



Uttar Pradesh University of Medical Sciences, Saifai

9.4 Standard Operating Procedure (SOP) for Principal Investigator for Intramural Funded 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 Undergraduate students (UG), Postgraduate students (PG), and Faculty members (Assistant & Associate Professors only) from the fields of Medical, Dental, Nursing, Pharmacy, and Paramedical Sciences once a year. The Research Cell will review the projects.

Number of copies

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

Procedure for application of intramural funding

1. Principal Investigator 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 an independent research Committee.
3. The projects which are submitted by the Principal Investigator for intramural funding will be sent to the Institutional Human Ethics by research cell after evaluation by an independent research Committee. For the studies involving animals, approval from the Animal Ethics committee must be obtained 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. All the presentations for the new projects should be made before an independent Research Committee and the PI should present the project consisting of 10-12 slides.
19. 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.
20. 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.
21. 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.

22. 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.
23. 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.
24. 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.
25. 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.).
26. 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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GUIDELINES & FLOW OF INTRAMURAL FUNDED RESEARCH PROJECTS:

Guidelines:

- Call for the intramural funding will be generated once a year only.
- **Categories:** Undergraduate students (UG), Postgraduate students (PG), and Faculty members from the fields of Medical, Dental, Nursing, Pharmacy, and Paramedical Sciences.
- **Funding limits:**
 - UG: up to ₹10,000/- per project
 - PG: up to ₹25,000/- per project
 - Faculty: up to ₹5,00,000/- per project
- **Number of Project limits per year:**
 - Under Graduate and Post Graduate students: Medical (10), Dental (05), Pharmacy (05), Nursing (05), Paramedical (05)
 - Faculty: Maximum 10 projects (Assistant & Associate Professors only). This limit may be relaxed at the sole discretion of the Hon'ble Vice-Chancellor in case of exceptional or high-impact proposals. Additional professors and Professors must apply for Extramural grants.
- **Approval flow:**

Department → DRC → RC → Presentation before Independent Committee (chaired by Hon'ble VC) → IEC → RC → Principal Investigator
- RC will maintain accurate and comprehensive records and timelines of all intramural funded research projects for tracking and future reference.

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FLOW CHART FOR SUBMISSION & APPROVAL OF INTRAMURAL-FUNDED PROJECTS

Call for intramural projects notified by Research Cell to Faculty members and students



Interested researchers (i.e. Principal Investigator [PI]) should get a copy of the minutes and recommendations of the Departmental Research Committee to be attached with the project proposal.



Researcher must submit the complete Intramural Project proposal in the prescribed format, along with the Informed Consent Documents (in case of human studies), participant information sheet and ethical clearance form to the Research Cell. Also, attach minutes and recommendations of DRC.



After receiving 01 hard copy and soft copy of the documents on the email address of the research cell, the Research Cell will provide a provisional Project code and put it before an Independent Committee formed under chairmanship of Hon'ble VC for review (The PI will have to make a power point presentation of their project before this committee).



After this presentation, the Research Cell will communicate the recommendations of Independent Committee formed under chairmanship of Hon'ble VC to the PI and forward the research proposals to Institutional ethical committee (IEC) for ethical clearance.



After approval from IEC, Research Cell will issue a Permanent Project code for the record. A letter for sanction of grant for intramural research project will be provided to the PI by the Research Cell.



Followed by the release of grant to the PI by the research account after notification to the account section for disbursement of the grant.

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