



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 14	Standard Operating Procedure for Non-Funded Projects
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1.0 Purpose

This SOP is designed to outline the administrative procedure of submitting proposals for Non-funded research projects and their monitoring after obtaining due approval from the competent authority of AIIMS Rajkot.

2.0 Non-Funded Project

1. Non-funded project is carried out without any financial support from the institute/external agency.
2. Learning Resource Allowance/ Academic allowance granted to the faculty members may be utilized to meet financial requirement of the study/ project.

3.0 Eligibility

Principal Investigator (PI)

1. All permanent faculty members (Professor, Additional Professor, Associate Professors and Assistant Professors) can apply for Non Funded projects as PI.
2. Only one non-funded project per PI is permissible in an Academic Year.
3. Next project will be considered only after the submission of project completion report of previously sanctioned non funded projects.
4. 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.

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5. 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.
6. At one point of time PI cannot have more than 2 projects (Intramural and Non-Funded combined).

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.
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.

4.0. Duration of Non-Funded Research Project

1. The minimum duration for Non Funded projects shall be more than 6 months from the date of signing of sanction letter.
2. The maximum duration of Non Funded project shall be **24 months**.

5.0 Submission of Proposal

1. Proposal for Non-funded projects shall be invited by Research cell twice a year (1st week of Feb and 1st week of Aug).
2. Proposal should be submitted in the prescribed format only within the stipulated timelines.
3. Collaborative projects involving more than one department should be discussed with all investigators.
4. Collaboration outside the institute is also permitted.

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6.0. Approval of Non-Funded Research Project

1. The Research cell will examine the proposal for technical and scientific validity and, if found in order, a temporary number shall be allotted.
2. The quality of proposal shall be assessed by Project Review Committee/ subject experts- (Internal/External) / Research Review Board.
3. The PI is required to present the proposal in the next Research Review Board (RRB) and Institution Ethical Committee (IEC) meet.
4. The PI may seek expedited review or exemption from full IEC review if their proposal meets the defined criteria for the same.
5. Proposals that are not deemed meritorious enough for consideration under Non-funded category at any stage may instead be considered as Departmental studies.
6. PI has to obtain all requisite clearances (Institution Ethics Committee/ Animal Ethics Committee/ DCGI/ HMSC etc.) before commencement of the project

7.0 Tentative time line for Non Funded Research Project

1. The schedule to be followed for non-funded projects will be as per Annexure 'A'.

8.0. Monitoring of the Progress of Project

1. The PI shall submit the six-monthly progress report of ongoing projects on 30th September and 31st March respectively to the Research cell.
2. 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.
3. 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.

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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 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. The 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. A copy of publication/proof of submission is to be forwarded to the research cell
2. The manuscript 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.”

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Annexure 'A'
(Ref Para 7.0 of SOP/RC14)

Tentative time line for Non-Funded Projects

S No.	Action	Timeline	
1	Call for proposal	1 st week of Feb	1 st 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 (External/Internal) for scientific validity.	30 May	30 Nov
6	Presentation of selected 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

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12	Duration of the project	Starts from the date of signing of sanction letter
13	Submission of six-monthly progress report for ongoing projects by PI	31 Mar and 30 Sep
14	Submission of Project Completion report for review with Annexure 22 of IEC for approval	Within 1 month of PDC
15	Submission of Draft Final Report (Soft copy)	Within 3 months of PDC
16	Approval of the Draft Final Report	Within 1 months from the date of submission
17	Submission of Final Report (Hard copy)	Within 1 months after approval of DFR
18	Presentation of completed projects in Research Review Board (RRB) meet for acceptance of the project report.	During next Research Review Board meet
19	Issue of Project completion certificate by Research cell	After acceptance by RRB
20	Submission of Publication(s) by PI based on the project to research cell	Within 3 months from the date of acceptance by RRB

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