**Date: 30/04/2025**

**UNIVERSITY OF HEALTH SCIENCES ROHTAK**
**RESEARCH & DEVELOPMENT CELL**
**Call for proposals for Faculty Intramural Research Grant (FIRG) scheme-III**

## Background

Research & Development Cell, UHSR is pleased to call for proposals for granting Intra-Mural Research Grant (IMRG) to faculty of constituent and affiliated institutes with the university.

Please bring to the notice of all the faculty members in your department to send the research proposals as per format attached below. A copy of research proposal must also be submitted through email at researchcell@uhsr.ac.in. The last date of submission of proposals is **30th June 2025.**

## Guidelines for Faculty Intramural Research Grant (FIRG) scheme

The application procedures and timelines for FIRG scheme are mentioned below.

1. ***Number of proposals/ grants per faculty***
   1.1. A faculty member can submit up to 2 proposals through Head of the Department in a calendar year.
   1.2. A faculty can have a maximum of 2 running projects sanctioned under IMRG.
   1.3. New applications of faculty already having running projects under IMRG will be considered only after completion of the previous projects.
2. No thesis/dissertation proposals can be submitted for funding under the faculty IMRG scheme, and no approved project can be given as a thesis/dissertation.
   2.1. An additional 50,000 INR raise in the amount of grant may be considered if required and recommended by the Proposal evaluation/ monitoring committee.
   2.2. Effort must be there to submit Collaborative/Multidisciplinary/multi-centric proposals.
   2.3. Same approved proposal cannot be submitted for extramural funding or repeat funding from the IMRG scheme but the same work can be shown as preliminary work to seek extramural funding for an extension of the project. Intramural research projects at best can be used as a pilot for submitting extramural large projects to extramural funding agencies.
3. The date of start of a project can be changed on the request of the Pl provided no expenditure has been incurred from the grant released by the IMRG committee and subject to receipt of a certificate duly signed by the Accounts Officer of the Institute that no expenditure has been incurred before the proposed date of start.
4. **For multi-centric research projects:**
   4.1. A total grant of up to 5,00,000 INR will be permissible.
   4.2. The proposal should enlist all the participating sites along with details of Co-Principal Investigators from all the sites.
   4.3. The research at all the sites should be conducted as per a common protocol.

4.4. All the participating sites should be involved in data collection or subject recruitment in case of clinical study.

4.5. For studies involving laboratory analysis, it should be clearly mentioned whether analysis will be carried out at a designated central laboratory or at individual centres.

4.6. Approval from the respective ethics committees of all the participating sites is mandatory before fund allocation. In case of non-approval from any of the EC, the site should be excluded; the information for the same to be communicated to the IMRG committee along with required modifications in the protocol.

4.7. There should be a valid Memorandum of Understanding (MoU) of the overall Principal Investigator's institute with other participating institutes, in the absence of which a Memorandum of agreement (MoA) duly signed by the Heads of the respective institutes, applicable for the proposal under consideration, needs to be submitted before fund allocation.

5. ***IEC clearance of the proposals***

5.1. Proposal can be submitted before ethics committee clearance but only after approval from Research Proposal Scientific Advisory Committee (RPSAC). The budget will, however, be released only after IEC clearance.

5.2. IRB/IEC/BREC or Research Project Scientific Advisory Committee (RPSAC) meetings be held regularly, at least once a month, with IEC meetings after 2 weeks of RPSAC.

6. ***Age of PI***

6.1. Faculty can't be PI if his/her retirement/superannuation is within the next 1 year.

6.2. If the expected superannuation/retirement is within the next two years, there must be a Co-PI to take care of the project.

7. In case of the availability of research funds, new proposals, extra funding, and funding for other research activities can be considered by the research cell in order to ensure efficient utilization of yearly funds.

8. ***Utilization of allocated funds***

8.1. The amount sanctioned shall be utilized only for procurement of consumables that is Chemicals, Diagnostic kits and for data collection (in case of field studies), electrodes and minor accessories, repair/maintenance.

8.2. No hiring of person or undertaking of travel grant for attending conferences/workshop will be permitted.

8.3. Equipment if required costing up to 50,000 INR may be procured subject to non-availability of such item in the department/ store.

8.4. The faculty Member or PG Supervisor will follow the procedure for purchase of minor equipment, consumable as per the Purchase policy of the University/Government/Institute. The minor equipment thus procured through IMRG grant be entered in the stock register of the department.

**Faculty Intramural Research Grant (FIRG) scheme**

*Application procedures and approximate timelines*

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|---|---|
| Name of scheme | Faculty intramural research grant (FIRG)-III scheme |
| Eligibility criteria | Regular faculty from medical/ dental/ paramedical/nursing institutes administered by or affiliated to UHSR. |
| Grant/ Funds | Rs. 2,50,000/- (single centric project)<br>Rs. 5,00,000/- (multi-centric projects) |
| Proposals/ grants per faculty | Submission of up to 2 proposals per faculty through Head of Department/Institution in a calendar year;<br>Maximum of 2 running grants per faculty at a time. |
| Duration of project | Maximum up-to 2 years |
| Mode of submission | 1 hard copy * and soft copy via email to researchcell@uhsr.ac.in giving subject as FIRG-III Proposal for 'Principal investigator's name' |
| Date of start of project | Not later than 1 month after the receipt of fund by PI |
| Release of funds | The entire sanctioned amount will be released in 3 instalments:<br>1st instalment (50% of sanctioned grant) within 2 weeks of the sanction letter.<br>2nd instalment (40% of sanctioned grant): released only after receipt of<br>• Annual progress report of the previous period;<br>• Utilization certificate (UC); Statement of expenditure (SOE);<br>• Recommendations of Monitoring Committee. |
| Final instalment | Final instalment (10% of sanctioned grant) will be released after receipt of<br>• final project completion report;<br>• final UC and SOE; and<br>• publication/submission of the manuscript to a Pubmed/ Scopus/ Web of Science indexed journal. |

| | |
|---|---|
| Monitoring | Quarterly monitoring (remote/on-site) by IMRG-Monitoring Committee |
| Progress Report | Annual Progress report submission annually in prescribed format; first progress report to be submitted at-least 2 months prior to the completion of first annual period |
| Final project completion report | • Not later than 3 months from the date of completion of project.<br>• Submission of Project completion report along with utilization certificate (UC) and statement of expenditure (SOE) through Head of Department to the office of research cell. |

***Hard copy (documents to be attached at the time of submission):**

- Cover letter (Annexure-I)
- Duly filled Application form for Intramural research grant (IMRG) (Annexure- II)
- Detailed research plan (Format of research plan: Annexure-III)
- Declaration by the investigators (Annexure-IV)
- Checklist (Annexure-V)
- Participant information sheet and informed consent form, as may be applicable

All the above annexures are available at uhsr.ac.in

Hard copy is to be submitted at the below mentioned address:

Dr. Kiran Dahiya
Member Secretary, IMRG Proposal evaluation and approval committee,
University Research cell, Near PFT Lab,
Block C, Old OPD building
UHSR, Rohtak.

Soft copy via email to researchcell@uhsr.ac.in giving subject as FIRG-III Proposal for 'Principal investigator's name'. Files should be in Microsoft Word format except the Annexure –I and IV which may be submitted as PDF after duly signing the documents.

**ANNEXURE -I**

**Cover letter**

To

The Member Secretary
Intra- Mural Research Grant (IMRG) Committee
University of Health Sciences (UHS)
Rohtak

**Subject: Application for intramural grant under…….scheme**

Please find enclosed the research project entitled "…" for intramural research grant under …….scheme along with the required enclosures.

This is for your kind information and necessary action please.

Yours sincerely,

Signature of applicant
Name
Designation
Department
Name of institution
E-mail id:
Mobile no.:

**ANNEXURE-II**

**Application for Intramural Research Grant (IMRG)**

## A. BASIC INFORMATION

### 1. Type of scheme applying for:

- ☐ Faculty Intramural Research Grant (FIRG) scheme
- ☐ Post Graduate Dissertation Support (PGDS) Scheme
- ☐ University Undergraduate Research Scheme (UURS)

### 2. Details of Principal Investigator

Name:

Designation:

Department:

Name of the institution:

Date of birth: Age (years):

Gender:

Mobile no.: Any alternative mobile no.:

Official e-mail id: abcd@uhsr.ac.in Alternative/personal e-mail id: abcd@gmail.com

ORCID id:

GCP certification: YES/NO If Yes, please attach proof

Any running project as PI under intramural grant scheme: Yes/ No

If YES,

- Type of scheme:
- Title of the project:
- Status: Ongoing/ completed

3. **Details of Co-Investigator/ Undergraduate student/ Postgraduate student/ Fellow***(Please tick appropriately)*

Name:

Designation:

Department:

Age (years):

Gender:

Mobile no.:

Official e-mail id: Alternative/ personal email id:

ORCID id:

GCP certification: YES/NO If Yes, please attach proof

## B. PROJECT REALTED INFORMATION

1. **Title of the project:**

2. **Type of study:**

☐ Basic Sciences ☐ Socio-behavioral

☐ Prospective ☐ Public health

☐ Retrospective ☐ Epidemiological

☐ Observational ☐ Biological samples/ data

☐ Interventional ☐ Cross-sectional

☐ Clinical trial ☐ Any others, specify

3. **Site of study:** Single centre/ multi-centric

4. **Names of collaborating sites for multi-centric study:**

5. **Duration of project:**

6. **Registration with Clinical trial registry of India (CTRI): YES/ NO**

7. **CTRI registration number:**
8. **Approvals obtained**

Scientific advisory Committee: YES/NO Date of approval:

PG Board of studies: YES/NO Date of approval:

Institute Ethics Committee: YES/ NO Date of approval:

IEC approval of other collaborating centres, if applicable: YES/ NO

Date of approval:

Any other regulatory approvals obtained, please specify:

9. **Total estimated budget:**

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## ANNEXURE-III

## FORMAT OF RESEARCH PLAN

**Title of the proposed research project:** should be written concisely and in sufficiently descriptive and informative manner. Title may include study design such as randomized controlled trial; an observational study; a case-control study etc.

**Summary (up to 200 words):** A structured summary should contain the following subheadings: Background, rationale, Objectives, Methods, and Expected outcome.

**List of abbreviations**

**Introduction and brief review (up to 1000 words):**

- What is known about the topic (state the background information to adequately present the problem citing previous relevant research);
- What are the existing gaps in knowledge (problems with previous research and uncertainties);
- What is the relevance of the research question (mention how the research question addresses the critical barrier(s) in scientific knowledge);
- What is the justification of research (how the findings of the proposed study will provide solution to uncertain issues, generate new information and influence practice guidelines or public health policy).

**Research question and hypothesis**: to be clearly mentioned

**Aim and objectives:** Define the objectives clearly and in measurable terms; mention as primary and secondary objectives if necessary (Avoid too many objectives).

**Methodology:** include the following sub-heads:

- *Study design and settings:* details of study design whether descriptive, analytical, experimental, operational, a combination of these or any other; settings where the study will be conducted.
- *Study population:* adequate description of study population including eligibility criteria.
- *Study conduct:* detailed description of how the subjects will be recruited, allocation to study arms, follow up, study related procedures etc. A flow chart indicating the study plan may be provided.
- *Intervention:* a detailed description of Intervention (drug/device/behavioural intervention/ any other).
- *Sample size calculation:* Details of sample size and/or power calculation should be described with references where needed.

**Data collection and statistical analysis plan.**

**Ethical justification of the study.**

**Expected outcomes (up to 100 words).**

**Future plans based on expected outcomes (if any) (up to 100 words).**

**Timelines:** Details of activities to be carried out along with timelines during preparatory phase, data collection, analysis & report writing to be provided.

**Budget proposal with break-up** (recurring/ non-recurring): Justification for all the components of the budget projected in the proposal to be provided in detail.

## ANNEXURE- IV

## DECLARATION BY THE INVESTIGATORS

***Please tick as applicable***

| | |
|---|---|
| I/We certify that the information provided in this application is complete and correct. | |
| I/We confirm that all investigators have approved the submitted version of proposal/related documents. | |
| I/We confirm that this study will be conducted in accordance with the Drugs and Cosmetics Act 1940 and its Rules 1945 as amended from time to time, New drugs and Clinical Trial Rules 2019 GCP guidelines and other applicable regulations and guidelines. | |
| I/We confirm that this study will be conducted in accordance with the latest ICMR National Ethical Guidelines for Biomedical and Health Research Involving Human Participants and other applicable regulations and guidelines. | |
| I/We hereby declare that the funds received will be utilised as per the proposed budget and any re-appropriation of funds, if needed, will be made after due approval from IMRG committee. | |
| I/We agree to send an official acknowledgment of receipt of funds to Professor in charge research via E-Mail as soon as funds have been credited to the Recipient's bank account, no later than two weeks after transaction. | |
| I/We agree to submit the regular reports, utilization certificate (UC) and statement of expenditure (SOE) as per the timelines to IMRG committee. | |
| I/We hereby declare that expenditure shall on no account exceed the budget sanctioned for the project. | |
| I/We declare/confirm that all necessary approvals will be obtained as per requirements wherever applicable. | |

Name of PI:

Signature of PI with date:

Name of Co-investigator:

Signature of Co-investigator with date:

**ANNEXURE- V**

**CHECKLIST**

| S. No. | Items | Yes | No | Encl. no. | IMRG committee remarks*(For office use only)* |
|---|---|---|---|---|---|
| **1.** | Annexure- I: Cover letter | | | | |
| **2.** | Brief CV of all investigators | | | | |
| **3.** | Good Clinical Practice (GCP) training certificate of investigators | | | | |
| **4.** | Approval of Scientific advisory committee/ PG board of studies | | | | |
| **5.** | Approval of Ethics Committee of the PI's institute | | | | |
| **6.** | IEC approval from other collaborating centres, if applicable | | | | |
| **7.** | CTRI registration | | | | |
| **8.** | Any other regulatory approvals, if applicable | | | | |
| **9.** | Annexure-II: Application form for Intramural research grant (IMRG) | | | | |
| **10.** | Annexure-III: Detailed research plan including summary & budget break up | | | | |
| **11.** | Participant information sheet and informed consent form, if applicable | | | | |
| **12.** | Annexure IV: Declaration by investigators | | | | |