

STANDARD OPERATING PROCEDURES

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STANDARD OPERATING PROCEDURES

1. Standard Operating Procedures (SOPs) for Intra-Mural Research Grant (IMRG) Committees

SOP number and version	SOP 01 v1.0
Date	15/06/2022
SOPs prepared by	Dr. Niti Mittal Associate Professor Pharmacology, PGIMS, Rohtak Assistant Member Secretary, R & D Cell, UHSR Member Secretary IMRG Monitoring Committee
SOPs reviewed by	Dr. Dhruva Chaudhry Senior Professor and Head, Department of Pulmonary and Critical Care Medicine, PGIMS, Rohtak and Professor-in-charge, R & D Cell, UHSR, Rohtak
<i>SOPs/ Guidelines for IMRG Committees have been approved in 45th meeting of the Executive Council of Pt. B.D. Sharma UHS Rohtak (agenda item no. 45.55) vide No. UHSR/Acad./B-1/2022/5349-80 dated 04.07.2022</i>	

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- 1.4. Hierarchy
- 1.5. Roles and Responsibilities of IMRG Committee members

1.1. IMRG Committees

There will be two committees within IMRG viz.

- IMRG Project evaluation and approval committee
- IMRG Monitoring Committee

1.2. Composition of IMRG Committees

- 1.2.1. The IMRG Committees will be established by Professor In-charge, R & D Cell with the approval of Honourable' Vice-Chancellor, UHS, Rohtak.
- 1.2.2. The IMRG Committees will be multidisciplinary in composition with varied representation in terms of gender and age.
- 1.2.3. The IMRG Committees will be composed of at least 10 and a maximum of 15 members.

- 1.2.4. The members will have differing backgrounds to promote adequate review of research activities commonly conducted at PGIMS/ UHS, Rohtak.
- 1.2.5. Members will be selected in their personal capacities based on their interest, research and/or scientific knowledge and expertise, as well as on their commitment and willingness to volunteer the necessary time and effort for the IMRG work.
- 1.2.6. Members should not have any known record of professional misconduct.
- 1.2.7. Conflict of interest should be avoided while making appointments, but where unavoidable, there will be transparency with regard to such interests.

1.3. Tenure of membership of IMRG Committee members

- 1.3.1. The tenure of Chairperson, Member Secretary and IMRG Committee members will be for a continuous period of 3 years from the date of appointment which could however be extended for another term.
- 1.3.2. A defined percentage (35 to 50%) of members could be changed on regular basis.
- 1.3.3. The IMRG Committee secretariat will communicate in written to the R & D Cell, UHS, Rohtak regarding filling up of the forthcoming vacancies two months prior to the end of tenure of a member.

1.4. Hierarchy

- 1.4.1. For each IMRG Committee, there will be one Chairperson and one Member Secretary.
- 1.4.2. The Chairperson will be the head of the committee.
- 1.4.3. The Member Secretary will be custodian of all the documents.
- 1.4.4. Other members will be regular committee members with equal ranking.

1.5. Roles and Responsibilities of IMRG Committee members

- 1.5.1. To attend IMRG Committee meetings and participate in discussions and deliberations so that appropriate decisions can be arrived at.
- 1.5.2. To review, discuss and consider research proposals submitted for evaluation.
- 1.5.3. To maintain confidentiality of the documents and deliberations of IMRG meetings.
- 1.5.4. To declare any conflict of interest.
- 1.5.5. To provide an updated CV when requested for by the IMRG Secretariat
- 1.5.6. To assist the Chairperson and Member-secretary in carrying out the IMRG Committee work as per SOPs.



2. Standard Operating Procedures on Project Evaluation And Approval By IMRG Committee

SOP number and version	SOP 02 v 1.0
Date	07/08/2022
SOPs prepared by	Dr. Kiran Dahiya Professor Biochemistry, PGIMS, Rohtak and Member Secretary, IMRG Project Evaluation and Approval Committee
SOPs reviewed by	Dr. S.K.Rathee Senior Professor and Head, Anatomy, PGIMS, Rohtak and Chairperson, IMRG Project Evaluation and Approval Committee
SOPs approved by	Dr. Dhruva Chaudhry Senior Professor and Head, Department of Pulmonary and Critical Care Medicine, PGIMS, Rohtak and Professor-in-charge, R & D Cell, UHSR, Rohtak

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2.1. Purpose of SOPs

To provide process related to the evaluation and approval procedures carried out by IMRG project evaluation and approval committee (IMRG-PEAC)

2.2. Scope of SOPs

This SOP applies to all research projects submitted under various IMRG schemes viz. Faculty Intramural Research Grant (FIRG), Post Graduate Dissertation Support (PGDS) and University Undergraduate Research Scheme (UURS).

2.3. Definition

Evaluation and approval: The act of assessing the projects/ proposals submitted under IMRG scheme for their scientific content in terms of rationale, novelty, possible outcome, methodology, implementation (feasibility & timeline), and estimated budget. The proposals found suitable on evaluation will be approved for IMRG.

2.4. Background

The IMRG-PEAC shall meet at appropriate intervals, and conduct evaluation of the research proposals submitted under IMRG scheme. The committee will assess the scientific content and estimated budget of the proposal and make recommendations regarding sanction of IMRG. The committee may also suggest revision of the proposals before the final approval.

2.5. Procedure

2.5.1. The IMRG-PEAC shall conduct periodic physical meetings after the last date of submission for a particular scheme.

2.5.2. The member secretary-PEAC shall get prepared a synopsis of all the proposals received under a particular IMRG scheme which have already been approved by the institutional scientific advisory committee. The synopsis will be shared with all the members of the committee via email.

2.5.3. The proposals will undergo evaluation by the IMRG-PEAC using pre-defined objective evaluation criteria (as mentioned below) in such a way that each proposal will be evaluated in a blinded manner by at least 2 members independently.

2.5.4. *Objective evaluation criteria* for evaluation of IMRG projects:

2.5.4.1. Rationale: Likely to solve a priority problem (10 marks)

2.5.4.2. Research methodology (10 marks): Research question & hypothesis (3 marks), research objectives (2 marks), study design, sampling and statistical tools (3 marks).

2.5.4.3. Research implementation strategy (10 marks): feasibility (5 marks), timelines (5 marks)

2.5.4.4. Novelty/ innovativeness of research (10 marks)

2.5.4.5. Possible impact on health outcomes (10 marks)

2.5.4.6. Additional remarks on estimated budget.

2.5.5. For each proposal, an aggregate average score will be calculated after compiling the scores obtained from individual, independent reviewers.

2.5.6. A meeting in hybrid mode (physical for internal and virtual for external committee members) will be conducted at the earliest possible date after evaluation of proposals.

2.5.7. Pre-defined tie breaking criteria will be followed for proposals getting the similar objective aggregate score. The recommendations and guidance of external experts will also be sought on each proposal.

2.5.8. The following *tie breaking criteria* will be applied (in the following order) as and when required:

2.5.8.1. Higher score under possible impact on health outcome

2.5.8.2. Higher score under Novelty/ innovativeness of the research

2.5.8.3. Seniority of the candidate

2.5.8.4. Recommendation of external expert

2.5.9. The proposals approved by the IMRG-PEAC committee will be eligible for the respective IMRG grant.

2.5.10. The proposals needing revision will be discussed in the next meeting after resubmission of revised proposals and approved if found suitable.

2.5.11. The minutes of meeting (MOM) will be prepared for each meeting and shared with all the members of the committee and decision conveyed to all the candidates. The MOM will also be shared with the Chairperson & Member Secretary of the Research Cell, UHSR and Member Secretary of the IMRG Monitoring Committee for further perusal.



3. Standard Operating Procedures on Monitoring by IMRG Committee

SOP number and version	SOP 03 v 1.0
Date	22/08/2022
SOPs prepared by	Dr. Niti Mittal Associate Professor Pharmacology, PGIMS, Rohtak Assistant Member Secretary, R & D Cell, UHSR Member Secretary IMRG Monitoring Committee
SOPs reviewed by	Dr. Aparna Parmar Senior Professor and Head, Microbiology, PGIMS, Rohtak Chairperson, IMRG Monitoring Committee
SOPs approved by	Dr. Dhruva Chaudhry Senior Professor and Head, Department of Pulmonary and Critical Care Medicine, PGIMS, Rohtak and Professor-in-charge, R & D Cell, UHSR, Rohtak

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3.1. Purpose

To provide process related to the monitoring procedures carried out by IMRG monitoring committee (IMRG-MC)

3.2. Scope

This SOP applies to all research projects approved under various schemes by IMRG i.e. Faculty Intramural research grant (FIRG), Post Graduate Dissertation Scheme (PGDS) and University Undergraduate Research Scheme (UURS) for which a remote or on-site monitoring may be undertaken by the IMRG-MC.

3.3. Definition

Monitoring: The act of overseeing the progress of an intramurally funded research project against the original protocol with respect to timelines, expenditure and financial aspects.

3.4. Background

The IMRG-MC shall meet at appropriate intervals, and conduct ongoing review of the research projects for which approval has been accorded by IMRG project evaluation and approval committee. The committee will monitor the on-going projects and evaluate the progress and completion reports. Further, the committee will examine the requirement of equipment(s), funds for consumables, etc. and make recommendations regarding release/ suspension of funds giving justifications. The committee may also suggest extension/ termination of projects before their planned duration giving reasons and justifications for doing so. Each such review may be based on periodic study progress reports furnished by the investigators.

3.5. Procedure

3.5.1. The IMRG-MC shall develop IMRG monitoring annual calendar and tracker encompassing the studies which will be reviewed during a given year. MC shall prepare the list of studies to be monitored in a year at the start of the annual year. MC shall prepare this calendar based on the studies approved by the IMRG project evaluation and approval committee in previous year.

3.5.2. At minimum IMRG-MC Chairperson, Member secretary shall discuss and prepare the list of studies to be monitored and shall communicate the same to members of the IMRG-MC.

3.5.3. IMRG-MC shall form sub-committees of two to three members for periodic review or monitoring of studies.

3.5.4. IMRG-MC will conduct quarterly meetings to monitor the progress of various projects and related activities.

3.6. Types Of Monitoring

IMRG Monitoring can be performed either through remote or onsite mode of monitoring.

3.6.1. Remote/ routine monitoring

Remote review of study data can be performed based on availability of study documents with the MC with/without requiring access to the source documentation at the site. This can be done by review of but not limited to:

- Review of the progress reports,
- Review of previous monitoring reports,
- Review of utilization certificate (UC) and statement of expenditure (SOE)

3.6.2. On-site monitoring

Under special circumstances, as deemed necessary by the IMRG Monitoring Committee, an on-site monitoring at the study site may be carried out.

IMRG-MC-Chairperson and Member Secretary shall constitute a sub-committee of monitoring committee members to perform the on-site monitoring exercise and those members of sub-committee shall be referred as IMRG monitors.

Onsite monitoring involves the review of overall processes including data at the investigator site by IMRG monitors as per IMRG monitoring checklist.



4. Standard Operating Procedures for Intramural Research Grants

SOP number and version	SOP 04 v1.0
Date	20/06/2022
SOPs prepared by	Dr. Niti Mittal Associate Professor Pharmacology, PGIMS, Rohtak Assistant Member Secretary, R & D Cell, UHSR Member Secretary IMRG Monitoring Committee
SOPs reviewed by	Dr. Dhruva Chaudhry Senior Professor and Head, Department of Pulmonary and Critical Care Medicine, PGIMS, Rohtak and Professor-in-charge, R & D Cell, UHSR, Rohtak
	Dr. Kiran Dahiya Professor Biochemistry, PGIMS, Rohtak and Member Secretary, IMRG Project Evaluation and Approval Committee
<i>SOPs/ Guidelines for IMRG have been approved in 45th meeting of the Executive Council of Pt. B.D. Sharma UHS Rohtak (agenda item no. 45.55) vide No. UHSR/Acad./B-1/2022/5349-80 dated 04.07.2022</i>	

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- 4.8. Post Graduate Dissertation Support (PGDS) Scheme
- 4.9. University Undergraduate Reserach Scheme (UURS)

4.1. Purpose of SOPs

To provide process related to the application and operation of research projects under various schemes of intramural reserach grant (IMRG).

4.2. Scope of SOPs

This SOP applies to all the investigators including faculty, postgraduate and undergraduate students submitting research proposals or thesis for funding under different IMRG schemes as applicable.

4.3. Definition

Research is an integral part of development of Sciences and Medicine. R & D Cell, UHSR has set up a system of intramural funds that are awarded to eligible faculty, post-graduates and under-graduates to encourage and enable them to pursue research relevant to health sector.

4.4. Background

Intramural Research Grant (IMRG) funds should be used as a springboard to help faculty get external funding and not used as a main source of funding. It is anticipated that such support would enable the investigators to compete effectively for external grants. This funding also fosters development of capacity for research.

4.5. Categories of IMRG schemes

For intramural research grants, there will be a total of three schemes -

- (1) Faculty intramural research grant (FIRG) scheme*
- (2) PG dissertation support (PGDS) scheme*
- (3) University Undergraduate Research (UURS) Scheme.*

4.6. Review mechanisms

- 4.6.1. IMRG Project evaluation and approval committee.*
- 4.6.2. IMRG Monitoring committee.*
- 4.6.3. Research Project Scientific Advisory Committee (RPSAC)*
- 4.6.4. Biomedical Research Ethics Committee (BREC)*

4.7. Faculty Intramural Research Grant (FIRG) scheme

4.7.1. Eligibility for FIRG scheme

4.7.1.1. Regular faculty from medical/ dental/ paramedical/nursing institutes administered by or affiliated to UHSR.

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

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

4.7.2. Grant/funds

- 4.7.2.1. For single-centric projects, a total grant of up to 2,50,000/- INR will be permissible.
- 4.7.2.2. For multi-centric projects, a total grant of up to 5,00,000/- INR will be permissible.
- 4.7.2.3. An additional 50,000 INR raise in the amount of grant may be considered if required and recommended by the Proposal evaluation/ monitoring committee.

4.7.3. Number of proposals/ grants per faculty

- 4.7.3.1. A faculty member can submit upto 2 proposals through Head of the Department in a calendar year.
- 4.7.3.2. A faculty can have a maximum of 2 running projects sanctioned under IMRG.
- 4.7.3.3. New applications of faculty already having running projects under IMRG will be considered only after completion of the previous projects.

4.7.4. Submission of proposals

- 4.7.4.1. The proposals will be open for submission after a call is made by the Research Cell, UHSR at the UHSR website. For FIRG scheme, call for proposals will be made twice a year.
- 4.7.4.2. The proposal may be submitted as 1 hard copy and soft copy via email to researchcell@uhsr.ac.in.
- 4.7.4.3. Only short term projects with a maximum duration of 2 years will be considered under FIRG scheme.
- 4.7.4.4. 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.
- 4.7.4.5. Effort must be there to submit Collaborative/Multidisciplinary/multi-centric proposals.
- 4.7.4.6. 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.

4.7.5. IEC/BREC clearance of the proposals

4.7.5.1. 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.

4.7.5.2. IEC/BREC or Research Project Scientific Advisory Committee (RPSAC) meetings be held regularly, at least once a month, for timely approval and initiation of projects.

4.7.6. For multi centric research projects

4.7.6.1. A total grant of up to 5,00,000 INR will be permissible.

4.7.6.2. The proposal should enlist all the participating sites along with details of Co-Principal Investigators from all the sites.

4.7.6.3. The research at all the sites should be conducted as per a common protocol.

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

4.7.6.5. 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.

4.7.6.6. 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.

4.7.6.7. 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.

4.7.7. Utilization of allocated funds

4.7.7.1. 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.

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

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

4.7.8. *Funds availability*

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.

4.7.9. *Date of start of project*

- 4.7.9.1. The date of initiation of the project will be the date when the PI receives the grant. This date would have to be communicated by the PI to the IMRG Monitoring Committee. It will in no case be later than one month after the receipt of the fund by the PI.
- 4.7.9.2. The date of start of a project can be changed on the request of the PI to IMRG Monitoring Committee provided no expenditure has been incurred from the grant released. This will be subject to receipt of a certificate duly signed by the PI and Accounts Officer of the Institute that no expenditure has been incurred before the proposed date of start.

4.7.10. *Release of funds*

- 4.7.10.1. The funds will be transferred in the personal account of Principal Investigator.
- 4.7.10.2. The entire sanctioned amount will be released in 2 equal instalments at 1 year interval.
- 4.7.10.3. 1st instalment (50% of the sanctioned amount) will be released after the issue of sanction letter. 2nd instalment will be released only after receipt of Annual progress report of the previous period; Utilization certificate (UC); Statement of expenditure (SOE); and Recommendations of Monitoring Committee
- 4.7.10.4. 10% of final instalment will be withheld until receipt of 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.

4.7.11. Re-appropriation of funds.

- 4.7.11.1. Expenditure should on no account exceed the budget sanctioned for the project.
- 4.7.11.2. For reappropriation of expenditure under the different sub-heads (contingencies, equipments, etc.) within the sanctioned budget and for unspent balance, a request along with appropriate justification may be sent to IMRG Monitoring Committee who will make the appropriate decisions.

4.7.12. Annual Progress Report

- 4.7.12.1. Progress Report is to be submitted annually in the prescribed format to the IMRG Monitoring Committee.
- 4.7.12.2. The first progress report should be submitted atleast 2 months prior to the completion of the first annual period so as to enable the evaluation and provide the grants within the completion of one year from the starting date.
- 4.7.12.3. The project will not be renewed for the next year unless the Committee receives the progress report in time.
- 4.7.12.4. The progress of the project would be evaluated by the IMRG Monitoring Committee who will give recommendation/s regarding further continuation or termination of project, as the case may be.
- 4.7.12.5. The PI may be asked to present the progress at the meeting of the IMRG Monitoring Committee, if deemed necessary by the Committee.
- 4.7.12.6. The suggestion and views of the Committee and mid-course correction, if any, would be conveyed to the PI from time to time for effective conduct of the project.

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
Max no. of grants per year	Max. of 50 proposals per year may be sanctioned
Duration of project	Maximum up-to 2 years
Call for proposals	Twice a year: March and September (tentative)
Last date of submission	2 months after call for proposals
Mode of submission	1 hard copy * and soft copy via email to researchcell@uhsr.ac.in giving subject as FIRG.. Proposal for 'Principal investigator's name'
Tentative decision	2 months after the last date of submission of proposals
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; 1st instalment within 2 weeks of the sanction letter.

2nd instalment: released only after receipt of

- 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

- 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

Monitoring (remote/on-site) as per the SOPs on monitoring by 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.
- 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

4.8. Post Graduate Dissertation Support (PGDS) Scheme

UHSR has launched a scheme of providing research grant to postgraduate students for thesis/ dissertation i.e. Post Graduate Dissertation Support (PGDS) scheme.

Following are the guidelines and application procedures for PGDS scheme:

- 4.8.1. The application for research grant (thesis plan along with all the required documents as per the format attached below) may be submitted by the postgraduate along with the cover letter duly signed by the PG student as Principal Investigator and Guide/supervisor and the co-guides/co-supervisors.
- 4.8.2. The application should be forwarded by Head of the Department.
- 4.8.3. The application can only be submitted after IEC approval has been obtained.
- 4.8.4. The thesis should not be submitted for extramural funding to any agency at the time of submission for intramural grant.
- 4.8.5. Postgraduates who have already completed their thesis are not eligible to apply for funding under this scheme.
- 4.8.6. *Utilization of allocated funds*
 - 4.8.6.1. 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.
 - 4.8.6.2. No hiring of person or undertaking of travel grant for attending conferences /workshop, printing of thesis/ photocopy/ binding etc will be permitted.
 - 4.8.6.3. The PG Supervisor will follow the procedure for purchase of consumables as per the Purchase policy of the University/Government/Institute. The minor equipment thus procured through PGDS grant be entered in the stock register of the department.
- 4.8.7. The PG student and/or the guide/ supervisor will submit the thesis completion report and publication status of the thesis paper to IMRG Monitoring committee.
- 4.8.8. The fund will be released/ reimbursed after submission of original bills of actual expenditure incurred.

Post Graduate Dissertation Support (PGDS) Scheme

Application procedures and approximate timelines

Name of scheme	Post Graduate Dissertation Support (PGDS) Scheme
Eligibility criteria	Postgraduate students (MD/MS/MDS) /PostDoctoral fellows (DM/MCh/PhD) registered with the university
Grant/ Funds	Maximum 50,000 INR per thesis/dissertation
Max no. of grants/year	Max. of 50 grants per year
Duration of project	Maximum up-to 1.5 years for MD/MS/DM/MCh; 2.5 years for PhD
Call for proposals	Once a year as per the University MD/MS/DM/MCh/PhD thesis protocol submission guidelines
Last date of submission	1 month after call for proposals
Mode of submission	1 hard copy * and soft copy via email to researchcell@uhsr.ac.in giving subject as PGDS.. Proposal for 'Principal investigator's name'
Tentative decision	2 months after the last date of submission of application
Release of funds	The fund will be released/ reimbursed after submission of original bills of actual expenditure incurred

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

- Cover letter (Annexure-I)
- Duly filled Application form for PGDS research grant (Annexure- II)
- Detailed thesis/ dissertation plan
- Declaration by the investigators (Annexure-III)
- Checklist (Annexure-IV)

4.9. University Undergraduate Research Scheme (UURS)

UHSR has launched a scheme of providing research grant to undergraduate students i.e. University Undergraduate Research Scheme (UURS). The main objective of the scheme is to provide an opportunity to undergraduate students to familiarize themselves with research methodology and techniques by undertaking independent short duration projects. All the students pursuing any under-graduate course registered with UHSR are eligible to submit research proposals under this scheme.

Following are the guidelines and application procedures for PGDS scheme:

- 4.9.1. The application for research grant under UURS (research proposal along with all the required documents as per the format attached below) may be submitted by the undergraduate student along with the cover letter duly signed by the student as Principal Investigator and Guide/supervisor.
- 4.9.2. The application should be forwarded by Head of the Department of the guide/supervisor.
- 4.9.3. The scheme is applicable to students pursuing any under-graduate course registered with UHSR (MBBS, BDS, B.Sc Nursing, B. Pharm, B. Physiotherapy and other paramedical courses) including interns.
- 4.9.4. PG students are not eligible to apply in this scheme.
- 4.9.5. The student must carry out the research in his/her college under a guide who is employed in the college as a full time regular faculty. Only permanent full time faculty members working in any department of the respective college where the student is enrolled can act as the guide. Part time consultants/ visiting faculty/ adhoc faculty/ residents/tutors/pool officers/PG students cannot be the guide.
- 4.9.6. Only one student will be allowed to work under one guide.
- 4.9.7. Two or more students are not permitted to work on same topic together. Proposals submitted on the same topic by different students are liable to be rejected outright.
- 4.9.8. The student may have one Guide and other Co-Guides but may note that the research cell will recognize only one main Guide for UURS.
- 4.9.9. Guide must take overall responsibility for the conduct of the research project, preparation and submission of complete report & the required enclosures within the stipulated time period.

- 4.9.10. Proposal can be submitted before ethics committee clearance but only after approval from Research Proposal Scientific Advisory Committee (RPSAC).
- 4.9.11. The grant will be released in the form of stipend in student's bank account after mandatory submission of final project report to IMRG Monitoring committee along with IEC approval letter. Only after the approval of report by the committee, the stipend will be released.
- 4.9.12. The project completion report must be submitted within 1 year from the date of approval in order to facilitate timely release of stipend. Any delay in report submission will not be entertained and the decision of IMRG monitoring committee in this regard will be final.
- 4.9.13. Format of project completion report should be as under:
- Brief summary/ abstract (upto 250 words)
 - Introduction and study rationale
 - Methodology
 - Results
 - Discussion and Conclusions
 - References
- 4.9.14. The student and the guide/ supervisor will also be awarded an e-certificate after approval of report by IMRG committee.
- 4.9.15. The selection of the candidates for award will be done after technical evaluation of the research plan by Intramural Reserach Grant (IMRG) Proposal evaluation and approval committee, UHSR.
- 4.9.16. The decision of the IMRG Proposal evaluation and approval committee, in regard to selection of students will be final. Requests for reconsideration will not be entertained and reasons for rejection of applications for grant will not be provided.

University Undergraduate Research Scheme (UURS)

Application procedures and approximate timelines

Name of scheme	University Undergraduate Research (UURS) Scheme
Eligibility criteria	Students pursuing any undergraduate course registered with the UHSR
Grant	Rs. 30,000/- per project along with e-certificate
Max no. of grants per year	MBBS: 20; BDS: 10; Pharmacy, Physiotherapy, Nursing, and other paramedical students: 10.
Duration of project	Maximum 1 year
Call for proposals	Once a year: April (tentative)
Last date of submission	2 months after the call for proposals
Mode of submission	1 hard copy* and soft copy via e-mail at researchcell@uhsr.ac.in giving subject as UURS.. Proposal for 'Principal investigator's name'
Tentative decision	2 months after the last date of submission
Date of start of project	Not later than 1 month after the approval

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

- Cover letter (Annexure-I)
- Duly filled Application form for University Undergraduate Research Scheme (UURS) (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

