



STANDARD OPERATING PROCEDURE (SOP)

Intramural Research Grant Scheme

AIIMS Bathinda

1. Purpose

The Intramural Research Grant Scheme is established to promote high-quality research among faculty members of AIIMS Bathinda by providing institutional seed funding for innovative, scientifically sound and pilot research projects.

The scheme is intended to generate preliminary data and research outcomes that can subsequently support competitive applications to higher funding agencies such as **ICMR, ANRF, DST and other national/international funding agencies.**

2. Scope

This SOP shall apply to all Intramural Research Grant projects funded by AIIMS Bathinda and shall govern:

- Eligibility and application
- Proposal submission and screening
- Scientific evaluation and selection
- Financial sanction and utilisation
- Ethical and regulatory compliance
- Project monitoring
- Progress and final reporting
- Closure of projects
- Subsequent grant eligibility
- Termination and recovery, wherever applicable

3. Eligibility Criteria

An applicant must:

1. Be an **Assistant Professor or Associate Professor.**
2. Be a **full-time and permanent faculty member of AIIMS Bathinda.**
3. Submit only **one project in a financial year** as Principal Investigator.
4. Not have received an Intramural Research Grant in the immediately preceding year.
5. Not having any running intramural grant research project.
6. Comply with all applicable ethical, scientific, administrative and financial requirements.

The grant shall not be used for routine **student thesis/dissertation research.**

4. Financial Provision

1. The total allocation under the scheme shall be **₹75 lakh for the current financial year.**
2. The maximum grant for an individual project shall be **₹5 lakh.**

3. Depending upon the requirement and scientific merit, the Committee may recommend a grant of ₹2 lakh, ₹3 lakh or up to ₹5 lakh.
 4. The actual number of projects funded shall depend upon the availability of funds and the recommendations of the Committee.
 5. No investigator shall have an automatic entitlement to the maximum amount.
 6. No Manpower will be recruited under the Project.
-

5. Duration of Project

- Normal project duration: **1–2 years**.
 - Extension may be considered only in special and justified circumstances.
-

6. Call for Proposals

The Research Section shall:

1. Issue an official call for proposals.
 2. Specify eligibility criteria, available funds, submission deadline and prescribed format.
 3. Provide the proposal template and required declarations.
 4. Receive applications electronically/physically through the prescribed institutional mechanism.
-

7. Proposal Requirements

Each proposal shall contain, as applicable:

- Title of the project
- Name and designation of Principal Investigator
- Department
- Background and rationale
- Innovation/novelty
- Research question/hypothesis
- Objectives
- Methodology
- Sample size/statistical plan, where applicable
- Expected outcomes
- Timeline
- Potential for future extramural funding
- Detailed budget and justification
- Ethical considerations
- Declaration regarding previous Intramural Grant
- Undertaking regarding originality, research integrity and responsible fund utilization

Incomplete applications may be returned to the applicant for correction or may be rejected if the deficiencies are not rectified within the stipulated period.

8. Screening and Evaluation

8.1 Preliminary Screening

The Research Section shall conduct preliminary screening for:

- Eligibility.
- Completeness of application.
- Compliance with prescribed format.
- Availability of required declarations.
- Previous grant status.

8.2 Scientific Screening

Eligible proposals shall be placed before the **Screening Intramural Grant Committee**.

The Committee shall assess:

1. Scientific merit.
2. Novelty and innovation.
3. Clarity of research question.
4. Appropriateness of methodology.
5. Feasibility within the proposed duration.
6. Competence and experience of the investigator.
7. Justification of the budget.
8. Potential research impact.
9. Potential for publication/patent/translation.
10. Potential for generating preliminary data for future extramural funding.

The Committee may recommend:

- Approval.
- Approval with modifications.
- Reduction of budget.
- Resubmission after revision.
- Rejection with appropriate reasons.

9. Approval Process

The Intra Mural Grant Committee shall prepare a consolidated recommendation containing:

- Name of Principal Investigator
- Project title
- Recommended duration
- Recommended grant amount
- Major observations/conditions, if any

a) IGAP No. will be allocated by the Research Cell after getting IEC approval.

b) The recommendations shall be forwarded through the Research Section to the **Executive Director, AIIMS Bathinda**, for final approval.

c) The project shall commence only after formal sanction and completion of required ethical/regulatory approvals.

10. Ethical and Regulatory Approval

Where applicable, the investigator shall obtain approval from the relevant:

- Institutional Research Review Board/Institutional Ethics Committee
- Institutional Animal Ethics Committee/Stem Cell Research
- Biosafety Committee
- Any other statutory/regulatory authority as deemed necessary in trial study

No human/animal research or other regulated research activity shall commence before obtaining the necessary approval.

11. Fund Utilization

1. The maximum sanctioned amount shall be ₹5 lakh per project.
 2. Funds shall be utilized strictly for achieving the approved objectives.
 3. Expenditure shall comply with applicable AIIMS/Government financial and procurement rules.
 4. The investigator may utilize the sanctioned amount under appropriate expenditure heads required for the project, subject to applicable rules.
 5. Funds shall not be diverted for personal expenditure or activities unrelated to the approved project.
 6. Procurement shall be undertaken through the prescribed GFR procedure.
 7. Any major alteration in the approved budget shall require prior approval wherever prescribed by institutional financial rules.
-

12. Monitoring of Projects

The Research Section shall maintain a record of all sanctioned projects.

Each Principal Investigator shall submit a **half-yearly progress report** containing:

- Activities completed
- Progress against objectives
- Data generated
- Problems/difficulties encountered
- Expenditure/utilization status
- Publications/presentations, if any
- Expected activities during the next reporting period

The Research Section/appropriate committee may call the investigator for a presentation or review whenever required.

13. Final Report and Project Closure

The Principal Investigator shall submit a **final report within three months of project completion**.

The final report shall include:

1. Final objectives and methodology
2. Major findings

3. Scientific achievements
4. Publications/patents/conference presentations
5. Potential for further research
6. Extramural grant proposals developed/submitted, wherever applicable
7. Overall utilization of funds
8. Any unspent balance and its disposition as per applicable rules

The project shall be treated as formally completed only after submission and acceptance of the required final documentation.

14. Subsequent Grant

A faculty member shall be considered for a subsequent Intramural Research Grant only after successful completion of the previous project and submission/acceptance of the final report and required financial documentation.

Faculty members may continue to be eligible for **PARC/institutional collaborative research grants**, subject to the rules of those schemes.

15. Research Publications and Acknowledgement

Investigators are encouraged to disseminate the findings through:

- Peer-reviewed publications
- National conferences
- International conferences
- Patents and technology-transfer activities, where appropriate

All research outputs arising from the Intramural Research Grant shall appropriately acknowledge **AIIMS Bathinda** as the supporting institution.

16. Research Integrity and Transparency

Investigators shall:

- Maintain scientific integrity
- Ensure authenticity and accuracy of research data
- Follow responsible authorship practices
- Avoid plagiarism, fabrication and falsification
- Declare conflicts of interest
- Maintain confidentiality of research participants and research data
- Maintain proper financial records
- Ensure transparent and legitimate utilization of institutional funds

Any violation may result in withdrawal/termination of the grant and further action as per applicable rules.

17. Termination of Grant

The Research Section, with approval of the competent authority, may terminate a project if:

- Progress is persistently unsatisfactory.

- The investigator fails to submit mandatory reports
- Funds are misused or utilized contrary to the approved purpose
- Required ethical/regulatory approvals are not obtained or are violated
- There is a serious breach of research integrity
- The investigator abandons the project without adequate justification
- Any other material breach of the terms and conditions occurs

On termination, further expenditure shall cease and recovery of funds, equipment or other institutional resources may be undertaken as per applicable rules.

18. Responsibilities

Principal Investigator

The PI shall be responsible for:

- Scientific conduct of the project
- Obtaining required approvals
- Proper utilization of funds
- Maintaining research records
- Submission of half-yearly progress reports
- Submission of final report within the prescribed period
- Dissemination of research findings
- Compliance with all terms and conditions

Research Section

The Research Section shall:

- Issue calls for proposals
- Receive and scrutinize applications
- Maintain project records
- Coordinate committee evaluation
- Process sanctions
- Monitor progress
- Maintain financial/project documentation
- Coordinate submission of progress and final reports
- Place matters before the appropriate institutional authority

Screening/Intramural Grant Committee

The Committee shall:

- Evaluate scientific merit
- Assess feasibility and innovation
- Examine budget justification
- Recommend projects and funding
- Review progress where required
- Recommend continuation, modification or termination, wherever appropriate.

Competent Authority

The competent authority shall consider the recommendations of the appropriate committee and accord final approval as per the institutional procedure.

19. Conflict of Interest

Any committee member having a direct or indirect conflict of interest with a proposal shall disclose the same and, where appropriate, recuse themselves from evaluation of that proposal.

The evaluation process shall maintain fairness, transparency and confidentiality.

20. Amendment of SOP

The SOP may be modified from time to time based on:

- Government/AIIMS rules
 - ICMR/ANRF/DST or other applicable guidelines
 - Experience gained from implementation
 - Recommendations of the Institutional Research Review Board/appropriate committee
 - Approval of the competent authority
-

21. General Conditions

1. Sanction of the grant does not create any permanent financial or employment entitlement.
 2. Grant release shall be subject to the availability of funds and applicable institutional rules.
 3. All investigators shall abide by the terms and conditions of the sanction order.
 4. The decision of the competent authority shall be final in matters concerning the implementation of the scheme, subject to applicable rules.
 5. The **Institutional Research Review Board/appropriate research committee shall make recommendations to the Executive Director, AIIMS Bathinda**, and after approval by the competent authority, matters concerning the Intramural Research Grant shall be dealt with accordingly.
-

This SOP is issued with approval of the competent authority.