



Uttar Pradesh University of Medical Sciences, Saifai

9.5 Standard Operating Procedure (SOP) for Principal Investigator for Research Proposal Submission

Scope

The project should be developed with well-defined objectives that can be completed in 12 months (one year) and maximum extended up to 2 years. These are specifically meant to generate pilot data or innovative technology development. These projects will help the investigators to generate extramural grants on a larger sample size.

Period for submission of project

The project proposal will be invited from all the Faculty Members twice a year in the month of February and August. The Research Committee will review the projects in March and September each year. The Principal Investigators are encouraged to submit the project even before the invitation is sent so that they can be taken in the upcoming Research Committee Meeting.

Number of copies

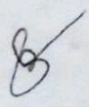
14 hard copies & a soft copy should be submitted by the Principal Investigator to the Research Cell.

Procedure for application of intramural funding

1. Faculty members should apply for only one intramural project.
2. The project should be discussed in the Departmental Research Committee meeting and a copy of the minutes should be attached with the project proposal prior to the submission to the Research Cell for its placement in the Research Committee.
3. The projects which are submitted by the Principal Investigator for intramural funding, the PI should attach the proof of submission to the Institutional Human Ethics/Animal Ethics committee prior to the submission to the Research Cell.
4. The duration of each project is ordinarily limited to 12 months period after sanction of the intramural grant, and can be extended maximum for another one year, if needed.
5. The budget shall not ordinarily exceed Rs. 5 lakhs. Under exceptional circumstances, the budget for Rs. 7 lakhs maximum may be considered by the committee only for outstanding, innovative projects after due sanction by the Hon'ble Vice-Chancellor.
6. The budget should be given in detail with full justification for all items in a separate sheet under various heads. **Please do not tailor the budget to make it around 5 lakhs. Contingency should not be asked separately.**
7. The funds will be utilized only for the purchase consumables: chemicals, kits, disposables, travel expenses for field-based studies, etc. All items covered under the Learning Resource Allowance Scheme will not be allowed under this scheme. Stationary (office and computer), photocopying will not be allowed. Expenditure for attending conferences for presenting the paper of the approved projects will not be

- allowed.
8. Funding will not be utilized purchase of any permanent items like instruments, machines, equipment, computer, books etc. which are not of consumable nature.
 9. For the field based /community-based study, data collectors can be hired on a daily basis. The minimum wages and other monetary benefits will be decided as per the guidelines of the central and state labour employment act.
 10. Senior and Junior Residents, PhD students, Research Associates, Undergraduate and Postgraduate students, and Paramedical staff cannot be co-investigators. PhD projects will not be allowed to utilize this intramural funding. Registration of Ph.D. students will not be allowed under this scheme and employment staff will not be allowed.
 11. Collaborative projects involving more than one department should be discussed with all participants. Only those actually involved in the work should be co-investigators. The co-investigator from outside the institute may be approved by the Research Committee depending upon the need & merit of the project. His/her one-page CV should be attached.
 12. If the project involves direct intervention or interaction with patients, the Principal Investigator should be a clinical faculty member, similarly, if the project involves Research work on human subjects with no direct intervention, then the co-investigator should be from the concerned Department where the samples are collected.
 13. For faculty members approaching superannuation, the remaining service period of the Principal Investigator should be longer than the duration of the project at the time of submission.
 14. At any given period of time, no faculty member should have more than TWO intramural projects running. The third project will be considered only when at least one of the currently running two projects has been completed and reviewed by the Research Committee or and Principal Investigator has submitted a manuscript/acceptance / published paper from the project.
 15. The intramural project **should not** be sent to the extramural funding agency simultaneously.
 16. Statistical inputs from the Expert (Biostatistician) may be taken if needed.
 17. For those faculty members who have already completed two or more intramural projects, further projects will be sanctioned only if they have published a paper in an indexed journal from at least one of the last two completed projects or have generated an extramural research grant from the inputs derived from the intramural project.
 18. The grant for a new intramural project will be released when the PI will provide the ethical clearance of the concerning project to the Research Cell.
 19. All the presentations for the new projects should be made before the Research Committee and the PI should present the project consisting of 10-12 slides.
 20. The PI should send the project per the prescribed format with each section starting on a new page and all the points should be addressed.
 21. If a faculty wants to use his/her intramural project for funding a DM/M.Ch. project, the student may be a Co-investigator after approval of the Research Committee.
 22. Till such time that the institute develops a mechanism for the provision of insurance cover for the trial subjects, no drug/device/procedural trials will be allowed either for the intramural project, independent projects, DM/M.Ch./MD projects, or for investigator-initiated trials. It is allowed only when there is a provision of sufficient insurance cover for compensation of trial subjects, for e.g. in extramural/drug/device trials funded by industries.
 23. If an investigator conducts a drug/device/procedural trial and if any problem arises for the compensation to the subjects as per the DCGI guidelines and Gazette of India, the institute will not be responsible in any manner. This will be applicable even if the project has been cleared by the Institutional Ethics Committee, UPUMS, Saifai.

- 24. No projects will be allowed to go through the IEC/signatures for higher authorities of the institute unless the minutes of the Departmental Research Committee are attached thereof.
- 25. Outsourcing of any investigations will not be permitted from intramural projects. If there is a strong justification, it has to be discussed in the Research Committee meeting of the Institute and will have to be approved explicitly.
- 26. For all the projects, there should be at least one co-investigator in each project preferably from the same department and there should be an undertaking by the co-investigator that he/she will take the responsibility to complete the project and financial matters related to it. In case PI is unable to complete the project due to unavoidable circumstances (resignation, superannuation etc.).
- 27. All the investigators are requested to provide a copy of the published papers/submitted manuscript or a write-up explaining why the paper has not been published for all previous closed/completed intramural projects.


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