



MULTI- DISCIPLINARY RESEARCH UNIT (MRU) & MEDICAL EDUCATION UNIT (MEU)



UNIVERSITY COLLEGE OF MEDICAL SCIENCES (UNIVERSITY OF DELHI)

Faculty Development Workshop on

“Proposal Writing for Research Grant”

Invited Speakers

Dr. Nisha K Jose

Scientist-E
ICMR-DHR, MoH&FW
Government of India

Dr. Ashoo Grover

Scientist-F
ICMR-DHR, MoH&FW
Government of India

Time: 9:00 AM- 4:00 PM

Date: 15th & 16th November 2022

Venue: Committee Room, 1st Floor, College building

Chief Patron: Dr. Piyush Gupta, Principal UCMS

Org: Nodal Officer (MRU/CRL)- Dr. Shukla Das, Coordinator (MEU)- Dr. Amir Maroof Khan

WORKSHOP ON “PROPOSAL WRITING FOR RESEARCH GRANT”

**Multi-disciplinary Research Unit and Medical Education Unit
UCMS and GTBH, Delhi**

Day of the workshop: 15th November 2022

Venue: Committee Room, Principal Office

TIME	SESSION	RESOURCE PERSON
9:00 - 9:15 AM	REGISTRATION	
9:15 - 9:30 AM	Inaugural Address: Prof. Piyush Gupta (Principal UCMS) / Prof. Dheeraj Shah (Faculty Incharge, Academic activity & Faculty Incharge, MEU)	
9:30 - 10:00 AM	ICMR & Health Research: Thrust areas/ task force concept.	Dr. Nisha K Jose Scientist-E, Division of NCD ICMR-DHR, MoH&FW Government of India
10:00- 10:30 AM	TEA BREAK	
10:30 - 11:00 AM	Sources of Research Grant available for Biomedical Research	Dr. Shukla Das Dir. Prof, Microbiology Nodal Officer, MRU
11:00 - 12:00 AM	Grant writing: Essential Components of the Research Proposal	Dr. S.V. Madhu Dir. Prof, Endocrinology Member-MRU Dr. Amir M Khan Prof, Community Medicine Coordinator, MEU
12:00 – 12:30 PM	Deciding Equipment, Manpower & Space Requirements for Research Proposal.	Dr. Mohit Mehndiratta Prof, Biochemistry Member-MRU & MEU
12:30- 1:00 PM	Budgeting for Research Proposal	Dr. Rajarshi Kar Prof, Biochemistry Member Secretary, MRU
1:00 - 1:30 PM	GROUP TASK	
1:30- 2:30 PM	LUNCH	
2:30 - 3:00 PM	Administrative Approvals (RPAC, Ethical approval etc.)	Dr. Sonal Sharma Dir. Prof, Pathology Faculty In-charge, Research Cell
3:00 - 3:15 PM	Recruitment procedure	Dr. Gargi Rai Research Scientist- I, MRU
3:15 - 3:30 PM	Procurement SOP	Dr. Mohammad Ahmad Ansari Research Scientist- II, MRU
3:30 – 3:45 PM	FEEDBACK	
3:45- 4:00 PM	VALEDICTORY CEREMONY/ CERTIFICATE DISTRIBUTION	

Dir. Prof. Shukla Das
Coordinator, MRU/CRL

Prof. Amir Maroof Khan
Coordinator, MEU

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3:00 - 3:30 PM	ICMR & Health Research: Thrust areas	Dr. Ashoo Grover Scientist-F, ICMR Headquarter
3:30 – 3:45 PM	FEEDBACK	
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Dir. Prof. Shukla Das
Coordinator, MRU/CRL

Prof. Amir Maroof Khan
Coordinator, MEU

List of participants for Workshop conducted by MRU & MEU

Proposal writing for Research Grant

(15th November 2022)

Sr. No.	NAME	DEPARTMENT	CONTACT	SIGN
1.	Dr. Shilpi Goyal	Physiology	8802369959 shilpigoyal16@gmail.com	
2.	Dr. Vishakha	Physiology	8527492978 vishakha@ucms.ac.in	
3.	Dr. Deepika Poonia	Anatomy	8285048497 dr.deepikapoonia@gmail.com	
4.	Dr. Rajesh Kumar Meena	Pediatrics	9871873396 raj.meena@gmail.com	
5.	Dr. Lavleen Singh	Pathology	9013343819 sindhilavleen04@gmail.com	
6.	Dr. Rekha Yadav	Ophthalmology	7838622822 dr.rekha@gmail.com	
7.	Dr. Siddharth Madan	Ophthalmology	9711212928 dr.siddharthmadan@gmail.com	
8.	Dr. Deepak Kumar	Surgery	8447322013 dr.deepakkyadav1410@gmail.com	
9.	Dr. Michell Gulabani	Anesthesiology	9873657500 michellgulabani@gmail.com	
10.	Dr. Rohit Sharma	Radiology	9711909044 rosharma@ucms.ac.in	
11.	Dr. Nazia Seemal Rana	Gynecology & Obstetrics	9868231408 dr.seemalrana@gmail.com	
12.	Dr. Proteesh Rana	Pharmacology	9350306513 proteesh@gmail.com	
13.	Dr. Ashok Kr. Ahirwar Kumar	Biochemistry	9654210832 drashokkr@gmail.com	
14.	Dr. Rishi Kumar Solanki	Forensic Medicine		
15.	Dr. Amit Srivastava	Orthopedics	9999283135 amitsrivastava@gmail.com	
16.	Dr. Anshuman Srivastava	Medicine	9810755742 anshucd@gmail.com	
17.	Dr. Pragya Mangla	Endocrinology	9899971707 drpragyamangla@gmail.com	

18. Dr. Kirti Nimal . Microbiology doctorkirtinimal@gmail.com
9899329209

List of participants for Workshop conducted by MRU & MEU

Proposal writing for Research Grant

(16th November 2022)

Sr. No.	NAME	DEPARTMENT	CONTACT	SIGN
1.	Dr. Kaushal Kr. Alam	Physiology	7063586213 kaushal.kr.alam@gmail.com	<i>Kaushal</i>
2.	Dr. Rakhee Sharma	Anatomy	9711170452 12.rakhee@gmail.com	<i>Rakhee</i>
3.	Dr. Sumaira Khalil	Pediatrics	9810424664 Sumaira.khalil@yahoo.com	<i>Sumaira</i>
4.	Dr. Pragya Jain	Pathology	9911135998 drpragya.jain@gmail.com	<i>Pragya</i>
5	Dr. Ankur Singh	Ophthalmology		
6.	Dr. Himanshu	Surgery	himanshu1987@gmail.com 9999472790	<i>Himanshu</i>
7.	Dr. Vibhor Gupta	Anesthesiology	Vibhor817@gmail.com (9971068804)	<i>Vibhor</i>
8	Dr. Seema Nazia Parveen	Gynecology & Obstetrics	na2mama@gmail.com 9873617284	<i>Nazia</i>
9	Dr. Yashika Garg	Pharmacology	dr.yashika22@gmail.com 95812385278	<i>Yashika</i>
10	Dr. Puja Kumari Jha	Biochemistry	pujajha26@gmail.com 7503977580	<i>Puja</i>
11	Dr. Shiba Ansari	Biochemistry	drshiba6@gmail.com 9813373577	<i>Shiba</i>
12	Dr. Mahesh Chand Meena	Forensic Medicine	DRMAHEE2012@GMAIL.COM 8178190329	<i>Mahesh</i>
13	Dr. Sweta Kumari	Pediatrics	Sweta.CMMEU@gmail.com 9990407599	<i>Sweta</i>
14	Dr. Rajesh Arora	Orthopedics	RARORA@UMS.AC.IN 9654453384	<i>Rajesh</i>
15	Dr. Abha Sharma	Medicine	dr.abha@ums.ac.in@gmail.com 9766201479	<i>Abha</i>
16	Dr. Smita Nath	Medicine	dr.smita.nath82@gmail.com 9818679189	<i>Smita</i>
17X	Dr. Rashmi Verma	Endocrinology		
18	Dr. Seema Rani	Psychiatry	Seema.bhardwaj.gmc@gmail.com 9779247422.com	<i>Seema</i>
19	Dr. Nadeem Ahmad	Microbiology	8171239961 nadeemahmad411@gmail.com	<i>Nadeem</i>

**Application for Extramural Research Call
for Adhoc proposal: ICMR**

Format for Application for *Ad-hoc* Research Projects
and
Guidelines for Operation of Extramural Projects



Indian Council of Medical Research
V. Ramalingaswami Bhawan, Ansari Nagar, P.Box No. 4911
New Delhi – 110029

Tel. : 26588895, 26588980,
26589794, 26589336

GRAM : SCIENTIFIC
FAX : 011-26588662



INDIAN COUNCIL OF MEDICAL RESEARCH

V. Ramalingawami Bhawan, Ansari Nagar, Post Box No. 4911
New Delhi - 110029

APPLICATION FOR GRANT-IN-AID OF AD-HOC RESEARCH PROJECT

(Please furnish 30 copies)

Section A GENERAL

1. Title of the Research Project
2. Name and Designation of
 - i) Principal Investigator
 - ii) Co-Investigator(s)
3. Duration of Research Project
 - i) Period which may be needed for collecting the data
 - ii) Period that may be required for analyzing the data
4. Amount of grant-in-aid asked for (details are to be furnished in Section B)

<u>Total</u>	<u>1st year</u>	<u>2nd year</u>	<u>3rd year</u>
i. Staff			
ii. Contingencies			
Recurring			
Non recurring (equipment)			
Travel			
iii. Overhead charges			
Total			
5. Institution responsible for the research project			
Name			
Postal address			
Telephone			
e-mail			
Fax No.			

6. Institutional ethical clearance and Project approval (Necessary documents indicating institutional ethical clearance must be enclosed for research involving human subjects as also animal experiments).

Yes _____ No _____

7. Is radio tagged material proposed to be used in the project either for clinical trials or experimental purposes? If so, clearance from Nuclear Medicine Committee, Bhabha Atomic Research Centre, Mumbai, indicating should be attached.

8. Projects involving recombinant DNA/Genetic engineering work should be examined and certificate by the Institutional Biosafety Committee (IBSC) to be enclosed. Guidelines for constitution of IBSC can be obtained from Secretary, Department of Biotechnology, CGO Complex, Lodhi Road, New Delhi-110003.

9. Approval of the institutional ethics committee(IEC) should be enclosed. Guidelines for **IEC** for animal experiments should follow CPCSEA requirements and for human studies should follow ICMR guidelines.

10. The Institution where the study is being done should ensure that there is no financial conflict of interest by the investigators.

DECLARATION AND ATTESTATION

- i. 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. I/We agree to submit within one month from the date of termination of the project the final report and a list of articles, both expendable and non-expendable, left on the closure of the project.
- iii. I/We agree to submit audited statement of accounts duly audited by the auditors as stipulated by the ICMR.
- iv. It is certified that the equipment(s) is/are not available in the Institute/Department or these are available but cannot be spared for the project
- v. It is further certified that the equipment(s) required for the project have not been purchased from the funds provided by ICMR for another project(s) in the Institute.

If any equipment already exists with the Department/Institute, the investigator should justify purchase of the another equipment.

Signature of the:

a) Principal Investigator _____

b) Co-Investigator(s) _____

c) Head of the Department _____

Signature of the Head of the Institution with seal

Date:

P.S. ICMR should be reminded if no acknowledgement is received within one month from the date of sending the application.

Section - B
DETAILS OF THE RESEARCH PROJECT

Adequate information must be furnished in a brief but self-contained manner to enable the Council to assess the project.

1. Title of the project.
2. Objectives
3. Summary of the proposed research (up to 150 words) indicating overall aims of the research and importance of the research proposal. Application of the work in the context of national priorities of medical research, if any, may also be mentioned.
4. Present knowledge and relevant bibliography including full titles of articles relating to the project.
5. Preliminary work already done by the Investigator on this problem, e.g. selection of subjects, standardisation of methods, with results, if any.
6. Links with other ICMR projects (ad-hoc, task force or collaborative).
7. List of important publications of last 5 years of the all the investigators in the relevant fields (enclose reprints, if available)
8. Detailed research plan. (give here the design of study, indicating the total number of cases/samples/animals to be studied, the mode of selection of subjects specially in experiments involving human beings, equipments and other materials to be used, methodology/techniques to be employed for evaluating the results including statistical methods any potential to obtain patents etc.)
9. Facilities in terms of equipment, etc, available at the sponsoring institution for the proposed investigation.
10. Budget requirements (with detailed break-up and full justification):
 - (i) Staff
 - (ii) Contingencies
 - Recurring
 - Non-recurring (equipment)
 - Travel
 - (iii) Overhead charges

Section-C
BIODATA OF THE INVESTIGATORS(S)

1. Name (Dr./Kum./Smt./Shri) _____
 First name(s) Surname
2. Designation:
3. Complete Postal Address, Telephone Number, Fax, e-mail etc.
4. Date of Birth:
5. Educational Qualification : Degrees obtained (Begin with Bachelor's Degree)

Degree	Institution	Field(s)	Year
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6. Research/Training Experience

Duration	Institution	Particulars of work done
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7. Research specialization (Major scientific fields of interest)
8. Important recent publications (last 5 years, with titles and References), including papers In press
9. *Financial support received
 1. From ICMR
 - Past
 - *Present
 - *Pending
 2. From other sources
 - Past
 - *Present
 - *Pending

* This information must be given, otherwise the application will be returned. In case no financial assistance has been received, nil should be stated. Indicate titles of the projects and reference number, if available, for ICMR grants.

Guidelines for Operation of Projects for Grantees of ICMR's Extramural Research Projects

The Indian Council of Medical Research provides financial assistance to promote biomedical and health research. The assistance is provided by way of grants to scientists in regular employment in the Universities, medical colleges, postgraduate institutions, recognized research and development laboratories and NGOs. (Applications from non-governmental agencies should provide documentary evidence of registration, track record etc.)

1. Proposals in fundamental/ strategic research; development and evaluation of a tool, and operational research are considered for ICMR support.
2. Research grants from the ICMR are essentially intended to supplement the research facilities available with the host institutions. All facilities for the conduct of research, such as basic equipment and ordinary laboratory chemicals, glassware, furniture and other assistance as may be required for the smooth working of the project shall be provided by the Institute.
3. **Staff** - The following categories of staff are eligible to be employed in the ICMR funded projects.
 - a. **FIXED EMOLUMENTS**
 - i) Jr. Research Fellows
 - ii) Sr. Research Fellows
 - iii) Research Associates
 - b. **RUNNING SCALES**
 - i) Research scientists
 - ii) Laboratory and Field staff
 - c. No research staff should be employed on any ICMR project for more than four years.

The rates of fellowships and emoluments of the research personnel will be in accordance with the guidelines issued by the ICMR from time to time. (Please see Annexure 1). For Centres for Advanced Research (CAR), the scales of staff should be based on scales of pay of the host institution. The project staff would be eligible for DA, HRA, CCA and leave etc. as per norms, revised from time to time.

Only those candidates can be appointed as Junior Research Fellows who have cleared the ICMR-PGI National Eligibility Test/CSIR/UGC NET test NET UGC in Social Sciences. The progress of JRF and SRF working on a project will be assessed at the end of two years by a committee consisting of PI, Head of Department (where PI is HOD, the next senior of Department/Dean will be a member) and an external member who is an expert in the relevant field - not less than an Associate Professor/Professor. The stipend of JRF will be increased from Rs. 8000/- pm to Rs.9000/- pm and of SRF from Rs.9500/- to Rs.10000/- pm for remaining tenure of the project, provided the research progress has been found satisfactory by the Committee. On upgradation, the designation would be changed.

4. Once a project is approved for funding, the concerned Technical Division of ICMR would inform the Principal Investigator (PI) the decision that the project has been technically approved for funding and communicate the budget including the details of the staff, equipment(s), contingencies, travel etc.
5. The PI is expected to inform the concerned Technical Division about
 - a. His/Her acceptance of the budget.
 - b. For all equipment approved in the project, the PI is required to give a certificate from the Head of the Institute to the effect that equipment is not available/accessible/cannot be spared for this project work.
 - c. The name of the statutory auditor of the College/Institute.
 - d. An undertaking that the staff employed for the project would be the responsibility of the host Institution and would have no claim to a permanent employment with the ICMR. They are not to be treated as employees of the ICMR and the employment of such staff at the time of completion or termination of the project shall not be that of ICMR. They would be subject to administrative control and other service rules as applicable to them, of the Institute where the project is based.

6. On receipt of the above information the Technical Division of ICMR would process for release of grant.
7. **Auditors**

The Council would normally accept audited report from statutory auditors. The Council may also accept statement of accounts audited by Chartered Accountants approved by or registered with the CAG and /or Ministry of Health & Family Welfare. The necessary registration number should be provided for record.
8. **Release of grants**

The funds are released as 6 monthly installments. The first installment is released along with the sanction letter. It would include the entire grant for purchase of equipment, and recurring grant for the period of six months. The next installment would be for the remaining period. Steps to procure the approved equipment should be initiated immediately (to avoid escalation of cost) following the prescribed norms of the host institution.
9. **Re-appropriation of funds**

Expenditure should on no account exceed the budget sanctioned for the project. Expenditure incurred over and above the sanctioned amounts against one or more, sub-heads of expenditure such as pay & allowances, contingencies etc shall be met without references to the ICMR, by re-appropriation of savings under remaining sub-heads provided (except under sub-head 'equipment') by re-appropriation of money during the financial year provided it is within over all sanctioned ceiling of the year. No expenditure shall be incurred on items not sanctioned by the Council. Savings should also not be re-appropriated for meeting or incurring expenditure on staff that has not been sanctioned by the Council.
10. **Down-gradation/ Up-gradation of approved posts**

For whatever reasons, if an investigator would like to downgrade a post or convert it to an equivalent or lower level post, the justification needs to be sent to the concerned Technical Division of ICMR. This request would be carefully examined by the Technical Division, and if convinced, the change can be effected by the Chief of Division. If on the other hand an approved post needs to be upgraded, the justification provided by the PI should be examined by the Divisional Chief and if satisfied, the approval of Director-General should be taken. When in doubt, the Chairperson of the respective Project Review Committee (PRC) could be consulted for up-gradation as well as down-gradation. The PRC should be informed about the change at its next meeting.
11. **Date of start**

The sanction letter would specify the date of start. It can only be a prospective date. If however no date is mentioned in the sanction letter, the project would deemed to have become operative on the day the grant is received by the Investigator. This date would have to be communicated by the host Institute to the ICMR. It will in no case be later than one month after the receipt of the draft by the Institute. The date of start of a project can be changed on the request of the PI provided no expenditure has been incurred from the grant released by the Council.
12. **Utilization of travel grant**

The grant can be utilized for travel within the country of the PI, co-investigator or of Research staff working on the scheme :

 - a. Attending seminars/symposia/conferences within the country provided the PI himself or the project staff is presenting a research paper (based on the project work) which has been accepted. Copy of the acceptance letter should be sent to the Council.
 - b. Taking up field work/travel connected with the research work (TA/DA would be as per the entitlement) including procurement of chemicals, equipments etc.
 - c. Visiting the ICMR Hqrs office for meetings related to the project
 - d. Attending a training course related to the project, mainly for project staff
 - e. The travel grant cannot be used for foreign travel or any other expenses for visits abroad

13. Utilizing the contingent grant

This is meant for recurring as well as non-recurring expenditure. The contingent grant can be utilized for purposes 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 library and after purchase and accession may be issued to the Department/ Scientist till they are needed.
- b. Chemicals/consumable items required for research work
- c. Charges for specialized investigations for which facilities do not exist in the host institute
- d. Publication charges/ reprints/ off-prints of research papers published as an outcome of the research
- e. Data entry charges
- f. Printing of questionnaire
- g. Computer utilities, charges for analysis of data (computer charges)
- h. Typing of research reports including preparation of the final report
- i. POL
- j. Communication charges
- k. The grant cannot be used for purchase of furniture items/office equipments such as telephone, fax machine, computers etc.

14. Contingency grant

For contingency grant exceeding Rs.25,000/- 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 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 "assets" means moveable property where the value exceeds Rs.1000/-. Separate assets registers for items costing more than Rs.20,000/- and less than Rs.20,000 may be maintained.

15. Equipment

- a. The Council would also provide equipment(s) for conduct of the study provided it has been approved by the appropriate PRC. 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.
- b. All equipments should be purchased according to the rules and procedures of the Institutions where the project is to be carried out
- c. Equipment procured through the ICMR grant should bear a label "ICMR funded"
- d. On completion of the study a list of all equipments procured from the project funds along with their cost, date of purchase, and suggestions for disposal should be sent to the ICMR Hqrs.
- e. Equipments costing less than Rs 20,000 are generally allowed to be retained by the Institute, while for those costing more than Rs 20,000 the Council would take decision on case to case basis.

16. Annual Progress Report

- a. The Annual Report is to be submitted annually in the prescribed format. (Annexure-3).
The first progress report should be submitted about three months prior to the completion of the annual period so as to enable the evaluation and provide the grants within the completion of one year from the starting date. The subsequent annual report will be for the period of one year.
- b. The progress of the project would be evaluated by the ICMR through appropriate peer review/Expert Committees.
- c. The scheme will not be renewed for the next financial 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. This would be binding on the PI.

17. Annual utilization certificate (Annexure 4a)

- a. Each year a simple statement of accounts giving the funds received and expenditure incurred by 31st March needs to be submitted for release of the first instalment for the next year duly signed by the Accounts Officer of the Institute.
- b. Unspent balance would be adjusted in the first installment for the next year
- c. An audited statement would be essential for release of the second installment of the annual grant from second year onwards.

18. Final Project Completion Report

- a. At the completion of the project, the final report should be sent in the prescribed format. (Annexure-5).
- b. The report should be submitted not later than three months from the date of completion of the project.
- c. 10% grant would be withheld for release after receipt of the final report.

19. Final settlement of the Accounts

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

- a. Final audited statement of expenditure (Annexure-6).
- b. Final utilization certificate (Annexure -4 a).
- c. List of equipments procured from the project along with their cost, date of purchase, and suggestions for disposal

20. Duration of project

Extension beyond the approved duration normally would not be entertained. If interesting/important leads emerge that need to be followed-up, a separate proposal may be submitted. Only in exceptional cases, where a valid justification exists, an extension can be considered to complete the project.

21. Change of PI

- a. PIs are encouraged to have a co-investigator in the project.
- b. If for any reason the PI leaves the project, an eligible co-investigator could be considered as the PI subject to recommendation of the PI, the Head of the Institution, and the approval of ICMR. Such a request should be sent well in advance.
- c. In case the PI is shifting to any other Institution, the co-investigator could be made the new PI, or the project could be transferred to the new Institution with the mutual agreement of both Institutions and the approval of the ICMR.
- d. The host Institution has an important role to play in the above contract. The Institute/Principal Investigator will have to inform ICMR of any changes, and in consultation with ICMR take steps to ensure successful completion of the project before relieving the Principal Investigator.

22. Number of projects with the PI

Under normal conditions, a PI should not be implementing more than three research projects at a given point in time. While submitting an application for a research project, the PI should give in detail all the research projects (completed, on-going). Fresh research proposals can be considered only when the on-going research proposals are about to conclude.

23. Overhead expenses

- (i) 5 % of the cost of the project (excluding the cost of equipment) to the educational institutions.
- (ii) 3% of cost of the project (excluding the cost of equipment) to the research institutions (e.g. laboratories & institutes under S & T agencies, other departments).
- (iii) On projects costing more than Rs.40 lakhs, the quantum will be decided on a case to case basis.

24. Budget

The budget would be sanctioned under broad sub-head as under:

- | | | |
|------|------------------|---------------------------------------|
| i. | staff | pay and allowance of the staff |
| ii. | contingency | recurring
non-recurring(equipment) |
| iii. | travel | |
| iv. | overhead charges | |

25. The grant paid by the ICMR shall be refunded by the institution as and when the investigator discontinues a scheme midway or does not follow the detailed technical programme as laid down and approved by the ICMR.

26. All raw data (in all forms) should be made available/accessible to ICMR if needed.

27. Publication of Results/Presentation of Papers:

The research papers and publications based on the results of the research project should acknowledge assistance by the ICMR along with IRIS ID number. Copies/reprints of papers published should be sent along with the progress/final report.

28. Intellectual Property Rights

All new intellectual property viz., patents, designs etc. generated as part of the research supported by the ICMR would belong to the Council. The Council shall have the right to take up patent/design in respect of inventions/discoveries made in research schemes financed by the Council. The project investigators and the staff employed on the project shall not apply or obtain patents without the approval of ICMR. All patents shall be registered in the name of Indian Council of Medical Research. The Intellectual Property Rights (IPR) Cell can provide all necessary assistance in the IPR related issues including patent applications.

29. Conflict of interest

In order to maintain the objectivity in the conduct and reporting of research, it is imperative that the investigators should not have any interests that undermine scientific integrity while recording and reporting their data. Any research or other links of the investigators with industry are discouraged as such a link would compromise or likely to compromise unbiased reporting of research data. In addition, such a financial conflict of interest could lead to loss of public faith on the credibility of data being reported, especially in the light of recent reports of financial conflict of interest of investigators in drug and other clinical trials. All investigators, desirous of ICMR support should declare financial conflict of interest, if any, before submitting the project for support. They should also ensure that during the conduct of the project, they would also observe the same code of conduct. If the Council comes to know of any unethical conduct on the part of investigator including improper/incomplete declaration, the project is liable to be terminated immediately.

Emoluments for Research Personnel participating in Research project of the Central Govt.
Departments/Agencies

Fellows

1. Junior Research Fellows

1.1 Qualifications

- 1.1.1. M.Sc. degree holders in Life Sciences who have qualified in the CSIR/UGC or ICMR/PGI National Entrance Test (NET) or CSIR/UGC NET and have a valid certificate.
1.1.2. M.A./Master in Social Work (MSW) degree holders who have qualified in the National Entrance Test (NET) of the UGC in Social Sciences.

1.2 Emoluments (per month)

- | | | |
|-------|-----------------------|------------|
| 1.2.1 | First and Second year | Rs. 8000/- |
| 1.2.2 | Subsequent year | Rs. 9000/- |

2. Senior Research Fellows

2.1 Qualifications

- 2.1.1 M.Sc. (Life Sciences), MA (Social Sciences), Master in Medical Social Work (MSW) degree holders with two years research experience.
2.1.2 MBBS/BDS/MVSc/M.Pharm./M.E./M.Tech. degree holders

2.2 Emoluments (per month)

- | | | |
|-------|--|------------|
| 2.2.1 | With medical and dental qualifications | |
| | First year and thereafter | Rs 10000/- |
| 2.2.2 | With non-medical qualifications | |
| | First and second year | Rs 9500/- |
| | Third year and thereafter | Rs 10000/- |

3. Research Associates

3.1 Qualifications

Doctorate degree in Medicine namely M.D./M.S./MDS or Ph.D. in any field.

3.2 Emoluments

- | | | |
|-------|---|------------|
| 3.2.1 | With upto three years post-doctoral research experience: | Rs.11500/- |
| 3.2.2 | With more than three years post-doctoral research experience: | Rs.12000/- |

4. Research Scientists

- | | | |
|-----|---|-------------------|
| 4.1 | Scientist-1 (equivalent to Research officer) | Rs.8000-275-13500 |
| 4.2 | Scientist-2 (equivalent to Sr Research Officer) | Rs10000-325-15200 |
| 4.3 | Scientist-3 (equivalent to Asstt Director) | Rs12000-375-16500 |

5. Supporting staff/ non-scientific

Scales below 8000-13500

As recommended by 5th Pay
Commission and approved by
Central Government

6. Other Benefits admissible will be as under:

6.1. D.A. and C.C.A.

JRFs/SRFs and Research Associates will not be entitled to these allowances

6.2. H.R.A.

HRA and Medical benefits will be allowed to all categories of JRFs/SRFs and research Associates as per the rules of the Institutions where they are working. For the purpose, the fellowship amounts for JRFs/SRFs and Research Associates will be taken as basic pay.

6.3. Leave salary and Other service benefits

JRFs/SRFs will continue to be eligible for the casual leave while Research Associates will be entitled to leave as per rules of the concerned Institution. However, Maternity Leave will be given to all categories.

6.4. Bonus and L.T.C.

Bonus and LTC is not admissible to any category.

7. Retirement benefits

These will not be applicable to JRFs/SRFs Research Associates. Research scientists who are appointed for the duration of the project in regular scales of pay as mentioned above may be allowed to be members of the Contributory Provident Fund.

Annexure-2

Cost details of permanent equipment/assets

(Please use a separate sheet for each equipment)

1. Name of equipment/ asset with model, name etc. and date of procurement
2. Sanctioned amount:
3. Actual expenditure (this should include only the cost of equipment, insurance, freight charges and octroi etc.)
4. Other expenses, if any (expenses such Bank charges, agency commission etc., should be avoided through appropriate negotiations. If unavoidable expenses incurred, the same may be indicated
5. Utilization rate (%)

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. Summary on progress (during the period of report)
10. Applied value of the project
11. Research work which remains to be done under the project
12. Any publications.
13. Any patents applied for
14. If additional budget or staff is required for the remaining part of the research work, please give justifications and details.

Date :

Signature

Designation

Annexure-4**Format for Annual Statement of Accounts to accompany request for release of First Installment**

(Year means Financial Year i.e. 1st April to 31st March of next year)

1. Sanction letter No. :
2. Total Project Cost : Rs.....
3. Sanction /Revised Project cost(if applicable) :Rs.....
4. Date of Commencement of Project :
5. Statement of Expenditure :

S.No.	Sanctioned/Heads	Funds Allocated	Expenditure Incurred			Balance as on (Date)	Requirement of Funds upto 31 st March	Remarks
			I Year	II Year	III Year			
1.	Salaries							
2.	Permanent Equipments							
3.	Supplies & Materials							
4.	Travel							
5.	Contingencies							
6.	Overhead Expenses							
7.	Others (if any)							
8.	Total							

Signature of Principal Investigator
with dateSignature of Accounts Officer
With date

Check list for covering note to accompany Utilization Certificate of grant for the project for the period ending 31st March, 20 __)

- 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
- 6) Amount received during the financial year (Please give No. & Date of ICMR's sanction letter for the amount)
- 7) Total amount that was available for expenditure (excluding commitments) during the financial year (SI.No.6+7)
- 8) Actual expenditure (excluding commitments) incurred during the financial year (upto 31st March).
- 9) Balance amount available at the end of the financial year.
- 10) Amount already committed, if any.
- 11) Amount to be carried forward to the next financial year (if applicable). Indicate the amount already committed with supporting documents.

FORMAT FOR UTILISATION CERTIFICATE
(ANNUAL/FINAL)

Certified that out of Rs..... of grants-in-aid sanctioned during the year in favour of under ICMR Letter No..... and Rs on account of unspent balance of the previous year, a sum of Rs has been utilized for the purpose of for which it was sanctioned and that the balance of Rsremaining unutilised at the end of the year has been surrendered to ICMR (vide cheque No Dated..... /will be adjusted towards the grants-in-aid payable during the next year i.e

Signature of
Principal Investigator
with date

Signature of Registrar/
of the Institute with date

Signature of Accounts Officer
of the Institute with date

FORMAT FOR FINAL REPORT

1. Title of the Project:
2. Principal Investigator and Co-Investigators
3. Implementing Institution and other collaborating Institutions
4. Date of commencement
5. Duration
6. Date of completion
7. Objectives as approved
8. Deviation made from original objectives if any, while implementing the project and reasons thereof.
9. Experimental work giving full details of experimental set up, methods adopted, data collected supported by necessary tables, charts, diagrams and photographs.
10. Detailed analysis of results indicating contributions made towards increasing the state of knowledge in the subject.
11. Conclusions summarizing the achievements and indication of scope for future work.
12. S&T benefits accrued:
 - I. List of research publications with complete details:
Authors, Title of paper, Name of Journal, Vol., page, year
 - II. Manpower trained on the project:
 - a. Research Scientists or Research Fellows
 - b. No. of Ph.Ds produced
 - c. Other Technical Personnel trained
 - III. Patents taken, if any:
 - IV. Products developed, if any.
13. Abstract (300 words for possible publication in ICMR Bulletin).
14. Procurement/usage of Equipment

a.

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

- b. Suggestions for disposal of equipment(s)

Name and signature with date

1. _____
(Principal Investigator)

2. _____
(Co-Investigator)

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 (if any)	Remarks
			Financial year-wise						
			I st yr	II nd yr	III rd yr	IV th yr	Total		
1	2	3	4	5	6	7	8	9	10
1	Salaries								
2	Equipment								
3	Consumables								
4	Travel								
5	Contingencies								
6	Overhead Expenses								
7	Others (if any)								
8	Total								

Amount to be refunded/reimbursed (whichever is appropriate): Rs.

Name & Signature
Principal Investigator
With date

Signature of Competent
Financial/audit authority
With date

Funding Sources and URL links

The funding agencies of India, their major schemes, thrust areas, and the grant provided

Name of the program	Specific areas of research supported	Nature of support	Duration of support	Amount/Grant
CSIR[5]				
CSIR Sponsored Research Scheme	Medicine-both basic and clinical sciences (priority to multidisciplinary projects)	JRF, SRF and RA, contingencies and equipment	3 years (rarely extendable up to 2 years)	Maximum 20 lakhs (for the other CSIR research scheme, the maximum is 10 lakhs)
Emeritus Scientists		Contingencies, JRF, SRF and RA	3 years (extendable to 2 years up to 65 years of age)	Scientist allowance of Rs. 20,000 pm during the tenure and variable contingency grant
SERB ^[6-10]				
IRHPA	Varies depending of emerging problems	Equipment, manpower, consumables, travel and contingency apart from overheads	5 years	Variable depending on the project
Start-up Research Grant	Frontier areas of science and engineering		2 years	Up to 30 lakhs
Core Research Grant	Frontier areas of science and engineering		3 years	Up to Rs. 35 lakhs
SUPRA	High quality proposals consisting of new hypothesis or challenge existing ones		3 years (extendable to 2 years)	Variable depending on the project Projects more than 1 crore budget will undergo international review
EMEQ scheme	Research in frontier areas of science and engineering.		3 years	Up to Rs. 50 lakhs
National Post-Doctoral Fellowships	Research in frontier areas of science and engineering	Minor equipment, consumables, contingencies and domestic travel	2 years	Fellowship: Rs. 55,000 per month Research Grant: Rs. 2 lakhs per annum Overheads: Rs. 1 lakh per annum
J.C. Bose Fellowship	All areas of science		5 years Maximum age limit up to 68 years	Fellowship: Rs. 25,000 per month Research grant: Rs. 15 lakhs per annum Overheads: Rs. 1 lakh per annum
SERB Women Excellence Award	All areas of science		3 years	Research Grant: Rs. 5 lakhs per annum Overheads: Rs. 1 lakh per annum
Indo US fellowship Program	All areas of Science and engineering	Air ticket and contingency grant To carry out a well-defined research project at any institution of repute of their choice in the USA	3–12 months	Fellowship: 3000 US dollars per month
DBT ^[11,12]				
DBT Research Associateship Program	Frontier areas of biotechnology and life sciences Coordinated by Indian Institute of Sciences, Bengaluru	Contingencies	2 years	Stipend: Rs. 47,000 – 54000 per month Research grant : Rs. 50,000 per year
TATA Innovation Fellowships	Biological sciences and biotechnology	Consumables, equipment, international and domestic travel, manpower and other contingent expenditure	3 years (extendable up to 2 years)	Rs. 25000 pm Contingency grant: Rs. 6 lakhs per annum
Har Gobind Khorana - Innovative Young Biotechnologist award	Frontier areas in biotechnology/ biotechnology related fields	Equipment/software, consumables, contingencies and travel grant	3 years	Rs. 75,000 pm for candidates not in regular employment Rs. 1 lakh per year for regularly employed candidates Contingency grant: Up to 10 lakhs
S Ramachandran – National Bioscience Award for career Development	Basic and applied research in biological sciences including medical sciences	Contingencies	3 years	Cash prize: Rs. 2 lakhs Research grant: Rs. 5 lakhs per year Citation and trophy

Contd...

Name of the program	Specific areas of research supported	Nature of support	Duration of support	Amount/Grant
Janaki Amma Women Bio scientist Award (Senior category and Young category)	Biology and biotechnology	Contingencies	5 years (young category)	Senior category: One-time cash prize of Rs. 5 lakhs along with citation and gold medal Young category: One-time cash prize of Rs 1 lakh along with citation and gold medal Research grant of Rs. 5 lakhs per annum
Department of Science and Technology ^[13-16] INSPIRE faculty fellowship	All areas of science including medical science	All recurring and non-recurring budgets (man power, consumables, equipment, overheads)	5 years	Fellowship: Rs. 125,000 per month Research Grant: 7 Lakh per year for 5 years
SATYAM	Investigations on the effect of Yoga and Meditation on physical and mental health and wellbeing	All recurring and non-recurring budgets (man power, consumables, equipment, overheads, etc.)	3 years	Variable (Up to 15 lakhs in the special call for COVID 19 projects in the year 2020)
Swarnajayanthi Fellowship	Frontier areas in science and engineering	Equipment, computational and communication facilities, consumables, contingencies, administrative support, national and international travel and other special requirements will be covered	5 years maximum	Fellowship: Rs. 25,000 per month Research grant: Rs. 5 lakh per annum
WOS	WOS-A: Research in basic/applied science WOS-B: S and T interventions for societal benefit	Small equipment, contingencies, travel, consumables etc.	3 years	Variable (maximum 30-20 lakhs) depending on the qualification of the researcher
Indian Council of Medical Research ^[17-21] Senior Research Fellowship	All areas of Life Sciences	Contingencies	3 years	Fellowship: Rs. 28,000 Research grant: Rs 20,000 per annum
Research Associateship	All areas of Life Sciences	Contingencies	3 years	Fellowship: Rs. 36,000 (with Rs. 2000 yearly increment) Research grant: Rs 20,000 per annum
Short-Term Low-Cost Proposals	Thrust areas in health research	Contingencies	One year or less	Up to 10 lakhs
Extramural Ad Hoc	Thrust areas in health research	Staff, contingency, travel, equipment, and overhead charges	3 years	Up to 1.5 crores
ICMR Emeritus Scientist	Biomedical Sciences	One project assistant Contingencies	Initially 3for 2 year. Extendable up to 3 years	Honorarium: Rs. 60,000 per month Contingent grant Rs. 1 lakh per annum
Task Force Projects	National priority areas of research Usually multicentric projects	Staff, contingency, travel (if approved), equipment (if approved) and overhead charges	3 years	Up to 5 crores for the total duration per center
Support for MD/MS/DM/MCh and MDS thesis and postdoctoral fellows	-	-	Open twice a year	50,000 per candidate for a maximum of 100 candidates per year
Support for postdoctoral fellows	-	HRA, NPA, contingencies, travel	2 years (extendable up to 3 years)	Fellowship of Rs. 50,000 per month plus HRA, NPA, contingency grant of Rs. 3.0 lakhs per annum, 25% of which can be used for travel
Department of AYUSH ^[22] Extramural Research Scheme	Priority areas in alignment with National Health Programmes	Staff, equipment and contingencies	1-3 years	Maximum Rs. 30.00 lakhs

Contd...

Name of the program	Specific areas of research supported	Nature of support	Duration of support	Amount/Grant
Department of Health Research ⁽²³⁾				
Fellowship program for young scientist	Biomedical/health research	Contingencies	3 years	Stipend: Rs. 60–70,000 depending on the qualification of the researcher
Fellowship program for Women scientist				Research grant: Up to Rs. 10 lakhs per year
Startup grant for fellows undergone short-term/long-term fellowship	Public health issues and activities National priority areas	Contingencies	3 years	Rs. 30 lakhs per project

CSIR: Council of Scientific and Industrial Research, IRHPA: Intensification of Research in High Priority Areas, SUPRA: Scientific and Useful Profound Research Advancement, JRF: Junior research fellows, SRF: Senior research fellows, RA: Research associates, SERB: Science and Engineering Research Board, EMEQ: Empowerment and Equity Opportunities for Excellence in Science, SATYAM: Science and Technology of Yoga and Meditation, WOS: Women scientists scheme, AYUSH: Ayurveda, Yoga and Naturopathy, Unani, Siddha and Homoeopathy, HRA: House rent allowance, NPA: Nonpracticing allowance, DBT: Department of Biotechnology

Funding Agencies For Projects

Ministries

1. Ministry of Ayush (<http://ayush.gov.in/#>)
2. Ministry of Environment (Website: www.envfor.nic.in)
3. Department of Scientific and Industrial Research (Website: www.dsir.gov.in)
4. Ministry of Food Processing (Website: www.mofpi.nic.in)
5. Department of Science and Technology: Application for Rural Development (Website: www.scienceandtechnology.dst.org)
6. Science and Technology: For Weaker Sections. (Website: www.scienceandsociety.dst.org)

National Bodies

1. University Grant Commission (UGC) (Website: www.ugc.ac.in)
2. Centre for Scientific and Industrial Research (CSIR)(Website: www.csirhrdg.res.in)
3. Indian Council of Social Science Research, New Delhi. (<https://icssr.org>)
4. Indian Council of Medical Research, New Delhi. (<https://main.icmr.nic.in/extramural-ad-hoc>)
5. Department of Science and technology (<http://www.dst.gov.in/>)
6. Department of Biotechnology (<https://dbtindia.gov.in/whats-new/call-for-proposals>)

Guidelines for Research proposal implementation
(adapted from University of Delhi)

UNIVERSITY OF DELHI

REVISED GUIDELINES FOR SPONSORED RESEARCH PROJECTS University College of Medical Sciences (adapted from D.U)

(Ia) Submission of the project proposals

Ia.1 The Project Principal Investigator (PI) will complete the project submission form (Annexure I).

Ia.2 All proposals for submission of research projects to the various funding agencies should be forwarded through the Head of the concerned Department/Director of the Center/Institute, who will certify that it would be possible/not possible for the Department/Centre/Institute to accommodate the Research Project work and staff within the existing Laboratory space. The PI of the proposed project shall clearly state the extra space that would be needed and HOD/Director of the Institute shall certify the availability/non-availability of the same. The proposals must be cleared by the Head of the Department/Director of the Center/Institute within three working days.

Ia.3 The project proposal containing the financial statement and summary of the Project along with the submission form should be submitted to the Project Advisory Committee (RPAC) should be cleared within seven working days.

Ia.4 The project proposals to all agencies must ask for a minimum of 10 % Overhead Charges (of the Total Grant of the Project) for the college (it should be as per the funding agency guideline).

Ia.5 Teaching posts, viz. those of Professors, Associate Professor, Assistant Professor should not be asked for in the project proposals. However, posts of Research Scientists A, B and C, as per the UGC pay scales, may be included in the proposals. Other posts asked in the project proposal should carry scales of pay identical to those of the corresponding posts in the University. Post(s) on a consolidated salary, not exceeding the total emoluments at the minimum of the scale of the identical posts in the University, may also be included in the budget proposal.

Ia.6 If the project is with a non-government agency, a statement on terms and conditions of the project including the right of patents and royalties must be spelt out clearly.

Ia.7 If an MOU is to be signed later on, the exact terms and conditions of the MOU, including a summary of the finalized Project, should be submitted to the PVC in the North Campus and Director in the South Campus.

An advance copy of the proposal can be submitted to RPAC & ethical before applying for fund

(Ib) Sanction of the Projects

Ib.1 The letter of sanction and details of the amount sanctioned under different budget heads, duration of the Project and other terms and conditions should be communicated to the Finance Branch along with a copy of the Project, if sanctioned, after revision/changes by the funding agency. Before the start of Project PI will be given Project Code number(PCN) within 3 days by the Research Cell (RC) . The PCN should be cited in all correspondence related to the project with the RPAC.

After receiving sanction letter some agency like ICMR require complete cordal formality /mandate form (requires Principals bank account) form to be submitted to the agency.

The RPAC will provide a copy of the Rules for operating the project to PI/Co-PI as soon as the sanction letter of the project is received.

Ib.2 The date of start of project will be the date of actual receipt of first installment of the grant sanctioned or as specified by the funding agency.

Ib.3 The PIs of research projects may be provided with EPBAX extension by the University during the tenure of the Project if funds sanctioned by the funding agency exceed Rs. 25,00,000/- to facilitate smooth functioning of the project work (only one extension for each PI, irrespective of the number of Projects). The charges on shifting and installation of EPBAX extension, shall however be met out of the P. I. share of overhead charges.

(II). Operation of the Projects (Annexure-II)

(IIa) For procurement, the PI would exercise the functional power of HODs. All purchases shall be supervised and handled by a committee called the „Project Purchase Committee (PPC)“ for each project consisting the PI (Convener), Co-PI and two members (out of which one may be from the Teaching Faculty of any allied Department). This committee, proposed by the PI and approved by the Principal shall be constituted in the beginning of the Project and would serve the entire duration of the project. An advance of INR 10,000/ maybe provided to PI for smooth functioning of the project & settlement of the amount within a month

IIa.1 (i) Purchase of item(s) up to 25,000/- can be made by the PI/Co-PI without calling quotations.(GFR 155) but Administrative /Expenditure sanction should be taken with quotations & non availability on GEM

(ii) Purchases above Rs. 25,000/-upto 2.5L should be made strictly by following General Financial Rules 2005. Invite quotations from firms of repute (minimum 3) collected by PPC Or be approved as available on GEM OR provide a NA on GEM.

All Annexure & permissions should be available on website

IIa.2 Consumables may be purchased from standard Indian firms as provided on GEM portal & GFR to be followed. In case of purchase >2.5L then go for customized bid, BOQ or general bid.

IIa.3 Purchase order up to Rs. 1, 00,000/- can be placed by PI/Co-PI after following the procedure. Purchase above 1, 00,000/- shall require approval of PVC/DSC prior to placing the order.

All equipments in sanctioned project to be procured within 3 months from date of commencement.Procedures for AMC against grant for minor or major instrumens for previously completed project can be used in current project.

IIa.4 Supply order will be signed by the Project-in-charge after scrutiny of the Tenders/ quotations obtained from various suppliers. The orders will be normally placed with the supplier whose quotations are the lowest, unless for some technical reasons which should be clearly stated and defended by the PPC. In case of any discrepancy, the matter shall be referred to RPAC and his decision shall be final.

IIa.5 All bills in respect of project (including bills for advance) will be signed by the Project-in-charge and sent to the Finance Office duly completed in all respects for payment. It will be

the responsibility of the Project-in-charge to see that the bills are complete in all respects and that they are in order.

IIa.6 Advances will be paid to the Project-in-charge by cheques drawn in favour of the Project- in -charge or in favour of the claimant as necessary. The Project-in-charge will be responsible for rendering the account of such advances. The accounts of advances taken should be rendered within the period of 30 days from the date of drawing the advance. However, this shall not apply in cases of LCs where the money is always with the bank. LCs should be cleared within 30 days of receipt of equipment/material.

IIa.7 Payment of bills should be made through the PI by cheques drawn in favour of the parties concerned.

IIa.8 In respect of salary of all part time, ad-hoc, regular, daily-wage based honorarium and consolidated salary based employees of project, it will be made by cheques in the name of the concerned employees only or by cheque to be credited to their respective bank accounts which must be mentioned on the fellowship or salary bills, duly countersigned by the concerned person and Project-in-charge.

IIa.9 The TA/DA in the project for field work and visits outside Delhi (in India or Abroad) or within Delhi can be paid as per rules of the University or as per guidelines of the funding agency to the PI, Co-PI and Project staff as well as Ph.D. students working on jobs related to the Project work upon approval and justification by the PI.

Note: The RPAC should make the Institutional/ University rules available to each PI in this respect & to be available on website.

IIa.10 The period spent by the PI, Co-PI and Project Staff on field work or collaborative work in another Laboratory relating to research work of the project (in India or Abroad) should be treated on duty (provided this does not affect the teaching obligation) and will need the approval and on recommendation by the concerned Head of the Department.

IIa.11 In case the funding agency makes ad-hoc payments of the installments, the PIs may provide the break-up under different heads of the project. However, reappropriation within different Heads, which was provided by PI himself, can be affected by the PIs with the approval of the accounts section within the total overall budget given by the funding agency.

(II b) Annual statement of Expenditure and Utilization Certificate.

The PI should prepare the statement of expenditure and utilization certificate of every project as per the time schedule prescribed by the funding agency. The same may be sent to the Finance Office within 15 days of the said date for confirmation/reconciliation for onward transmission to the funding agency, or vice-versa.

Or issue UC against pending payment or committed expenditure.

(II c) Management of Overhead Charges

From the overall overhead charges, 50 % of it will be given to the college towards the development fund or for paying the College utilities bills and engaging required contractual staff for the efficient maintenance of the project accounts with the approval of the Principal. Fifty percent of the overhead charges shall be at the disposal of the PI. The funds under this head could be utilized by the PI up to six months beyond the tenure of the project. Any unspent amount

from the fifty percent share of PI after this period shall be transferred to the miscellaneous account maintained by the institute.

The following expenses can be made by the PI from her/his share of the overhead charges:

PI can pay bill ,phones,internet charges from overhead @ INR 15,000/ year.Expenditure for entertainment /hospitality etc can be taken from PI overhead by petty vouchers INR 500/-

IIc.1 Infrastructure: All expenses related to Laboratory maintenance and renovation, purchase of furniture, personal computers including laptops, minor equipment costing up to Rs 50,000 and printers to be used as office equipment; repair of existing furniture, wooden work like partitions, shelves etc. flooring, making dust free rooms, water and electricity connections including labour charges, purchasing of air conditioners, invertors, voltage stabilizers, UPS and air curtains. This type of work could be assigned to the outside agencies to avoid delays. Proper procedure of inviting quotations should, however, be followed. No structural changes can be made without the consent of the College/Principal

IIc.2 Repair and up gradation of scientific equipment, computers and peripherals, payment of annual maintenance/service contracts, purchase of minor accessories for equipment.

IIc.3 Cost of advertisements in newspapers for project positions as well as other notices.

IIc.4 Hiring manpower including secretarial assistance (typing/computer operator/accounting, etc.) subject to approval by Principal , as appropriate at University approved rates. Assistance on part time basis to Master's and Ph.D. students not getting any financial support can be provided on fixed honorarium basis not exceeding the 50% of CSIR/UGC fellowship amount after getting approval of Principal Secretarial job as adhoc?.

IIc.5 Expenses to meet local, domestic or international travel, hotel expenses (actual up to 100 Euro/150 USD per day), DA/per diem (in addition to Hotel Expenses), registration fee towards participation of PI, Co-PI and project staff in Conferences/Symposia and on visits to other laboratories (in India and abroad) for discussions in collaborative research-work subject to prior approval of Principal

IIc.6 .Expenses to meet filing of Indian or USA or global patents or PCTs as per rules in consultation with Finance Office and after getting prior approval of Principal.

IIc.7 Provision of communication facilities, including installation and periodical bill payment of telephone, intercom, fax and E-mail in office/Laboratory of the PI/Co-PI. In addition to above, charges on calls made from the residential telephone of PI and Co-PI or public call office and E-mail charges including cell phone charges for project work may be paid from this head up to a ceiling of Rs. 12,000 per financial year.

IIc.8 Life membership or annual membership of the academic societies directly related to the activities of the project may be claimed by PI / Co-PI.

IIc.9 Expenditure towards entertainment/hospitality/snacks/lunch etc. be allowed from the fifty percent share of the PI from the overhead grant. Due financial prudence be exercised by the PI while incurring such expenditure and PI should certify that such bills pertain to the concerned project.

Note: In view of the exigencies that may arise during the work in the project, which are not covered under the above provisions, the PI/Co-PI may with prior approval of PVC/DSC and in consultation

with Finance Office, meet such expenditure as may be necessary for the smooth functioning of the Project from the P. I. share of the overhead charges of the project.

(II d) Provisions for Posts

Prior approval for all the appointments against the sanctioned posts in respect of various projects shall be obtained from PVC/DSC. The qualifications and scales of pay/consolidated pay (as specified in Ia.5) for all the posts will be the same as those prescribed for the corresponding posts in the University. Any relaxation will require the prior approval of RPAC/Principal.

(II e) Appointments

IIe.1 For appointments to the posts under the Project, applications should be invited after giving wide publicity regarding the vacancies.

IIe.2 (i) The cases where the vacancies are for less than 6 months, such posts need not be advertised but should be circulated in the Departments of the University of Delhi.

(ii) In cases where the vacancies are for more than 6 months but less than one year, such posts need not be advertised in the newspaper but circulated in various institutions in India including Departments of the University of Delhi.

(iii) In case the posts are for more than one year, the posts should be advertised in at least one national newspaper. The post should be displayed on the website of the University for at least three weeks.

(iv) The ad-hoc appointments against different posts shall normally not continue beyond 6 months.

IIe.3 The applications will be processed by the Project-in-charge and persons will be called for interview before selection committee. Traveling allowance/ dearness allowance may be paid to the outside candidate for interview for employment in the project as per rules of the University of Delhi from the contingency or travel head of the project provided sufficient funds are available.

IIe.4 There will be a regular Selection Committee for selection of the candidates. This committee, called the „Project Appointment Committee (PAC)“, for each project shall consist of PI (Chairperson), , Head of the Department/Director of the Centre; Co-PI (if any) and two members of the teaching faculty of the concerned department (1 Professor, 1 Associate Professor). This committee shall be constituted in the beginning of the project by PI with the approval of PVC/SDC and shall serve throughout the duration of the Project. The PAC shall recommend the appointments to the posts of Junior/Senior Research Fellows, Project

Fellows, Research Assistants and all other Technical and non-technical staff. The PAC shall also recommend at the time of appointment whether or not JRF/SRF should be considered by DRC for registration for Ph.D. in the Department, if requested so by the candidate and the proposed supervisor (as per the revised ordinance VI B dated 31/07/2008 and guidelines for registration for Ph.D. vide letter no SPA/R/2008/2655 dated April 28, 2008). As regards to the posts of Research Scientists A, B and C, Research Associates and PDF, PVC/DSC or his nominee shall be the Chairperson of the Selection Committee. Other members of Selection Committee for the scientific positions mentioned above shall be the Head of the Department concerned (or his nominee), the PI, Co-PI and two members, one from the Department and one from same field to be suggested by the PI and approved by the PVC/SDC.

IIe.5 The appointment letters shall be issued to the selected candidates by the Project-in-charge except in the case of project in respect of which the appointment letters to the candidates are to be issued by the sponsoring bodies. A copy of the appointment letter should be sent to Registrar/Finance Office. All appointment letters should clearly indicate the terms and conditions of appointment. In case wherein approval of the funding agency is required, the appointment letters should be issued only when the clearance in writing is received from the funding agency.

IIe.6 Appointment of the above staff will be purely on temporary basis and for the duration of the project only and the appointed staff will have no claim for regular appointment in the University on the termination of project.

IIe.7 The staff employed in the projects will be governed by the same rules and conditions of service as applicable to temporary employees in the University from time to time except in those projects where the conditions have been laid down by sponsoring body.

IIe.8 The services of specialists on deputation from Government Research Institutions or public or private sector can be obtained. Wherever services of such persons are acquired on deputation basis, the conditions of services may be regulated according to the standard terms of deputation with the approval of sponsoring body.

IIe.9 The leave to the members of the staff under projects will be admissible to the same extent as its admissible to the corresponding employees of the University unless the sponsors specify otherwise. The Project-in-charge will be competent to sanction leave to the extent admissible.

IIe.10 The joining report of the selected candidates should be countersigned by the Project-in-charge and forwarded to the RPAC. A copy may be retained by the Project In charge.

IIe.11 Such Project Fellows/Assistants whose work has been judged meritorious by the Project Appointment Committee may be allowed to draw fellowship amount that the NET qualified candidates are entitled, unless otherwise specified by the funding agency.

(II f) Fixation of Pay

The pay of employees will be fixed by the Project-in-charge at the minimum of the scale of pay. If, however, a higher initial pay is to be given for reasons to be recorded, the PAC may recommend not more than five advance increments for the approval of the Principal. Rates of

fellowship approved by the various sponsoring bodies may be paid to Research Fellows employed in Research Projects.

(II g) Settlement of bills

IIg.1 The payment of bills and clearance of accounts is one of the most important aspects of smooth running of Projects. If Finance Office has procedural objections to a bill, it should be returned to the PI in a week's time. Bills which are in order should be cleared and the whole process including the issue of cheques should be completed within three weeks of submission of the bills. If the bill is not settled within three weeks from the date of submission, PI should report to the PVC/DSC.

IIg.2 If any note-sheets/bills of purchase are sent to the Finance Office, concerned branch should acknowledge the receipt of note- sheets/bills.

(II h) Maintenance of Stock Registers

II h.1 Each project should have separate stock register for assets, accession, consumable and non-consumable articles.

II h.2 Separate account should be opened for each article purchase on separate page with full particulars unless the transactions in respect of articles are small in number, in which case a page may be utilized for recording receipts and issue for more than one article provided the accounts in respect of different articles are not mixed up on that page.

II h.3 All entries in the stock book should be initialed by the Project-in-charge.

II h.4 Physical verification of stock should be conducted at least once in a year; the result thereof should be reported to the Finance Officer.

II h.5 Equipments purchased specifically for each project will be the property of the University on the termination of the project unless the sponsoring body desire otherwise.

(III) Interim progress and accounts reports of the Project

The PI should prepare the Progress report along with the settlement of accounts which should be submitted to the concerned official in Finance Office looking after the project who would verify it within a week of submission of the accounts. On verification, the reports and accounts with a forwarding letter should be returned to the PI for onward transmission to the funding agency. Any minor discrepancy should be solved mutually. In case of any major discrepancy, the PI should approach the RPAC to get the matter sorted out.

(IV) Final Technical, Fiscal report of the Project

IV Closure of the project should be done within six months of the completion of the project. The final technical and fiscal report should be prepared by the PI in accordance with the requirements of the funding agency and submitted to the Finance Branch for verification of the financial aspects and any discrepancy should be immediately removed by mutual discussions. In case of any major problems, the PI should approach the RPAC. The final financial report should be sent to the funding agency after getting the same verified & endorsed by the chairman RPAC. The PI may transfer the assets to department within 3 months of closure of final report.

(V) Closing of the projects

V.I Statement of final accounts showing the year-wise receipts and expenditure and a list of articles (consumables and non-consumables) left over at the time of termination of the project and purchased out of the project funds should be sent in triplicate to the Finance Office in the prescribed Performa (Annexure-III) and verified by the Internal Audit Officer of the University. These articles may be transferred to the Department stock register except where the sponsoring bodies do not allow the Department to retain the articles without paying them the book value of the articles. In case the Department does not want these articles, the same will be auctioned through the department to the governing body of the college.

V.2 The list will be given to Head of the Department for entering the permanent assets in the stock register of the Department within four weeks of the submission of the list. After entry into the Stock Register of the Department, the list with proper entry of the pages of the stock register in the Performa to be supplied by the Finance Branch should be sent to Internal Audit Office for verification. It is mandatory for the Department to enter all items in stock register and to reissue them to the teacher concerned for his research and to take back into the stores the items the PI does not want to use. It is also mandatory for the Head of the Department to move the papers for writing off of any items which none of the teachers of the Department is willing to take and has been returned to the stores from the project.

V.3 The PI and Head of the Department should ensure that all pieces of equipment which are obsolete/beyond repair are written off after following due process. The PIs/teachers should give this in writing as soon as situation arises. In case of any missing item/component of the items falling under this category, the cost to be recovered from the PI/Teachers (when he needs no dues certificate) will be decided by RPAC in consultation with Head of the Department and Finance Officer.

Recruitment procedure: take advt. permission from DAVP (put the advt as an attachment).Ask for quotation and ermission for advance payment from principal to DAVP. The advt will be displayed by DAVP in employment news in 2 weeks time.. This process should be approved within 3-5 days by principal/finance office. College has an account head under DAVP.

Payment will b emade by NEFT to DAVP. The advt should be displayed on college website & DU website.

**UNIVERSITY COLLEGE OF
MEDICAL SCIENCES
PROJECT SUBMISSION FORM
to RPAC, UCMS**

(Enclose Two Copies of the Project Proposals with this form)

1. Name of the Investigator
2. Designation
3. Date of Birth
4. Department/Center/Institute
5. Name of the Co-Investigator
6. Designation
7. Date of Birth
8. Department/Center/Institute
9. Title of the project
10. Tentative Duration of the Project From: To:
11. Funding Agency
12. Details of Funding requested:
 - a. Salaries
 - b. Consumables
 - c. Equipment
 - d. Contingency
 - e. Overhead –(20 % of the total cost of the project)
 - f. Total funds requested
13. Requirement from the University
 - a. Space
 - b. Funding
14.
 - a. Total no. of ongoing projects with the PI
 - b. Total no. of projects completed by the PI
15. Details of completed projects (In the last 5years)
 - a. Title of the project

- b. Funding agency
- c. Total grant of the Project
- d. Date of the commencement
- e. Date of Completion
- f. Project closure Yes / No

16. Details of ongoing projects (In the last 5 years)

- a. Title of the project
- b. Funding agency
- c. Total grant of the Project
- d. Date of the commencement
- e. Date of Completion

We certify that no civil/electrical modifications shall be carried out without the express permission of the University Engineering Department and the PVC/DSC. We will follow the norms for the operation of the projects framed from time to time by the Research Project Advisory Committee:

Signature of the Investigator: Date:

Signature of the Co – Investigator: Date:

Name: Head of the Department/Director of Center/Institute

Signature: Date:

Seal

Notes:

1. Faculty member should be allowed to work as a Project-in-charge (PI) only up to the age of Superannuation i.e. 65 years.
2. “when a PI attains the age of 60 years, then all documents/bill/utilization certificates etc. retaining to his/her project should be signed by both i.e. PI as well as the Co-PI (a permanent teacher of the Department). The Co-PI will be responsible for all the assets, pending advances and subsequent transactions under the project”.
3. “The PI should stop signing all the financial documents at least six months before the due date of his/her superannuation in order to facilitate issuance of No Dues Certificates to him”.
4. “No Project proposal should be forwarded by the University to the funding agency if two or more tenure expired projects are pending for closure by the concerned PI.

**UNIVERSITY COLLEGE OF MEDICAL
SCIENCES
FORMAT FOR CLOSURE OF RESEARCH PROPOSALS
to RPAC, UCMS**

Closure of the Terminated/Completed Project entitled “_____”

The above noted project has terminated/completed on _____, the relevant details the project are being given.

1. Name of Investigator
2. Designation
3. Department/center
4. Name of the Co-Investigator
5. Designation
6. Department/Center
7. Title of the Project
8. Duration of the Project
Date of commencement
Date of completion
From To
9. Funding agency
10. Total funds received including salaries without overhead charges
11. Total overhead charges received
12. Whether the final accounts of the completed projects for all the years have been submitted closed. If not, reasons thereof.
13. Amount of the unspent balance
14. Whether the unspent balance is to be returned to the sponsoring body.

15. Whether the certificate of „no liability“ against the project to enable the University to refund the unspent balance, if any, to the sponsoring body is enclosed or not. If not, reasons thereof.
16. Whether the final Technical Report of the project for onward transmission to the sponsoring body, is enclosed or not. If not, reasons thereof:
17. List of non-consumable articles

S. No.	Item(s)	Date of purchase	Cost at time of purchase	Present condition	Whether transferred to the department details thereof
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18. Whether all the advances have been rendered and reconciled with the Finance Office. If not, reason thereof:

Signatures of the Investigator : Date

Signatures of the Co-Investigator : Date
(if any)

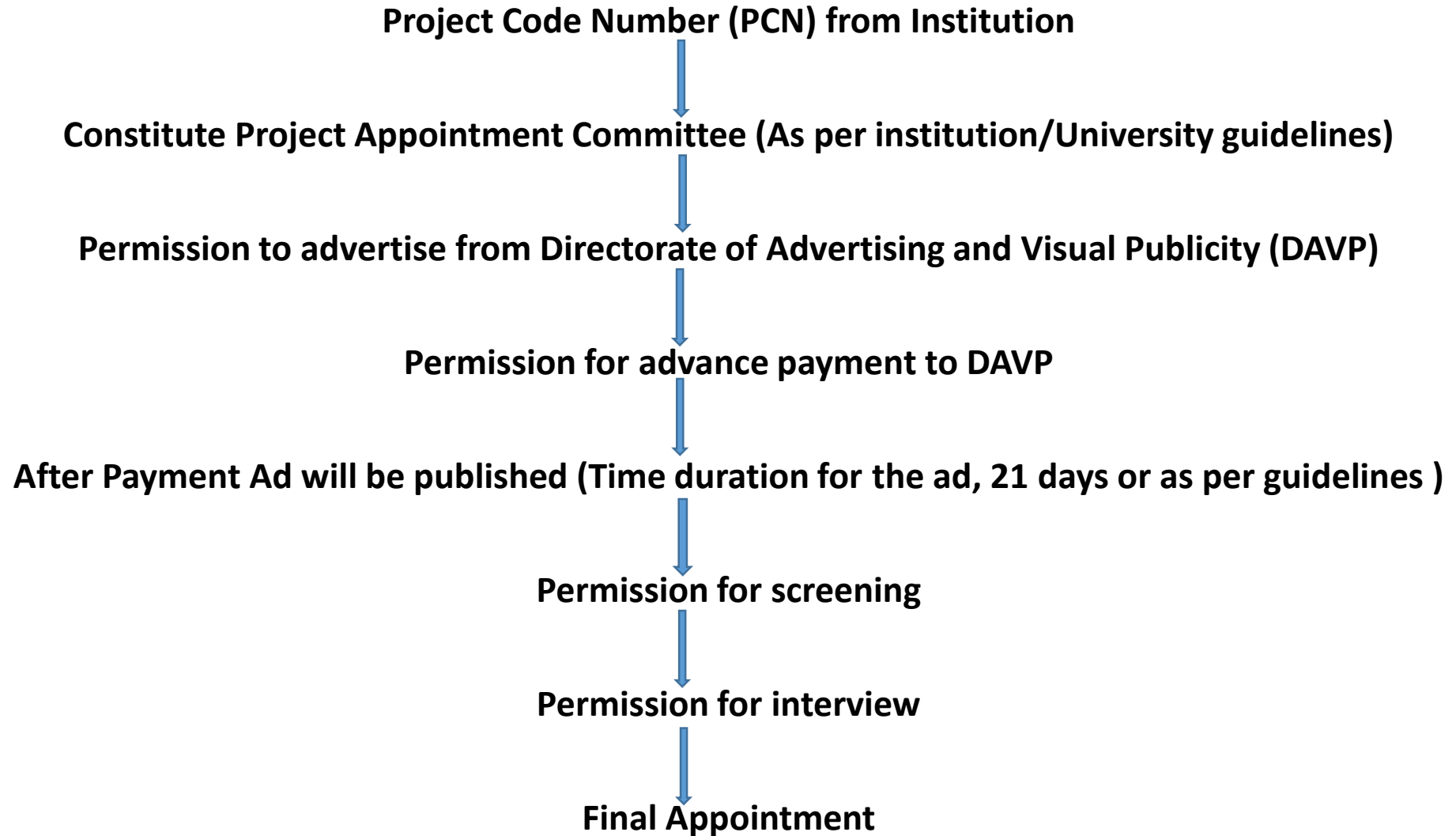
Name: Head of the Department/Director of Center/Institute

Signature : Date:

Seal

Recruitment Procedure

RECRUITMENT PROCEDURE FOR SANCTIONED RESEARCH PROJECT



Purchase procedure through GRF-2017 rule



सत्यमेव जयते

GENERAL FINANCIAL RULES 2017



**Government of India
Ministry of Finance
Department of Expenditure**



PROCUREMENT OF GOODS AND SERVICES

PROCUREMENT OF GOODS

Rule 142 This chapter contains the general rules applicable to all Ministries or Departments, regarding procurement of goods required for use in the public service. Detailed instructions relating to procurement of goods may be issued by the procuring departments broadly in conformity with the general rules contained in this Chapter.

Rule 143 **Definition of Goods.** The term 'goods' used in this chapter includes all articles, material, commodity, livestock, furniture, fixtures, raw material, spares, instruments, machinery, equipment, industrial plant, vehicles, aircraft, ships, medicines, railway rolling stock, assemblies, sub-assemblies, accessories, a group of machineries comprising of an integrated production process or such other category of goods or intangible products like software, technology transfer, licenses, patents or other intellectual properties purchased or otherwise acquired for the use of Government but excludes books, publications, periodicals, etc. for a library. The term 'goods' also includes works and services which are incidental or consequential to the supply of such goods, such as, transportation, insurance, installation, commissioning, training and maintenance.

Rule 144 **Fundamental principles of public buying (for all procurements including procurement of works).** Every authority delegated with the financial powers of procuring goods in public interest shall have the responsibility and accountability to bring efficiency, economy, and transparency in matters relating to public procurement and for fair and equitable treatment of suppliers and promotion of competition in public procurement.

The procedure to be followed in making public procurement must conform to the following yardsticks :-

- (i) The description of the subject matter of procurement to the extent practicable should -
 - a) be objective, functional, generic and measurable and specify technical, qualitative and performance characteristics.

- b) not indicate a requirement for a particular trade mark, trade name or brand.

- (ii) the specifications in terms of quality, type etc., as also quantity of goods to be procured, should be clearly spelt out keeping in view the specific needs of the procuring organisations. The specifications so worked out should meet the basic needs of the organisation without including superfluous and non-essential features, which may result in unwarranted expenditure.

- (iii) Where applicable, the technical specifications shall, to the extent practicable, be based on the national technical regulations or recognized national standards or building codes, wherever such standards exist, and in their absence, be based on the relevant international standards. In case of Government of India funded projects abroad, the technical specifications may be framed based on requirements and standards of the host beneficiary Government, where such standards exist.

Provided that a procuring entity may, for reasons to be recorded in writing, adopt any other technical specification.

- (iv) Care should also be taken to avoid purchasing quantities in excess of requirement to avoid inventory carrying costs.

- (v) offers should be invited following a fair, transparent and reasonable procedure.

- (vi) the procuring authority should be satisfied that the selected offer adequately meets the requirement in all respects.

- (vii) the procuring authority should satisfy itself that the price of the selected offer is reasonable and consistent with the quality required.

- (viii) at each stage of procurement the concerned procuring authority must place on record, in precise terms, the considerations which weighed with it while taking the procurement decision.

- (ix) a complete schedule of procurement



cycle from date of issuing the tender to date of issuing the contract should be published when the tender is issued.

- (x) All Ministries/Departments shall prepare Annual Procurement Plan before the commencement of the year and the same should also be placed on their website.

Rule 145 Authorities competent to purchase goods. An authority which is competent to incur expenditure may sanction the purchase of goods required for use in public service in accordance with provisions in the Delegation of Financial Powers Rules, following the general procedure contained in the following rules.

Rule 146 Procurement of goods required on mobilisation Procurement of goods required on mobilisation and/ or during the continuance of Military operations shall be regulated by special rules and orders issued by the Government on this behalf from time to time.

Rule 147 Powers for procurement of goods. The Ministries or Departments have been delegated full powers to make their own arrangements for procurement of goods. In case, however, a Ministry or Department does not have the required expertise, it may project its indent to the Central Purchase Organisation (e.g. DGS&D) with the approval of competent authority. The indent form to be utilised for this purpose will be as per the standard form evolved by the Central Purchase Organisation

Rule 148 Rate Contract. DGS&D shall conclude rate contracts with the registered suppliers for such goods, which are not available on GeM, and are identified as common use items and are needed on recurring basis by various Central Government Ministries or Departments. DGS&D will furnish and update all the relevant details of the rate contracts on its website. The Ministries or Departments shall follow those rate contracts to the maximum extent possible.

Rule 149. Government e-Market place (GeM). DGS&D or any other agency authorized by the Government will host an online Government e-Marketplace (GeM) for common use Goods and Services. DGS&D will ensure adequate publicity including periodic advertisement of the

items to be procured through GeM for the prospective suppliers. The Procurement of Goods and Services by Ministries or Departments will be mandatory for Goods or Services available on GeM. The credentials of suppliers on GeM shall be certified by DGS&D. The procuring authorities will certify the reasonability of rates. The GeM portal shall be utilized by the Government buyers for direct on-line purchases as under :-

- (i) Up to Rs.50,000/- through any of the available suppliers on the GeM, meeting the requisite quality, specification and delivery period.
- (ii) Above Rs.50,000/- and up to Rs.30,00,000/- through the GeM Seller having lowest price amongst the available sellers, of at least three different manufacturers, on GeM, meeting the requisite quality, specification and delivery period. The tools for online bidding and online reverse auction available on GeM can be used by the Buyer if decided by the competent authority.
- (iii) Above Rs.30,00,000/- through the supplier having lowest price meeting the requisite quality, specification and delivery period after mandatorily obtaining bids, using online bidding or reverse auction tool provided on GeM.
- (iv) The invitation for the online e-bidding/reverse auction will be available to all the existing Sellers or other Sellers registered on the portal and who have offered their goods/services under the particular product/service category, as per terms and conditions of GeM.
- (v) The above mentioned monetary ceiling is applicable only for purchases made through GeM. For purchases, if any, outside GeM, relevant GFR Rules shall apply.
- (vi) The Ministries/Departments shall work out their procurement requirements of Goods and Services on either "OPEX" model or "CAPEX" model as per their requirement/ suitability at the time of preparation of Budget Estimates (BE) and shall project their Annual Procurement Plan of goods and



services on GeM portal within 30 days of Budget approval.

- (vii) The Government Buyers may ascertain the reasonableness of prices before placement of order using the Business Analytics (BA) tools available on GeM including the Last Purchase Price on GeM, Department's own Last Purchase Price etc.
- (viii) A demand for goods shall not be divided into small quantities to make piecemeal purchases to avoid procurement through L-1 Buying / bidding / reverse auction on GeM or the necessity of obtaining the sanction of higher authorities required with reference to the estimated value of the total demand.

Rule 150 Registration of Suppliers

- (i) With a view to establishing reliable sources for procurement of goods commonly required for Government use, the Central Purchase Organisation (e.g. DGS&D) will prepare and maintain item-wise lists of eligible and capable suppliers. Such approved suppliers will be known as "Registered Suppliers". All Ministries or Departments may utilise these lists as and when necessary. Such registered suppliers are prima facie eligible for consideration for procurement of goods through Limited Tender Enquiry. They are also ordinarily exempted from furnishing bid security along with their bids. A Head of Department may also register suppliers of goods which are specifically required by that Department or Office, periodically. Registration of the supplier should be done following a fair, transparent and reasonable procedure and after giving due publicity.
- (ii) Credentials, manufacturing capability, quality control systems, past performance, after-sales service, financial background etc. of the supplier(s) should be carefully verified before registration.
- (iii) The supplier(s) will be registered for a fixed period (between 1 to 3 years) depending on the nature of the goods. At the end of this period, the registered

supplier(s) willing to continue with registration are to apply afresh for renewal of registration. New supplier(s) may also be considered for registration at any time, provided they fulfil all the required conditions.

- (iv) Performance and conduct of every registered supplier is to be watched by the concerned Ministry or Department. The registered supplier(s) are liable to be removed from the list of approved suppliers if they fail to abide by the terms and conditions of the registration or fail to supply the goods on time or supply substandard goods or make any false declaration to any Government agency or for any ground which, in the opinion of the Government, is not in public interest.
- (v) The list of registered suppliers for the subject matter of procurement be exhibited on the Central Public Procurement Portal and websites of the Procuring Entity/ e-Procurement/ portals.

Rule 151 Debarment from bidding.

- (i) A bidder shall be debarred if he has been convicted of an offence—
 - (a) under the Prevention of Corruption Act, 1988; or
 - (b) the Indian Penal Code or any other law for the time being in force, for causing any loss of life or property or causing a threat to public health as part of execution of a public procurement contract.
- (ii) A bidder debarred under sub-section (i) or any successor of the bidder shall not be eligible to participate in a procurement process of any procuring entity for a period not exceeding three years commencing from the date of debarment. Department of Commerce (DGS&D) will maintain such list which will also be displayed on the website of DGS&D as well as Central Public Procurement Portal.
- (iii) A procuring entity may debar a bidder or any of its successors, from participating in any procurement process undertaken by it, for a period not exceeding two years, if it determines that the bidder has breached the code of integrity. The



Ministry/Department will maintain such list which will also be displayed on their website.

- (iv) The bidder shall not be debarred unless such bidder has been given a reasonable opportunity to represent against such debarment

Rule 152 Enlistment of Indian Agents. As per the Compulsory Enlistment Scheme of the Department of Expenditure, Ministry of Finance, it is compulsory for Indian agents, who desire to quote directly on behalf of their foreign principals, to get themselves enlisted with the Central Purchase Organisation (eg. DGS&D). However, such enlistment is not equivalent to registration of suppliers as mentioned under Rule 150.

Rule 153 Reserved Items and other Purchase/Price Preference Policy.

- (i) The Central Government, through administrative instructions, has reserved all items of hand spun and hand-woven textiles (khadi goods) for exclusive purchase from Khadi Village Industries Commission (KVIC). It has also reserved all items of handloom textiles required by Central Government departments for exclusive purchase from KVIC and/or the notified handloom units of Association of Corporations and Apex Societies of Handlooms (ACASH).
- (ii) Ministry of Micro, Small and Medium Enterprises (MSME) have notified procurement policy under section 11 of the Micro, Small and Medium Enterprises Development Act, 2006.
- (iii) The Central Government may, by notification, provide for mandatory procurement of any goods or services from any category of bidders, or provide for preference to bidders on the grounds of promotion of locally manufactured goods or locally provided services.

Rule 154 Purchase of goods without quotation

Purchase of goods upto the value of Rs. 25,000 (Rupees twenty five thousand) only on each occasion may be made without inviting quotations or bids on the basis of a certificate to be recorded by the competent authority in the following format.

"I,, am personally satisfied that these goods purchased are of the requisite quality and specification and have been purchased from a reliable supplier at a reasonable price."

Rule 155 Purchase of goods by Purchase Committee. Purchase of goods costing above Rs. 25,000 (Rupees twenty five thousand only) and upto Rs.2,50,000/- (Rupees two lakh and fifty thousand only) on each occasion may be made on the recommendations of a duly constituted Local Purchase Committee consisting of three members of an appropriate level as decided by the Head of the Department. The committee will survey the market to ascertain the reasonableness of rate, quality and specifications and identify the appropriate supplier. Before recommending placement of the purchase order, the members of the committee will jointly record a certificate as under.

"Certified that we, members of the purchase committee are jointly and individually satisfied that the goods recommended for purchase are of the requisite specification and quality, priced at the prevailing market rate and the supplier recommended is reliable and competent to supply the goods in question, and it is not debarred by Department of Commerce or Ministry/ Department concerned."

Rule 156 (1) Purchase of goods directly under Rate Contract. In case a Ministry or Department directly procures Central Purchase Organisation (e.g. DGS&D) rate contracted goods from suppliers, the prices to be paid for such goods shall not exceed those stipulated in the rate contract and the other salient terms and conditions of the purchase should be in line with those specified in the Rate Contract. The Ministry or Department shall make its own arrangement for inspection and testing of such goods where ever required.

Rule 156 (2) The Central Purchase Organisation (e.g. DGS&D) should host the specifications, prices and other salient details of different rate contracted items, appropriately updated, on the web site for use by the procuring Ministry or Department.

Rule 157 A demand for goods should not be divided



into small quantities to make piecemeal purchases to avoid the necessity of obtaining the sanction of higher authority required with reference to the estimated value of the total demand.

Rule 158 Purchase of goods by obtaining bids.

Except in cases covered under Rule 154, 155, and 156(1), Ministries or Departments shall procure goods under the powers referred to in Rule 147 above by following the standard method of obtaining bids in :

- (i) Advertised Tender Enquiry
- (ii) Limited Tender Enquiry
- (iii) Two-Stage Bidding
- (iv) Single Tender Enquiry
- (v) Electronic Reverse Auctions

Rule 159 E-Publishing

- (i) It is mandatory for all Ministries/ Departments of the Central Government, their attached and Subordinate Offices and Autonomous /Statutory Bodies to publish their tender enquiries, corrigenda thereon and details of bid awards on the Central Public Procurement Portal (CPPP).
- (ii) Individual cases where confidentiality is required, for reasons of national security, would be exempted from the mandatory e-publishing requirement. The decision to exempt any case on the said grounds should be approved by the Secretary of the Ministry/ Department with the concurrence of the concerned Financial Advisor. In the case of Autonomous Bodies and Statutory Bodies' approval of the Head of the Body with the concurrence of the Head of the Finance should be obtained in each such case. Statistical information on the number of cases in which exemption was granted and the value of the concerned contract should be intimated on a Quarterly basis to the Ministry of Finance, Department of Expenditure.
- (iii) The above instructions apply to all Tender Enquiries, Requests for Proposals, Requests for Expressions of Interest, Notice for pre Qualification/ Registration or any other notice

inviting bids or proposals in any form whether they are advertised, issued to limited number of parties or to a single party.

- (iv) In the case of procurements made through DGS&D Rate Contracts or through any other Central Procurement Organizations (CPOs) only award details need to be published.
- (v) These instructions would not apply to procurements made in terms of provisions of Rules 154 (Purchase of goods without quotations) or 155 (Purchase of goods by purchase committee) of General Financial Rules.

Rule 160 E-Procurement

- (i) It is mandatory for Ministries/ Departments to receive all bids through e-procurement portals in respect of all procurements.
- (ii) Ministries/ Departments which do not have a large volume of procurement or carry out procurements required only for day-to-day running of offices and also have not initiated e-procurement through any other solution provided so far, may use e-procurement solution developed by NIC. Other Ministries/ Departments may either use e-procurement solution developed by NIC or engage any other service provider following due process.
- (iii) These instructions will not apply to procurements made by Ministries / Departments through DGS&D Rate Contracts.
- (iv) In individual case where national security and strategic considerations demands confidentiality, Ministries/ Departments may exempt such cases from e-procurement after seeking approval of concerned Secretary and with concurrence of Financial Advisers.
- (v) In case of tenders floated by Indian Missions Abroad, Competent Authority to decide the tender, may exempt such case from e-procurement.

Rule 161 Advertised Tender Enquiry

- (I) Subject to exceptions incorporated



under Rule 154, 155, 162 and 166, invitation to tenders by advertisement should be used for procurement of goods of estimated value of Rs. 25 lakhs (Rupees Twenty Five Lakh) and above. Advertisement in such cases should be given on Central Public Procurement Portal (CPPP) at www.eprocure.gov.in and on GeM. An organisation having its own website should also publish all its advertised tender enquiries on the website.

- (ii) The organisation should also post the complete bidding document in its website and on CPPP to enable prospective bidders to make use of the document by downloading from the web site.
- (iii) The advertisements for invitation of tenders should give the complete web address from where the bidding documents can be downloaded.
- (iv) In order to promote wider participation and ease of bidding, no cost of tender document may be charged for the tender documents downloaded by the bidders.
- (iv) Where the Ministry or Department feels that the goods of the required quality, specifications etc., may not be available in the country and it is necessary to also look for suitable competitive offers from abroad, the Ministry or Department may send copies of the tender notice to the Indian Embassies abroad as well as to the foreign Embassies in India. The selection of the embassies will depend on the possibility of availability of the required goods in such countries. In such cases e-procurement as per Rule 160 may not be insisted.
- (v) Ordinarily, the minimum time to be allowed for submission of bids should be three weeks from the date of publication of the tender notice or availability of the bidding document for sale, whichever is later. Where the Department also contemplates obtaining bids from abroad, the minimum period should be kept as four weeks for both domestic and foreign bidders.

Rule 162 Limited Tender Enquiry

- (i) This method may be adopted when estimated value of the goods to be procured is up to Rupees Twenty five Lakhs. Copies of the bidding document should be sent directly by speed post/registered post/courier/ e-mail to firms which are borne on the list of registered suppliers for the goods in question as referred under Rule 150 above. The number of supplier firms in Limited Tender Enquiry should be more than three. Efforts should be made to identify a higher number of approved suppliers to obtain more responsive bids on competitive basis.

Further, an organisation should publish its limited tender enquiries on Central Public Procurement Portal (CPPP) as per Rule 159. Apart from CPPP, the organisations should publish the tender enquiries on the Department's or Ministry's web site.

- (ii) The unsolicited bids should not be accepted. However Ministries/ Departments should evolve a system by which interested firms can register and bid in next round of tendering.
- (iii) Purchase through Limited Tender Enquiry may be adopted even where the estimated value of the procurement is more than Rupees twenty-five Lakhs, in the following circumstances.
 - (a) The competent authority in the Ministry or Department certifies that the demand is urgent and any additional expenditure involved by not procuring through advertised tender enquiry is justified in view of urgency. The Ministry or Department should also put on record the nature of the urgency and reasons why the procurement could not be anticipated.
 - (b) There are sufficient reasons, to be recorded in writing by the competent authority, indicating that it will not be in public interest to procure the goods through advertised tender enquiry.
 - (c) The sources of supply are definitely known and possibility of

Equipment/ consumable purchase through GFR rule-149(i)

(Direct purchase mode)

Budget of demand = below 25,000/-

File preparation for A/A & E/S approval:

- a) Prepare the demand with complete specifications.
- b) Letter of fund availability/ sanction letter
- c) Select the item as per the requirement and cart to freeze the price
- d) Prepare the statement as per GFR rule-149(i), mention the budget head of grant. Ask permission for A/A & E/S within 10 days to place the order on GEM portal.

Equipment/ consumable purchase through GFR rule-149(ii)

(L1 comparison mode)

Budget of demand = below 5 Lakhs

File preparation for A/A & E/S approval:

- a) Prepare the demand (single item) with complete specifications.
- b) Letter of fund availability/ sanction letter
- c) Apply the filter on GEM and select the item as per the requirement and made the comparison before L1 carting
- d) Ask permission for A/A & E/S within 10 days to place the order on GEM portal.
- e) Place the order to the supplier on GEM portal.

Consumable purchase through GEM portal

General bid/ Boq bid / Custom bid: GFR-2017 rule 149(iii)

File preparation for A/A approval & GEM bid upload:

- a) Prepare the demand with complete specifications
- b) Letter of fund availability/ sanction letter
- c) Take GeM availability certificate
- d) Letter of the constitution of PPC
- e) Prepare the noting / statement as per **GFR rule-149(iii)** with estimated cost and take **10 days bid permission**.
- f) Upload the bid on GEM portal with experience criteria, past performance, RA and EMD/PBG (according to budget).

To download the bids and prepare the technical comparative:

- a) Download all the bids received on GEM portal after 10 days of bid time.
- b) Get signed all the documents from all members of PPC
- c) Prepare the technical comparative chart of all bids and get signed by PPC members.
- d) Take permission for publishing the technical evaluation and open the financial bid on GEM portal and initiate the RA process.

Permission of E/S approval and award of contract to the L1 supplier:

- a) Publish the technical status on GEM portal.
- b) Open the financial bid and initiate the RA process.
- c) Get L1 supplier after RA process.
- d) All the members of purchase committee go through the process and sign the documents.
- e) Take E/S approval for L1 amount after RA and to award the contract to the L1 supplier.
- f) Award the contract to L1 supplier.

Equipment purchase through GEM portal

(General bid/ Boq bid / Custom bid)

Equipment cost upto 5 Lakhs and above

File preparation for A/A approval & GEM bid upload:

- a) Prepare the demand with complete specifications, warranty period and UPS etc.
- b) Demand(s) should be approved by the Purchase Committee Committee (PPC).
- c) Letter of fund availability/ sanction letter
- d) Take GeM availability certificate
- e) Letter of the constitution of PPC
- f) Prepare the statement as per **GFR-2017 rule 149(iii)** with estimated cost, type of bid procedure & budget head of grant. Ask permission for 10 days Bid/RA on GEM portal.
- g) Upload the bid on GEM portal with experience criteria, past performance, RA and EMD/PBG.

To download the bids and prepare the technical comparative:

- a) Download all the bids received on GEM portal after 10 days of bid time.
- b) Get signed all the documents from the members of purchase committee
- c) Prepare the technical comparative chart of bid and get signed by all PPC members.
- d) Take permission to publish the technical status on GEM portal and also to open the financial bid and to initiate the RA process.

Permission to accord E/S and award the contract to the L1 supplier:

- a) Publish the technical evaluation on GEM portal.
- b) Open the financial bid and initiate the RA process.
- c) Get L1 supplier after RA process.
- d) All the members of PPC go through the process and sign the documents.
- e) Prepare the statement asking permission to accord E/S of L1 amount after RA and to award the contract to the L1 supplier.
- f) Award the contract to L1 supplier.

Note: Keep the records of all GEM documents.

(Purchase through local market survey)

GFR-2017 rule 155

File preparation for A/A approval:

- a) Prepare the demand with complete specifications
- b) Letter of fund availability/ sanction letter
- c) Take GeM non-availability certificate
- d) Letter of the constitution of PPC
- e) Prepare the noting / statement as per **GFR rule-155** with approx. cost of demand to ask A/A for local market survey.

File preparation for E/S approval:

- a) All members of PPC survey the local market
- b) Ask quotations from 3 different suppliers for different make
- c) Prepare a price comparison table
- d) Prepare the noting / statement and certify that the goods recommended are of requisite specifications, quality and priced at prevailing market rate.
- e) Put statement for L1 supplier and ask for E/S approval.
- f) Place the order to L1 supplier.

File movement for A/A approval:

Principal Investigator / S.O. Research Cell / Technical Screening / Deputy Registrar / or Principal:
Administrative Approval (A/A).

File movement for E/S approval:

Principal Investigator / S.O. Research Cell / Technical Screening / Deputy Registrar / Principal:
Expenditure Sanction approval (E/S).

Format for RPAC application

8. Whether the account of the earlier completed projects finally closed : Yes/No
9. If not, The reason for the same :
10. The Principal Investigator Should Give the following information for the College records, if possible.
- (i) Total number of ongoing Projects :
- (ii) Total number of Projects completed In the last 10 years :
- The following information for each project Should be given separately
- Title of the Project :
- Funding Agency :
- Total Grant of the Project :
- Date of Commencement Date :
- (Expected Date) of completion :

I understand that (i) College will not provide any funds for the project work, equipment, salaries or contingencies. (ii) Any electrical wiring, water pipes and drains etc. upto the laboratory, renovation and air conditioning has to be met out of the 50% share of the overhead budget and /or Department funds. (Iii) Any extra space for the project has to be settled within the Department. College will not provide any additional space.

The Investigator will follow the norms for the operation of the project framed from time to time by the Research Project Advisory Committee.

Signature of Investigator : Date :

Signature of Co-Investigator (if any) : Date :

Name: Head of the Department/Director of Center:

Signature : Date :

Seal

Grant Writing Workshop - feedback

Multi disciplinary research unit and Medical Education Unit
UCMS and GTB hospital Delhi-95
conducted for the Asstt Prof in two batches 15th and 16th Nov 22

Name of the faculty *

Siddharth Madan

email id *

drsiddharthmadan@gmail.com

Name of the Department *

Ophthalmology

Date on which you attended the workshop *

15th Nov 2022

16th Nov 2022

How much are you satisfied with the workshop? *

- Highly unsatisfied
- Unsatisfied
- Can not say
- Satisfied
- Highly Satisfied

Mention three things which you liked about the workshop. *

ICMR scientists perspective, Group task and sources of research grant

Mention three things which you want to improve in the future workshop. *

Examples of a research grant submitted by one of the senior faculty in college and what hurdles they had to pass through and how it finally got accepted.

Any additional remark/ suggestion.

No

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Grant Writing Workshop - feedback

Multi disciplinary research unit and Medical Education Unit

UCMS and GTB hospital Delhi-95

conducted for the Asstt Prof in two batches 15th and 16th Nov 22

Name of the faculty *

DR Kirti Nirmal

email id *

doctorkirtinirmal@gmail.com

Name of the Department *

Microbiology

Date on which you attended the workshop *

15th Nov 2022

16th Nov 2022

How much are you satisfied with the workshop? *

- Highly unsatisfied
- Unsatisfied
- Can not say
- Satisfied
- Highly Satisfied

Mention three things which you liked about the workshop. *

Most important the grant agencies and proposal writing concept

Mention three things which you want to improve in the future workshop. *

More workshop reinforcement

Any additional remark/ suggestion.

Thankyou

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Grant Writing Workshop - feedback

Multi disciplinary research unit and Medical Education Unit

UCMS and GTB hospital Delhi-95

conducted for the Asstt Prof in two batches 15th and 16th Nov 22

Name of the faculty *

Rajesh Kumar Meena

email id *

Raj.mamc@gmail.com

Name of the Department *

PEDIATRICS

Date on which you attended the workshop *

15th Nov 2022

16th Nov 2022

How much are you satisfied with the workshop? *

- Highly unsatisfied
- Unsatisfied
- Can not say
- Satisfied
- Highly Satisfied

Mention three things which you liked about the workshop. *

Details about grants available, how to write a proposal, procedures after that.
.....

Mention three things which you want to improve in the future workshop. *

More time, smaller group
.....

Any additional remark/ suggestion.

None
.....

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Grant Writing Workshop - feedback

Multi disciplinary research unit and Medical Education Unit

UCMS and GTB hospital Delhi-95

conducted for the Asstt Prof in two batches 15th and 16th Nov 22

Name of the faculty *

Deepika Poonia

email id *

dr.deepikapoonia@gmail.com

Name of the Department *

Anatomy

Date on which you attended the workshop *

15th Nov 2022

16th Nov 2022

How much are you satisfied with the workshop? *

- Highly unsatisfied
- Unsatisfied
- Can not say
- Satisfied
- Highly Satisfied

Mention three things which you liked about the workshop. *

- 1) All steps of Project submission were covered (including staff procurement and management of funds) completely.
 - 2) Sessions were not too long & were followed by question-answer session.
 - 3) All learned professors showed great level of interest to teach us the process, covered every point with example and shared their own experience to make us understand the process of project submission and completion.
-

Mention three things which you want to improve in the future workshop. *

N.A.

Any additional remark/ suggestion.

If a repeat session could be organised next year again so that the problems we may face in our project submission may be discussed at a common platform.

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Grant Writing Workshop - feedback

Multi disciplinary research unit and Medical Education Unit

UCMS and GTB hospital Delhi-95

conducted for the Asstt Prof in two batches 15th and 16th Nov 22

Name of the faculty *

Michell Gulabani

email id *

michellgulabani@gmail.com

Name of the Department *

Anaesthesia

Date on which you attended the workshop *

15th Nov 2022

16th Nov 2022

How much are you satisfied with the workshop? *

- Highly unsatisfied
- Unsatisfied
- Can not say
- Satisfied
- Highly Satisfied

Mention three things which you liked about the workshop. *

The approach of each session was specific. It was enlightening to know about different organizations offering funds for research. Administrative issues were also dealt well.

Mention three things which you want to improve in the future workshop. *

Guidance on how to plan studies which have higher chances of getting selected for grant application.
Simpler way to explain the administrative procedure for procuring equipment.
Another activity, maybe for planning for grant application

Any additional remark/ suggestion.

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Grant Writing Workshop - feedback

Multi disciplinary research unit and Medical Education Unit

UCMS and GTB hospital Delhi-95

conducted for the Asstt Prof in two batches 15th and 16th Nov 22

Name of the faculty *

Dr Ashok Kumar Ahirwar

email id *

drashokaiims14@gmail.com

Name of the Department *

Biochemistry

Date on which you attended the workshop *

15th Nov 2022

16th Nov 2022

How much are you satisfied with the workshop? *

- Highly unsatisfied
- Unsatisfied
- Can not say
- Satisfied
- Highly Satisfied

Mention three things which you liked about the workshop. *

Speakers, Place, and Hands

Mention three things which you want to improve in the future workshop. *

Critically analysis some accepted Proposal

Any additional remark/ suggestion.

Nil

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Grant Writing Workshop - feedback

Multi disciplinary research unit and Medical Education Unit

UCMS and GTB hospital Delhi-95

conducted for the Asstt Prof in two batches 15th and 16th Nov 22

Name of the faculty *

Anshuman Srivastava

email id *

anshucd@gmail.com

Name of the Department *

Medicine

Date on which you attended the workshop *

15th Nov 2022

16th Nov 2022

How much are you satisfied with the workshop? *

- Highly unsatisfied
- Unsatisfied
- Can not say
- Satisfied
- Highly Satisfied

Mention three things which you liked about the workshop. *

Content, presentation, timing, interactive

Mention three things which you want to improve in the future workshop. *

All perfect

Any additional remark/ suggestion.

Good

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Grant Writing Workshop - feedback

Multi disciplinary research unit and Medical Education Unit

UCMS and GTB hospital Delhi-95

conducted for the Asstt Prof in two batches 15th and 16th Nov 22

Name of the faculty *

Lavleen Singh

email id *

singhlavleen04@gmail.com

Name of the Department *

Pathology

Date on which you attended the workshop *

15th Nov 2022

16th Nov 2022

How much are you satisfied with the workshop? *

- Highly unsatisfied
- Unsatisfied
- Can not say
- Satisfied
- Highly Satisfied

Mention three things which you liked about the workshop. *

Extensive, informative and interactive.

Mention three things which you want to improve in the future workshop. *

Examples of real project so that points could be better understood.

Any additional remark/ suggestion.

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Grant Writing Workshop - feedback

Multi disciplinary research unit and Medical Education Unit

UCMS and GTB hospital Delhi-95

conducted for the Asstt Prof in two batches 15th and 16th Nov 22

Name of the faculty *

Dr. Pragya Mangla

email id *

drpragyamangla@gmail.com

Name of the Department *

Endocrinology

Date on which you attended the workshop *

15th Nov 2022

16th Nov 2022

How much are you satisfied with the workshop? *

- Highly unsatisfied
- Unsatisfied
- Can not say
- Satisfied
- Highly Satisfied

Mention three things which you liked about the workshop. *

Dr. Nisha, Dr. Madhu and Dr. Sonal's presentation and group task

Mention three things which you want to improve in the future workshop. *

Nothing

Any additional remark/ suggestion.

Good learning. will need reinforcement. Thank you.

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Multi disciplinary research unit and Medical Education Unit

UCMS and GTB hospital Delhi-95

conducted for the Asstt Prof in two batches 15th and 16th Nov 22

Name of the faculty *

Shilpi Goyal

email id *

shilpigoyal16@gmail.com

Name of the Department *

Physiology

Date on which you attended the workshop *

15th Nov 2022

16th Nov 2022

How much are you satisfied with the workshop? *

- Highly unsatisfied
- Unsatisfied
- Can not say
- Satisfied
- Highly Satisfied

Mention three things which you liked about the workshop. *

The topics covered are very informative.
Session taken by ICMR resource person was very encouraging.
group task for budgeting was really helpful.

Mention three things which you want to improve in the future workshop. *

We are expecting some more sessions from visiting resource persons from other organizations apart from ICMR and more frequent workshops for keeping us motivated and updated with knowledge.

Any additional remark/ suggestion.

Looking forward for similar future interactions with our respected seniors and resource persons.

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Grant Writing Workshop - feedback

Multi disciplinary research unit and Medical Education Unit

UCMS and GTB hospital Delhi-95

conducted for the Asstt Prof in two batches 15th and 16th Nov 22

Name of the faculty *

REKHA YADAV

email id *

dr.raykha@gmail.com

Name of the Department *

Ophthalmology

Date on which you attended the workshop *

15th Nov 2022

16th Nov 2022

How much are you satisfied with the workshop? *

- Highly unsatisfied
- Unsatisfied
- Can not say
- Satisfied
- Highly Satisfied

Mention three things which you liked about the workshop. *

The idea of imparting knowledge to the junior faculty was really admirable
All the aspects starting from grant writing to getting it approved were clearly explained
The only tough part was the last session of procurement n GeM portal.
Hoping this issue to also get streamlined

Mention three things which you want to improve in the future workshop. *

May be once will start writing a grant proposal ,will get to know what all should to be added in the future workshop.

Any additional remark/ suggestion.

Really appreciate and thankful to our Principal sir and senior faculty for taking out time to organize such a wonderful and much needed workshop for their junior faculty.

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Grant Writing Workshop - feedback

Multi disciplinary research unit and Medical Education Unit

UCMS and GTB hospital Delhi-95

conducted for the Asstt Prof in two batches 15th and 16th Nov 22

Name of the faculty *

Himanshu Agrawal

email id *

himagr1987@gmail.com

Name of the Department *

Surgery

Date on which you attended the workshop *

15th Nov 2022

16th Nov 2022

How much are you satisfied with the workshop? *

- Highly unsatisfied
- Unsatisfied
- Can not say
- Satisfied
- Highly Satisfied

Mention three things which you liked about the workshop. *

Informative, concise, relevant

Mention three things which you want to improve in the future workshop. *

Time management, z, r

Any additional remark/ suggestion.

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Grant Writing Workshop - feedback

Multi disciplinary research unit and Medical Education Unit

UCMS and GTB hospital Delhi-95

conducted for the Asstt Prof in two batches 15th and 16th Nov 22

Name of the faculty *

Rajesh Arora

email id *

rarora@ucms.ac.in

Name of the Department *

ORTHOPAEDICS

Date on which you attended the workshop *

15th Nov 2022

16th Nov 2022

How much are you satisfied with the workshop? *

- Highly unsatisfied
- Unsatisfied
- Can not say
- Satisfied
- Highly Satisfied

Mention three things which you liked about the workshop. *

Info about funding agencies
Protocol for applying fr RPAC and IEC
budgeting

Mention three things which you want to improve in the future workshop. *

If we can have it fr all, nt appointed faculty
Need repeated sessions

Any additional remark/ suggestion.

None

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Grant Writing Workshop - feedback

Multi disciplinary research unit and Medical Education Unit

UCMS and GTB hospital Delhi-95

conducted for the Asstt Prof in two batches 15th and 16th Nov 22

Name of the faculty *

Dr Nadeem Ahmad

email id *

nadeemahmad411@gmail.com

Name of the Department *

Microbiology

Date on which you attended the workshop *

15th Nov 2022

16th Nov 2022

How much are you satisfied with the workshop? *

- Highly unsatisfied
- Unsatisfied
- Can not say
- Satisfied
- Highly Satisfied

Mention three things which you liked about the workshop. *

Grant writing, budgeting of project and administrative approval

Mention three things which you want to improve in the future workshop. *

Requirements for projects should be more elaborative

Any additional remark/ suggestion.

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Grant Writing Workshop - feedback

Multi disciplinary research unit and Medical Education Unit

UCMS and GTB hospital Delhi-95

conducted for the Asstt Prof in two batches 15th and 16th Nov 22

Name of the faculty *

Dr Smita Nath

email id *

drsmitanath82@gmail.com

Name of the Department *

Medicine

Date on which you attended the workshop *

15th Nov 2022

16th Nov 2022

How much are you satisfied with the workshop? *

- Highly unsatisfied
- Unsatisfied
- Can not say
- Satisfied
- Highly Satisfied

Mention three things which you liked about the workshop. *

Sequential flow of work shop, length of lecture were approximate., informative individual session

Mention three things which you want to improve in the future workshop. *

Increase in number of group activity, name and contact of liaison of MRU and MEU should be shared

Any additional remark/ suggestion.

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Multi disciplinary research unit and Medical Education Unit

UCMS and GTB hospital Delhi-95

conducted for the Asstt Prof in two batches 15th and 16th Nov 22

Name of the faculty *

Seema Rani

email id *

seemabhardwaj.gmc@gmail.com

Name of the Department *

Psychiatry

Date on which you attended the workshop *

15th Nov 2022

16th Nov 2022

How much are you satisfied with the workshop? *

- Highly unsatisfied
- Unsatisfied
- Can not say
- Satisfied
- Highly Satisfied

Mention three things which you liked about the workshop. *

Presenters, organisation, discipline and content

Mention three things which you want to improve in the future workshop. *

Nothing, it was perfect

Any additional remark/ suggestion.

Well prepared and well organised. Looking forward to attend such events in future too

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Grant Writing Workshop - feedback

Multi disciplinary research unit and Medical Education Unit

UCMS and GTB hospital Delhi-95

conducted for the Asstt Prof in two batches 15th and 16th Nov 22

Name of the faculty *

Dr. Kaushal Kumar Alam

email id *

kkalam@ucms.ac.in

Name of the Department *

Physiology

Date on which you attended the workshop *

15th Nov 2022

16th Nov 2022

How much are you satisfied with the workshop? *

- Highly unsatisfied
- Unsatisfied
- Can not say
- Satisfied
- Highly Satisfied

Mention three things which you liked about the workshop. *

Informative, Relevant, well conducted.

Mention three things which you want to improve in the future workshop. *

Nothing

Any additional remark/ suggestion.

No

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Grant Writing Workshop - feedback

Multi disciplinary research unit and Medical Education Unit

UCMS and GTB hospital Delhi-95

conducted for the Asstt Prof in two batches 15th and 16th Nov 22

Name of the faculty *

Vibhor Gupta

email id *

vibhor817@gmail.com

Name of the Department *

Anaesthesia

Date on which you attended the workshop *

15th Nov 2022

16th Nov 2022

How much are you satisfied with the workshop? *

- Highly unsatisfied
- Unsatisfied
- Can not say
- Satisfied
- Highly Satisfied

Mention three things which you liked about the workshop. *

Simple , informative, understandable

Mention three things which you want to improve in the future workshop. *

Shorter duration

Any additional remark/ suggestion.

Need wrokshop on statistics

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Grant Writing Workshop - feedback

Multi disciplinary research unit and Medical Education Unit

UCMS and GTB hospital Delhi-95

conducted for the Asstt Prof in two batches 15th and 16th Nov 22

Name of the faculty *

Dr. Puja Kumari Jha

email id *

pkjha@ucms.ac.in

Name of the Department *

Biochemistry

Date on which you attended the workshop *

15th Nov 2022

16th Nov 2022

How much are you satisfied with the workshop? *

- Highly unsatisfied
- Unsatisfied
- Can not say
- Satisfied
- Highly Satisfied

Mention three things which you liked about the workshop. *

Information about funding agencies ;
Finer details about budgeting
Detailed roadmap of procurement

Mention three things which you want to improve in the future workshop. *

Just one thing- It was a very compact session

Any additional remark/ suggestion.

Got a very clear overview of the project writing and implementation,

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Grant Writing Workshop - feedback

Multi disciplinary research unit and Medical Education Unit

UCMS and GTB hospital Delhi-95

conducted for the Asstt Prof in two batches 15th and 16th Nov 22

Name of the faculty *

Dr. Shiba Ansari

email id *

drshiba6@gmail.com

Name of the Department *

Department of Biochemistry

Date on which you attended the workshop *

15th Nov 2022

16th Nov 2022

How much are you satisfied with the workshop? *

- Highly unsatisfied
- Unsatisfied
- Can not say
- Satisfied
- Highly Satisfied

Mention three things which you liked about the workshop. *

- 1) The workshop covered all the important topics.
 - 2) It was interactive.
 - 3) It had multiple speakers for various aspects.
-

Mention three things which you want to improve in the future workshop. *

- 1) Workshop handouts or material can be given in advance.
 - 2) If it is feasible to split it over two days, then should be considered.
-

Any additional remark/ suggestion.

Overall, the workshop was very well conducted and definitely enriched the gaps in our knowledge with respect to project writing and submission as per institute guidelines.

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Grant Writing Workshop - feedback

Multi disciplinary research unit and Medical Education Unit

UCMS and GTB hospital Delhi-95

conducted for the Asstt Prof in two batches 15th and 16th Nov 22

Name of the faculty *

Dr. Rakhee Sharma

email id *

12.rakhee@gmail.com

Name of the Department *

Anatomy

Date on which you attended the workshop *

15th Nov 2022

16th Nov 2022

How much are you satisfied with the workshop? *

- Highly unsatisfied
- Unsatisfied
- Can not say
- Satisfied
- Highly Satisfied

Mention three things which you liked about the workshop. *

Presentations, content, friendly atmosphere

Mention three things which you want to improve in the future workshop. *

There should be enough break in between to process the information. More detailed approach and more interactive sessions.

Any additional remark/ suggestion.

It was very enriching experience.

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Grant Writing Workshop - feedback

Multi disciplinary research unit and Medical Education Unit

UCMS and GTB hospital Delhi-95

conducted for the Asstt Prof in two batches 15th and 16th Nov 22

Name of the faculty *

Nazia Parveen

email id *

nazmamc@gmail.com

Name of the Department *

Obst & Gyne

Date on which you attended the workshop *

15th Nov 2022

16th Nov 2022

How much are you satisfied with the workshop? *

- Highly unsatisfied
- Unsatisfied
- Can not say
- Satisfied
- Highly Satisfied

Mention three things which you liked about the workshop. *

Workshop on the research grant is well organised and informative.
The budgeting activity was good.
Lecture on ICMR thrill was quite good.

Mention three things which you want to improve in the future workshop. *

The writing of actual grant project should be more elaborated by including examples of past or ongoing projects.
The maximum number and role of PI and other associating investigators in main work, writing and final compilation should be more elaborated.

Any additional remark/ suggestion.

None

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Grant Writing Workshop - feedback

Multi disciplinary research unit and Medical Education Unit

UCMS and GTB hospital Delhi-95

conducted for the Asstt Prof in two batches 15th and 16th Nov 22

Name of the faculty *

Sumaira Khalil

email id *

sumairakhalil@yahoo.com

Name of the Department *

Pediatrics

Date on which you attended the workshop *

15th Nov 2022

16th Nov 2022

How much are you satisfied with the workshop? *

- Highly unsatisfied
- Unsatisfied
- Can not say
- Satisfied
- Highly Satisfied

Mention three things which you liked about the workshop. *

Hands on, various options available for young researchers was discussed in details opening so many avenues, the entire procedure of procurement and recruitment was very well explained giving insight into the entire process

Mention three things which you want to improve in the future workshop. *

1. A little more detailed discussion regarding making of the budget and as it is a complicated process

Any additional remark/ suggestion.

Absolute need of the hour workshop . Congratulations to the entire team

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Grant Writing Workshop - feedback

Multi disciplinary research unit and Medical Education Unit

UCMS and GTB hospital Delhi-95

conducted for the Asstt Prof in two batches 15th and 16th Nov 22

Name of the faculty *

Pragya Jain

email id *

drpragyajain9@gmail.com

Name of the Department *

Pathology

Date on which you attended the workshop *

15th Nov 2022

16th Nov 2022

How much are you satisfied with the workshop? *

- Highly unsatisfied
- Unsatisfied
- Can not say
- Satisfied
- Highly Satisfied

Mention three things which you liked about the workshop. *

Participant interaction..relevant hurdle discussion. Group task

Mention three things which you want to improve in the future workshop. *

None

Any additional remark/ suggestion.

None

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Grant Writing Workshop - feedback

Multi disciplinary research unit and Medical Education Unit

UCMS and GTB hospital Delhi-95

conducted for the Asstt Prof in two batches 15th and 16th Nov 22

Name of the faculty *

Dr Abha Sharma

email id *

drabhaucms@gmail.com

Name of the Department *

General Medicine

Date on which you attended the workshop *

15th Nov 2022

16th Nov 2022

How much are you satisfied with the workshop? *

- Highly unsatisfied
- Unsatisfied
- Can not say
- Satisfied
- Highly Satisfied

Mention three things which you liked about the workshop. *

Crisp information on important topics , midsession exercise for grant calculation and the way of answering the queries.

Mention three things which you want to improve in the future workshop. *

Only one- The virtual sessions do not hold the attention for a longer period so it's better to have actual sessions than online.

Any additional remark/ suggestion.

Workshop on CBME is also pending, so kindly help in that sector too.

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