

**ALL INDIA INSTITUTE OF MEDICAL SCIENCES, RAIPUR,
CHHATTISGARH.**

INSTITUTE RESEARCH CELL



आरोग्यम् सुख सम्पदा

Standard Operating Procedure

December 2022

Guideline for Intramural Research Projects All India Institute of Medical Sciences Raipur (CG)

To promote Research apart from non-funded Research the Institute provides grants for intramural research projects to the faculties of AIIMS Raipur. It is the policy of the institute to promote equal opportunity in research with priority for young and new investigator. The different intramural research grant schemes at AIIMS Raipur is shown in TABLE-1.

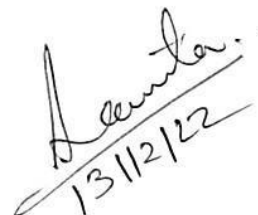
Purpose: The emphasis is to support research at the start of the career of young investigators. The investigators are required to publish at least one paper in an International / National peer reviewed journal out of the funded project. It is expected that the research work done in intra mural projects will lead to motivation of faculties for the larger research projects with Extramural funding.

Guidelines for Intramural Research Grant:

1. Who can apply?

All faculties (Assistant Professor, Associate Professor and Additional Professor, and Professor) can submit their Research proposal to the Institute Research Section which should be forwarded through the Head of the concerned Department. Only one project per investigator is permissible in a financial year. Those investigators who have been funded any Intramural Project earlier can apply for the next project only after submitting a completion report summary and obtaining the project completion report from the research section. The same project, even if only a part of it should not be submitted for funding to more than one funding agency.

2. **When to apply?** Proposals will be invited by Research section twice in a year. The timings for inviting proposal is as per TABLE- 1.



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3. **How to apply?**- Application has to be submitted in the 'prescribed format' of the Research section in PDF file format within the stipulated dates via Email to researchcell@aiimsraipur.edu.in and a hardcopy of the same is also to be submitted to 'Institute Research cell' addressed to Chairperson, Institute Research Review committee (IRRC). Once E-portal is created, submission of all Research proposal shall be accepted through E-portal.
4. **Financial grant:** The upper limit of Institute Research grant for individual project is Rs/-500,000 (five lacs). The funding duration of each project is for one year only. The Research project may be considered for extension to a maximum of 2 years, on case to case basis after reviewing of first year annual report and justification for extension. The investigator will need to obtain renewal of IEC clearance certificate for extension. If the investigator fails to start the Research project within six month of date of final approval from the 'Institute Research cell', without any valid justification and timely intimation to the 'Institute Research cell', the said project will be considered terminated.
5. **Utilization of funds:** the fund requirements has to be submitted along with the research proposal in prescribed format with justification as per the research project requirement. The guidelines for the fund allocation is as follows:
1. Permissible for Purchase of consumables such as chemicals, kits, disposables, drugs etc.
 2. Permissible for Purchase of equipment which are not available in the institute/ department. The equipment purchased under research grant will be later utilized by the concerned department with the stock entry.
 3. Permissible for Laboratory tests – preferably is to be carried out in the institute and if testing facility is not available in the institute it can be outsourced with prior approval. In either case the bills are to be submitted.
 4. Permissible for Printing of research related documents like case record proforma, consent form ((**maximum up to 1% of total**)). Photocopy and other stationary material purchase are **Not** permissible.



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5. Software purchase- purchase of specific Research software may be permitted if it's not available in the institute.
6. Remuneration to the study subjects for travel only if any (**maximum up to 10% of total**)
7. Travel expenses of research staff - Permissible only for community based study. (**maximum up to 5% of total**)
8. Salary for the project staff - staff can be appointed in intramural study only on providing adequate justification for the need in the study however, the total remuneration of the staff **shall not exceed 30 percent of the total grants**. The salary structure and appointment of the staff is to be as per the institute policy.
9. Institute overhead charges **03 %** is to be included in all projects.
10. Miscellaneous – the investigator may keep a budget for unpredicted expenditures (eg. repair of purchased equipment, unavoidable budget overshoot under allocated heads.
11. Any items covered under the Learning Resource Allowance scheme (LRA) of the faculty should not be procured using intramural project funds.
12. Contingency advance cannot be drawn from these funds except for travel expenses and outsourced laboratory tests.
13. All the procurements shall follow the procurement policy of institute and shall be channelled through institute store and IRC.
14. The principal investigators shall abide to total Budget under different heads as approved by IRC. Any expenditure other than approved heads may not be considered later.

6. Research Project Review Protocol: The submitted research projects are reviewed by an Intramural Research Review Committee (IRRC). The comments / modifications suggested by the IRRC are to be incorporated into the proposal. The applicants may require presenting a power point presentation of his/her research proposal before the committee for the approval of research proposal and financial grant.



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- 7. **Clearances and Initiation of the project:** the selection of project and grant of funds will be made on merit basis, subject to quality of the project, IEC clearance and other statutory clearances. Final approval letter to start the project and sanction of funds will be released by the IRRC after submission of Institute ethics committee approval letter (ethical clearance) with a copy of final approved research proposal (duly signed/stamped by the IEC) & other statutory clearances as appropriate (CTRI/DCGI etc.) to the IRRC. A project code number will be granted by the IRRC, to be used by the principal investigator (PI) for subsequent correspondences.

- 8. **Review of the progress of research work:** The PI has to submit progress report in to the IRRC every six months and a final study completion report on completion of the project in prescribed formats. Research project may be considered for termination and funding may be discontinued any time if the progress report is not found satisfactory or not submitted timely.

- 9. **Publication of Research work-** it is desirable that the investigator shall publish the research work in indexed Journal and any publications of the research shall include due acknowledgment to the institute. A copy of publication has to be submitted to IRRC for record purpose.

The same SOP & formats are applicable for non-funded Research projects of faculties and senior Residents of AIIMS Raipur (CG)

Table -1

	Eligibility criteria	Grants/ Funds	Duration of Study	Announce - ment Date	Last date of Submission	Mode of Submission	Tentative Decision
Scheme Intramural Research project	All Faculty	Rs 5 lakhs	1 Year	February	March	3 Hard Copies and soft copy	May
				August	September		November

