



अखिल भारतीय आयुर्विज्ञान संस्थान, राजकोट, गुजरात  
All India Institute of Medical Sciences, Rajkot, Gujarat  
अनुसंधान अनुभाग  
RESEARCH CELL

**GUIDELINES FOR NON-FUNDED PROJECT/STUDY**

**(A). Non-Funded Project**

- Non-funded project/study is carried out without any financial support from the institute/ external agency.
- Learning Resource Allowance/ Academic allowance granted to the faculty members may be used to meet financial requirement of the study/ project.
- Non-Funded Projects shall be sanctioned under two categories-
  - 1) Intramural Non-Funded Projects
  - 2) Departmental Non-Funded Projects/Study

**(B). Intramural Non-Funded Projects**

- Meritorious Non-Funded research proposals of duration more than 6 months may be considered under Intramural category provided the Principal Investigator has applied specifically for Intramural Non-Funded project.
- The quality of proposal shall be assessed by Research Review Board (RRB). Only meritorious proposals, as decided by RRB, will be considered for approval under Intramural category. The decision of RRB shall be final.
- **Guidelines for Intramural Research Project- Funded/ Non-Funded** shall be applicable for eligibility, sanction and monitoring of the project till closure.

**(C). Departmental Non-Funded Projects/Study**

- Research proposals to be considered under this category shall include-
  - (a) Short term proposal of duration upto 6 months.
  - (b) Proposals of duration more than 6 months if the PI has applied specifically for Departmental Non-Funded project
  - (c) Non-Funded proposals recommended by RRB for consideration under this category.
- The types of studies to be considered under this category shall include Online surveys, Questionnaire based studies, pilot studies to assess the practicality and feasibility of the main study, retrospective data analysis studies, systemic reviews and meta-analysis etc.
- This guideline shall be applicable for determining eligibility, sanction and monitoring of the project till closure.

**(D). Eligibility for Departmental Non-Funded Projects/Study**

**1. Principal Investigator (PI)**

- All permanent faculty members (Professor, Additional Professor, Associate Professors and Assistant Professors) can apply for intramural projects (Funded or Non-funded) as PI. However, preference shall be given to projects submitted by Assistant and Associate Professors.
- Senior Residents/PDCC fellow can also apply for Departmental Non-Funded Project/ Study as PI with atleast one permanent faculty member of the respective department as co-investigator.
- Only one departmental non-funded intramural project per PI is permissible in an academic year.
- At one point of time PI cannot have more than two departmental non-funded projects.
- Next project will be considered only after the submission of project completion report of previously sanctioned non-funded projects.

**2. Co-investigator**

- Only those actually involved in the work should be co-investigators.
- Co-Investigators may be selected from the same or other departments.
- Co-Investigators may also be selected from other Institutes.

**(E). Submission of Proposal**

- Proposal for non-funded projects shall be invited by Research cell twice a year (1<sup>st</sup> week of Feb and 1<sup>st</sup> week of Aug).
- Research proposals should be discussed in the department and forwarded by the HoD of PI only after due deliberation.
- Proposal should be submitted in the prescribed format only within the stipulated timelines.
- Collaborative projects involving more than one department should be discussed with all investigators.
- Collaboration outside the institute is also permitted.

**(F). Tentative time line for Departmental Non-Funded Research Project**

- The tentative schedule for departmental non-funded projects will be as per Annexure 'A'.
- PI is required to present the proposal in Research Review Board (RRB) and Institution Ethical Committee (IEC) meet.
- HoDs will be invited to attend PI's presentation in the RRB meet.
- PI has to obtain all requisite clearances (Institution Ethics Committee/ Animal Ethics Committee/ DCGI/ HMSC etc.) before sanction of the project.
- Selection of the project will be made on merit basis subject to clearance from IEC.

**(G). Monitoring of the Progress of Project**

- Head of the department shall be responsible for monitoring of the progress Departmental Non-Funded Projects/ Study. Wherever feasible, a Departmental Research Committee may be constituted to monitor the projects..
- Progress of projects shall be monitored directly by Research cell for faculty in Departments where no HoD is posted/ nominated.
- The projects may be considered for termination if the progress is not found satisfactory.

**(H). Submission of Project completion report**

- The PI shall submit *Project completion report* in prescribed format (Annexure 'B') alongwith Annexure '22' of IEC (*Study Completion Report Form*) within one month of probable date of completion (PDC) of the Non-Funded project.
- The report shall be forwarded to IEC Member Secretary for IEC approval. The decision of IEC will be noted in the meeting minutes and the study will be considered as completed if the document is accepted.

**(I). Closure of Departmental Non-Funded Project/Study**

- PI may be called to give presentation of completed project during Research Review Board (RRB) meet for acceptance of Project Completion report.
- The project/ study shall be considered as closed on acceptance of Project Completion Report by RRB.
- PI will be informed accordingly by the Research cell.

**(J). Research Outcome**

- The PI should consider the publication of research work in a pubmed indexed journal. The paper should acknowledge the research project as-  
“*This paper is based on Non-Funded Research Project No. \_\_\_\_\_ granted by All India Institute of Medical Sciences, Rajkot.*”
- A copy of publication/proof of submission is to be forwarded to the research cell.

**Tentative time line for Departmental Non-Funded Projects**

S No.	Action	Timeline	
1	Call for proposal	1 <sup>st</sup> week of Feb	1 <sup>st</sup> week of Aug
2	Last date of submission	31 Mar	30 Sep
3	Technical review of the project by research cell Issue of Provisional Project No. to the PI with suggested modifications, if any.	01-15 Apr	01-15 Oct
4	Resubmission of revised proposal after suggested modification by PI	30 Apr	31 Oct
5	Peer review for scientific validity. Shortlisting of the projects on the basis of merit by research cell	30 May	30 Nov
6	Presentation of shortlisted proposals in Research Review Board (RRB) meet for scientific approval	01-15 Jun	01-15 Dec
7	Submission of revised proposal after modification, if any, suggested by RRB	30 Jun	31 Dec
8	Forward of research proposals approved by RRB to Institutional Ethics Committee (IEC) with intimation to PI.	01 Jul- 15 Jul	01 Jan- 15 Jan
9	Presentation of approved research proposals in IEC meet for ethical approval	16 Jul-31 Jul	16 Jan-31 Jan
10	Final approval of the Executive Director	31 Aug	28 Feb
11	Issue of Sanction letter with Permanent Project No.	01 Sep-15 Sep	01 Mar-15 Mar
12	Duration of the project	Starts from the date of signing of sanction letter	
13	Submission of Project Completion report for review with Annexure 22 of IEC for approval	Within 1 month of PDC	
14	Acceptance of Project Completion report in Research Review Board (RRB) meet	During next Research Review Board meet	
15	Project closure	After acceptance by RRB	
16	Submission of Publication(s) by PI based on the project to research cell	Within 3 months from the date of acceptance by RRB	

**Proforma for Project completion report**  
**(Departmental Non-Funded Projects)**

**PART I: GENERAL INFORMATION**

S No.	Subject	Comments
1.	Project Code	
2.	Title of the project	
3.	Principal Investigator and Co-Investigators	
5.	Date of sanction	
6.	Duration	
7.	Probable Date of Completion	

**PART II: TECHNICAL REPORT**

8.	<b>Objectives</b> ( <i>specific objectives as approved</i> )
9.	<b>Work done</b> ( <i>Detailed manuscript- Please attach separate sheet</i> ) <ul style="list-style-type: none"> <li>• Methodology</li> <li>• Observation/ Results</li> <li>• Discussion</li> <li>• Conclusion</li> <li>• Implications/ Outcomes</li> </ul>
10.	<b>Summary of the results</b> ( <i>Please attach separate sheet</i> )  (1000 words in (Background, Rationale, Objectives, Methodology, Results and conclusion format))

11.	<b>Publications</b>		
12.	<b>State the translational value of the study</b>		
13.	<b>Please mention if targets proposed have been achieved or not-</b>		
	<b>Target proposed</b>	<b>Target achieved</b>	<b>Reasons thereof</b>

Name and signature with date

1. \_\_\_\_\_  
(Principal Investigator)

2. \_\_\_\_\_  
(Co-Investigator)

\_\_\_\_\_  
(Co-Investigator)

**COUNTERSIGNATURE OF HEAD OF DEPARTMENT**

