



**अखिल भारतीय आयुर्विज्ञान संस्थान राजकोट, गुजरात 360110**  
**All India Institute of Medical Sciences, Rajkot, Gujarat 360110**  
An Institution of National Importance under PMSSY, MoHFW  
Government of India [www.aiimsrajkot.edu.in](http://www.aiimsrajkot.edu.in)

<b>SOP No.- RC 01</b>	<b>Standard Operating Procedure for Intramural Projects</b>
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## 1.0 Purpose

This SOP is designed to outline the administrative procedure of submitting intramural research projects to research cell and their monitoring after obtaining due approval from the competent authority of AIIMS Rajkot.

## 2.0 Eligibility

### Principal Investigator (PI)

1. All permanent faculty members (Professor, Additional Professor, Associate Professors and Assistant Professors) can apply for intramural projects as PI. However, preference shall be given to projects submitted by Assistant and Associate Professors.
2. Only one intramural project per PI is permissible in a Financial Year.
3. For consecutive financial years faculty can apply again for another intramural project. There will be a break for third year.
4. Next project will be considered only after the submission of project completion report of previously sanctioned intramural projects and statement of expenditure.
5. At one point of time PI cannot have more than 2 projects (Intramural and Non-Funded combined).
6. PI should have successfully completed the Basic Research Methodology course or equivalent before submission of the proposal. A certificate in this regard shall be attached with the application. Faculty member may choose to avail online “**Basic course in Biomedical Research**” for medical teachers offered by ICMR, National Institute of Epidemiology round the year.
7. PI should have attended the workshop on “**Ethics and International Conference on harmonization (ICH)- Good Clinical Practices (GCP) Guidelines**” conducted by the institute or NIH/ICMR.

<b>Document Name</b>	SOP for Intramural Projects		<b>Revision No.</b>	0	
<b>Issue No.</b>	1.0	<b>Issue Date</b>	01 Jan 2025	<b>Page No.</b>	Page 1 of 7



**अखिल भारतीय आयुर्विज्ञान संस्थान राजकोट, गुजरात 360110**  
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8. The facility should not be used by the faculty for their student's thesis.
9. The same project even if only a part of it, should not be submitted for funding to more than one funding agency.

#### **Co-investigator**

1. Only those actually involved in the work should be co-investigators.
2. Co-Investigators may be selected from the same or other departments. One Co-Investigator should preferably be from the same department to which the PI belongs.
3. Co-Investigators may also be selected from other Institutes.
4. Senior and Junior Residents, PhD students, Research Associates, Undergraduate and Postgraduate students, and Paramedical staffs cannot be co-investigators.

#### **3.0. Duration of Intramural Research Project**

1. The minimum duration for Intramural projects shall be more than 6 months from the date of signing of sanction letter/ receipt of funds.
2. The maximum duration of intramural project shall be **24 months**.
3. The duration may be extended upto 36 months on receipt of satisfactory progress report and Utilization certificate/ Statement of Expenditure of the previous year.
4. If an extension is granted to the project, no procurement is allowed during the extended period.

#### **4.0. Submission of Proposal for Intramural Research Project**

1. Proposal for funded projects shall be invited by Research cell once a year (in 1<sup>st</sup> week of August)
2. Research proposals should be discussed in the department and forwarded by the HoD of PI only after due deliberation.
3. Proposal should be submitted in the prescribed format only within the stipulated timelines.
4. Collaborative projects involving more than one department should be discussed with all investigators.

<b>Document Name</b>	SOP for Intramural Projects		<b>Revision No.</b>	0	
<b>Issue No.</b>	1.0	<b>Issue Date</b>	01 Jan 2025	<b>Page No.</b>	Page 2 of 7



**अखिल भारतीय आयुर्विज्ञान संस्थान राजकोट, गुजरात 360110**  
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5. Collaboration outside the institute is also permitted.

### **5.0 Tentative time line for Intramural Research Project**

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

### **6.0 Intramural Research Grant**

1. Funding may be granted to meet the budgetary requirements of the intramural research projects.
2. The budget for the Intramural Research project shall not ordinarily exceed **Rs 5 lakhs**. Exceptions will be considered only for outstanding, innovative projects after due sanction of the Executive Director.
3. The budgetary requirements should be given in detail with justification of all items.

### **7.0 Utilization of Funds**

1. The funds allocated to the project for a particular financial year are to be utilized in that FY only. No carry forward of the funds to the next FY is permissible.
2. The PI shall abide to total budget allocated under various heads as approved by RRB. The funds can be utilized only for-
  - a) **Purchase of consumable:** drugs, chemicals, kits, disposables etc.

<b>Document Name</b>	SOP for Intramural Projects		<b>Revision No.</b>	0	
<b>Issue No.</b>	1.0	<b>Issue Date</b>	01 Jan 2025	<b>Page No.</b>	Page 3 of 7



**अखिल भारतीय आयुर्विज्ञान संस्थान राजकोट, गुजरात 360110**  
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- b) **Contingency-** 2.5% of total proposed budget subject to a maximum of Rs 10,000/- (Ten thousand only) can be kept as contingency fund for unforeseen expenses. The admissible contingency grant may be utilized for unpredicted expenses like cost escalation of consumables etc.
3. Intramural project funds will **NOT** be utilized for-
- Purchase of any permanent items like instruments, machine, equipment, computer, books etc. which are not of consumable nature.
  - All items covered under the Learning Resource Allowance (LRA) Scheme will not be allowed under this scheme.
  - Purchase of stationery (office or, computer), photocopying or, postage is also not allowed.
  - Staff salaries
  - Registration/ projects of Ph.D. students
4. All requirements for procurement shall be channelled through the Research cell to obtain administrative approval.
5. Contingency advance cannot be drawn from these funds.
6. PI shall be responsible for timely utilization of allocated funds and submission of original bills to the account section for payment within the same financial year.

### **8.0 Monitoring of the Progress of Project**

- The PI shall submit the six-monthly progress report of ongoing projects on 30th September and 31st March respectively to the Research cell.
- If the PI fails to start the sanctioned project within 6 months of sanction without any valid justification and timely intimation to the Research cell the sanctioned project will be considered terminated.
- Progress of the research work will be reviewed by the Research cell. The PI may be asked to present the progress to the Research committee. If the progress is not found to be satisfactory, the project may be discontinued and sanction may be withdrawn.
- Utilization certificate/ Statement of Expenditure shall be submitted by the PI to the Research cell before the end of financial year (preferably by 28 Feb) for funded projects.

<b>Document Name</b>	SOP for Intramural Projects		<b>Revision No.</b>	0	
<b>Issue No.</b>	1.0	<b>Issue Date</b>	01 Jan 2025	<b>Page No.</b>	Page 4 of 7



**अखिल भारतीय आयुर्विज्ञान संस्थान राजकोट, गुजरात 360110**  
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5. Research projects may be considered for termination and funding may be discontinued at any time if the progress is not found satisfactory or progress report is not submitted by PI within stipulated time.
6. No cost extension can be granted based on merit.

### **9.0 Submission of Project completion report**

1. The PI shall submit project completion report in prescribed format alongwith Annexure 22 of IEC (Study Completion Report Form) within one month of probable date of completion (PDC) of the project.
2. 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. PI will be informed accordingly.

### **10.0 Submission of Final Report**

1. The PI shall submit soft copy of manuscript of draft final report (DFR) for review by email at [researchcell@aiimsrajkot.edu.in](mailto:researchcell@aiimsrajkot.edu.in) within three months of the PDC of the project.
2. Modifications, if any, suggested by reviewers may be incorporated in the DFR. Hard copy of Final Report shall be submitted after approval of the DFR.
3. Presentation of completed projects may be held in Research Review Board (RRB) meet for final acceptance of the project report.
4. Research cell will issue **Project completion certificate** after RRB acceptance of the Project report.
5. Intramural project shall be considered as closed only on issue of Project completion certificate.

### **11.0 Research Outcome**

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

<b>Document Name</b>	SOP for Intramural Projects		<b>Revision No.</b>	0	
<b>Issue No.</b>	1.0	<b>Issue Date</b>	01 Jan 2025	<b>Page No.</b>	Page 5 of 7



अखिल भारतीय आयुर्विज्ञान संस्थान राजकोट, गुजरात 360110  
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**Annexure 'A'**  
(Ref Para 5.0 of SOP/RC01)

**Tentative timeline for Intramural Research Project**

S No.	Action	Timeline
1	Call for proposal for next Financial Year	1 <sup>st</sup> week of Aug
2	Last date of submission	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 Oct
4	Resubmission of revised proposal after suggested technical modification by PI	31 Oct
5	Peer review (External/Internal) for scientific validity. Shortlisting and awarding priority to the projects on the basis of merit by research cell	30 Nov
6	Presentation of shortlisted proposals in Research Review Board (RRB) meet for scientific approval	01-15 Dec
7	Submission of revised proposal after modification, if any, suggested by RRB	31 Dec
8	Forward of research proposals approved by RRB to Institutional Ethics Committee (IEC) with intimation to PI.	01 Jan- 15 Jan
9	Presentation of approved research proposals in IEC meet for ethical approval	16 Jan-31 Jan
10	Final approval of the Executive Director (Administrative and Financial)	28 Feb
11	Issue of Sanction letter with Permanent Project No.	01 Mar-31 Mar

<b>Document Name</b>	SOP for Intramural Projects		<b>Revision No.</b>	0	
<b>Issue No.</b>	1.0	<b>Issue Date</b>	01 Jan 2025	<b>Page No.</b>	Page 6 of 7



अखिल भारतीय आयुर्विज्ञान संस्थान राजकोट, गुजरात 360110  
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12	Disbursement of funds	After the commencement of next Financial Year
13	Duration of the project	Starts from the date of signing of sanction letter/ / receipt of funds.
14	Submission of six-monthly progress report for ongoing projects by PI	31 Mar and 30 Sep
15	Submission of annual report UC/SE	Before end of financial year
16	Submission of Project Completion report with Annexure 22 of IEC for approval	Within 1 month of PDC
17	Submission of Draft Final Report (Soft copy)	Within 3 months of PDC
18	Approval of the Draft Final Report	Within 1 months from the date of submission
19	Submission of Final Report (Hard copy)	Within 1 months after approval of DFR
20	Presentation of completed projects in Research Review Board (RRB) meet for acceptance of the project report.	During next Research Review Board meet
21	Issue of Project completion certificate by Research cell	After acceptance by RRB
22	Submission of Publication(s) by PI based on the project to research cell	Within 3 months from the date of acceptance by RRB

<b>Document Name</b>	SOP for Intramural Projects		<b>Revision No.</b>	0	
<b>Issue No.</b>	1.0	<b>Issue Date</b>	01 Jan 2025	<b>Page No.</b>	Page 7 of 7