



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 15	Standard Operating Procedure for Departmental Study
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1.0 Purpose

This SOP is designed to outline the administrative procedure of submission and monitoring of Departmental study.

2.0 Departmental Study

1. The 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.
3. Research proposals to be considered under this category shall include-
 - a) Short term studies of duration up to 6 months.
 - b) Proposals of duration more than 6 months if the PI has applied specifically for Departmental study.
 - 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.
4. Proposals applied by investigators as Non-Funded project that are not deemed meritorious enough for consideration under that category may instead be considered as Departmental studies. The decision of Research cell/RRB shall be final.

3.0 Eligibility

Principal Investigator (PI)

1. All permanent faculty members (Professor, Additional Professor, Associate Professors and Assistant Professors) can apply for Departmental study as PI.

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2. Senior Residents/PDCC fellow can also apply for Departmental 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 Departmental 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 two Departmental studies.

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.

4.0 Submission of Proposal

1. Proposal for departmental study shall be accepted by the Research cell round the year.
2. The 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 Departmental 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. Review of Research work

1. Head of the department shall be responsible for monitoring of the progress of Departmental Study.
2. Wherever feasible, a Departmental Research Committee may be constituted to monitor the projects.

7.0. Submission of Study completion report form/ Research outcome

1. The PI shall submit *Study Completion Report Form* (Annexure '22' of IEC) within one month of probable date of completion (PDC) of the Departmental study. The report shall be forwarded to IEC Member Secretary through Research cell 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. The investigators are expected to publish at least one paper in an international/ national peer-reviewed journal from the departmental study.
3. The publication should acknowledge the research cell as-

“This paper is based on Departmental study (Non-Funded) No. _____ granted by All India Institute of Medical Sciences, Rajkot.”

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