

Guidelines of Intramural Research Project Proposal



**Pt. Khushilal Sharma Government
(Autonomous) Ayurveda College & Institute,
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Guidelines of Intramural Research Project Proposal

Pt. Khushilal Sharma Government (Autonomous)

Ayurveda College & Institute, Bhopal

Background and Rationale

Pt. Khushilal Sharma Government Ayurved Institute, Bhopal, Madhya Pradesh was established by the State Government in the year 1995. The aim and objective of the institute is promotion of quality education, clinical services, and research in Ayurveda. The Institute has initiated Postgraduate program in 12 subjects, and the remaining two subjects are expected to be started shortly. In addition, the Institute also envisions with Post-doctoral academic activities, including PhD program, to further strengthen advance research in Ayurveda.

Currently, Research work at the Undergraduate level, Postgraduate level, and PhD level, contributing to the generation of scientific evidence through various domains such as:

- Literary Research
- Pharmacognostic Research
- Pharmacological Research
- Public health/ Community based Research
- Clinical Research
- Research initiatives such as SPARK and PG STAR schemes

At present in the Institute several extramural researchs are going on but there is no dedicated provision for Intra Mural research activity that enables faculty members to undertake independent Research projects using Institutional resources. Therefore, it has been considered necessary to establish a Corpus Fund for Intramural Research in the annual plan of the Autonomous Institute to support and encourage faculty-led research initiatives. The proposed Corpus Fund will facilitate research projects undertaken by the faculty members of the Institute in various fields of Ayurveda collaborated with allied medical sciences.

In order to promote a strong research culture and generate scientific evidence in Ayurveda; Pt. Khushilal Sharma Government Ayurveda Institute, Bhopal will invite Intra Mural Research proposal from faculty members and shall provide financial support from the Institutes Corpus Fund for research.

Objectives of the Scheme

- To promote Research activities among Faculty members.
- To generate scientific evidence in Ayurveda and scope for patent.
- To address Regional health problems through Ayurvedic approach.
- To encourage Interdisciplinary and Collaborative Research.
- To enhance Research publications and Academic output of the Institute.

Scope of Research

Proposals may be submitted in the following areas:

- Clinical Research in Ayurveda
- Pharmacological Research.
- Pharmaceutical Research.
- Public Health / Community-based Research
- Integrative Medicine Research
- Standardization and Quality Control of Ayurvedic drugs.
- Documentation of traditional knowledge.
- Network Pharmacology evaluation Research work (Computer aided drug design).
- Research work in any other emerging areas.

Eligibility

- Regular Faculty members of Pt. KLS Government Ayurveda Institute, Bhopal are eligible to apply as Principal Investigator.
- Co-investigators may be from other Departments / Institutions.

Duration of Project

18 months

Extension of maximum of 6 months duration may be granted without additional monetary support.

Financial Assistance

Every year the total maximum financial assistance available for all sanctioned project proposals together shall be Rs 10,00,000 (Ten Lakh Rupees). The amount may

be distributed among two or more sanctioned projects as per the approved budget of each project.

The budget may include:

(i) Consumables

- Drugs & formulations
- Laboratory consumables including chemicals, reagents, glasswares, kits and disposables.
- Investigations.

(ii) Equipment (up to Rs. 50000.00)

Small equipment essential for the implementation of the project can be purchased which will later be the sole property of the Institute.

(iii) Outreach

- Field visit
- Data collection

(iv) Contingency

Miscellaneous expenses related to research work.

(v) Publication and Documentation

- Printing
- Publication charges

ANNEXURE 1

Research Project Proposal Submission Form

1. General Information

- Title of the Project
- Broad area of Research
- Duration of Project
- Total Budget requested

2. Project proposal summary (max 500 words)

3. Detailed Research Plan

3.1 Background and Rationale

- Introduction of the problem
- Review of literature
- Justification of the study

3.2 Aim & Objectives

3.3 Materials and Method

- Study design
- Study setting
- Sample size
- Duration of the study
- Data collection method
- Inclusion Criteria
- Exclusion Criteria
- Intervention
- Assessment Criteria
- Statistical analysis
- Outcome measures
- Ethical Consideration

4. Evaluation process

Proposal will be evaluated and recommended by Project Appraisal Committee.

- Scientific merit
- Feasibility
- Relevance to Ayurveda
- Budget justification
- Expected outcomes

5. Approval of Project Proposal

Proposals will be finally approved by Institutional Research Committee.

6. Submission Process

- Proposal should be submitted in hard copy and soft copy.
- A signed declaration from the Principal Investigator is required.

7. Monitoring of Project

Six-monthly progress report must be submitted.

8. Completion of Project

After completion, the Principal Investigator must submit:

- Final technical report
- Utilization certificate.
- Copies of research publications.

10. Ethical Considerations

- Ethical approval from Institutional Ethics Committee/ IEAC
- Informed consent from participants

11. Principal Investigator

Name, designation, department, contact details.

12. Co-Investigators

Name, designation, department, contact details.

13. Work Plan / Timeline (As an example of clinical research)

Activity	Months
Protocol finalization	1- 2
Ethical clearance & CTRI Registration	2 - 3
Patient recruitment	4 – 10
Data analysis & Project Submission	11 - 15
Report writing	16 - 18

14. Composition of Project Appraisal Committee

1. 02 Professor and Head of P.G. Department to be nominated by the CEO
2. 01 Associate Professor to be nominated by the CEO
3. 01 Assistant Professor to be nominated by the CEO – Having minimum 5 years of experience
4. 01 Statistician to be nominated by the CEO

Tenure of each member shall be of 2 years.

15. Composition of Institutional Research Committee

S.NO.	Name of the officials	Designation
1.	Head of the Institution	Chairman
2.	Postgraduate Coordinator or Dean-Postgraduate studies or Dean Research	Members
3.	Head of Postgraduate Departments	Members
4.	Biostatistician	Members
5.	Two external members (one from basic sciences and one from medical sciences) from Research Councils or other Medical or Ayurveda or Pharmacy Institutions to be nominated by the CEO.	Members
6.	Head of Department of Integrative Health and Translational Research	Member Secretary
Note: 1. Representation from each Postgraduate Department shall be ensured. The external members shall be experts in relevant fields of Postgraduate Departments.		

ANNEXURE 2

Budget Format

Budget Head Amount (₹)

Equipment

Consumables (Drugs & Investigations)

Outreach

Contingency

Publication

Total

ANNEXURE 3

Progress Report Format (Six-Monthly)

Project Title:

Principal Investigator:

Reporting Period:

1. Aim & Objectives

2. Work completed during 6 months

Describe work completed.

3. Result achieved

Provide preliminary findings if available.

4. Problems encountered

Mention difficulties faced during the project.

6. Work Plan for Next Period

Describe upcoming activities.

7. Financial

Statement Budget

Head Sanctioned

Utilized

Balance

Signature of Principal Investigator

Signature of Head of the Institute

ANNEXURE 4

Final Project Completion Report Format

Project Title:

Principal Investigator:

Department:

Duration of Project:

Total Grant Received:

1. Summary of the Project

Brief description of the work conducted.

2. Aim & Objectives

3. Methodology

Description of study methods.

4. Result

Detailed findings of the study.

5. Discussion

Interpretation of results and relevance to Ayurveda.

6. Conclusion

Key conclusions derived from the Research.

7. Publications and Presentations

List of publications/papers arising from the project.

8. Financial Utilization Utilization Certificate

Statement of Expenditure

9. Recommendations

Future research recommendations.

Signature of Principal Investigator

Signature of Head of the Institute

ANNEXURE 5

Biodata Format for Investigators

1. General Information

Name:

Designation:

Department:

Institution:

Date of Birth:

Contact Address:

Mobile Number:

Email ID:

2. Educational Qualifications

Degree | Subject | University/Institution | Year

3. Professional Experience

Position Held | Institution | Duration

4. Area of Specialization

5. Research Experience

Number of research projects completed:

Number of research projects ongoing:

Details of major research projects handled as Principal Investigator / Co-Investigator: / Coordinator

6. Publications

National Journals – Title | Journal | Year

International Journals – Title | Journal | Year | Indexed with

7. Books / Chapters Published

Title / Publisher /Year / ISBN No.

8. Research Guidance

Number of PG/PhD scholars guided:

9. Awards / Recognitions

10. Membership of Professional bodies

11. Declaration

I hereby certify that the information provided above is correct to the best of my knowledge.

Signature of Investigator

Name:

Date:

ANNEXURE 6

- Ethical Clearance Certificate
- Participant Information Sheet
- Consent form

ANNEXURE 7

Utilization Certificate (UC) Format

(As per General Financial Rules – GFR)

Certified that out of ₹ _____ (Rupees _____ only) of grant-in-aid sanctioned during the year _____ in favour of Pt. Khushilal Sharma Government Ayurveda College & Institute, Bhopal under the project titled:

“ _____ ”

vide sanction letter No. _____ dated _____, a sum of ₹ _____ has been utilized for the purpose for which it was sanctioned.

It is further certified that:

- The expenditure incurred is in accordance with the approved project proposal and financial rules.
- The grant has been utilized for the purpose for which it was sanctioned and is as follows:-
- The remaining balance of ₹ _____ will be utilized in the subsequent period or refunded as per rules.

Certified that I am convinced that the conditions on which the grant-in-aid was sanctioned have been duly fulfilled and that the money has been actually utilized for the proposal.

Signature of Principal Investigator

Name:

Designation:

Department:

Date:

Signature of CA

Name:

Date:

Signature of Head of Institution

Name:

Date:

ANNEXURE 8

Statement of Expenditure (SOE)

Project Title:

Principal Investigator:

Department:

Duration of Project:

Sanctioned Grant:

Reporting Period:

SoE

Budget Head | Sanctioned Amount (₹) | Expenditure Incurred (₹) | Balance (₹)

Equipment

Consumables

Outreach

Contingency

Publication

Total

Certification

Certified that the expenditure shown above has been incurred in accordance with the approved project and the relevant financial rules.

Signature of Principal Investigator

Name:

Date:

Signature of CA

Name:

Date:

Signature of Head of Institution

Name:

Date:

Official Seal:



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