



आरोग्यम् सुखं सम्मदा

अनुसंधान अनुभाग (Research Section)

अखिल भारतीय आयुर्विज्ञान संस्थान, रायपुर (छत्तीसगढ़)

All India Institute of Medical Sciences, Raipur (Chhattisgarh)

Tatibandh, GE Road, Raipur - 492099 (CG)

[researchcell@aiimsraipur.edu.in](mailto:researchcell@aiimsraipur.edu.in)

[deanresearch@aiimsraipur.edu.in](mailto:deanresearch@aiimsraipur.edu.in)

[assodeanresearch@aiimsraipur.edu.in](mailto:assodeanresearch@aiimsraipur.edu.in)

OW/IRC/AIIMS-RPR/2025/ 4110

Date: 27/09/2025

## CIRCULAR

This is to inform all faculty members/SR's/JR's that while submitting **Intramural – Non-Funded Project Proposals**, the following guidelines must be strictly adhered to:

1. The following documents must be submitted along with the proposal:
  - I. Covering letter forwarded through proper channel (i.e., Head of Department/Unit)
  - II. Proposal submission checklist – **Annexure 1**
  - III. Profile sheet – **Annexure 2**
  - IV. Certificate of undertaking – **Annexure 3**
  - V. Anonymous proposal (in the prescribed Research Proposal Format) – **Annexure 4**
  - VI. A hard copy of the complete proposal along with all necessary documents must be submitted to the Office of the Institute Research Cell through proper channel. **A soft copy should also be sent to [researchcell@aiimsraipur.edu.in](mailto:researchcell@aiimsraipur.edu.in)**
2. PG JR's who wish to submit proposals should give an undertaking that their routine work will not suffer while conducting the proposed study. This undertaking should be duly signed by the Guide and HOD.
3. It has been observed that some faculty members who have obtained Provisional IRC Certificates during the months of April, May, and June 2025 are yet to obtain the Final IRC Approval. Faculty members are reminded once again that obtaining the Final IRC Approval prior to initiating the project.
4. Several PIs who were given corrections/suggestions after anonymized review during May, June, July, and August 2025 are yet to submit their corrected version. Henceforth, IRC shall not process any reply received after **03 weeks** from the date of issue of suggestions.
5. Multiple submissions of the same proposal via email/any other mode will not be entertained.  
Standard Approval Flow:  
[Proposal Submission](#) → [IRC Provisional Approval](#) → [IEC Approval](#) → [IRC Final Approval](#) → [Project Start](#)
6. No personal communications will be entertained by reviewing body. Since the due review process takes sometime.

All are requested to strictly comply with the above instructions to ensure smooth, timely, and efficient processing of Intramural Non-funded proposals. Your cooperation in adhering to these guidelines will be highly appreciated

All HODs / Unit In-charges are requested to circulate these guidelines to PGs, JRs, and SRs in their departments

CIRCULAR

*Abhinav*  
Dean (Research)  
AIIMS Raipur  
अधिष्ठाता (अनुसंधान)  
अखिल भारतीय आयुर्विज्ञान संस्थान, रायपुर (भ.ग.)  
27/09/2025

- I. Covering letter forwarded through proper channel (i.e. Head of Deptt.)
- II. Proposal submission checklist - Annexure 1
- III. Profile sheet - Annexure 2
- IV. Certificate of undertaking - Annexure 3
- V. Anonymous proposal (in the prescribed Research Proposal Format) - Annexure 4
- VI. A hard copy of the complete proposal along with all necessary documents must be submitted to the Office of the Institute Research Cell through proper channel. A soft copy should also be sent to research@aiimsraipur.edu.in
2. PGs/JRs who wish to submit proposals should give an undertaking that their routine work will not suffer while conducting the proposed study. This undertaking should be duly signed by the Guide and HOD.
3. It has been observed that some faculty members who have obtained Professional IIRG Certificates during the months of April, May, and June 2025, have yet to obtain the final IIRG Approval. Faculty members are reminded once again that obtaining the final IIRG Approval prior to initiating the project.
4. Several FIs who were given correction suggestions after anonymized review during May, June, July, and August 2025, have yet to submit their corrected version. Henceforth, IIRG shall not process any proposal received after 03 weeks from the date of issuance.
5. Multiple submissions of the same proposal via email and other modes will not be entertained. Standard Approval Flow:
- Proposal for review → IIRG Review → Approval → IIRG Approval → IIRG Approval → IIRG Approval
6. No personal communications will be entertained by reviewing body. Since the due review process takes sometimes