



**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 03</b>	<b>Standard Operating Procedure for overhead charges</b>
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**1. Overhead charges to be budgeted while submitting application for project funding-**

(a) In the case of **government Funding agency** (fully funded by the Central Government or State Government (ICMR, DHR, DST, CSIR, DRDO, Ministries etc.) where the rate of overhead charges is defined by the funding agencies, the PI shall follow the norms of the funding agency for the calculation of overhead charges.

In the case of government funding agencies where the rate of overhead charges is not defined, the PI shall budget for overhead charge @ 5% of the total grant amount proposed in the project proposal while applying for a project.

(b) In the case of funding agencies other than the government as above, including private or overseas funding agencies, the overhead will be calculated at the rate of 10% of the total project cost or as awarded by the funding agency, whichever is higher.

**2. Deduction of overhead charges by Research cell after project is sanctioned**

Once the project is sanctioned PI needs to submit a sanction letter from the funding agency indicating budget heads to the Research Cell.

Following the necessary entries in the database, the Research Cell will forward it to the accounts section for deduction of overhead budget amount as per actuals sanctioned by the funding agency.

The Account section will maintain record of the overhead charges deducted for research projects.

<b>Document Name</b>	SOP for Overhead charges		<b>Revision No.</b>	0	
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### 3. Utilization of Overhead charges

The overhead charges will be used exclusively for promoting the research in institute. The amount can be used for-

- Infrastructure development of the Research Cell and procuring items for promoting research in the Institute.
- Expenses for conducting of Research Day celebrations in the Institute, which also include presenting awards and medals.
- Expenses for Conduct of CME/Conferences/Workshops by the Research Cell.
- Expenses for conducting the RRB and IEC meetings.
- For bearing expenses related to filing patents.
- Expense for purchasing the software for research purpose (Plagiarism detection, Statistical analysis etc.)
- To cover maintenance charges of the equipment procured through the Research Cell.

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