The Intramural Grants Program (IGP) is all-inclusive and harmonized highly competitive grant program that supports Undergraduate, Interns, Post-Graduate, Doctoral Scholars, Young Research Scholars, Fellows, Faculty research and bursary for proficient development, programmatic projects and innovative works in all disciplines of Medical Sciences. It is designed to support Undergraduate, Post-Graduate, Doctoral Scholars, Young Research Scholars, Fellows, Faculty in becoming competitive in securing external funding and sponsorship. Supported projects are expected to result in appropriate scholarly products that will increase the national and international recognition of the awardees, their programs, constituent colleges and the University.

Datta Meghe Institute of Medical Sciences-Deemed to be University [DMIMS (DU)] - Intramural Grant Program (IGP) conduct basic, translational, and clinical research. Intramural grant Program are open to any faculty or staff member, student group, or unit within the Datta Meghe Institute of Medical Sciences (Deemed University) community.

**Seed Grant** - Provides funding for all disciplines to assist students and faculty with initiating research projects or producing data for extramural grant applications, or creative scholarship and research projects with a demonstrated likelihood of significantly enhancing the reputation of DMIMS (DU).

**Innovative Research Grant** - Provides funding for faculty to generate preliminary data for extramural grant applications or research materials for original or innovative creative research, scholarship and works. Provides support to enhance faculty competitiveness for extramural grant applications and to complete highly significant creative scholarship, work or research projects. When a research proposal is favourably reviewed by an extramural grant review panel but not yet funded, the PI is encouraged to bring these research efforts to fruition.

**Intramural Grant Program Information Update**

In keeping with efforts to advance both diversity and sustainability at DMIMS (DU), we would like to clarify that early translation, interdisciplinary research, or technology innovation is encouraged within the Intramural Grants Program (IGP), in addition to other areas of basic
bioscience, clinical and public health research. We encourage you to apply for an IGP award and welcome proposals in all disciplines. Applicants are encouraged to contact the following coordinators of R&D, DMIMS (DU) to discuss your proposal prior to submitting it for committee review.

Applicants can meet personally the research officials with prior appointments at Research House, R&D, DMIMS(DU). For more information please email: rddmimsu@gmail.com

Acknowledgements
Any publication of the research work resulting from this Grant must include an appropriate acknowledgment of the Intramural Grants Program. Although no one form is required, we recommend the following:
This [research, et al.] is made possible in part by support from the Intramural Grants Program of the Datta Meghe Institute of Medical Sciences.

Human Subjects Research
Any project that involves the use of human subjects must be approved by the Human Subjects Institutional Ethical Committee. For details of the procedures, please contact Institutional Ethical Committee Office at The Research House, R&D, DMIMS (DU) (iec.dmims@gmail.com). Committee approval must be completed and submitted to the R&D DMIMS (DU) so that regular funding can be received.

Applicants are strongly encouraged to attend Orientation Programs and Research Workshops provided to strengthen their proposals.
<table>
<thead>
<tr>
<th><strong>Faculty / Young Research Scholars/ Doctoral Scholars (PhD)</strong></th>
<th>Fellows</th>
<th>Intern</th>
<th>Undergraduate</th>
<th>Postgraduate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advertisement</td>
<td>July-August</td>
<td>June/July</td>
<td>September to December</td>
<td>1st Week January</td>
</tr>
<tr>
<td>Submission date for Request for Proposal (RFP)</td>
<td>Submission is allowed throughout the year.</td>
<td>August</td>
<td>January</td>
<td>Last week of January</td>
</tr>
<tr>
<td>Presentation and decision of Review Committee</td>
<td>Evaluation/scrutiny would be done in October, March</td>
<td>October</td>
<td>February</td>
<td>February</td>
</tr>
<tr>
<td>Orientation</td>
<td>November, April</td>
<td>November</td>
<td>March</td>
<td>March</td>
</tr>
<tr>
<td>Report submission (Special approval is required in case of extension)</td>
<td>Two years after approval</td>
<td>April</td>
<td>By 31st December</td>
<td>By 31st December</td>
</tr>
<tr>
<td>Maximum Grant Amount per Beneficiary (INR)</td>
<td>Upto 100,000 (One Lakh Rupees)</td>
<td>Upto 25000 (Twenty five thousand)</td>
<td>Upto 10000 (Ten Thousand Rupees) (At the time of the submission of the Report).</td>
<td>10000 fixed (Ten Thousand Rupees) (At the time of the submission of the report).</td>
</tr>
<tr>
<td>Duration of Project (Special approval is required in case of extension)</td>
<td>Maximum 1 year</td>
<td>1 Year</td>
<td>1 Year</td>
<td>2 months (Any 2 months from April to September)</td>
</tr>
<tr>
<td>Maximum Beneficiaries</td>
<td>As per application Merits (upto Budget Limit)</td>
<td>As per application Merits (upto Budget Limit)</td>
<td>As per application Merits (upto Budget Limit)</td>
<td>As per application Merits (upto Budget Limit)</td>
</tr>
</tbody>
</table>
### Criteria & Eligibility

<table>
<thead>
<tr>
<th>Role</th>
<th>Staff of all Constituent colleges:</th>
<th>Fellows enrolled under school of advance studies</th>
<th>UGs of constituent colleges:</th>
<th>UGs of constituent colleges:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>JNMC</td>
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<td>JNMC*</td>
<td>SPDC</td>
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<td>MGAC</td>
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<td>SRMMCON</td>
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<td>RNPC</td>
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<td>RNPC</td>
<td>DMCOP</td>
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<td>DMCOP</td>
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<td>DMCOP</td>
<td>Allied Courses</td>
</tr>
<tr>
<td></td>
<td>Allied Courses</td>
<td></td>
<td>Allied Courses</td>
<td>* Can avail the Intramural grant only after submitting the proof of submission for publication</td>
</tr>
</tbody>
</table>

* JNMC student must apply to ICMR_STS to avail the Intramural grant.

### Total

<table>
<thead>
<tr>
<th>Role</th>
<th>5500000 (Fifty-five Lakh Rupees)</th>
<th>1040000 (Ten Lakh Forty Thousand Rupees)</th>
<th>1400000 (Fourteen Lac Rupees)</th>
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<tbody>
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<td></td>
<td>Maximum ceiling - not more than 50 Lacs.</td>
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</tbody>
</table>

* PhD, Interns and Fellowship Intramural grant will be adjusted from the existing sanctioned budget of the faculty Intramural Grant Scheme.
Annexure – 1

Note:-

i. Maximum number of beneficiaries of all the constituent colleges will be provided grant amount. If grant for particular college is unutilized due to a smaller number of candidates or any other reason, then the committee is authorized to allocate to other deserving applicant of other constituent college.

ii. Release of sanctioned Grant amount will be 70% at the beginning of &project & 30% upon submission of manuscript for publication. In few projects 100% amount need to be released which will be assessed & recommended by the review committee and after approval of Hon Vice Chancellor.

iii. The amount of sanctioned grant will be flexible within the constituent colleges of DMIMS depending upon the quantity as well as quality of research work.

iv. Funds will not be utilized for typing, printing, Xeroxing, binding, stationary, attending conferences/seminar/workshops, publications, etc (If required special approval may be sought from competent authority)

v. There shall be **Review committee**, comprising of
   a) Director, R & D (Chairman)
   b) Head of institutions/Dean academics
   c) Core R & D members
   d) In-charge- Central Research lab (Member Secretary)
   e) Minimum One nominee (special invitee) by Director R & D

vi. The Review committee shall have right to seek the advice of the research guidance clinic pertaining to any research proposal/project report.

**vii. Faculty Research**

Preference will be given to

   i. Early Career Research Scholars
   ii. Fellowship Scholars (INR 25000/- per scholar)
   iii. Post-Doctoral Researchers
   iv. Multidisciplinary / Interdisciplinary research
   v. Collaborative/ Inter-institutional research
   vi. Start-up entrepreneurs
   vii. Collaborative Alumni Researchers
Advertisement

 Presentation

 Declaration

 Project Implementation

 Report Writing / Publication/IPR

 Monitoring Evaluation
BUDGET DISPENSING PROTOCOL

UNDER GRADUATE

Upon Approval of the scrutiny committee and submission of manuscript for publication, R&D UG In-charge shall submit the certified list via HOI to the Finance Officer. The Finance Officer shall release the due amount of INR 10,000/- within 15 days of submission of the approved work.

PG/FELLOWSHIP/DOCTORAL/FACULTY/OTHERS

Approval Committee shall approve the budget depending upon the nature of work under 3 headings:

1. Stores: Material Procurement
2. Hospital: Patient related expenses
3. Cash (with justification)

STORES: MATERIAL PROCUREMENT PROCEDURE:

- The researcher upon approval will submit the list of material along with the quantity for procurement by the stores through the department adhering to the ongoing protocols.
- The researcher shall coordinate with the stores for procuring the rates and total amount required for the whole project, which will be approved by the R&D. The amount shall not exceed the sanctioned budget. If it does than researcher will have to bear the cost. For additional budget requirement special approval is required from competent authority.
- R&D shall submit the approved budget to designated accountant under finance officer for the said purpose, who shall maintain a separated ledger of individual research project.
- Finance officer shall accord approval to the store for the purchase of the material
and the store shall indent the same to the researcher within 2 months of approval from finance department.

**HOSPITAL: PATIENT RELATED EXPENSES** –
- The researcher upon approval will submit the details of Patient related expenses with R&D Clerk.
- R&D Clerk shall coordinate with the hospital finance office for procuring the rates of procedures/investigations and total amount required for the whole project, which will be approved by the R&D. The time limit for this working shall not exceed 7 working days. The amount shall not exceed the sanctioned budget.
- R&D shall submit the approved budget with the estimated cost of patient related expenses to designated accountant under finance officer for the said purpose, who shall maintain a separated ledger of individual research project. The researcher will be allotted the “patient vouchers” signed by the competent authority for the allotted work by the accountant which can be redeemed for the said patient related expenses. (ex- for a research involving 15 CT scans worth RS 15000, the researcher shall be allotted 15 CT scan free vouchers signed by COE hospital which he/she can avail during the duration of the research project only)
- The Researcher shall maintain the details of the utilization of vouchers in terms of receipt no and submit the same during the final submission of the work.

**CASH (WITH JUSTIFICATION)**
- The Scrutiny committee will justify the nature of work to be conducted by the researcher requiring the Cash amount (ex- investigations to be done outside not possible in AVBRH, certain work to be done at some higher center etc).
- R& D shall submit such proposals to the competent authority, who shall approve the cash disbursement for the said research work.
- Upon approval by the competent authority the sanctioned list shall be maintained by the designated accountant under finance officer for the said purpose, who shall maintain a separated ledger of individual research project. 70% of the Sanctioned amount shall be released within three months of the commencement of the project.
- Remaining 30% shall be released after the submission of report/manuscript and the utilization certificate by the research along with the necessary documents.
ETHICAL CONSIDERATIONS

i. A researcher should obtain a clearance/approval from the Institutional Ethics Committee (IEC), if the proposal involves research on human participants and from Institutional Animal Ethics Committee (IAEC) if the work involves use of animals.

ii. Ethics committee approval can be obtained necessarily before beginning of research work.

iii. IEC/IAEC approval can be obtained from the IEC of DMIMS. In case the study involves collaboration with another institute/college, an ethics committee approval from all collaborating institutions needs to be obtained.

iv. IEC and IAEC submission at the time of application submission is optional however mandatory for availing the sanctioned grant as well as for final report.

v. Ethics committee approval is needed for all kinds of biomedical research involving human and animal participants or their samples or stored data/clinical records.

vi. Research should not be done if ethics committee has not given the clearance. If the ethics committee is not holding a meeting, the researcher will be unable to carry out the research. Any research carried out without IEC/IAEC approval will be automatically rejected.

vii. In case, it is felt that research belongs to exempt category a “certificate of exemption” may be obtained from the IEC and submitted along with report.

viii. Informed consent is to be obtained for any research on human participants.

ix. Original document should be safely kept by the researcher. It may also be required later when the researcher would try to publish the research in a journal.

x. For more information please refer to ICMR “Ethical guidelines for Biomedical Research on Human participants” available on http://icmr.nic.in/ethical guidelines in addition to other key documents related to ethics.
APPLICATION FOR INTRA MURAL RESEARCH FUNDING

Date:

Please Tick :-
JNMC    □  SPDC    □  MGAC    □  RNPC    □  SRMMCON    □

Please Tick :-
UG      □  PG      □  Ph. D    □  Faculty    □

1. Name of Principal Investigator  :

2. Designation : (If applicable)  :

3. Department : (If applicable)  :

4. To Be filed by UG student Only

   Batch :  Roll No. :

5. Name of Supervisor / Guide (If applicable):

6. Project Title  :

7. Mobile No:  Email id :-

8. Applied to Inst. Ethics Comm. YES / No
   (Research grant will be availed only after receiving IEC approval letter)

   Approval Letter No : ______________________
1. Introduction:

- Background

- Review of Research and Development in the subject area/Discipline specifically related to the proposed work:
  - International status
  - National status
  - Significance of the study

- Objectives

- Methodology

- Year wise plan of work and targets to be achieved

- Details of collaboration, if any intended

2. Details of the facilities available for the proposed work:

i. Institutional level (if applicable):

ii. Department level:

iii. Equipment(s)

iv. Other infrastructural facilities:

v. Any other:

3. Detail the usefulness of the Project for the department/Institution.

4. Any other information which the Principal Investigator may like to give in support of the proposal which may be helpful in evaluation.
Part C - Financial Assistance Required

<table>
<thead>
<tr>
<th>Sr. No</th>
<th>Item</th>
<th>Name of Investigation / Procedure / Kits</th>
<th>Unit Cost</th>
<th>Total Number of Units</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Investigation/Procedure /</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Consumables / Kit</td>
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<td></td>
<td></td>
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<tr>
<td>3</td>
<td>Special Assistance for Services Outside DMIMS (after approval)</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>4</td>
<td>Other Specify for special approval</td>
<td></td>
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</tbody>
</table>

Grand Total (1+2+3+4) = Total) Rs.

Part D: UNDERTAKING FROM PRINCIPAL INVESTIGATOR

Project Title:

It is certified that

1. We/I undertake that spare time on equipment procured in the project will be made available to other users.
2. We/I agree to submit ethical clearance certificate from the Institutional ethical committee, if the project involves field trials/experiments/exchange of specimens, human & animal materials etc.
3. The research work proposed in the scheme/project does not in any way duplicate the work already done or being carried out elsewhere on the subject.
4. We/I agree to abide by the terms and conditions of DMIMS Intramural grant.
5. We/I shall complete the project within stipulated period. If We/I fail to do so and if the Review Committee is not satisfied with the progress of the research project, the project may be terminated immediately and we/ I may have to refund the amount proportional to the recurring expenditure Incurred by us/me.

Name and signature of Principal Investigator:

Date:

Place:
PROGRESS REPORT

Important Points:

1. Report should be sent even if project has not become fully operational. Please write “NIL”
2. Against items where there is nothing significant to report or if these Items are not relevant.
3. The first Progress Report should cover the work done during the first 06 months of the project implementation. Subsequent reports should cover the next 06 Months and soon.
4. Timely submission of report is essential to facilitate release of funds.
5. Report should be in the format given below.
6. The report should be discussed and finalized by the project team before sending it.

Instructions for preparing the Manuscript of the Report:

i. Manuscripts should be neatly written/printed (with single spacing) in the enclosed format for direct reproduction by Xerox/ photo off set process. Any corrections should be redone on a separate slip & then pasted neatly. Don’t erase or re type. Don’t cut/cross.

ii. Matter should be first preferably typed on A4 size paper within the prescribed space leaving the same margin as in the enclosed format and then retyped cleanly after careful correction/changes.

iii. Diagrams & graphs should be accommodated. Within space provided for the text for direct reproduction.

iv. Please do not leave any item unanswered.
PROGRESS REPORT

1. Period of report: from ________________ to ________________

2. (a) Name of the Principal Investigator __________________________

(b) Department and Institution name where work has progressed

3. Title of Research/Product Development Work _______________________

4. Effective date of starting of the project _____________________________

5. Total expenditure till date _______________________________________

REPORT OF THE WORK DONE:

i. Brief objective of the project:

ii. Work done so far and results achieved and publications, if any, resulting from the work (Give details of the papers and names of the journals in which it has been published or accepted for publication):

iii. Has the progress been according to original plan of work and towards achieving the objective? If yes, then major achievements and if not, state reasons:

iv. Please indicate the difficulties, if any, experienced in implementing the project.

v. Any other information which would help in evaluation of work done on the project (for ex. (a) Manpower trained (b) Ph.D. awarded (c) Publication of results (d) other impact, if any).

1. Signature of the Principal Investigator (on all pages):

2. HoD
PROJECT COMPLETION REPORT

1. Title of the project:
2. Principal Investigator(s) and Co-Investigator(s):
3. Implementing Institution(s) and other collaborating Institution(s):
4. Date of commencement:
5. Planned date of completion:
6. Actual date of completion:
7. Introduction (including rationale)
8. Objectives as stated in the project proposal:
9. Deviation made from original objectives if any, while implementing the project and reasons thereof:
10. Methodology
11. Results
12. Summary
13. Conclusions
14. References
15. Annexure:
   a) IEC letter
   b) Consent form
   c) Study tool
   d) Utilization certificate
   e) Translatory component (if any)
      Publications/Presentations/Copyrights/Patents/Monographs/Other (specify)

Signature of PI
Annexure- 7

UTILIZATION CERTIFICATE

Certified that out of Rs__________________________ of grants-in-aid sanctioned during the year__________________________ in favour of__________ letter / order No______
__________________________ dated ___ and Rs _____ on account of unspent balance of the previous year, a sum of Rs_____ has been utilized for the purpose for which it was sanctioned and that the balance of Rs _______ remaining unutilized at the end of the year. OR will be adjusted towards the grants – in aid payable during the next year i.e. __________________________.

Certified that we have satisfied ourselves that the conditions on which the grants – in-aid was sanctioned have been fulfilled / are being fulfilled and that we have exercised the following checks to see that the money was actually utilized for the purpose for which it was sanctioned.

Kinds of check exercised.

1.

2.

Signature of PI

Date