

Intramural Research Grant Scheme

Standard operating procedures (SOPs)







**All India Institute of Medical Sciences
Bilaspur (H.P.)**

Intramural Research Grant Scheme

Standard operating procedures (SOPs)



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1. Purpose:

- i. The Research Section provides funds for intramural projects to the faculty of AIIMS, Bilaspur.
- ii. It is the policy of the institute to promote equal opportunity in research with priority for young and new investigators.
- iii. The investigators are required to publish at least one paper in an international/national peer-reviewed journal from the funded project. This work should ideally lead to a larger project for funding from other funding agencies.

2. Who can apply?

- i. Permanent faculty (Assistant and Associate Professors) can submit their proposals to research section in the office of the Dean Research, which should be forwarded through the head of the concerned department. (Annexure V and Annexure VI of Research section SOP).
- ii. Only one project per investigator is permissible in a financial year.
- iii. Investigators who have been funded any Intramural Project earlier can also apply if their previous project has been completed & its final report submitted to the Research Section.
- iv. The same project, or a part of it, should not be submitted for funding to more than one funding agency.

3. How to apply?

- i. Research proposals for intramural funding shall be invited by the research section every year. Proposals will be accepted after a call is made for the same.
- ii. The applicants will be advised to obtain statutory clearances before sanctioning funds.

4. Financial support:

- i. The upper limit of funding for individual project is INR 5,00,000 (five lacs) per annum.
- ii. The funding duration of each project is one year which can be extended to a maximum of 2 years, on case -to- case basis after review of first year annual report.

5. Procedure of sanction of Projects:

- i. The submitted research projects will be reviewed by an Institute Scientific Advisory Committee (ISAC).
- ii. Applicants are required to make a PowerPoint presentation of their research projects before the committee.
- iii. The comments/modifications suggested by the ISAC will be communicated to the principal investigator and should be incorporated into the proposal.
- iv. The applicants are required to submit a soft and a hard copy of their modified proposal.
- v. For the approval of the research proposal, a scoring system for the following parameters will be followed:
 - a. Importance of research area
 - b. Novelty
 - c. Clinical application/ Public health relevance
 - d. Quality of research proposal
 - e. Innovation

The PI should submit the justification for the Cost of the project.

- vi. Selection will be based on the score given by panel members.
- vii. The member of the Institute Scientific Advisory Committee, submitting the research proposal, will not be eligible for scoring their project.
- viii. After recommendation of the modified proposal by the ISAC and approval by Institute Ethics Committee (IEC), projects will be sanctioned for funding.
- ix. Any changes/ modifications done during course of study will require approval from the ISAC and the IEC, AIIMS Bilaspur before they become operative.

6. Clearances and Initiation of the project:

- i. Applicants are advised to obtain statutory clearances, as appropriate, before sanctioning of funds.
- ii. This includes ethical clearance from the Institute Ethics Committee.
- iii. Other clearances like biosafety/animal safety, from state/district authorities, as applicable for the project, are also required to be taken.
- iv. On submission of the ethical clearance certificate intramural project code number will be granted by the research section.

6. Sanction of financial grant:

- i. Based on the report of IEC approval of the project, total amount required for the year will be calculated for all the approved projects.
- ii. Research section will notify this to the competent authority for approval and sanction of funds.
- iii. The PI will be notified about the sanction of the grant through sanction letter for commencing the project by the Research section.

7. Utilization of funds:

- a) The Principal Investigators (PIs) of the concerned Project, as Member-secretary of the Department Purchase Committee for the said project, will make procurement related to their projects at their own level out of Project Funds after obtaining Administrative Approval and Expenditure Sanction (AA/ES) from the Competent Authority (as per Office order AIIMS-BLS (A)(4)/21/1427 dated 10 July, 2023 and any amendments done in future — Annexure XI of SOP Research Section).
- b) All the expenditures done by the PI should be in accordance with the GFR rules (General financial rules, Government of India) and as per the approved budget for the said project.
- c) The PI has to ensure that all the purchases are made through GeM as per the guidelines of the Govt. of India and follow the provisions contained vide GFR-2022/ Manual for procurement of Goods in letter & spirit.
- d) The funds are to be utilized only for purchase of consumables such as chemicals, kits, disposables etc., travel (for data collection) and contingency.
 - i. **Chemicals/ reagents-** To meet the expenditure on chemicals, reagents, kits, etc. following guidelines to be followed:
 1. If the required specific investigation is/are available in routine testing at our institute and total expenditure for getting this investigation at the institute lab is economical and cheaper than buying a kit and performing the test, the PI will be allowed to avail this option.
 2. Laboratory investigations from institute should be conducted as per approved rates. The rate charged by the institute should be at the actual cost of the test. The PI should get a written statement from the Head of Department (of diagnostic lab) regarding the actual cost of the desired test.

3. The payment can also be made to hospital after finishing the desired number of tests. A statement of total charges for all the tests done, along with copy of test reports can be issued by the diagnostic department Head, to principal investigator to make the necessary payment to the hospital as a consolidated amount for all cases instead of paying per case.
 4. For special tests requiring kits, the PI will be allowed to buy the kits, reagents and other consumables required for performing the test for the concerned laboratory. The interpretation of results and expert opinion needed for special test mandates prior approval of concerned department.
 - ii. **Consumables** - To meet expenditure on glassware, plastic wares, vacutainers, sample containers and other consumable items.
 - iii. **Travel** –The expenditure on travel for data collection in community-based projects should not be usually more than 25% of total proposed budget inclusive of travel grant.
 - iv. **Contingency** - A contingency fund of 2.5% of total sanctioned budget may be kept for unforeseen expenses. The admissible contingency grant may be utilized for unpredicted expenses like on spares for apparatus, photocopies and microfilms, stationery and typing, postage, transport of sample in field based project, computation needed for the project.
 - v. **Special Needs** - Assistance may be provided for any other special requirement related to the project which is not covered under any other 'Head' of assistance under the scheme. Funds can be used for paid study tools like questionnaire etc. required for implementation of project with appropriate justification.
 - vi. Any items covered under the learning resource allowance scheme of the faculty should not be procured using intra mural project funds.
 - vii. Utilization of funds for purchase of permanent equipment, stationery (office or, computer), photocopying or, postage is also not allowed.
 - viii. Neither employment of staff, nor registration of Ph.D. students is allowed under intra mural projects.
 - ix. No honorarium will be given to the investigators. No recruitment can be done. No staff salaries are allowed under this grant.
 - x. Neither employment of staff, nor registration of Ph.D. students is allowed under intra mural projects.
 - xi. 50% of the approved grant will be released to the PI during 1st year of the study. The remaining amount will be released depending upon the progress of study.
-

e) Maintenance of Stock Registers:

- i. Each project should have a separate stock register for assets, consumable and non- consumable articles.
- ii. All entries in the stock book should be initiated by the PI, stocks must be approved by the Store Inspection Committee of the institute.
- iii. Physical verification of stock should be conducted at least once in a year.

f) Submission of the Utilization Certificate & Statement of Expenditure (UC/SE):

- i. It is the responsibility of PI to submit the UC/SE and bills within the same financial year for payment.
- ii. They are to be submitted in duplicate in the prescribed format along with the annual progress report to the office of Dean Research for onward transmission to the competent authority for approval.
- iii. Invoices dated in one financial year (April to March of the next year) should be submitted to the accounts section by February month of the financial year to clear payment.
- iv. Researcher will maintain a shadow file of all the expenditure and will submit statement of total expenditure at the completion/termination of the project to Administrative/Account Officer.

8. Review of Project:

The progress of research work will be reviewed by the Intramural Project Review Committee (PRC) every six months. (formation & members)

- i. The PI will submit progress report to the office of Dean Research at six monthly intervals.
- ii. If the progress is unsatisfactory without any valid reason, the committee may terminate the intramural grant.
- iii. The PI must submit a final report at the completion of project to the office of Dean Research.
- iv. After completion of the project, results/outcome of the research including plan for research paper publication/ actual publication itself must be submitted to Intramural Project Review Committee (PRC) for issuing the letter of study completion.

9. Audit of the accounts:

- i. The principal investigator would be responsible for getting the internal and external audit done for the expenditure incurred by him/her out of this grant.
- ii. The PI will be responsible for maintenance of the accounts, stock registers and all connected records of the research grant.
- iii. Expenditure is to be made as per the approved budget.
- iv. Accounts will be audited annually and on the completion/termination of the project.

Time line for Intramural Research Project processing:

S. No.	Indicator	Time
1	Submission of New project by PI	By November-December each year
2	Approval by Institute Scientific Advisory Committee (ISAC)	By January
3	Approval by Institutional Ethics Committee (IEC)	By February
4	Sanction of funds by the Director	By March
5	Submission of Annual report and Utilization Certificate for ongoing projects	By February each year
6	Monitoring of Project (Financial and administrative) by Intramural Project Review Committee (PRC)	Every 6 th Monthly submission
7	Technical Review of Project by Intramural Project Review Committee (PRC)	Every year during PRC meeting
8	Project completion review by Intramural Project Review Committee (PRC)	Every year during PRC meeting

Annexures:

1. Proforma for Progress report of Research Grant project- General Information, Technical report
2. Proforma for Final report of Research Grant project- General Information, Technical report
3. Annexure V, VI, X & XI of Research section SOP

~~4.~~

PROFORMA FOR PROGRESS REPORT OF INTRAMURAL RESEARCH GRANT

PART I: GENERAL INFORMATION

1. **Project Title:**
2. **a. Broad Area:**
Basic/ Translational/ Clinical/ Systems research/ Community/Education/ Behavioral
- b. Specific Area:**
3. **Project Started on**
4. **Duration:**
5. **Funds**
 - a. Sanctioned
 - b. Utilized so far
6. **Principal Investigator**
 - a. Co-Investigator -I
 - b. Co-Investigator -II

PART II: TECHNICAL REPORT

7. **Specific objectives:**
8. **Work done so far (objective wise)**
9. **Timelines: (Achieved)**

Milestones	Targets achieved

10. **Detailed results**
11. **Summary of the results (250 words)**
12. **Publications out of the project work**

PROFORMA FOR FINAL REPORT OF INTRAMURAL RESEARCH GRANT

PART I: GENERAL INFORMATION

- 1. Project Title:**

- 2. a. Broad Area:**
Basic/ Translational/ Clinical/ Systems research/ Community/Education/ Behavioral
- b. Specific Area:**

- 3. Project Started on**

- 4. Duration:**

- 5. Funds**
 - a. Sanctioned
 - b. Utilized

- 6. Principal Investigator**
 - a. Co-Investigator -I
 - b. Co-Investigator -II

PART II: TECHNICAL REPORT

- 7. Specific objectives**

- 8. Work done**
 - Methods
 - Results
 - Discussion
 - Conclusions
 - Implications/ Outcomes

9. Summary of the results
(1000 words in “background, objectives, methodology, results and conclusion” format)

10. Publications

11. State the translational value of the study.

12. Please mention if the targets proposed have been achieved or not.

Target proposed	Targets achieved	Reasons thereof



Annexure V

Project submission form for the Institute Scientific Advisory Committee (ISAC)

Project submission form

(To be filled by office)

Project number:

Date of submission:

A. Project details

1. Project title:

2. Principal investigator:

3. Department and designation:

4. Contact details

• Telephone number:

• Email:

• Fax:

5. Co-investigators with department and designation:

6. State whether Intradepartmental or Interdepartmental

a. If the study is interdepartmental

b. Name of the collaborating departments

c. State whether consent has been obtained from them

7. Details in case of Inter-institutional projects

a. Name of the co-ordinating Institution

b. Is a copy of the protocol submitted to co-ordinating centre enclosed?



Annexure VI

Documents regarding Intramural Grant

Annexure A Budget particulars (For Intramural grants)

1. Consumables (Chemical, Reagents, glassware, vacutainers, sample containers etc.)

S. No	Items with justification	First year	Second year	Total

Total INR _____

2. Contingency (As per intramural grant guidelines)

S. No	Items with justification	First year	Second year	Total

Total INR _____

3. Travel (As per intramural grant guidelines)

S. No	Items with justification	First year	Second year	Total

Total INR _____

Grand total(1+ 2+3)= INR _____

Name & Signature of PI (with seal)

Name & Signature of Co- PI(s) (with seal)



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हिमाचल प्रदेश - १७४०३७
All India Institute of Medical Sciences, Bilaspur
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<https://aiimshilaspur.edu.in>
01978-292575

Annexure - X



AIIMS-BLS(B-IXCIR)/23-6933

28 February, 2024

CIRCULAR

Subject: - Guidelines w.r.t. implementation of funded projects- regarding.

To avoid delay w.r.t. various activities related to funded Projects viz: Project submission, expenditure under various head, finalization of Statement of Expenditure (SoE) and Utilization certificate (UCs) etc., all the faculty members are hereby directed to adhere to the following instructions: -

A. New Projects for funding: -

1. The proposals should ideally be approved by the Institute Scientific Advisory Committee (IScAC) and/or Institute Ethics Committee (IEC) before seeking endorsement by the competent authority for submission to the funding agency.
2. The project proposals for issue of endorsement letter to funding agencies etc. should be sent to Dean/Faculty In charge (Research) at least 15 (fifteen) days before the last date of submission for the approval of the competent authority. The concerned section after completing all the codal formalities as per extant guidelines prevalent in the institute shall forward the proposal on file through proper channel to the Executive Director for approval and maintain a record in the research wing faculty-wise.
3. No proposal can start without IScAC and/or IEC approval as per extant guidelines. Hence, all PIs are expected to get IEC approval well in advance to avoid delay in the start of the project in case of approval by the funding agency.

B. Ongoing Projects: -

1. Annual progress report along with Statement of Expenditure (SoE) and Utilization Certificate (UC) in the prescribed format will be submitted to the office of the Dean/Faculty In charge (Research) for evaluation and onward submission.
2. The expenditure should be incurred by Principal Investigator (PI) or authorized signatory strictly in appropriate expenditure head for project related activities with authenticated supporting documents prescribed in the guidelines of projects sanctioning agencies/GFR. Any violation of the guidelines/rules specified under project by the faculty/PI will be viewed seriously and the PI will be responsible for any lapses.
3. The Dean/Faculty In charge (Research) and Accounts Section will help to ensure utilization of funds under specified head and take appropriate steps/ formulate guidelines to curb misappropriation of expenditure etc.

4. While evaluating Statement of Expenditure (SoE) and Utilization Certificate (UC), it may be ensured by the Dean/Faculty In charge (Research) that expenditure has been incurred under appropriate head by the Principal Investigator (PI) adhering to Standard Operating Procedure (SOPs) and checklists. Accounts Section will also issue necessary directions to faculty for submission of Statement of Expenditure (SoE) and Utilization Certificate (UC) in appropriate format so as to avoid any audit objection/investigation at a later date.

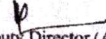
5. The office of Dean/Faculty In charge (Research) shall forward the Statement of Expenditure (SoE) and Utilization Certificate (UC) for the intramural /extramural funds to Accounts Section for final verification & endorsement on the SE & UC before being put up to the competent authority for signatures.

By Order

Executive Director
AIIMS, Bilaspur (HP).

Copy forwarded to the following for the information and strict compliance: -

1. PA to ED, for information of ED AIIMS Bilaspur, H.P.
2. DD (A), AIIMS Bilaspur, H.P.
3. Dean (Academic), AIIMS Bilaspur (H.P).
4. The Medical Superintendent, AIIMS, Bilaspur H.P.
5. Faculty I/C (Research) for compliance
6. Account Branch, AIIMS Bilaspur (H.P) for compliance.
7. Establishment Branch, AIIMS Bilaspur, H.P.
8. All the faculty members for strict compliance.


Deputy Director (Administration)
AIIMS, Bilaspur (HP).



Annexure - XI

Standard Operating Procedure for Departmental Purchases

Concerned Department	Concerned Department will generate requirement of department specific consumables, equipments, instruments costing upto Rs 5.00 Lakh.
Concerned Department & Store Section	To obtain Non-availability of items from Central Store.
Concerned Department	Approval of equipments from IRRC where required.
Concerned Department	Search of items on Gem and place on Gem Cart.
Concerned Department	For items not available on Gem non-availability certificate to be downloaded and purchases to be made under Rule 154/155 of GFR.
Concerned Department Accounts Department	Department will put up proposal with full justification/ documents indicating financial implication for AA/ES to Accounts Section. Accounts Officer will put up proposal to Competent Authority for AA/ ES and issue sanction letter.
Concerned Department Accounts Department	After AA/ES, Department will initiate Process for procurement on Gem or out of Gem through LPC mode. Approval of rates from authority through Accounts Section.
Concerned Department	After approval of rates. Place supply order to selected Vendor.
Concerned Department Store Department	On Receipt of supply place indent to store section for inspection and issue of items stock entry. Store Department will ensure inspection of material purchased. make stock entry and issue the material to concerned Department.
Concerned Department	Stock entry in Departmental Stock register.
Concerned Department	Put up bills to Accounts for Payment as per check list.
Check List	Original bill duly verified by buyer. NOC from Store Section. Gem search/ three comparison statement of Gem. Letter vide which quotations/ comparative statement for out of Gem purchase/ Survey report of LPC and Joint declaration as per GFR-155. Approval of rates by authority/ Rate reasonability certificate. Supply order. Copy of AA & Budget sanction. Stock entry.


Executive Director
AIIMS Bilaspur HP

Copy to :-

1. PA to Executive Director.
2. Deputy Director, AIIMS, Bilaspur
3. HODs of all the Departments, Principal Investigators & Accounts Officer of all Projects for n/actio