication modes and methods
		Sensory integration
		Teaching methods
		Early ISL
		Early Braille teaching
		Bilingual education
		Alternate & augmentative communication modes
		Universal designs for learning (UDL)
9	Inclusive Education	Efficacy of inclusive practices
		Capacity building of regular school teachers
		Requirements for sustaining Inclusive education
		Learning outcomes
		School readiness
		School dropouts
		Stakeholder support
		Gender and disability
		Barriers and facilitators
		Voices of children with disabilities Success stories
11	Skill Development/Livelihood	Inclusive economics
		Voices from employers/ PwDs
		Readiness skills
		Demand and supply
		Soft skill development
		Transitioning to vocational training
		Livelihood practices in various areas Schemes
		Status studies of current practices of skill training/vocational training/employability skills

Sr. No.	Areas of research	Sub-areas of research
8	ICT and Assistive Devices	Communication and interpretation
		Apps for screening & assessment
		Apps for learning
		Classroom learning practices
		Assessment & facilitation of learning
		Devices for daily living activities
		Alarms & signals for disability mobilization
		E-learning platforms
		Application of Artificial intelligence Captioning
10	Teacher Training Programmes	Competencies & competency-based teacher education
		Impact studies (online/offline/duration/rural urban)
		Teacher education curricula
		Felt needs
		Teacher evaluation
		Professional development practices
		Cross disability training needs
		Teacher preparation at various levels of school education
12	Sustainable Development	Genetic and disability
		Building resilience
		SDGs and disability
		Yoga
		Mental health and well being
13	Community Engagement	Stakeholder engagement /constraints
		Disaster management of PwDs
		Reaching the unreached
		Community based Inclusive development
		Disability and intersectionality

Annexure II

Format of application			
REHABILITATION COUNCIL OF INDIA			
Research Proposal Format (To be filled completely)			
For office use only **Application No. _____** **Date of Receipt:** / / 2024			
	Part A		
Applicants to check the following attachments before submission of the research proposal in the table below with Yes or No			
The Attachments		**Submitted**	
		Yes	**No**
Ethical clearance certificate		☐	☐
RCI Registration certificate of the institution (as applicable)		☐	☐
RCI Registration certificate of the principal investigator		☐	☐
Annexure II a		☐	☐
Annexure II b		☐	☐
Annexure II c		☐	☐
College affiliation to Central / State / Deemed University		☐	☐
Registration Certificate of NGO or Trust		☐	☐
	Part B		
1	Priority Area Selected:		
2	Select category:		
	(a) Institutional / Individual		
	(b) Major/Minor/Action		
3	Name of the Institution, RCI Code & Address (as applicable):		
4	Name of the Applicant/s (Principal Investigator, Co-investigator as applicable) with Designation and CRR No:		
5	Whether Bio-data as prescribed is/are attached: Yes/No		
6	Title of the Research Proposal		
7	Abstract/Summary of the Proposal (500 words)		
8	Significance and Scope of the Proposed Research (300 words)		

9	Statement of the Problem (500 words):
10	Major Research Works Reviewed (approx. 800 words):
	(a) International and
	(b) National
11	Conceptual Framework of the Study (500 Words)
12	Research Gaps Identified (300 words)
13	Research Questions, Aim, Objectives and Hypothesis of the Study
14	Proposed research design and methodology for the research work (approx. 500 words)
15	Sampling Method and Sample Size (as applicable)
16	Proposed Tools for Data Collection (as applicable)
17	Data Collection Procedure (as applicable)
18	Analysis of the Data
19	Innovation/path-breaking aspects of the Proposed Research (500 words)
20	Expected Output such as books, articles, policy papers, documents, patents, etc. with proposed timeline
21	Any collaboration with other research institution is proposed? Yes/No If yes, give details of collaborative institution, nature of collaboration; funding and any other support by collaborative institution (attach relevant documents)
22	Have you obtained ethical approval/clearance from your institution? Yes/No, Enclose the Ethical Clearance Certificate.
23	Total Grant Amount expected for this study in rupees.
24	Justification for the Expected Grant (250 words)
25	Budget as per 8.2 and 8.3 of REACH Policy
26	Project Milestones and Timeline
	Name & Signature of the Principal Investigator along with date:

Annexure II-a

Bio data of Principal and Co-investigator	
Format for Profile of Principal Investigator (PI) /Co-Investigator (CI)	
Note:	*1) This same format is to be used for Institutional and Individual applicants for Major/Minor and Action research projects*
	2) Copies could be made to submit bio data separately of PI and CI
	3) Insert additional rows wherever necessary
Application Number (*To be noted down from the online application)*	
Area of research	As per priority areas given in Annexure I of REACH
Sub-areas	As per the sub-areas given in Annexure I of REACH
Title of the Research Proposal	

BIODATA OF THE PRINCIPAL INVESTIGATOR (PI)
& CO- INVESTIGATOR (CI)
Copies could be made to submit bio data separately of PI and CI

1	**Name of the PI/ CI (Appointed by the Institute/ Department / Centre)**					
	a. Name: b. Designation: c. Department: d. Official Address: e. Contact No. f. Email:					
2	**Educational Qualifications (which ever applicable)**					
	Name of Degree	Name of the University	Year of Passing / award	obtained	% of marks/Grade	Main subjects
	Bachelor's degree					
	Master's degree					
	Rehabilitation/Special Education					
	Ph. D.					
	Post-Doctoral					
	Title of the Ph. D.					
	Salient features of Masters /Ph.D. thesis					

3	**Research Experience**		
		Name of University/institutions	Title, role/capacity / Presentation / Participation and details of funding Institution
a	Research Projects		
b	Fellowships		
c	Master's guidance		
d	Ph.D. Guidance		
e	Papers presented Seminars / Conferences		

4	**Details of 5 Research Papers/Books/Chapters (enclose soft copies)**			
	Title of the publication	Name of the Journal / Book / Publisher	Month, Year and Vol.	Scopus / UGC CARE listed? (Yes/No)
a				
b				
c				
d				
e				

5	**Any other important academic achievement of the PI and CI (approx. 150 words)**		
6	**Whether PI or CI received any financial assistance from any other funding agency for research**	**Yes** ☐	**No** ☐
	If yes:		
	Name of the Award/Scheme		
	Name of the PI/ CI		
	Year of Award		
	Amount sanctioned		
	Date of Completion, if completed		
	Date of Report submission, if submitted		
	If incomplete, likely date of completion		
	(Add / insert additional rows for more information, if required)		

Declaration

I hereby declare that:

1. *All the above information is factually correct.*
2. *I or my institution are not a defaulter of any previous research grants from any source.*
3. *I have neither been subjected to any disciplinary action nor found guilty of any offence in my career.*
4. *The research proposal and its contents are entirely original as per the standard ethical practices and I have not used any AI generated tool for generating the research proposal that I am submitting to RCI.*
5. *I have not concealed any information in my application. If RCI finds any contrary information at any stage, it has the right to cancel my research proposal and recover the funds from me along with penalty as it deems fit.*

Place:	
Date: / /	**Signature along with name:** **(Principal Investigator/ Co-Investigator)**

Annexure II-b

Forwarding Letter by the Head of the institution

Note: *The letter may be provided on the Institution/University letter head.*

To,
The Member Secretary,
Rehabilitation Council of India
B-22 Qutub Institutional Area
New Delhi – 110016.

The_____ (Name of the organization) forwards the application of _____ (Name of the applicant), a permanent / retired/contractual employee, for research proposal under REACH of RCI.

We agree to administer and utilize the funds, provide basic research infrastructure facilities and make available all our research facilities such as library, laboratory and other equipment and required office assistance for the smooth completion of the proposed research project. We shall open, link and maintain a dedicated bank account duly registered at PFMS portal for release of the research grant from RCI without any delay.

If the Principal investigator/Co-investigator undertaking the proposed research project leaves our institution due to valid reasons, we would have no objection to the transfer of the project to a new institution, subject to the approval of RCI or return the funds to RCI. The institution shall be responsible for submitting the audited statement of accounts and utilization certificate for the grant received and utilized.

We agree to adhere to 7.2: 1(b), and to 8.1:6, 7, & 8 of the research policy of RCI.

On completion of the research project under REACH of RCI, the institution will ensure that all books/periodicals/equipment etc. if purchased out of the project research grant by the scholar are deposited with us as the affiliating institution. The outcomes of the research will be duly shared for publication under the aegis of RCI.

Place:	
Date:	**Signature of the Head of the Institution (with name and stamp)**
Name:	
Designation:	

(Signature of the research applicant: Principal investigator)

Name:

Annexure II-c

SPECIMEN LETTER FROM THE BANK

To,
The Member Secretary
Rehabilitation Council of India (RCI)
B-22 Qutab Institutional Area
New Delhi-110016

Subject: Pledging Certificate

Respected Sir,

I am to inform you that the _____organization has deposited a sum of (Rupees)_____vide T.D.R/F.D.R No. _____for _____years which is due on _____duly pledged in the favor of the Member Secretary, Rehabilitation Council of India, New Delhi for _____(Major/Minor/Action) Research Project.

Necessary record has been noted in the Bank not to allow the organization to enjoy face value of the fixed deposit except to allow the organization to get the interest accrued out of the investment.

Further, it is been mentioned here that the organization shall not be allowed to encash or to get loan against the face value without the production of permission letter from the Council.

Note: The pledge amount is 50% of the total grant payable to the organization as per approved amount of the research proposal

Signature of the Authorized Person of the Bank
Name: [Bank Manager's Name]
Designation: [Bank Manager's Designation]
Seal of the Bank Branch: [Bank Stamp]

Date: [DD/MM/YYYY]

CC: The Organization_____
For the information and necessary action

Date: [DD/MM/YYYY]

Seal & Signature of the Authorized Person of the Bank

Annexure III

Preliminary Screening Matrix									
Sr. No.	**Name of the Institution / Individual**	**Application Number**	**Brief Title of Research Proposal**	**Type of Research Grant**	**Eligibility Criteria**				**Remarks**
				Major/ Minor / Action	**E1** Yes/No	**E2** Yes/No	**E3** Yes/No	**E4** Yes/No	Eligible / Not Eligible

Name and Signature of Screening Committee Members:
Date:

	Eligibility Criteria
E1	Eligibility of organization/institutions or individual as per 7.1, 7.2, 7.3 respectively
E2	Whether Annexure II, II-a, II-b, II-c are attached
E3	Whether budget is provided as per 8.2 and 8.3
E4	Whether Ethical Clearance Certificate enclosed

Annexure IV

Research Evaluation Rubrics						
Title of the research proposal:						
Type of the research:						
Name of applicant institute/individual:						
Evaluation criteria	**Strongly agree Score of 5**	**Agree Score of 4**	**Neutral Score of 3**	**Disagree Score of 2**	**Strongly Disagree Score of 1**	**Score obtained**
Vision & mission: Proposed research is aligned to research policy of RCI						
Relevant Research area: Broadly falls within the scope of the suggested areas and sub –areas listed in research policy of RCI						
Feasibility: Is within the time frame and proposed budget						
Institutional Capacity and Credibility: Institutions have relevant technical and management experience and collaborations						
Individual Experience & expertise: Applicants demonstrate experience and expertise in the proposed area of research						
Problem statement & Hypothesis (if applicable): Stated clearly, along with need and rationale for undertaking the research.						
Aim and objectives: Provided clearly and logically						
Literature review & theoretical map: Undertaken and presented in the pertinent area and gaps identified. Theoretical map clearly connects the research to the relevant existing body of knowledge.						
Significance & scope: Proposal demonstrates a significant impact and has the potential of scalability to provide solutions or contribution to the field.						
Research and Design Methods: Appropriate research methods/tools proposed to solve the defined problem.						
Analysis: Proposed analysis of data is effectively stated						
Future scope and application: Proposed research has potential for further expansion						
Total Score						**/ 60**
Overall assessment:						
THE DECISION OF THE PROPOSAL (Please tick the appropriate box)						
Research proposal approved:	**Research proposal approved with modifications:**		**Suggestions for modifications:**		**Research proposal not approved:**	

Annexure V

Sanction order format	
(Particulars and Terms & Conditions for Information to Applicant)	
F. No. _____ / Year _____ **DD/MM/YYYY**	
Sanction of the Rehabilitation Council of India is hereby accorded for a project grant of Rs. [Amount] (Rs. [Amount in words]) towards the project titled [Project Title], awarded to [Name of Grantee] (with complete affiliation). Necessary grant will be released through the affiliated institution, i.e., Registrar/Principal, [Complete address of affiliating University/Institute/College], as per the existing guidelines for Project Grants.	
The installments of the fund release for the research projects will be in three slots:	
• *30% initially, i.e., Rs. [Amount] (Rs. [Amount in words]) on sanctioning proposal and award of the grant.*	
• *40%, i.e., Rs. [Amount] (Rs. [Amount in words]) after midterm report.*	
• *30% i.e., Rs. [Amount] (Rs. [Amount in words]) will be released after submission of the final report.*	
The project grant is subject to the following terms and conditions:	
1	**Utilization of the Project Grant:**
	• *The sanctioned amount must be utilized exclusively for the purpose for which it is granted.*
	• *A regular account must be maintained for the expenditure incurred from the project grant, including travel and TDS liability. Receipts and cash bills should be kept for documentation.*
2	**Expenditure Guidelines:**
	• *All project expenditures must comply with the project guidelines.*
3	**Interim Progress Reports:**
	• *The grantee must submit interim academic progress reports bi-monthly for minor research project & on quarterly basis for major research projects.*
	• *A soft copy of the periodic report should also be submitted via email in the prescribed format of Annexure VI, which may be uploaded on the RCI website.*
4	**Claiming Subsequent Installments:**
	To claim subsequent installments, the grantee must submit the following:
	• *Academic Progress Report: Detailed report on the work completed and the remaining work.*
	• *Expenditure Report: This should include original receipts/vouchers or an Audited Statement of Account (ASA) along with a Utilization Certificate (UC) in the prescribed format (GFR 12-A), issued by a Chartered Accountant, supported by photocopies of receipts and vouchers.*
	• *TDS Compliance: Submit TDS (Tax Deducted at Source) details, as per income tax rules, and ensure timely submission to the income tax department under the grantee's TIN number. All documents (except email submissions) must be sent through the proper channel.*

5	**Completion of the Project:**
	• *After the project's completion, the grantee must submit the final completion report as per Annexure VII:*
	1) *Final Manuscript: Submit the final manuscript with acknowledgment to RCI, along with a summary/brief report in both hardbound and soft copy. The summary report should be emailed and will be uploaded on the RCI website.*
	2) *Account of Expenditure: Complete financial account of the expenditure, as mentioned in clause 4, along with TDS details.*
6	**Intellectual Property Rights:**
	• *Intellectual property rights matters will be handled as per the Project Guidelines available on the RCI website.*
7	**Multiple Funding:**
	• *Multiple funding for the same project by RCI is strictly prohibited.*
8	**Discontinuation of the Project:**
	• *If the scholar/grantee discontinues the project, they will be liable to return the entire project grant received from the Council. If the amount is not returned, the Council may institute legal action. Legal disputes will be settled in the Court of Delhi.*
9	**Release of Payment:**
	• *The amount of Rs. [Amount] (Rs. [Amount in words]) out of the sanctioned grant will be released through Bank Transfer to [Account Number] at [Bank Name], [Bank Address], with IFSC Code: [IFSC Code], and MICR Code: [MICR Code].*
	• *The amount sanctioned is debitable to the head of account: [Account Head], Project Grants for Project, from the budget allocation of the Council for the current financial year.*
Authority:	
	• *Approval of Member Secretary*
	• *Director/Deputy Director (RCI)*
	• *Accounts Officer, RCI, New Delhi (Bill Attached)*
Copy to:	
	1. Registrar – [Affiliating University/Institute/College Name]
	2. Grantee – [Complete Address of Grantee]

Annexure VI

Periodic Progress Report			
Project Title :			
Project Duration :		*** Reporting Period :**	
Project Milestones	**Proposed Timeline**	**Achieved/ not achieved**	**If not achieved, the proposed Plan of Action**
Name and Signature of Principal Investigator:			
Name and Signature of Co-investigator/s:			
* Major research Projects to be reported half yearly so applicants may mention reporting period such as 1st term, 2nd term, 3rd term, 4th term, 5thterm or 6th term as applicable.			
* Minor & Action Research Projects to be reported midterm			

Annexure VII

Project Completion Report	
1	**Title Page**
	• Title of the Research:
	• Type of Research- Major / Minor / Action:
	• Applicant- Institutional / Individual:
	• Name of the Institution:
	• Name of the Principal Investigator:
	• Name of the Co-investigator:
	• Contact Information: Email- phone number-
	• Date of Submission of the report:
2	**Abstract**
	• A brief summary (150-250 words) of the research, including the purpose, methodology, key findings, and conclusions.
3	**Introduction**
	• Background information about the topic.
	• Importance, relevance and rationale of the research.
	• Aim and Objectives
	• Research questions
	• Hypotheses (if applicable).
4	**Literature Review**
	• Summary of existing research related to the topic.
	• Identification of gaps in current knowledge.
	• Justification for why the research was conducted
5	**Methodology**
	• Description of the research design (quantitative, qualitative, mixed methods).
	• Detailed information on data collection methods (surveys, interviews, experiments, etc.).
	• Participant information (sample size, selection criteria).
	• Tools and instruments used for data analysis.
	• Ethical considerations.
6	**Results**
	• Presentation of the data collected.
	• Use of tables, charts, or graphs to illustrate findings.
	• Analysis of data and any statistical tests performed.
7	**Discussion**
	• Interpretation of the results.
	• Relation of findings to research questions/hypotheses.
	• Comparison with existing literature.
	• Implications of the findings.
	• Limitations of the study.

8	**Conclusion**
	• Summary of key findings.
	• Recommendations for future research.
	• Final thoughts on the significance of the study.
9	**References**
	• Full citations of all sources referenced throughout the research.
	• Use a specific citation style (APA 7th edition) as required.
10	**Appendices (as applicable)**
	• Details of tools used for data collection (Tools such as questionnaire, checklists, interview schedules developed by researcher may be appended)
Formatting Requirements	
• Font and Size: Commonly used are Times New Roman, size 12.	
• Margins: Typically, 1 inch on all sides.	
• Spacing: Usually double-spaced; single spacing may be acceptable for certain sections.	
• Page Numbers: Include page numbers in the header or footer.	
Additional Considerations	
• Proofread for grammar and spelling errors.	
• Include a covering letter	

Annexure VIII

Utilization Certificate

GFR 12-A

[(See Rule 238 (1)]

FORM OF UTILIZATION CERTIFICATE FOR AUTONOMOUS BODIES OF THE GRANTEE ORGANIZATION

UTILIZATION CERTIFICATE FOR THE YEAR……. in respect of recurring/non-recurring

GRANTS-IN-AID/SALARIES/CREATION OF CAPITAL ASSETS

1. Name of the Scheme …….

2. Whether recurring or non-recurring grants ……...…

3. Grants position at the beginning of the financial year

   (i) Cash in Hand / Bank

   (ii) Unadjusted advances

   (iii) Total

4. Details of grants received, expenditure incurred and closing balances: (Actuals)

Unspent Balances of Grants received years [figure as at Sl. No. 3 (iii)	Interest Earned thereon	Interest deposited back to the Government	Grant received during the year			Total Available funds (1+2- 3+4)	Expenditure incurred	Closing Balances (5-6)
1	**2**	**3**	**4**			**5**	**6**	**7**
			Sanction No. (i)	Date (ii)	Amount (ii)			

Component wise utilization of grants:

Grant-in-aid-General	Grant-in-aid- Salary	Grant-in-aid-creation of capital assets	Total

Details of grants position at the end of the year

(i) Cash in Hand/Bank

(ii) Unadjusted Advances

(iii) Total

Certified that I have satisfied myself that the conditions on which grants were sanctioned have been duly fulfilled/are being fulfilled and that I have exercised following checks to see that the money has been actually utilized for the purpose for which it was sanctioned:

(i) The main accounts and other subsidiary accounts and registers (including assets registers) are maintained as prescribed in the relevant Act/Rules/Standing instructions (mention the Act/Rules) and have been duly audited by designated auditors. The figures depicted above tally with the audited figures mentioned in financial statements/accounts.

(ii) There exist internal controls for safeguarding public funds/assets, watching outcomes and achievements of physical targets against the financial inputs, ensuring quality in asset creation etc. & the periodic evaluation of internal controls is exercised to ensure their effectiveness.

(iii) To the best of our knowledge and belief, no transactions have been entered that are in violation of relevant Act/Rules/standing instructions and scheme guidelines.

(iv) The responsibilities among the key functionaries for execution of the scheme have been assigned in clear terms and are not general in nature.

(v) The benefits were extended to the intended beneficiaries and only such areas/districts were covered where the scheme was intended to operate.

(vi) The expenditure on various components of the scheme was in the proportions authorized as per the scheme guidelines and terms and conditions of the grants-in-aid.

(vii) It has been ensured that the physical and financial performance under. (Name of the scheme has been according to the requirements, as prescribed in the guidelines issued by Govt. of India and the performance/targets achieved statement for the year to which the utilization of the fund resulted in outcomes given at Annexure - I duly enclosed.

(viii) The utilization of the fund resulted in outcomes given of Annexure - II duly enclosed (to be formulated by the Ministry/Department concerned as per their requirements/specifications.)

(ix) Details of various schemes executed by the agency through grants-in-aid received from the same Ministry or from other Ministries is enclosed at Annexure-ll (to be formulated by the Ministry/Department concerned as per their requirements/specifications).

Date:	
Place:	
Signature	Signature
Name:	Name:
Chief Finance Officer (Head of the Finance)	Head of the Organization

(Strike out inapplicable terms)

List of Abbreviation

RCI	**::**	Rehabilitation Council of India
MS	**::**	Member Secretary
RAB	**::**	Research Advisory Board
DEC	**::**	Domain Experts Committee
EPC	**::**	Editorial & Publication Committee
GPC	**::**	The Grant and Partnership Committee

© REHABILITATION COUNCIL OF INDIA
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