



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

SOP No.- RC 02	Standard Operating Procedure for submission of Extramural projects
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1. This SOP is designed to outline the administrative procedure of submitting various types of research projects to external funding agencies, after obtaining due approval from the competent authority of AIIMS Rajkot.
2. The regular faculty members of AIIMS, Rajkot, can apply for extramural-funded research projects as Principal Investigators (PI). The contractual faculty members/ other employees not having regular appointments with AIIMS Rajkot can be included as Co-Investigators in such projects. One Co-Investigator should preferably be from the same department to which the PI belongs.
3. For projects which are exclusively related to service delivery (not having a specific research question and defined research objectives), it will be considered that the project is being awarded to the institute and the head of the institute will designate a nodal officer(s) for the execution of the project. The term “PI” should not be used for such projects.
4. For multi-institutional projects in which a regular faculty member from AIIMS Rajkot is serving as site-PI and includes financial remittance to AIIMS Rajkot, the same SOP as detailed below will apply.
5. Projects involving no financial remittance to AIIMS Rajkot will not be considered as Extramural projects.
6. The detailed research proposal, in the format of the funding agency, should be submitted by the PI at least 10 working days ahead of the last date of submission. The proposal should be accompanied by a cover letter on a note sheet mentioning (a) the funding agency to which the proposal is to be submitted, (b) the last date and time of submission, (c) the list of investigators along with their affiliations, (d) if any external collaborator is involved and if written consent

Document Name	SOP for submission of Extramural projects	Revision No.	0
Issue No.	1.0	Issue Date	01 Jan 2025
		Page No.	Page 1 of 3



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- of such collaborator has been obtained, (e) budgetary provisions including quantum of institutional overhead (f) if any MoU/ Letter of intent is to be signed, need to be enclosed.
7. Incase any Email / communication is received by the PI to participate in a study, the same alongwith all relevant details shall be shared with Research cell for obtaining necessary approval/ permission of Head of the Institute.
 8. Overhead Charges are to be budgeted by the PI while submitting application for the project funding (Refer SOP RC 3).
 9. The Statement of Expenditure and Utilization Certificate of ongoing and completed research projects of the PI must also be attached in the prescribed format with the current proposal (Annexure 'A').
 10. The CVs of all the proposed PIs and Co-PIs in the ICMR format should be attached.
 11. The proposal should be forwarded through the HoD of the concerned department of the PI.
 12. The Certificates on which endorsement of the Head of the Institute is required should be as per the format of the funding agency and mention the title of the project, full designation and address/ affiliation of PI/ Co-PI..
 13. The proposal with the covering note sheet and enclosures mentioned above will be sent by the PI to the Research Cell online mode on email id- researchcell@aiimsrajkot.edu.in and the hard copy of the file should also be submitted to the Research Cell at least 10 working days prior to the last date of submission of the proposal to the funding agency.
 14. A temporary number will be given by the Research Cell to the proposed project.
 15. The proposal if approved and Certificates signed by the Competent Authority shall be returned back to the PI for submitting the project to the concerned funding agency.
 16. The PI should submit a copy of the Institutional Ethics Committee (IEC) approval to the Research Cell for records.

Document Name	SOP for submission of Extramural projects		Revision No.	0	
Issue No.	1.0	Issue Date	01 Jan 2025	Page No.	Page 2 of 3



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Annexure 'A'
(Ref Sr 9 of SOP/RC02)

FORMAT FOR SUBMITTING INFORMATION ABOUT SoE/ UC OF PREVIOUS PROJECTS

Format for Utilization Certificate (UC) & Statement of Expenditure (SoE) Status

S. No.	Name of PI	Title of Project	Funding Agency	Start Date of Project	Duration of Project	Date of Completion	FY for which UC and SoE submitted for	Copy of UC & SoE (Please attach)	Status Completed/ Ongoing

Document Name	SOP for submission of Extramural projects	Revision No.	0
Issue No.	1.0	Issue Date	01 Jan 2025
		Page No.	Page 3 of 3