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भारतीय आयुर्विज्ञान अनुसंधान परिषद
INDIAN COUNCIL OF MEDICAL RESEARCH

स्वास्थ्य अनुसंधान विभाग (स्वास्थ्य एवं परिवार कल्याण मंत्रालय)
वी रामलिंगस्वामी भवन, अन्सारी नगर, नई दिल्ली - 110029
DEPARTMENT OF HEALTH RESEARCH (MINISTRY OF HEALTH & FAMILY WELFARE)
V. RAMALINGASWAMI BHAWAN, ANSARI NAGAR, NEW DELHI-110029

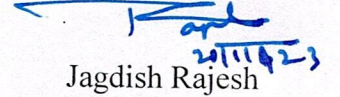
No. 16/74/2023-Admn./E – Office No. 169667

Dated: - 16/11/2023

Office memorandum

The Intramural Research Programme of ICMR has been structured with the due approval of Governing Council of ICMR. Consequently, the Guidelines for operating the Intramural Research Programme have been formulated, and available on the ICMR website for information and perusal.

This issues with the approval of Director General, ICMR.


Jagdish Rajesh

Assistant Director General (Admin.)

All Directors/ Director- in- charge of ICMR Institutes/Centres

Copy to :-

1. PS to DG/Sr. DDG(A)/Sr. FA
2. All Divisional Heads
3. DDG(A)/ADG(A)
4. Head BMI-with request to upload the same on ICMR website

INDIAN COUNCIL OF MEDICAL RESEARCH

Guidelines for Intramural Research Programme

Indian Council of Medical Research (ICMR) provides financial assistance to ICMR institutes to conduct research based on its mandate and priorities. The intramural programme of ICMR intends to encourage high risk, high reward research from ICMR scientists.

I. Description of Intramural Research Programme

1. Types of Extramural Research Grants

- 1.1. Early-career Small Research Support Grant
- 1.2. Intra-Mural Research Grant

1.1. Early-career Small Research Support Grant (Seed Grant)

All new entrant ICMR scientists will be eligible for one-time special research support grant of Rs.30 lakh for conducting a research project on a priority topic under the mentorship of a senior ICMR scientist (at least level of Scientist E) and another non-ICMR scientist after thorough review and approval of the institutional SAC. This one-time seed grant is for the newly recruited scientists to establish themselves and conduct research that will help them to get grants in the future.

Any scientist can apply for seed grant only once in her/his tenure in ICMR after joining a permanent position.

Purpose:

- To improve capacity to write project proposals, sharpen professional skill, and betterment of attitude towards negotiating the operational challenges in project implementation.
- To enhance the ability of scientists to compete for bigger grants within and outside ICMR.
- Eventually the institute will be benefitted by having a scientist with an advanced skill set.

Eligibility criteria:

- a) Scientist who is posted in ICMR institutes and centres and not at ICMR-HQ or DHR.
- b) Any Scientist (B,C, D or E) who joined ICMR through direct recruitment during a stipulated timeframe as decided by competent authority for a given year which may be within three years of joining.
- c) Scientist who moved to ICMR institute/centre after her/his tenure at DHR or ICMR HQ within the given period or completion of 1 year from the date of transfer whichever is later.

Types of projects to be funded

- The researcher should design a project, which can potentially lead to bigger impactful research from the result or outcome.
- The projects should be aligned to the priorities of the institution and ICMR.

Types of research to be funded

- a) **Discovery research** aimed at finding novel interventions (basic research). Some examples are proof of concept study; pre-clinical and phase-I studies including phytopharmaceuticals and traditional medicines and genomic methods/algorithms/tools for personalized medicine etc.
- b) **Development research** aimed at developing interventions for screening, diagnosis, prevention, treatment of diseases/conditions or make existing interventions simpler, safer, more efficacious,

or more affordable. Examples of such research includes development of Point of care tests, molecular diagnostic tests, animal models for diseases appropriate dosage and formulations, artificial intelligence and machine learning predictive tools/models, phase 2/3 (or equivalent phase) clinical trials of vaccine and therapeutics etc.

- c) **Delivery research** or implementation research aimed at learning how to overcome barriers in delivering effective interventions to the people who need them. This will include health system-based interventions to increase access, and to successfully implement national health programme or schemes, reducing inequity and improve quality of health care.
- d) **Descriptive Research** aims to describe the distribution and determinants of a disease or health problem with an attempt to identify potential intervention toward solution..

Funding: For seed grant projects the budgetary upper ceiling will be INR 30 Lacs/project.

Duration of project: The duration of project will be up to a maximum period of 3 years. An additional period of up to 6 months for preparatory activities (with no additional costs) can be incorporated in the project proposal.

Who can apply: A new entrant ICMR scientist can apply for seed grant only once in her/his tenure in ICMR after joining a permanent position within the permissible time frame as indicated under the Eligibility criteria clause.

Other scientists working in the same or other ICMR institutes or non-ICMR recognised Indian institutes are allowed to be associated as Co-investigators under this call.

The projects will be reviewed by Institutional Scientific Advisory Committee (SAC) and will be funded only if SAC approves the project.

Format for project proposal is provided in **Annexure-I** (Part A & B)

Proposal Review Process

It will be a single step review. SAC may use the following criteria for reviewing the projects.

- a) Rationale of the project – is it likely to solve a priority problem?
- b) Possible impact – is it likely to have an impact on health outcomes?
- c) Novelty/innovation – is the study developing or testing a new idea?
- d) Methodology – are study methods appropriate to achieve the objectives?
- e) Implementation strategy – is the study feasible in a timely manner?

1.2. Intra-Mural Research Grant

Types of research to be funded

The projects should be intended as Institute initiated research project rather than Investigator initiated research project so that the vision and mandate of that particular ICMR Institute is reflected through these projects. Every Institute is expected to identify up to 5 key priorities and submit projects on them.

The area can be from any of the research domains pertaining to Communicable Diseases; Non-Communicable Diseases and Reproductive, Child Health & Nutrition. Any Institute can apply for a project in any area as long as it is an institutional priority.

Call for Proposals

Each ICMR Institute shall enlist about five top priorities which will be approved by DG-ICMR.

The list of institution-wise priorities will be announced in the Call for Proposals. Projects must cover one or more of the priorities.

Funding

The budgetary ceiling for a project will be Rs 8 crores (for entire duration of the project). Each Institute will be awarded maximum 30 crores (every year) in the priority areas based on need and quality of research proposals.

Duration

The project duration will be up to a maximum period of four years. Inclusive of up to 6 months' each for preparatory & post project activities (with no additional costs).

Format for project proposal is provided in **Annexure-I (Part A & B)**

Who can apply

Collaboration between other ICMR institutes or non-ICMR institutes is allowed under this grant. Scientists from other ICMR institutes or non-ICMR institutes can be included as Co-PI and share grant amount if necessary.

All proposals must be reviewed and approved by the Scientific Advisory Committee (SAC) of the respective institute and must be **uploaded by the Director of the institute where the PI is working.**

Proposal Review Process

The projects will be reviewed by the Project Selection Committee based on the following criteria:

- a) Rationale of the project – is it likely to solve a priority problem?
- b) Possible impact – is it likely to have an impact on health outcomes?
- c) Novelty/innovation – is the study developing or testing a new idea?
- d) Methodology – are study methods appropriate to achieve the objectives?
- e) Implementation strategy – is the study feasible in a timely manner?

How to apply

A proposal can be submitted for financial support through ONLINE MODE ONLY by the Principal Investigator

Important note for the submission of proposal:

- a) Open the ICMR Electronics Project Management System (e-PMS) portal <https://epms.icmr.org.in>. The user manual of e-PMS (under Guidelines → e-PMS manual) is available on the portal.
- b) Project proposal submission is three steps process in e-PMS:
Step 1: PI registration/ Login (<https://epms.icmr.org.in/userLogin>)
Step 2: Verify email ID and complete/ update PI profile
Step 3: Proposal submission
- c) After completing mandatory section of PI profile, click on “Proposal submission → Click on Submit new proposal → Select the program from drop-down box as "Intramural Research Proposals” → Fill the form step by step.

- d) It is advised to carefully read the budget provision available under Guidelines for Intramural Research Programme of ICMR and submit the budget in prescribed format.
- e) Including at least one Co-PI from PI's institute is mandatory.
- f) PIs are advised to submit proposal well ahead of the last date, since servers may be overloaded and slow to respond.
- g) For any technical queries related to the call, please contact
PO-EPMS
Division of BMI, ICMR Headquarters,
V Ramalingaswami Bhawan, Ansari Nagar, New Delhi-110029
Email: po.epms@icmr.gov.in; Phone No: 011-2658988

II. Guidelines for Operation of Intramural Projects for Grantees

1. Budget

The budget is to be submitted in **prescribed format- Annexure-III**

The budget would be sanctioned under broad sub-heads as under

- i. Staff (Pay and allowance of the staff)
- ii. Contingency (Recurring and Non-recurring)
- iii. Consumables
- iv. Travel (if approved)
- v. Equipment (if approved)

2. Declaration & Attestation to be submitted in prescribed format to the Director of concerned ICMR Institute– **Annexure – IV**

3. Certificate issued by Department of Scientific and Industrial Research (DSIR)

- a. Public funded institutions do not require DSIR certificate for applying.
- b. Private academic institutions with valid UGC/AICTE/PCI or NMC approved Medical colleges also do not require DSIR certificate for applying.
- c. All other institutions must submit DSIR certificate.

4. Short listing of Project: ICMR will inform the PI in case the project is short-listed and is moved to the next stage of the process. However, this will not indicate an assurance for funding, since only some of the short-listed projects will be funded.

5. Once the project is approved by the competent authority, ICMR will inform the PI about the sanctioned budget & duration of the project.

6. The PI need not upload the CODAL documents on the e-PMS portal, however it is the responsibility of the PI and the Director of the Institute to complete all requisite codal formalities before initiation of the project.

7. Plagiarism:

The project proposals before submission should be subjected to plagiarism check by standard software. An undertaking in this regard should be enclosed as per the prescribed format (**Annexure-V**). Plagiarized proposals are liable to get rejected.

8. Release of grants

The project grant will be released to the ICMR Institute account and not to the individual PI. For all approved projects, budgetary requirement (till the end of the existing financial year) should be submitted to ICMR Hqrs by April of each year.

The funds will be released in one installment only in a year. The first installment is released along with the sanction letter. It would include the entire grant for purchase of equipment's and recurring expenditure for the year up to 31st March of that financial year. Steps to procure the approved equipment's should be initiated immediately (to avoid escalation of cost) following the prescribed norms of the ICMR institution including GFR and other GoI norms on the subject of procurement issued from time to time.

For the subsequent years, the funds will be released only after receipt of the annual progress report of the project for previous year along with Statement of Expenditure (SoE) duly attested by the Accounting Authority of the Institute. In order to avoid break and continuity of funding, the annual report and SOE should be submitted 3 months before the end of year. Expenditure committed for the remaining 3 months can be included as committed expenditure in the SoE. In no case the Annual report/SoE/Provisional UC should be submitted later than 1 month of the end of the year of project.

If the annual report and SoE is not submitted within 1 month of the end of the year, the project is likely to be terminated.

The last year's fund would be released only after receiving of the SoE and provisional UC for the penultimate year. Last year's allocation would be after adjustment of unspent balance as per the SoE & UC. Entire fund for the last year would be released in one go with a mandatory condition that the PI would submit final report and UC within next 3 months from the date of completion of project, failing which the PI would be blacklisted for 3 years for the purpose of receiving of project funding from ICMR. An advisory would also be sent to the Head of the Institute.

9. Re-appropriation of funds

Expenditure should on no account exceed the budget sanctioned for the project. For re- appropriation of expenditure under the different sub-heads (pay & allowances, contingencies, consumables, equipments, etc.) within the sanctioned budget and for unspent balance, a request may be sent to ICMR only where re-appropriation is exceeding 20% of concerned subheads under sanctioned budget for the year. Within this 20%, Director of Institute will have the liberty to re-appropriate the funds with concurrence of SCO/Sr ACO of Institute. However, the overall sanctioned budget should remain the same.

10. Down gradation/Up-gradation of approved project staff

For whatever reasons, if an investigator would like to downgrade or upgrade a project staff or convert it to an equivalent post with another designation, the PI will have to send a request to the Director with adequate justification. The justification will be carefully examined by the Director and if approved, will communicate to the PI. However, the PIs will have to manage such re-designations within the budget and only after appropriate approvals.

11. Date of Start

The date of initiation of the project will be the date when the PI receives the grant. This date would have to be communicated by the ICMR Institute to the ICMR Hqrs.

12. Utilization of travel grant

The travel grant can be utilized for travel by the PI, Co-I or by any Project Staff working in the project for:

- a. Visiting the ICMR Hqrs Office for meeting(s) related to the project.
- b. Attending a training course related to project (mainly for project staff).
- c. Attending seminars/symposia/conference provided the PI himself or the Project Staff/ Fellow/Associate is presenting a research Paper (based on the project work) which has been accepted.
- d. For field work / survey in respect of project related activities
- e. International travels are not permitted under this head

13. Contingency grant

This is meant for recurring as well as non-recurring expenditure. The contingency grant can be utilized for purposes it was sanctioned by the appropriate Expert Committee like, but not limited to:

- a. Acquisition of books and documents of relevance to the research topic in case these are not available in the library, these would become the property of the Institution's library and after purchase and accession may be issued to the Department / Scientist till they are needed.
- b. Charges for specialized investigations for which facilities do not exist in the host institute
- c. Publication Charges/Article Processing Fees/ reprints/ off-prints of research papers published as an outcome of the research.
- d. Printing of questionnaire
- e. Preparing software for data management or Apps for data entry
- f. Computer utilities, charges for analysis of data (computer charges)
- g. Expenses in connection with the preparation of the final report
- f. POL - Taking up field work/travel connected with the research work (TA/DA would be as per the entitlement).
- h. Communication Charges
- i. Grant cannot be used for purchase of furniture items/office equipment

13.1 For contingency grant exceeding Rs.25000/-per annum, detailed breakdown should be given.

All expendable and non-expendable articles acquired for work of the project should be purchased in accordance with GFR and with the procedure in vogue in the host institutions. For permanent and semi-permanent assets acquired solely or mainly out of the grant, a separate audited record in the form of register in prescribed Performa enclosed shall be maintained by the Institute. The term moveable property where the value exceeds Rs. 5000/-, separate assets registers for items costing more than Rs. 20,000/- and less than Rs. 20,000/- may be maintained.

14. Consumable items required for research work.

15. Equipment

- a. The Council would provide equipment(s) for conduct of the study provided it has been approved by the appropriate Expert Committee. There is no upper ceiling on the amount to be sanctioned for purchase of equipment (s). This would vary on the nature, scope and need of the project. However for procurement of equipment delegated powers of ICMR functionaries would be applicable.
- b. For indicating Estimated cost of equipment in Budget, submit any documentary proof that shows projected cost such as estimate from GeM/E-commerce/Company website.
- c. All equipments should be purchased according to the GFR and procedures of the Institutions where the project is to be carried out.
- d. Equipment procured through the ICMR grant should bear a label "*ICMR funded*".
- e. On completion of the study, a list of all equipments procured from the project funds along with their cost, date of installation and suggestions for disposal of the same should be sent to the ICMR Hqrs. in the prescribed format as at **Annexure X pt.18**.

16. Hiring of Project Human Resource

The ICMR shall only fund for the project positions, as enumerated in the criteria for engagement of Non-Institutional Project Human Resource Positions, purely on temporary contractual basis, as has been circulated by ICMR HQ, vide letter No. 16/29/2023/E. Office No.157401 dated 01.08.2023 and 30.10.23. Age relaxation beyond indicated maximum age limit is not permissible.

It may be noted that there will be no legal binding or relation of “Employee” and “Employer”, between the project staff and the ICMR and no claim for any additional emoluments, perquisites, privileges, continuation of project services in any other ongoing project and regularization of service against the regular ICMR sanctioned posts, shall be entertained.

17. Annual Progress Report

- a. Annual Report is to be submitted annually in the prescribed format- **Annexure-VI**. . In order to avoid break and continuity of funding, the Annual report and SOE should be submitted 3 months before the end of the year. PI refer to para 12 for more details.
- b. The progress of the project would be evaluated by the ICMR either by peer review or by an Expert Committee.
- c. The project will not be renewed for the next year unless the Council receives the progress report in time.
- d. A delay in receipt of the report in time for consideration by the Committee may lead to termination of the project.
- e. The PI may be asked to present the progress at the meeting of the Committee, if considered necessary.
- f. The suggestion and views of the Committee and mid-course correction, if any, would be conveyed to the PI from time to time for effective conduct of the project.
- g. The concerned Intramural Divisions will be responsible to oversee and monitor the progress and process of the Intramural research programme.

18. Annual Financial Statement

- a. Annual Statement of Account in form of SoE as per the prescribed format (**Annexure-VII**) duly signed by the Accounts Officer, PI & Head of the ICMR Institute giving the funds received and expenditure incurred upon completion of 9 months from date of start of the project needs to be submitted by the PI as provisional UC for releasing the grant for next year.
- b. Unspent balance would be adjusted in the next year installment till the penultimate year.

19. Final settlement of the Accounts

The final settlement of the Accounts will be done only after the receipt of the following:

- a. Full and final utilization certificate – **Annexure VIII**.
- b. Full and final audited statement of expenditure – **Annexure- IX**.
- c. List of equipments procured from the project along with their cost, date of purchase and suggestions for disposal of all items purchased under equipment, in the prescribed format- **Annexure X pt.18**.

20. Final Project Completion Report

- a. At the completion of the project, the final report in the prescribed format **Annexure-X** has to be submitted.
- b. The report should be submitted not later than three months from the date of completion of the project failing which the PI would be blacklisted for 3 years for the purpose of receiving of project funding from ICMR. An advisory would also be sent to the Head of the Institute.

21. Extension of the project

Requests for project extension beyond approved duration would not be entertained routinely. However, if interesting/important leads are likely to emerge that need to be followed up, then a valid justification for an extension should be submitted by the PI three months before the expected completion of the project along with progress report, clearly mentioning the period of extension with justification and reasons why the project could not be completed within the stipulated sanctioned period.

It can be extended after approval of Addl. DG/DG, ICMR. It will not be necessary to send the same to finance section if extension request is within the approved budget. A proper justification is needed and Head of the concerned Division will have to prior-approve the request before the final decision by Addl. DG/DG, ICMR and Finance section, if additional budget for the extended period is necessary, the details to which are to be provided by the PI in his extension request.

22. Change of PI

- a. PIs are encouraged to have a co- Principal investigator in the project.
- b. In case the PI leaves the project, an eligible co-Principal investigator could be considered as the PI subject to recommendation of the PI and the Head of the Institution. Such a request should be sent well in advance, for approval of ICMR along with consent of the Co-PI that he agrees to carry out the project as per terms and conditions of ICMR.
- c. In case the PI is shifting to any other institution, the Co-Principal investigator could be made PI or the project could be transferred to the Institutions with prior approval of the ICMR
- d. The host institution has an important role to play in the above. The Institute/ Principal Investigator will have to inform ICMR of any change and in consultation with ICMR, take steps to ensure successful completion of the project before relieving the original Principal Investigator.

Approval of Addl. DG/DG, ICMR for this change is required.

23. Number of projects with the PI

Under normal conditions, a PI should only be implementing five research projects funded by ICMR, at a given time point. While submitting an application for a research project, the PI should give in detail all the research projects (completed, on-going). Fresh research proposal can be considered only when the on-going research proposals are about to conclude.

24. Intellectual Property Rights

All new intellectual property viz. patents, copyright, design, etc. generated as part of the research supported by the ICMR would jointly belong to the Council and host institute of the PI. All raw data (in all forms) should be made available/accessible to ICMR at the completion of the project along with submission of the final report.

25. Publication of Results/Presentation of Papers

The research papers and publications based on the results of the research project should acknowledge the assistance by the ICMR along with IRIS ID number, proposal ID as and when published.

- i. All authors shall abide by DHR/ICMR publication policy.
- ii. The note for media briefing for all DHR/ ICMR funded projects shall be shared atleast 48 hours prior to the release by all DHR/ ICMR scientists and PI s of all research projects funded by DHR/ ICMR so that the comments of DHR/ICMR, if needed, can be prepared.

26. Data sharing

As per para 9. iii (c) the PI is required to submit (online) all the raw data (along with descriptions) generated from the project to the ICMR research Data Repository. Any sharing of data should follow the provisions of the Digital Personal Data Protection Act 2023 and relevant policies of the GoI.

Format for submission of Project Proposal

PART-A

(No identifying information should be included in part-A, Sl 1 to 15)

Please read carefully-if identifying information is included, the project will be rejected during screening

1. **Title of the proposed research project (up to 25 words):** should be **specific, concise** and yet sufficiently descriptive and informative.
2. **Summary (up to 250 words):** A structured summary should contain the following subheadings: (i) Rationale/ gaps in existing knowledge,(ii) Novelty, (iii)Objectives, (iv)Methods, and (v) Expected outcome.
3. Does it cover a priority area? If yes please select the most appropriate one from the list (will be made available with each call). **Priority diseases or conditions will be identified by ICMR**
4. **Area of research (Please tick one):**
 - Description-burden, risk factors, determinants, associations, characteristics- clinical or OMICs
 - Discovery-finding novel interventions (basic research)
 - Development or improvement of preventive, screening ,diagnostic, treatment or rehabilitation interventions
 - Delivery-implementation research
5. **Keywords:** Six keywords separated by comma which best describe your project may be provided.
6. **Abbreviations:** Only standard abbreviations should be used in the text. List of abbreviations maximum of ten may be given as a list.
7. **Problem Statement (up to 500 words):** State the currently available information to adequately present the problem.
8. **Rationale of the study (up to 250 words):** Mention how the research question addresses the critical barrier(s) in scientific knowledge, technical capability, and/or programmatic/clinical/lab practice and its relevance to local, national and international context with relevant bibliography.
9. **Hypothesis/ Research question (up to 100 words):** Please provide details
10. **Study Objectives (up to 25 words/ objective):** Define the objectives clearly and in measurable terms; mention as primary and secondary objectives if necessary. Do not include more than 3-4 objectives.
11. **Methodology:** Include objective-wise work plan under the following sub-headings:
 - a. Study design
 - b. Study site
 - c. Methods (e.g. PICO)
 - d. Sample size
 - e. Implementation strategy
 - f. Statistical analysis
 - g. Ethical issues
12. **Expected outcome/ Deliverables aligned with research question (up to 100 words):**
13. **Future plan based on expected outcomes (up to 100 words):**
14. **Whether the study is going to generate new intellectual property or will be in conflict with the existing one?:**Please provide details
15. **Timelines with achievable targets:** GANTT/ PERT chart to be uploaded.

PART-B

(Identifying information can be included ONLY in Part B)

- 16. Preliminary work done by the PI including the source of funding (up to 250 words):** Proof of concept (if any)
- 17. Skill and experience of the research team:** Highlight only salient points that provides confidence to reviewers that team can implement the project with quality. Include one page brief CV of PI and Co-PI-in prescribed Format-(Annexure II)
- 18. Institutional Support/ Facilities:** Mention the efforts made to achieve inter-departmental or inter institutional collaboration needed for study implementation, details of coordination between clinical, laboratory and data management procedures, mention:
- 19. Laboratory facilities (*in-vitro/ in-silico*):** institutional resources such as instruments/ equipment and other physical resources available for use in the project proposed animal house etc.
- 20. Budget:** Budget should be as per ICMR guidelines available on the website. Justifications for all sub-headings under budget (as per ICMR format) is to be provided in detail.
- 21. Conflict of Interest Declaration (if any):** PI should include a statement for conflict of declaration (if any).
- 22.** Additional supplementary information including figures, tables, flow diagrams, etc can be shared as PDF (5 MB).

Short Resume format (PI/Co-PI) (Maximum two pages)

Name: _____

Qualifications: _____

Designation: _____

Institute: _____

Date of Birth	
Domain Expertise	
Articles in Pub Med (Past 10 years)	
H-index	
Fellow of Academies	

- Maximum of 10 primary research publications related to the proposal**

Publication details in AMA style	Impact factor of journal	Name of policy/programme/ protocol document or patent/commercialization of products where cited.

(Publications as first, last or corresponding authors may be identified with an asterisk ())*

- Experience as Investigator:**

Short title of project (Max. 10 words)	Role PI/Co-PI/co-investigator	Funding agency	Amount of funding	Reference of main publications

List of publications (last 5 years e.g since 01-01-2017)

Publication details in AMA style	Impact factor of journal	Name of policy/programme/ protocol document or patent/commercialization of products where cited.

(* Publications as first, last or corresponding authors)

List of projects undertaken (last 7 years e.g since 01-01-2019)

Short title of the project	Primary objective (in brief)	Type of study (e.g. RCT / Prevalence/Lab-based)	Funding agency	Grant amount	Time period

List of patents (last 5 years e.g since 01-01-2017)

Title of Patent	Date of filing	Name of the institute (collaborative)	Whether patent is commercialized or not, If yes, Give the details

Justification of Budget
(Staff, Equipment, Contingency/Consumables and Travel Allowance)

Staff/Manpower	
Sl. No.	Salary (As per ICMR Project Staff guidelines)
Justification of Staff/Manpower(each position)	

Equipment				
Sl. No.	Equipment Name	Estimated cost (submit any documentary proof that shows projected cost such as estimate from GeM/E-commerce/ Company website)	Justification	Mode of proposed disposal

Contingency	
Detail	Breakup with Justification
Year 1: Total Amount (e.g. 50,000) (amount is just for reference)	1) Item 1: 20,000/- 2) Item 2: 30,000/-
Year 2:	--
Year 3:	--
Year 4:	--

Consumables	
Detail	Breakup with Justification
Year 1: Total Amount (e.g. 5,00,000) (amount is just for reference)	1) Item 1: 2,00,000/- 2) Item 2: 3,00,000/-
Year 2:	--
Year 3:	--
Year 4:	--

Travel Allowance	
Detail	Justification
Year 1:	
Year 2:	
Year 3:	
Year 4:	

Signature of the Principal Investigator
Institute with Stamp
Date: _____

Accounts Officer of the Institute
with Stamp

Signature of Head of the
with Stamp

* The four year duration of the project is inclusive of up to 6 months' each for preparatory & post project activities (with no additional costs).

Ref. ICMR-Call for Application: _____

Title of the project: _____

Name of the PI: _____

Name of the Institute: _____

Declaration & Attestation

We hereby certify that:

- i. We have read the terms and conditions for ICMR Research Grant. All necessary Institutional facilities will be provided if the research project is approved for financial assistance.
- ii. The equipment(s) that is being requested as part of this project is/are not available in the Institute/Department /or these are available and are being used at full capacity (Strike off the inappropriate one)
- iii. The equipment(s) requested as part of this project have not been purchased earlier from the funds provided by ICMR for previous project(s) in the Institute.
- iv. No utilization certificate (UC)/ statement of expenditure (SoE) final report is pending for earlier ICMR project(s) under the PI and the final report(s) for earlier projects have been submitted.
- v. The project has not been submitted to any funding agency or institution other than the ICMR.
- vi. The PI does not have more than 5 (five) ICMR projects at present as a Principal Investigator.
- vii. We understand that ICMR shall only fund for the project positions, as enumerated in the criteria for engagement of Non-Institutional Project Human Resource Positions, purely on temporary contractual basis. ICMR has apprised us of this rule and we have carefully noted it.
- viii. The PI and Co-investigator(s) hereby submit the ICMR Declaration of Interest form in prescribed format.
- ix. The name of the ACO of our Institute who will audit is as follows:

- x. CV of the investigator and Co-Investigators is/are attached in prescribed format.

	Name	Signature	Date
a) Principal Investigator	_____	_____	_____
b) Co-Investigator(s)	_____	_____	_____
c) Head of the Department	_____	_____	_____

Signature of the Head of the Institution with seal

Date:

DECLARATION OF INTEREST FORM
Self-Declaration of Financial Interest (PI refer to the Guidance document)

Please fill in this form to fulfill the disclosure requirements mandated by the ICMR regulations on promoting objectivity in research.

Name of the Investigator: _____

University and Institute: _____

Project Title: _____

Call date and Type: _____

A. No significant financial interests affecting grants awarded by ICMR

I confirm that I, as an investigator / collaborator / subgrantee being responsible for the design, conduct or reporting of research results of a grant awarded by ICMR, have not been affected by a financial conflict of interest during the past 3 years.

B. Financial interests affecting grants awarded by ICMR.

I have been affected by a financial interest during the past 3 years.
(Please tick as appropriate and specify below)

C. Please declare Yes or No

Yes No

Stocks / Shares / Stock options / Equity interests and similar values: During the past 3 years I, my spouse, or my dependent children have held such values which, when aggregated, exceed 1,00,000 INR

Ownership interests: During the past 3 years I, my spouse, or my dependent children have held such interests which, when aggregated, represent more than a 5% ownership interest in any single entity.

Salary / Honoraria / Fees for services / Other payments:
During the past 3 years I, my spouse, or my dependent children have received above mentioned values which, when aggregated, exceed 20,000 INR

Patents / Copyrights / Royalties from such rights: During the past 3 years I, my spouse, or my dependent children have received above mentioned values which, when aggregated, exceed INR 100,000

Travel reimbursements from firms and sponsored travels: During the past 3 years I, my spouse, or my dependent children have received above Rs. 20,000

Confirmation: I confirm that I have read and understand the "ICMR guidelines for project submission" and that I comply with it. I have completed this disclosure to the best of my knowledge and belief.

Place: _____

Date: _____

Investigator's Signature

Declaration of Interest- General Guidance

All individuals who are participating in the conduct of The Study in any capacity (e.g., Principal Investigators, Co-Investigators, Study Coordinators, consultants, etc.) should complete a DOI Disclosure Form.

Study Duration to Which Guidance Applies: This guidance applies for the duration of The Study activity, the preceding 3 years prior to completing the Disclosure Form, and until all major primary outcome publications are completed.

Examples of Interest that should be Disclosed: All activities that would qualify as a duality according to the individual's Institution requirements should be reported to the Institution and also to The Study. In addition, regardless of the Institution's requirements, all relationships with commercial entities whose products/services are being used/tested or are in direct competition with those being used/tested should be disclosed to The Study.

- Ownership of stock, equity, or other financial interest in a company/entity which has products that might be used in or benefit from or be harmed by the results of The Study.
- Employment, office or directorship in any company/entity involved or potentially involved with The Study.
- Personal compensation from any company/entity involved or potentially involved with The Study.
- Consulting/advisory arrangements with any company/entity involved or potentially involved with The Study, including service on:
 - Data and Safety Monitoring Boards
 - External Evaluation Committees
 - Advisory Boards
- Involvement with grants, contracts, research, training or other support (restricted or unrestricted) from any company/entity involved or potentially involved with The Study.
- Travel grants to attend educational symposia provided by any company/entity involved or potentially involved with The Study. This includes serving in one of the aforementioned consulting/advisory arrangements.
- Intellectual property rights (i.e. copyright, patent, trade mark) related to the activities of The Study.
- Relationship with a company/entity that may affect academic advancement or status, such as sponsorship of an endowed chair or establishment of a fund for use by The Study investigator.

All of the above applies to companies/entities being studied as well as those in direct competition with the companies/entities being studied as defined above.

DOI Disclosure Procedures:

- DOI Disclosure Forms should be completed when first engaged in The Study and updated on no less than an annual basis. New conflicts should be reported as soon as they are identified by submitting a new DOI form.
- Disqualification from participation in an activity that would potentially be affected by the DOI (e.g., authorship on a paper or voting on any issue related to a company/entity with which they have a relationship).
- Divestiture of significant financial interests to the extent that the financial relationship falls above the stated threshold for DOI.
- Severance of the relationships/activities that create actual or potential DOI.

DOI Violations: Violations involving DOI could lead to removal from The Study activities and include but are not limited to:

- Failure to disclose a pertinent DOI to The Study and/or to the individual's institution and/or its IEC (where required by the institution).
- Unwillingness to comply with duality management specified by the individual's institution or The Study
- Failure to comply with The Study DOI procedures.

Plagiarism Undertaking

To
The Director General
ICMR, New Delhi

Sir

I _____ hereby certify that the
research proposal titled _____

_____ submitted for possible funding by ICMR, New Delhi is my original idea
and has not been copied/taken verbatim from anyone or from any other sources. I further certify that this proposal has
been checked for plagiarism through a plagiarism detection tool i.e. _____ and the
contents are original and not copied/taken from any one or many other sources. I also declare that there are no
plagiarism charges established or pending against me in the last five years. If the funding agency notices any
plagiarism or any other discrepancies in the above proposal of mine, I would abide by whatsoever action taken against
me by ICMR, as deemed necessary.

Signature of PI with date

Name / designation

Format for Annual Progress Report

1. Project title
2. PI(name & address)
3. Co-PI(name & address)
4. Date of start
5. Duration
6. Objectives of the proposal
7. Methodology
8. Interim modification of objectives/methodology(with justifications)
9. Detail progress of the work carried out during the period
10. A summary sheet of not more than two pages under following heads(Title, Introduction, Rationale, Objectives, Methodology, Results, Translational Potential)
11. Research work which remains to be done under the project
12. Applied value of the project
13. Any publications
14. Any patents applied for
15. If additional budget or staff is required for the remaining part of the research work, please give justifications and details.

Date:

Signature

Designation

Format for Annual Statement of Accounts/Provisional UC

(Period

1. Sanction Letter No. :
2. Total Project Cost : Rs.....
3. Sanction/Revised Project cost (if applicable): Rs.....
4. Date of Commencement of Project :
5. Proposed Date of Completion :
6. Statement of Expenditure : From.....To.....

S. No.	Sanctioned / Heads	Funds Allocated	Expenditure Incurred				Balance as on (Date)	Remarks
			I Year	II Year	III Year	IV Year		
1.	Salaries							
2.	Contingencies							
2.1.	Non-recurring (Equipments)							
2.2	Recurring (Supplies, Materials, Consumables, etc.)							
3.	Travel							
4.	Interest on Bank Deposit							
	Total							

Committed Expenditure (3 months):

S. No.	Heads	Committed Expenditure	Remarks

Signature of Principal Investigator with date

Signature of Accounts Officer with date

Signature and Seal of Head of the Institute

Format for Final Utilization Certificate

- 1) Title of the Project
- 2) Name of the Institutions
- 3) Principal Investigator
- 4) ICMR letter No. and date sanctioning the project.
- 5) Head of account as given in the original sanction letter

Certified that out of Rs.....of grants-in-aid sanctioned during the project period
in favour ofunder ICMR Letter No....., a sum of
Rs.....has been utilized for the purpose for which it was sanctioned.

Certified that I have satisfied myself that the conditions on which grant was sanctioned have been duly fulfilled and that I have exercised required checks to see that the money has been actually utilized for the purpose for which it was sanctioned

- i. The main accounts and other subsidiary accounts and registers (including assets registers) are maintained.
- ii. There exist internal controls for safeguarding public funds/assets watching outcomes and achievements of physical targets against the financial inputs.
- iii. To the best of our knowledge and belief, no transactions have been entered that are in violation relevant Act/Rules/standing instructions and scheme guidelines.
- iv. The expenditure on various components of the scheme was in the proportions authorized as per the scheme guidelines and terms and conditions of the grants-in-aid.

Signature of Principal Investigator with date

Signature of Accounts Officer of the Institute with date

Signature of Registrar/Head of the Institute with date

Format for Final Statement of Expenditure
(to accompany the Final Report)

- 1) Sanction letter No. :
- 2) Total project cost :
(Sanctioned/revised project cost, if applicable)
- 3) Date of commencement of project :
- 4) Date of completion of project :
- 5) Grant revised in each year(financial) :

S. No.	Sanctioned/ Heads	Funds Allocated	Expenditure Incurred				Balance as on (Date)	Remarks
			I Year	II Year	III Year	IV Year		
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
1.	Salaries							
2.	Contingencies							
2.1.	Non-recurring (Equipments)							
2.2	Recurring (Supplies, Materials, Consumables, etc.)							
3.	Travel							
4.	Others(if any)							
	Total							

Name & Signature
Principal Investigator
With date

Signature of Competent
Financial/audit authority
with date

Format for Final Report

1. Title of the Project:
2. Unique ID of the Project(provided by ICMR)
3. Principal Investigator and Co-Investigators
4. Implementing Institution and other collaborating Institutions
5. Date of commencement
6. Duration
7. Date of completion
8. Objectives as approved
9. Deviation made from original objectives if any, while implementing the project and reasons thereof.
10. Field/ Experimental work giving full details of summary of methods adopted.
11. Supported by necessary tables, charts, diagrams and photographs.
12. Detailed analysis of results.
13. A summary sheet of not more than two pages under following heads (Title, Introduction, Rationale, Objectives, Methodology, Results, Translational Potential)
14. Contributions made towards increasing the state of knowledge in the subject.
15. Conclusions summarizing the achievements and indication of scope for future work.
16. Science and Technology benefits accrued:
 - I. List of research publications with complete details: Authors,
Title of paper, Name of Journal, Vol., page, year
 - II. Manpower trained in the project:
 - a. Research Scientists or Research Fellows
 - b. No. of PhDs produced
 - c. Other Technical Personnel trained
 - III. Patents taken, if any:
 - IV. Products developed, if any.

17. Abstract (300 words for possible publication in ICMR Bulletin).

18. a. Procurement/usage of Equipment

S. No	Name of Equipment	Make/ Model	Cost FE/₹	Date of Installation	Utilization rate%	Remarks regarding maintenance/breakdown

b. Suggestions for disposal of equipment.

Name and signature with date

1. _____
(Principal Investigator)

2. _____
(Co-Investigator)