

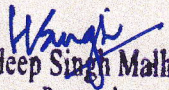
Standard Operating Procedure (SOP)

Intramural Research

King George's Medical University (KGMU)



Revised Version – 2024


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Standard Operating Procedure (SOP) for Intramural Research

The Intramural Seed Grant Program was started at King George's Medical University in 2003. The Intramural Research (IMR) Grant is provided to inculcate the habit of research among faculty and medical students. It aims to promote and support, on a competitive basis, a high-quality research work culture, and to place faculty members, postgraduate, graduate and undergraduate students in a position of advantage.

Under this scheme, Research Cell will provide funds up to a maximum limit of ₹ 5,00,000=00 (**Five lakhs only**) for regular faculty (including nursing tutors), up to ₹ 1,50,000=00 (**One lakh fifty thousand only**) for Postgraduate students – JR1/2, SR-1/2 (MD/MS/MDS, DM/MCh) under the Guide/Co-guide and up to ₹ 50,000=00 (**fifty thousand only**) for Undergraduate (MBBS, BDS, Nursing, Para medicals) under their respective faculty mentor.

The amount of funding and the number of fellowships awarded will depend upon the merit of submitted proposal and the total available budget. The selections for funding will be made on competitive basis after formal evaluation by a team of experts as approved by the Hon. Vice Chancellor.

Eligibility to apply as Principal Investigator:

- 1) Regular Faculty Members (including nursing tutors)- Multiple times during the tenure. The second/subsequent time application will be allowed only after the previous proposal is completed and submitted/accepted/published in a journal.
- 2) First Year Postgraduate Students (JR-1/2) (Under the designated Guide/Co-guide):
Once
- 3) First Year Superspecialty Students (SR-1/2) (Under the designated Guide/Co-guide):
Once
- 4) Undergraduate students whose term is valid for at least 1 year (The proposal must have evolved under a faculty mentor* with a commitment to work with students): Once

*One faculty member can mentor a maximum of one UG student and one PG student per year for the intramural grants. In addition, he can apply individually for his/her intramural project too.

Important considerations:

- The project SHOULD be related to PI's field of expertise and outsourced execution of partial or complete process as per methodology, beyond PI's ambit, will NOT be allowed.
- The project's duration cannot exceed the duration of the remaining service of the applicant (PI).
- In the case of students, all the financial responsibility will be managed by a Guide/mentor as per rules.

Intramural calls will be advertised half-yearly:

- May-June: Expected initiation from 1st July
- Nov-Dec: Expected initiation from 1st January

Procedure for submitting a proposal for intramural grant

Projects must be in the field of clinical and translational medicine, preferably with linkages to basic sciences that are eligible for publication in high-impact peer-reviewed journals to create a platform for further advancement of knowledge. However, innovative, state-of-the-art proposals in health services research, health economics, and bioinformatics can also be considered. Multidisciplinary, multi-institutional collaborations are encouraged. Funding will not be provided for either add-ons/augmentation of ongoing projects or the purchase of equipment or unrelated departmental activities. Projects must take advantage of existing infrastructure and human resources in a cost-effective manner.

Guidelines for preparing the proposal

Proposals must be submitted in no more than 10 pages (Font Times New Roman, Size 12, single space with 2 cm margins all around), which must have the following sections:

- Background & Rationale
- Objectives
- Methods (please include setting, study design, participant selection, intervention or investigative procedures if any, variables with their definition and measurements, sample size, data management, and analysis)
- Informed consent form.
- Project plan on dissemination and future related work
- Study collaborators and institutions
- Itemized Budget with justification
- References

Kindly note:

- Short CVs of the PI and Co-investigators are required.
- The proposal should be submitted only after the departmental scientific committee approval.
- Photocopy of student ID card and Aadhar Card, for M.B.B.S. students, must be submitted as applicable.
- The budget allocation does not have a provision for providing compensation.
- The applicant can concurrently apply to obtain ethical clearance before or at the time of proposal submission to save time. However, funds will be allocated for approved proposals only after the grant of ethical approval.

Evaluation of proposals

The following two-stage review will be done for the selection of intramural proposals for funding:

Stage-I:

All the proposals will be screened, reviewed and graded by Research Advisory Committee of KGMU

Stage-II:

Principal Investigators of short-listed proposals will be required to give a brief presentation of their proposal before an open forum of Research Advisory Committee and reviewers on a pre-specified date.

Projects will be objectively evaluated on the following criteria:

- Feasibility
- Methodology
- Multi-disciplinary/institutional partnerships
- Potential to generate extra-mural resources
- Commitment and track record of prime mover
- Institutional Priority

Timeframe:

Maximum permissible

1. Faculty/PG/Superspeciality Students: Two years
2. Undergraduate students: 1 year

(Can be extended further for a maximum period of 6 months, on request, subject to the approval of the Hon'ble Vice Chancellor)

Ethical Approval:

Ethical approval is essential before the start of project work. It is the responsibility of the PI to get all necessary ethical approvals (Institutional Ethics Committee/Animal Ethics Committee/Biosafety clearance/ DCGI etc) as per the latest mandate.

Expenditure

- The Investigator/Mentor/Student Investigator/s has to follow the existing Institutional rules for procurement/ purchase/expenses etc.
- This money should be utilized for the kits, software, statistical help or other material directly related to research.
- A contingency amount of maximum of 10% of approved budget can be used from the sanctioned budget for day-to-day expenses.
- The sanctioned money cannot be used for costly equipment, computers, and related computer parts and furniture.
- The Investigator/Mentor/Student Investigator/s will have to submit original bills/cash

memos/receipts duly certified and signed by the Investigator/Mentor for payment/reimbursement.

- If the grant is not availed within 1 year of sanction, it will lapse automatically.

Report Submission and Responsibilities of the Applicant:

- 1) The Principal Investigator is expected to submit progress reports “yearly” to the office of Dean, Research.
- 2) The Principal Investigator is expected to submit the final report within 3 months of completion of the project.
- 3) The Principal Investigator is expected to submit the statement of accounts with the final report (within 3 months of completion of the project).
- 4) The Principal Investigator should acknowledge the support/financial support received as intramural research grants from KGMU in publications/patents/licenses.