

**ALL INDIA INSTITUTE OF MEDICAL SCIENCES**

No.F.6-1/2008-Acad.(P.M.)

Ansari Nagar, New Delhi-110 029.

Dated the 29<sup>th</sup> Oct., 2007

**MEMORANDUM**

**SUBJECT : Proposal for Research Grant out of the Institute Research Grant Funds for the year, 2008-2009.**

New Proposals for Research Projects are invited from the faculty members of the Institute for the annual grant out of the Institute's Research Funds for the year 2008-2009. Applicants are required to submit **Ten sets of applications** in the prescribed format (enclosed). The new proposals should reach to the Academic Section latest by **31<sup>st</sup> December, 2007.**

**Requests for extension of existing projects will also be considered** for good and sufficient reasons. Those faculty members who are applying for extension are required to submit the progress report otherwise such requests for extension will not be considered.

A copy of the guidelines alongwith the performa is enclosed.

This circular may please be given wide publicity amongst the faculty of the Department/Centre.

**( S.K.VASHIST )  
ADMINISTRATIVE OFFICER**

## **GUIDELINES**

### **1. ENTITLEMENT FOR RESEARCH FUNDS :**

All members of the Faculty are entitled for the grant of research funds subject to the following preferences.

- a) Inter – departmental research projects.
- b) Assistant Professor and Associate Professors who have served the Institute for less than 10 years.
- c) Assistant Professors and Associate Professors who do not have grants from other sources.
- d) Projects connected with National Health priorities.
- e) Projects involving development/acquisition of new techniques or skill not available at the Institute.

### **2. APPLICATION AND PROCESSING OF RESEARCH GRANTS :**

Application for research grants will be made on a prescribed form to be provided by the Academic Section.

- a) Following time table will be followed for the receipt and processing of application :
  - i) Academic Section will invite the applications for research grant by 3<sup>rd</sup> October.
  - ii) All applications must be received by 31<sup>st</sup> December.
  - iii) Processing of applications by Academic Section - 15<sup>th</sup> January.
  - iv) Projects review by specially review groups – 15<sup>th</sup> March.
  - v) Final recommendations of the Research Committee – 31<sup>st</sup> March.
  - vi) Allocation of funds – 15<sup>th</sup> April.
  - vii) Research Schemes to be operational by 1<sup>st</sup> May.
- b) Each research projects proposal shall be reviewed by an appropriate member of the specialty review group on the basis of a

pre designed performa. In general, each members of the specially review group shall critically review 3 to 4 research proposals. The review shall be presented before the concerned Specially Review Group where other members of the Review Group would, after discussion formulate the final recommendations on behalf of the group. This will be submitted to the Dean by the Convener/Chairman of the group.

There shall be a Dean's Committee for Research which shall have, amongst others, the Conveners of the Specialty Review Group. The proposal will be presented by the Convener and the final decision of the Dean's Committee for research shall be based in the discussions in which all members of the Dean's Committee shall participate.

Ethical clearance : Either they simultaneously apply for the ethical clearance and a copy of the same may be attached with the application forms or they may attach the ethical clearance, if they have obtained the same. In case the ethical clearance is not required then the reasons thereof may be indicated in the application.

- c) No project submitted by the individual member of the Faculty shall ordinarily be allocated funds more than Rs. 50,000/- to Rs. 1,00,000/- per annum depending on the Research Project.
- d) Supportive Staff salary may be provided as a part of research grant, if considered absolutely necessary.

### **3. OPERATION OF THE RESEARCH SCHEME :**

- a) A research project will ordinarily be allowed to operate for not more than 3 years.
- b) One faculty member can operate only one research proposal as Principal Investigator with Institute's support, at any given time.

### **4. UTILIZATION OF FUNDS :**

- a) The expenditure of research funds shall be subject to the audit rules of the Institute. Full accounts shall be submitted with the annual/completion report.
- b) Any unspent funds may be utilized for strengthening the on going research facilities, at the specific recommendations of the Dean's Committee on research.

**5. SUBMISSION OF ANNUAL REPORT AND EXTENSION :**

- a) An annual and final report in a prescribed format is required to be submitted on each scheme. Annual reports for schemes being requested for extension must be submitted by 31<sup>st</sup> December, and those being terminated, by 15<sup>th</sup> May. Extension will be subject to a satisfactory progress of the research project. This should be communicated by 15<sup>th</sup> April.
- b) Investigator failing to submit the final report will be debarred from further sanctioning of Research Funds. No scheme will be considered for extension unless the annual report is submitted.
- c) The payment of salary to the staff, employed under the research project will be as per rules of Institution.
- d) The Dean shall select outstanding completed research projects for presentation at the Faculty meeting, which may be convened for such presentation.
- e) Any publications of data collected from the sanctioned project shall acknowledge the grant from the Institute research funds.
- f) A report of each publication shall be sent to the Dean's office.

**NOTE** : All the study protocols of Clinical Subjects should contain the information as indicated in the annexure :

OUTLINES OF A STUDY PROTOCOL (CLINICAL SUBJECTS)

All the study protocols should have the following heads :

- A. Title
- B. Objectives (Research questions)
- C. Hypothesis : The main : hypothesis to be tested should be stated.
- D. Review of literature and rationale of the study (Please start with a para indicating how the literature was searched including the search strategy used and its yield, give strengths and limitations of the studies reviewed, and wherever applicable, include a table or graphic summary of the studies).
- E. Study Design and details (As diagnostic test evaluation, case-control studies and randomized controlled trials are the most common study designs, their sub-headings are separately given in appendix).
- F. Sample size calculation (adjust for losses to follow up and mention interim analyses, if any).
- G. Analysis Plan
- H. Study period (based on admission rates of eligible patients justify how the recruitment, during the study period will meet the sample size).
- I. Ethical consideration.
- J. Budget.

## **APPENDIX-I**

Study design : Randomised controlled trail ( specify : parallel design, cross over, factorial etc.).

1. Eligibility criteria ( inclusion/exclusion criteria)
2. Patient recruitment (sampling frame, reject log etc.)
3. Consent procedure
4. Baseline assessment
5. Randomisation (details of methods, including how concealment will be ensured)
6. Intervention
7. Choice of outcome (primary/secondary)
8. Measurement of outcome (reproducibility, blinding) (More subheadings may be added wherever needed e.g. run-in period in cross-over designs, wash out period etc.)

## **APPENDIX-II**

Study design : Case control study

1. Selection of cases :
  - a. Inclusion criteria
  - b. Exclusion criteria
  - c. Sampling frame
2. Selection of controls :
  - a. Inclusion/exclusion criteria
  - b. Matching, if any : numbers of controls
  - c. Sampling frame
3. Measurement of exposure (s) of interest
4. Measurement of potential confounders
5. Measurement of outcome variables
6. Potential biases and strategies for controlling them
7. Reliability and validity of measurements

## **APPENDIX-III**

Study design : Diagnostic test evaluation (cross-sectional study)

1. Selection of cases (sampling frame, inclusion/exclusion criteria)
2. Selection of non-cases (controls) – sampling frame, inclusion/exclusion criteria
3. Application of the candidate test
4. Application of gold standard
5. Reliability study of the candidate test observations
6. Blinding of observers  
(Analysis should state whether and how ROC curves, 2x2 tables, likelihood ratios or multivariate methods will be employed).

For further clarifications or help, investigators may contact a member of C.E.U. (Central Epidemiology Unit).

**ALL INDIA INSTITUTE OF MEDICAL SCIENCES**  
**APPLICATION FOR RESEARCH GRANT**  
**SECTION – A**

1. Title of the Research Projects :
2. Principal Investigator :
3. Date of Joining as Faculty Member at AIIMS :
4. Co-investigator :
5. Duration of the research scheme including the time needed for processing of data :
6. Summary of the project (not to exceed 200 words) :
7. Amount of funds asked for :
8. Whether the Investigator was in receipt of research grant in the past. If so, mention the year and amount received & utilized :
9. Whether the Investigator has submitted a final report after the completion of the project. If so, a copy of the highlights of the report be attached with this form :
10. Declaration :
  - a) I/we declare that the infrastructure necessary for carrying out of the above mentioned research scheme are available with me/us.
  - b) I/we agree to submit within, one month of termination of the scheme a final report on the work and an annual report within one month of expiry of a year if the project goes for more than one year. Extension of the project will be subject to approval of the report by the expert committee.
  - c) The faculty members those who have not submitted the final reports in respect of earlier projects granted by the Institute, are not entitled for the Institute Grant in future till they submit the Final Report.

Principal Investigator

Co-Investigator (S)

Forwarded with remarks

Head of the department in which  
the principal Investigator is working.

## SECTION – B

1. Title of the proposed research project.
2. Previous work/publications related to this projects, if any.
3. Objectives of the proposed project.
4. Present knowledge, existing lacunae and relevant bibliography related to the problem.
5. Preliminary work done on the problem, if any, done by Principal/co-investigators.
6. Plan of work (includes design of study, number of cases/control selections of subjects, techniques to the employed major equipment to be used procedures for evaluation of date etc.
7. Budget requirements :

### CONTINGENCIES

- a) Consumable (Provide the list of items required with all relevant details)
  - b) Non-consumable
  - c) Travel (Not for attending conference) – field work etc.
8. Year wise break up of budget if grant asked is for more than one year.
  9. Research grants with the Principal investigator.

#### a) During the past year

##### *From AIIMS*

Title	:
Budget	:

##### *From other sources*

Title	:
Budget	:

#### b) During the current year

##### *From AIIMS*

Title	:
Budget	:

##### *From other sources*

Title	:
Budget	:

- c) Kindly indicate the group of the project
  - (i) Basic Subjects
  - (ii) Clinical Subject
  - (iii) Community Studies