



अखिल भारतीय आयुर्विज्ञान संस्थान, राजकोट, गुजरात  
All India Institute of Medical Sciences, Rajkot, Gujarat  
अनुसंधान अनुभाग  
**RESEARCH CELL**

**Guidelines for Submission of Draft Final Report/Final Report for  
Intramural Projects (Funded/Non -Funded)**

**Timeline**

- The PI shall submit Project Completion Report within one month and Draft Final Report (DFR) within six months of probable date of completion (PDC) of the project
- Final report is to be submitted after approval of DFR.
- Presentation of completed intramural projects will be held during Research Review Board (RRB) meeting for final acceptance of the project report.
- **Project Completion Certificate** shall be issued after RRB acceptance of the Project report.
- Project shall be considered as completed only on issue of Project Completion Certificate.

**Format of Draft Final Report/ Final Report**

- Manuscript of DFR is to be typed in double space in MS Word file.
- Manuscript of FR is to be typed in single space in MS Word file.
- Font size should be Times New Roman 12 points.
- The sequence in which the project report contents should be arranged is as follows:
  1. Cover page/Title page with Project title and name of PI and Co-investigators.
  2. Project closure report with signature of PI and Co-Investigators
  3. Table of content for Manuscript-
    - a) Executive summary of project- synopsis of the manuscript in about 700 words under following heads (Background, Rationale, Objectives, Methodology, Results, Translational Potential)
    - b) Aim and Objectives (as approved) with rationale/ scope of work  
Deviation made from original objectives if any, while implementing the project and reasons thereof.
    - c) Introduction- including rationale/ scope of study
    - d) Methodology (in detail, Sample size calculation, statistical analysis)
    - e) Observations/ Results (Supported by necessary tables, charts, diagrams and photographs)
    - f) Discussion (Detailed analysis of results, contributions made towards increasing the state of knowledge in the subject).
    - g) Conclusions (summarizing the achievements and indication of scope for future work).
    - h) References- should be in the MEDLINE®/ PubMed® Journal Article Citation Format (Please refer to [https://www.nlm.nih.gov/bsd/uniform\\_requirements.html](https://www.nlm.nih.gov/bsd/uniform_requirements.html))
    - i) Appendices- forms used in the study, data sheet etc.
  4. Research outcomes- Copy of publications/patents taken/ products developed out of the project work are to be included at the end.

### **Submission**

- **Draft Final Report**- Soft copy of manuscript of DFR is to be submitted for review by email at [researchcellaiimsrajkot@gmail.com](mailto:researchcellaiimsrajkot@gmail.com). An intimation in this regard shall be forwarded by PI to Research cell alongwith Project closure report duly signed by all investigators.
- **Final report**- PI is required to submit hard copy of Final Report in triplicate in bound form after approval of DFR.
- After final acceptance of the project report in RRB two copies of the FR will be returned to the PI's department for Departmental library and PI respectively.
- One copy of the FR shall be retained by Research Cell for record purpose.

### **Plagiarism**

- Authors are responsible to ensure that submitted manuscripts are free from plagiarism of all types.

### **Sample formats for submission of DFR**

- Sample format for Cover page/Title page, Project closure report and contents for manuscript is attached.
- Format for intimation regarding submission of soft copy of DFR by email and forward of hard copy of Project closure report is also attached.
- Copy of publications done out of the project may also be included at the end.

### **Reimbursement of expenses**

- Expenditure incurred on preparation of DFR/ Final report and publication charges, if any, can be claimed from Learning Resource Allowance.



**Draft Final Report on  
Intramural Project (Funded/ Non-Funded)**

**[Project code]**

**[Title of the Project]**

**Principal Investigator**

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**Co-Investigators**

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## **Project Closure Report**

<b>S No.</b>	<b>Subject</b>	<b>Comments</b>
1.	Project Code	
2.	Title of the project	
3.	Principal Investigator and Co-Investigators	
4.	Funds (if applicable) a) sanctioned b) Utilized	
5.	Date of commencement	
6.	Duration	
7.	Date of submission of Project Completion Report	
8.	Aims and Objectives of the project	
9.	Conclusion and Remarks	
10.	Research outcome (Papers published/ patents taken/ products developed)	

Name and signature with date

1. \_\_\_\_\_  
(Principal Investigator)

2. \_\_\_\_\_  
(Co-Investigator)

\_\_\_\_\_  
(Co-Investigator)

\_\_\_\_\_  
(Co-Investigator)

## **Table of Contents**

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<b>3</b>	<b>Introduction</b>	
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## **Submission of Draft Final Report**

*(Intimation to be forwarded to Research cell alongwith hard copy of Project Closure Report)*

1. Soft copy of Draft final report for Project code\_\_\_\_\_ titled \_\_\_\_\_

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is submitted to research cell by email on\_\_\_\_\_.

2. Hard copy of **Project closure report** duly signed by all investigators is enclosed herewith for your further necessary action.

Date

(Signature of PI)