

Revised SOP :Intramural Research Grant

Time line for Intramural Research Project processing

Sr. No.	Indicator	Time
1.	Submission of project by PI	By 31 st July
2.	Approval by Research Advisory committee (RAC)	By 2 nd week of September
3.	Approval by Institutional Ethics Committee (IEC)	By 1 st week of October
4.	Sanction of funds by Director	By 4 th Week of October
5.	Monitoring of Project (Financial and administrative) by Research Advisory Committee	Every 6 th Monthly submission
6.	Technical Review of Project	Every year during RAC meeting
7.	Project completion review by research advisory committee	Every year during RAC meeting

Intramural Research Grant Disbursement SOP/Guidelines

1. **Eligibility-** Faculty members of AIIMS Rishikesh, & Nursing college, AIIMS Rishikesh
2. **Research proposal Eligible for Intramural Grants-**The research study proposals which are approved by Research Advisory Committee”(RAC), AIIMS, Rishikesh and Institutional ethics committee/exempted from IEC will be eligible for Intramural grant.
3. **Intramural Grant and time limit for research studies**
 - The ceiling for the Intramural Research grant will be Rs. 5,00,000 (five Lacs) for a project, liable for amendment by Director AIIMS, Rishikesh time to time.
 - Only one project for principal investigator is permissible in a year.
 - The Time Limit for completion of any research study will be **24 months**. The requests for extension in the period for completion of the study may be considered on merit by the **Chairperson Research Advisory Committee under intimation to Research cell.**
 - Funds sanctioned will be utilised for purchase of consumables, travel and contingency. No kind of honorarium will be given to PI/Co-PI.(Details overleaf)
 - Progress of research work should be submitted to Research Cell for review by Research Advisory Committee every six months.
 - It is mandatory for PI to publish atleast one research paper in peer review journal for the work done in sanctioned project.

Management of financial grant –

- Based on the report of IEC approval of the project, total amount required for the year will be calculated for all the approved projects. Sub Dean Research (Faculty Incharge , Research Cell) will notify this to Director, AIIMS, Rishikesh for approval and sanction.
- Funds sanctioned by Director and letter of sanction will be issued by Sub Dean Research (Faculty Incharge , Research Cell)
- **Principal Investigator** will be notified about the sanction of the grant through sanction letter for commencing the project by Sub Dean Research (Faculty Incharge , Research Cell). The grant amount will remain in the account of **AIIMS Rishikesh** account.
- Principal Investigator has to take administrative approval from Director, AIIMS Rishikesh before making any expenditure.
- All the expenditures done by the Principal Investigator should be in accordance with the GFR (General Financial Rules, Government of India) and the approved budget for the research project. GFR guidelines Government of India, Chapter 6, Rule 145 to 159 may be referred along with its other clauses. **Responsibility of market survey, identifying the L1 vendor and putting up file will be with PI.**

- **It is the responsibility of PI to submit the expenditure bills within same financial year for payment.**
- Projects will be reviewed every six month. **Research Advisory Committee** will ensure financial and administrative monitoring of the project.
- 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, Research Cell.**
- After completion of the project, results/outcome of the research including plan for research paper publication /actual publication itself will be presented to Research Advisory Committee for issuing the letter of study completion.

NATURE OF ASSISTANCE:

The Intramural research grant may be used for the items like Chemicals/ Reagents/ Consumables, Travel and Contingency. Intramural grant cannot be utilised for procurement of Equipments/instruments, Field worker/Data collectors, Hiring Services.

- (a) **Chemicals/Reagents:** To meet expenditure on chemicals, reagents, kits, etc. The following guidelines to be followed:
1. If any specific investigation are available in routine testing at our institute and total expenditure for getting this investigation at the institute lab is economical, the principal investigator will be allowed to avail this option (provided that the rate of specific test to be done at the lab is cheaper than buying a kit and performing the test).
 2. The rate charged by the institute should be at the actual cost of the test. The principal investigator should get a written statement from the Head of Department (of diagnostic lab) regarding the actual cost of the desired test.
 3. The payment for availing this facility can be paid in advance to the principal investigator if necessary. 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 test requiring kits, the principal investigator 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.
- (b) **Consumables :** To meet expenditure on glassware, plastic wares, vaccutainers, sample containers and other consumable items.
- (c) **Travel grant** *-To meet expenditure on travel of PI/Co-PI in community based projects for collection of data related to project which will not be more than 25% of total proposed budget (travel grant inclusive). No kind of honorarium will be given to the PI/Co- PI.*
- (d) **Printing and other Stationary:** The admissible stationary fund may be utilized on printing, photo-stat copies, data storage devices-flash drives, pen drives and other stationary. Cost of all the items procured for research project should not be more than Institute rate contracts.
- (e) **Contingency:** 2.5% of total sanctioned intramural project budget can be kept as contingency fund for unforeseen expenses. The admissible contingency grant may be utilized for unpredicted expenses like on spares for apparatus, photocopies and microfilms,

stationary and typing, postage, telephone calls, internet, fax, computation needed for the project.

Special Needs: Assistance may be provided for any other special requirement in connection with the project which is not covered under any other 'Head' of assistance under the scheme.

Re-Appropriation -The Principal Investigator may re-appropriate maximum 20 per cent of the recurring grant allocated under each head with the permission of **Director, AIIMS, Rishikesh** under intimation to **Faculty Incharge Research** with the justifications.

Provision of Audited Accounts & Provision of Progress Report: -

- i. The principal investigator & Sub-Dean Research /Faculty Incharge Research and Accountant, Research Cell jointly will be responsible for maintenance of the accounts, stock books and all connected records of the research grant.
- ii. Expenditure is to be made as per the approved budget.
- iii. **Accounts will be audited annually and on the completion/termination of the project.** Audit of expenditure shall be made by authorized Chartered Accountant duly approved for audit of Research Account by the Institute.
- iv. Submission of Progress report as required by the Institute will be the responsibility of the Principal Investigator. Annual progress should be submitted at the end of financial year and completion/termination of project.