

All India Institute of Medical Sciences, Guwahati

Research Cell

SOPs for the submission and implementation of funded Intra-mural Research projects

1. Purpose

- i. To stimulate the temperament of research and support research in the Institute.
- ii. It is expected that the Investigator will publish at least one original research article and generate enough data for the submission of a larger research project to the extramural funding agencies.

2. Call for proposal

- i. After the approval of the Executive Director, AIIMS Guwahati, call for intramural research projects will be announced.
- ii. Only one project per investigator will be permissible in a financial year.

3. Eligibility

- i. Intramural Research Project is primarily meant for Assistant Professors and Associate Professors. The eligibility of Additional Professors and Professors for Intramural Research Project is under consideration of the competent authority. As soon as the decision is obtained, it will be communicated to Faculty members.
- ii. Faculty members can submit their projects as Principal Investigator (PI) only under *one* of the *two* schemes as shown in the following table:

Single PI project (Scheme 1)	Collaborative project (Scheme 2)
Single PI with Co-PIs/co-investigator(s)	Two PIs from two different departments/disciplines having complementary expertise with Co-PIs/co-investigator(s)

Co-PIs/Co-Investigators can also be included under each project. More than one co-investigator can be included under each project.

- iii. Co-Investigators may also be selected from other Institutes. Collaboration outside institution is also permitted. However, fund will be allocated only to the Investigators from AIIMS Guwahati.
- iv. If PI leaves the Institute before the completion of the project, Co-PI from AIIMS Guwahati will lead the project.
- v. Pool Officers, Senior and Junior Residents, PhD students, Research Associates, Undergraduate and Postgraduate students, and Paramedical staffs cannot be co-investigators.
- vi. Registration of Ph.D. students will not be allowed under intramural funding.
- vii. Those investigators who have been funded any Intramural Project earlier can also apply if their previous project has been completed and its final report submitted to the Research Cell.
- viii. The same project (full or part of it) should not be submitted to more than one funding agency.
- ix. Collaborative projects involving more than one department should be discussed with all investigators. Only those actually involved in the work should be Investigators/co-investigators.

4. Project categories

- i. The projects can be submitted under any of the broad areas such as Basic/Translational/ Clinical/ Systems research/ Community/ Education/ Behavioral research.
- ii. The investigators are requested to refrain from submitting 'Clinical Trial' proposals due to the requirement of DCGI clearance and also compensation in the event of adverse reaction.

5. Duration of project

- i. The duration of each Intramural project will be for *one* year.
- ii. The duration of project can be extended for another *one* year, on case-to-case basis after the review of annual progress report by Research review board of the institute.

6. Budget of the project

- i. The budget for the intramural research project will not exceed **Rs 5 lakhs** per project for scheme 1 (single PI project). For scheme 2 (collaborative project), the limit of the budget will be **Rs 10 lakhs** per project (**Rs 5 lakhs** per PI).
- ii. The fund can be utilized for the purchase of consumables including but not limited to drugs, chemicals, kits, disposables, and diagnostic tests. The diagnostic tests should preferably be carried out in the Institute. The testing can be outsourced only if the facility is not available in the Institute.
- iii. The fund will not be utilized for the purchase of any permanent items like instruments, machine, equipment, computer, books etc which are not of consumable nature. All items covered under the Learning Resource Allowance (LRA) Scheme will not be allowed under this scheme. The fund will also not be allowed for Staff salaries and Registration of Ph.D. students.
- iv. The procurements will be done as per the Institute policies. All requirements for procurement shall be channelled through the Research cell to administrative section of the institute.
- v. PI shall be responsible for timely utilization of allocated funds and submission of original bills to the administrative section through Research Cell for payment within the same financial year.
- vi. The budget allocation will not have a provision for providing compensation.

7. Submission of the project

- i. Eligible and interested permanent Faculty can submit three copies of the detailed research proposal along with the declaration as provided in the **Annexure 1**.
- ii. The format for the submission of the proposal is provided in **Annexure 2**. PI will also submit **Annexure 3** [prepared for Research Cell and Institute Ethics Committee (IEC)-Human Studies].
- iii. The proposal should be duly forwarded through the Head of the concerned department.

8. Method of project review

- i. The research projects will be funded on competition basis and the review of projects will be done by an expert committee.
- ii. The research cell will review the proposals for the methodological rigor, budget, and feasibility. The proposals will be sent for review to two subject experts. The experts will score the proposals using a scoring scale as shown in **Annexure 4**.
- iii. The applicants will be asked to make a power point presentation of their research projects before the committee. The comments/modifications suggested by the

committee will be communicated to the PI. The PI will submit the revised proposal after incorporating the modifications as suggested by the committee.

- iv. Based on the evaluation of the research cell/expert committee, a list will be prepared and submitted for the approval of Executive Director, AIIMS Guwahati. The shortlisted proposals will be forwarded to the Ethics committee. The PIs of the shortlisted proposals will have to obtain clearance from the ethics committee.
- v. After the submission of the ethical clearance, a code will be allotted to the shortlisted projects.
- vi. The fund will be released to the PIs of shortlisted proposals after the submission of ethical clearance.
- vii. For the project(s) submitted by member(s) of the Research Cell, AIIMS Guwahati, the concerned member(s) will be excluded from the evaluation committee of their proposal.

9. Monitoring of the project:

- i. The progress of sanctioned projects will be monitored by **Research Review Board (RRB)** of the Institute.
- ii. PI will submit the annual progress report along with Statement of expenditure and Utilization Certificate to the research Cell for review in the format as provided in **Annexure 5, Annexure 7, and Annexure 8.**
- iii. Research cell will call a meeting of the RRB for the review of the progress of the project.
- iv. On completion of the project, PI will submit the final completion Report to the Research Cell along with the final Statement of expenditure and Utilization Certificate in the format as provided in **Annexure 6, Annexure 7, and Annexure 8.**
- v. The overall process for the implementation of intramural project will be recorded by the Research Cell as shown in the **Annexure 9.**

10. Research outcome

- i. The intramural research funding should be acknowledged in all publications originating from this scheme as “The work in this manuscript is funded from Intramural Research Project No. _____ granted by All India Institute of Medical Sciences, Guwahati.”
- ii. The PI should consider the publication of research work in a pubmed indexed journal.
- iii. A copy of publication/Award/patent is to be forwarded to the research cell.

11. Others

- i. The guidelines provided in this document can be reviewed and modified with the consensus of members of the Research cell at the end of each financial year with inputs and guidance of the **Research Advisory Board.**
- ii. Selection of project will be made on merit basis subject to quality of project and clearance from ethics committee. Canvassing in any form is strongly discouraged and will lead to disqualification of research proposal. The decision of the competent authority, AIIMS Guwahati will be final.