



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

Guidelines for Submission of Final Report for Intramural Projects
(Funded/Non -Funded)

Timeline

- The PI shall submit Draft Final Report (DFR) within three months of probable date of completion (PDC) of the project.
- Final report is to be submitted after approval of DFR.
- Presentation of completed intramural projects will be held during Research Review Board (RRB) meet for final acceptance of the project report.
- **Project Completion Certificate** shall be issued after RRB acceptance of the Project report.
- Project shall be considered as closed only on issue of Project Completion Certificate.

Format of Final Report

- Manuscript of draft final report is to be typed in double space in MS Word file. Font size should be Times New Roman 12 points.
- The sequence in which the contents of final report should be arranged is as follows:
 1. Cover page/Title page with Project title and name of PI and Co-investigators.
 2. **Part I- General Information** duly signed by PI and Co-Investigators
 3. **Part II- Technical Report-** should cover the following-
 - (a). Objectives (specific objectives as approved)
Deviation made from original objectives if any, while implementing the project and reasons thereof.
 - (b). Work done- Detailed manuscript under following heads
 - Methodology (in detail, Sample size calculation, statistical analysis)
 - Observations/ Results (Supported by necessary tables, charts, diagrams and photographs)
 - Discussion (Detailed analysis of results, contributions made towards increasing the state of knowledge in the subject).
 - Conclusions (summarizing the achievements and indication of scope for future work).
 - Implications/ Outcomes/ Translational value
 - (c). Summary of the project- synopsis of the manuscript in about 1000 words under following heads (Background, Rationale, Objectives, Methodology, Results, Translational Potential)
 - (d). References- should be in the MEDLINE®/ PubMed® Journal Article Citation Format (Please refer https://www.nlm.nih.gov/bsd/uniform_requirements.html)
 - (e). Appendices- forms used in the study, data sheet etc.

Proforma for submission of DFR

- Sample proforma for Cover page/Title page and Proforma for final report of Intramural Project is annexed.
- Publications/patents taken/ products developed out of the project work are to be included at the end.

Plagiarism

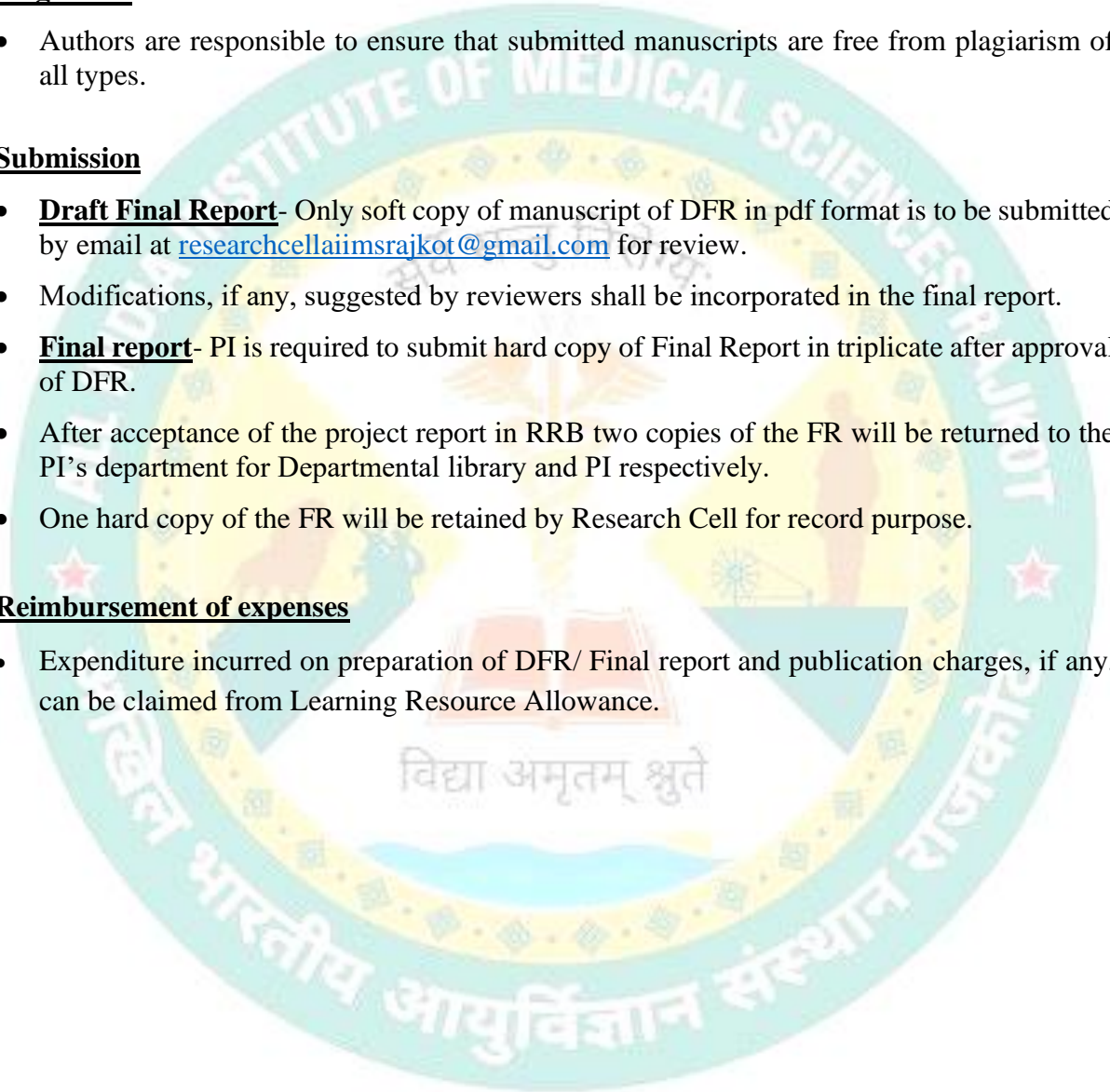
- Authors are responsible to ensure that submitted manuscripts are free from plagiarism of all types.

Submission

- **Draft Final Report**- Only soft copy of manuscript of DFR in pdf format is to be submitted by email at researchcellaiimsrajkot@gmail.com for review.
- Modifications, if any, suggested by reviewers shall be incorporated in the final report.
- **Final report**- PI is required to submit hard copy of Final Report in triplicate after approval of DFR.
- After acceptance of the project report in RRB two copies of the FR will be returned to the PI's department for Departmental library and PI respectively.
- One hard copy of the FR will be retained by Research Cell for record purpose.

Reimbursement of expenses

- Expenditure incurred on preparation of DFR/ Final report and publication charges, if any, can be claimed from Learning Resource Allowance.





**Final Report of
Intramural Project (Funded/ Non-Funded)**

[Project code]

[Title of the Project]

Principal Investigator

Co-Investigators



PROFORMA FOR FINAL REPORT OF INTRAMURAL PROJECT

PART I: GENERAL INFORMATION

S No.	Subject	Comments		
1.	Project Code			
2.	Title of the project			
3.	Principal Investigator and Co-Investigators			
4.	Funds (if applicable) a) sanctioned b) utilized			
5.	Date of sanction			
6.	Duration			
7.	Probable Date of Completion			
8.	Date of submission of Project Completion Report			
9.	IEC decision on Study Completion Report Form,			
10.	Please mention if targets proposed have been achieved or not (Attach separate sheet, if required)	Target proposed	Target achieved	Reasons thereof

Name and signature with date

1. _____
(Principal Investigator)

2. _____
(Co-Investigator)

(Co-Investigator)

(Co-Investigator)

PART II: TECHNICAL REPORT

S No.	Content	Page No.
1.	Objectives	
2.	Work done A. Methodology B. Observation/ Results C. Discussion D. Conclusion E. Implications/ Outcomes/ Translational value	
3.	Summary	
4.	References	
5.	Appendices	
6.	Publications/ patents taken/ products developed	