



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

GUIDELINES FOR INTRAMURAL RESEARCH PROJECTS
(FUNDED / NON-FUNDED)

(A). Eligibility

1. Principal Investigator (PI)

- All permanent faculty members (Professor, Additional Professor, Associate Professors and Assistant Professors) can apply for intramural projects (Funded or Non-funded) as PI. However, preference shall be given to projects submitted by Assistant and Associate Professors.
- Only one funded intramural project per PI is permissible in a Financial Year.
- For consecutive financial years faculty can apply again for another funded project. There will be a break for third year.
- At one point of time PI cannot have more than 2 intramural projects (funded or non-funded).
- Next project will be considered only after the submission of project completion report of previously sanctioned intramural projects and statement of expenditure.
- PI should have successfully completed the Basic Research Methodology course or equivalent before submission of the proposal. A certificate in this regard shall be attached with the application. Faculty member may choose to avail online “**Basic course in Biomedical Research**” for medical teachers offered by ICMR, National Institute of Epidemiology round the year.
- PI should have attended the workshop on “**Ethics and International Conference on harmonization (ICH)- Good Clinical Practices (GCP) Guidelines**” conducted by the institute.
- The facility should not be used by the faculty for their student’s thesis.
- The same project even if only a part of it, should not be submitted for funding to more than one funding agency.

2. Co-investigator

- Only those actually involved in the work should be co-investigators.
- Co-Investigators may be selected from the same or other departments.
- Co-Investigators may also be selected from other Institutes.
- Senior and Junior Residents, PhD students, Research Associates, Undergraduate and Postgraduate students, and Paramedical staffs cannot be co-investigators.

(B). Duration of Intramural Research Project

- The minimum duration for Intramural projects shall be more than 6 months from the date of signing of sanction letter.
- Non-funded study proposals for duration upto 6 months will not be considered under Intramural category.
- Non funded study proposals for duration more than 6 months will be considered under Intramural category only on merit basis subject to quality of the project. The decision of Research Review Board shall be final.
- The maximum duration of intramural project shall be **24 months**.
- The duration may be extended upto 36 months on receipt of satisfactory progress report and Utilization certificate/ Statement of Expenditure of the previous year.
- If an extension is granted to the funded project, no procurement is allowed during the extended period.

(C). Submission of Proposal for Intramural Research Project

- Proposal for funded projects shall be invited by Research cell once a year (in 1st week of August) while for non-funded projects twice a year (1st week of Feb and 1st week of Aug).
- Research proposals should be discussed in the department and forwarded by the HoD of PI only after due deliberation.
- Proposal should be submitted in the prescribed format only within the stipulated timelines.
- Collaborative projects involving more than one department should be discussed with all investigators.
- Collaboration outside the institute is also permitted.

(D). Tentative time line for Intramural Research Project

- The schedule to be followed for intramural funded and non-funded projects will be as per Annexure 'A' and 'B' respectively.
- PI is required to present the proposal in Research Review Board (RRB) and Institution Ethical Committee (IEC) meet.
- HoDs may be invited to attend PI's presentation in the RRB meet.
- PI has to obtain all requisite clearances (Institution Ethics Committee/ Animal Ethics Committee/ DCGI/ HMSC etc.) before sanction of the project.
- Selection of the project will be made on merit basis subject to quality of project and clearance from IEC.

(E). Intramural Research Grant

- Funding may be granted to meet the budgetary requirements of the intramural research projects.
- The budget for the Intramural Research project shall not ordinarily exceed **Rs 5 lakhs**. Exceptions will be considered only for outstanding, innovative projects after due sanction of the Executive Director.
- The budgetary requirements should be given in detail with justification of all items.

(F). Utilization of Funds

- The funds allocated to the project for a particular financial year are to be utilized in that FY only. No carry forward of the funds to the next FY is permissible.
- The PI shall abide to total budget allocated under various heads as approved by RRB.
- The funds can be utilized only for-
 - a) **Purchase of consumable:** drugs, chemicals, kits, disposables etc.
 - b) **Contingency-** 2.5% of total proposed budget subject to a maximum of Rs 10,000/- (Ten thousand only) can be kept as contingency fund for unforeseen expenses. The admissible contingency grant may be utilized for unpredicted expenses like on spares for apparatus, stationery (office and computer), photocopying, postage and typing of the project.
 - c) **Diagnostic tests-** should preferably be carried out in the institute. Testing can be outsourced only if the facility is not available in the institute after prior approval of RRB and Executive Director.
- Funds will not be utilized for-
 - a) Purchase of any permanent items like instruments, machine, equipment, computer, books etc. which are not of consumable nature.
 - b) All items covered under the Learning Resource Allowance (LRA) Scheme will not be allowed under this scheme.
 - c) Staff salaries
 - d) Registration/ projects of Ph.D. students
- All requirements for procurement shall be channelled through the Research cell to administrative section of the institute
- All the procurement shall be done by institute Procurement officer as per procurement policy of the institute.
- PI shall be responsible for timely utilization of allocated funds and submission of original bills to the administrative section for payment within the same financial year.
- Once sanctioned, the PI will not be allowed to avail of leave of more than 3 months without making appropriate arrangements for the work to be completed.

(G). Monitoring of the Progress of Project

- The PI shall submit the six-monthly progress report of ongoing projects on 30th September and 31st March respectively to the Research cell.
- If the PI fails to start the sanctioned project within 6 months of sanction without any valid justification and timely intimation to the Research cell the sanctioned project will be considered terminated.
- Progress of the research work will be reviewed by the Research cell. The PI may be asked to present the progress to the Research committee. If the progress is not found to be satisfactory, the project may be discontinued and sanction may be withdrawn.
- Utilization certificate/ Statement of Expenditure shall be submitted by the PI to the Admin before the end of financial year (preferably by 28 Feb) for funded projects.
- Research projects may be considered for termination and funding may be discontinued at any time if the progress is not found satisfactory or progress report is not submitted by PI within stipulated time.

(H). Submission of Project completion report

- The PI shall submit project completion report in prescribed format alongwith Annexure 22 of IEC (Study Completion Report Form) within one month of probable date of completion (PDC) of the project.
- The report shall be forwarded to IEC Member Secretary for IEC approval. The decision of IEC will be noted in the meeting minutes and the study will be considered as completed if the document is accepted. PI will be informed accordingly.

(I). Submission of Final Report

- The PI shall submit soft copy of manuscript of draft final report (DFR) for review by email at researchcellaiimsrajkot@gmail.com within three months of the PDC of the project.
- Modifications, if any, suggested by reviewers may be incorporated in the DFR.
- Hard copy of Final Report in triplicate shall be submitted after approval of the DFR.
- Presentation of completed projects will be held in Research Review Board (RRB) meet for final acceptance of the project report.
- Research cell will issue **Project completion certificate** after RRB acceptance of the Project report.
- Intramural project shall be considered as closed only on issue of Project completion certificate.

(J). Research Outcome

- The PI should consider the publication of research work in a pubmed indexed journal. The manuscript should acknowledge the research project as
“This paper is based on Intramural Research Project No. _____ granted by All India Institute of Medical Sciences, Rajkot.”
- A copy of publication/proof of submission is to be forwarded to the research cell.

Tentative timeline for Intramural Research Project- Funded

S No.	Action	Timeline
1	Call for proposal for next Financial Year	1 st week of Aug
2	Last date of submission	30 Sep
3	Technical review of the project by research cell Issue of Provisional Project No. to the PI with suggested modifications, if any.	01-15 Oct
4	Resubmission of revised proposal after suggested modification by PI	31 Oct
5	Peer review (External/Internal) for scientific validity. Shortlisting and awarding priority to the projects on the basis of merit by research cell	30 Nov
6	Presentation of shortlisted proposals in Research Review Board (RRB) meet for scientific approval	01-15 Dec
7	Submission of revised proposal after modification, if any, suggested by RRB	31 Dec
8	Forward of research proposals approved by RRB to Institutional Ethics Committee (IEC) with intimation to PI.	01 Jan- 15 Jan
9	Presentation of approved research proposals in IEC meet for ethical approval	16 Jan-31 Jan
10	Final approval of the Executive Director (Administrative and Financial)	28 Feb
11	Issue of Sanction letter with Permanent Project No.	01 Mar-15 Mar
12	Duration of the project	Starts from the date of signing of sanction letter
13	Submission of six-monthly progress report for ongoing projects by PI	31 Mar and 30 Sep
14	Submission of annual report UC/SE	Before end of financial year
15	Submission of Project Completion report with Annexure 22 of IEC for approval	Within 1 month of PDC
16	Submission of Draft Final Report (Soft copy)	Within 3 months of PDC
17	Approval of the Draft Final Report	Within 1 months from the date of submission
18	Submission of Final Report (Hard bound in triplicate)	Within 1 months after approval of DFR
19	Presentation of completed projects in Research Review Board (RRB) meet for acceptance of the project report.	During next Research Review Board meet
20	Issue of Project completion certificate by Research cell	After acceptance by RRB
21	Submission of Publication(s) by PI based on the project to research cell	Within 3 months from the date of acceptance by RRB

Tentative timeline for Intramural Research Projects- Non-Funded

S No.	Action	Timeline	
1	Call for proposal	1 st week of Feb	1 st week of Aug
2	Last date of submission	31 Mar	30 Sep
3	Technical review of the project by research cell Issue of Provisional Project No. to the PI with suggested modifications, if any.	01-15 Apr	01-15 Oct
4	Resubmission of revised proposal after suggested modification by PI	30 Apr	31 Oct
5	Peer review (External/Internal) for scientific validity. Shortlisting and awarding priority to the projects on the basis of merit by research cell	30 May	30 Nov
6	Presentation of shortlisted proposals in Research Review Board (RRB) meet for scientific approval	01-15 Jun	01-15 Dec
7	Submission of revised proposal after modification, if any, suggested by RRB	30 Jun	31 Dec
8	Forward of research proposals approved by RRB to Institutional Ethics Committee (IEC) with intimation to PI.	01 Jul- 15 Jul	01 Jan- 15 Jan
9	Presentation of approved research proposals in IEC meet for ethical approval	16 Jul-31 Jul	16 Jan-31 Jan
10	Final approval of the Executive Director	31 Aug	28 Feb
11	Issue of Sanction letter with Permanent Project No.	01 Sep-15 Sep	01 Mar-15 Mar
12	Duration of the project	Starts from the date of signing of sanction letter	
13	Submission of six-monthly progress report	31 Mar and 30 Sep	
14	Submission of Project Completion report with Annexure 22 of IEC for approval	Within 1 month of PDC	
15	Submission of Draft Final Report (Soft copy)	Within 3 months of PDC	
16	Approval of the Draft Final Report	Within 1 months from the date of submission	
17	Submission of Final Report (Hard bound in triplicate)	Within 1 months after approval of DFR	
18	Presentation of completed projects in Research Review Board (RRB) meet for acceptance of the project report.	During next Research Review Board meet	
19	Issue of Project completion certificate by Research cell	After acceptance by RRB	
20	Submission of Publication(s) by PI based on the project to research cell	Within 3 months from the date of acceptance by RRB	