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 Project/ Study

1.0 Purpose

This SOP is designed to outline the administrative procedure of submission and monitoring of Non- funded research projects/study.

2.0 Non-Funded Project/ Study

1. Non-funded project/study 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. Research proposals to be considered under this category shall include-

   a) Short term proposal of duration up to 6 months.

   b) Proposals of duration more than 6 months if the PI has applied specifically for Non-Funded project.

   c) The types of studies to be considered under this category shall include online surveys, Questionnaire based studies, pilot studies to assess the practicality and feasibility of the main study, retrospective data analysis studies, systemic reviews and meta-analysis etc.

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.

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2. Senior Residents/PDCC fellow can also apply for Non-Funded Project/ Study as PI after obtaining No Objection Certificate from the HoD. It is mandatory to have atleast one permanent faculty member of the respective department as co-investigator.

3. Permanent Nursing offices can also apply for Non-Funded Project/ Study as PI with atleast one permanent faculty member of the respective department as co-investigator.

4. At one point of time PI cannot have more than 2 non-funded projects/study.

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.

4.0   Submission of Proposal

1. Proposal for non-funded projects shall be accepted by the Research cell round the year.

2. Proposal should be submitted in the prescribed format only.

3. Collaborative projects involving more than one department should be discussed with all investigators.

4. Collaboration outside the institute is also permitted.

5.0.   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 proposal will be taken for approval in the next Institution Ethical Committee (IEC) meet.

3. The PI may seek expedited review or exemption from full IEC review if their proposal meets the defined criteria for the same.

4. PI has to obtain all requisite clearances (Institution Ethics Committee/ Animal Ethics Committee/ DCGI/ HMSC etc.) before commencement of the project.

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6.0. Monitoring of the Progress of Project

1. Head of the department shall be responsible for monitoring of the progress of Non-Funded Projects/ Study.

2. Wherever feasible, a Departmental Research Committee may be constituted to monitor the projects.

7.0. Submission of Project completion report/ Research outcome

1. The PI shall submit *Project completion report* in prescribed format along with Annexure '22' of IEC (*Study Completion Report Form*) within one month of probable date of completion (PDC) of the Non-Funded project. 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 by the Research cell.

2. Alternatively, the PI may opt for publication of the research work in a pubmed indexed journal. A copy of publication/proof of submission is to be forwarded to the research cell in this case. The publication 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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