

Date: 26/10/2023

**UNIVERSITY OF HEALTH SCIENCES ROHTAK
RESEARCH CELL**

Call for proposals for Faculty intramural research grant (FIRG) scheme-2

Research cell, UHSR has launched a scheme of providing Intra-Mural Research Grant to faculty i.e. Faculty intramural research grant (FIRG) scheme. Research proposals are now invited for FIRG-2 under this scheme. Please go through all the guidelines carefully. 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 December 2023.

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 upto 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 PI 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 Advisory Committee (RPAC)/ Scientific Advisory Committee.** The budget will, however, be released only after IEC clearance.
- 5.2. IRB/IEC/BREC or Research Project Advisory Committee (RPAC) meetings are to be held regularly, at least once a month, with IEC meetings after 2 weeks of RPAC.

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

Name of scheme	Faculty intramural research grant (FIRG) 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) 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; Max. no. of grants sanctioned per faculty: 2 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 FIRG2 Proposal for 'Principal investigator's name'
Tentative decision	Within 2 months after the last date of submission of proposals (i.e.29 th Feb 2024)
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 2 equal instalments at 1 year interval; 1 st instalment within 2 weeks of the sanction letter. 2 nd instalment: released only after receipt of <ul style="list-style-type: none">• Annual progress report of the previous period;• Utilization certificate (UC);• Statement of expenditure (SOE);• Recommendations of Monitoring Committee.
Final instalment	10% of final instalment will be withheld until receipt of <ul style="list-style-type: none">• final project completion report;• final UC and SOE showing the unspent balance, if any; and• publication/submission of the manuscript to a Pubmed 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	<ul style="list-style-type: none"> • Not later than 3 months from the date of completion of project. • 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 FIRG2 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 underscheme 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 RELATED INFORMATION

1. Title of the project:

2. Type of study:

- | | |
|---|---|
| <input type="checkbox"/> Basic Sciences | <input type="checkbox"/> Socio-behavioral |
| <input type="checkbox"/> Prospective | <input type="checkbox"/> Public health |
| <input type="checkbox"/> Retrospective | <input type="checkbox"/> Epidemiological |
| <input type="checkbox"/> Observational | <input type="checkbox"/> Biological samples/ data |
| <input type="checkbox"/> Interventional | <input type="checkbox"/> Cross-sectional |
| <input type="checkbox"/> Clinical trial | <input type="checkbox"/> 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:

ANNEXURE-III

FORMAT OF RESEARCH PLAN

Title of the proposed research project: should be concise, sufficiently descriptive and informative. 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.

Budget proposal with break-up. Justification for all the components of the budget projected in the proposal to be provided in detail.

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 path may be provided.
- *Intervention:* a detailed description of Intervention (drug/device/behavioral 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.

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 incharge 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-investigaor:

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				