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भारतीय आयुर्विज्ञान अनुसंधान परिषद
INDIAN COUNCIL OF MEDICAL RESEARCH

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

No. 16/83/2023-Admn./Eoffice-164362

Dated 14.09.2023

Office Memorandum

The Extramural Research Programme of ICMR has been restructured with the due approval of Governing Council of ICMR. Accordingly, the Guidelines for operating the Extramural Research programme has been duly revised in supersession of this office letter No. 16/107/2008-(3)Admn.II dated 01.01.2018. This issues with the approval of Director General, ICMR.

The revised Guidelines are available in the ICMR website.

Digitally Signed by Jagdish
Rajesh
Date: 15-09-2023 11:25:33
Reason: Approved

Jagdish Rajesh
Assistant Director General (Admn.)

Copy to : -

All Concerned.

INDIAN COUNCIL OF MEDICAL RESEARCH

Guidelines for Extramural Research Programme

Indian Council of Medical Research (ICMR) provides financial assistance for Indian scientists working outside ICMR institutes to conduct research in the fields of medicine, public health, and allied disciplines aimed at improving health of Indians under its Extramural Research Programme. The General Guidelines for various extramural research programmes for their formulation, review mechanism and operation of the projects by the ICMR have been formulated.

I. Description of Extramural Research Programme

1. Types of Extramural Research Grants

- 1.1.1. Investigator Initiated Research Proposals- Small Grant
- 1.1.2. Investigator Initiated Research Proposals-Intermediate Grant
- 1.1.3. Centers for Advanced Research (CAR)

1.1. Investigator Initiated Research Proposals- Small grants

Overview and purpose

The Investigator initiated Small Grant projects should be well circumscribed, and time bound. It should achieve specific and measurable objectives and should be in line with ICMR priorities. Multidisciplinary projects which aim to find solutions to priority disease and conditions will receive preference for funding. Research proposals that take forward leads from previous ICMR grants to fruition will also be given preference.

Funding: Upto 2 crores per project for the entire duration.

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

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

Proposal Review Process

The projects will be reviewed based on the following criteria:

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

1.2. Investigator Initiated Research Proposals-Intermediate grants

Overview and purpose

The Investigator initiated Intermediate Grant projects are expected to result in finding solutions to priority health problems for the country by validation or evaluation of interventions that already have been shown to have proof of concept. Thus, the proposed study should stem from a well-documented proof of concept study and designed to achieve impact. The project should lead to significant contributions in generating effective interventions for prevention, diagnosis, treatment, or rehabilitation of those disease

conditions. Potential deliverables from these projects should include patent/commercial products, or impactful publications to influence clinical or public health practice. Multi-site studies are encouraged under this call.

Funding: The budget for these grants should be between 2-8 crores for the entire duration.

Duration of project: The duration of the project will be for 4 years. Inclusive of up to 6 months' each for preparatory & post project activities (with no additional costs).

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

Proposal Review Process

The projects will be reviewed based on the following criteria:

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

1.3. Centre for Advanced Research (CAR)

Overview and purpose

Under its Extramural Research Programme, Indian Council of Medical Research (ICMR) funds Centre for Advanced Research (CAR) to promote advanced research by experienced research teams.

What the CAR is expected to do

Conducting decisive research that helps in solving an important healthcare problem by a research team. It can have single or multiple linked research projects with clear deliverables.

Priority diseases or conditions

Research teams planning to undertake studies in finding solutions for prevention, screening, diagnosis, treatment or rehabilitation of the diseases or conditions will receive preference for selection as CAR.

Priority diseases or conditions will be identified by ICMR through an open Call for Proposals.

Funding: Current budgetary ceiling is 15 crores per CAR.

Duration of project will be for five years.

Format for project proposal and CV is provided at **Annexure-III**

Proposal Review Process

Review of concept proposals will be done using the following criteria:

- a. Skill and capacity of Research team (PI, Co-PI)
- b. Publications* including IF
- c. Impact of publications (public health policy/clinical protocol/patent)
- d. Concept note of proposed research.

(Publications as first, last or corresponding authors)*

The PI will be requested to submit a detailed proposal if the concept proposal is shortlisted.

2. Types of research to be funded

- a. **Discovery research** aimed at finding novel interventions (basic research). Some examples are pre-clinical and phase-I studies including phyto-pharmaceuticals and traditional medicines and genomic methods/algorithms/tools for personalized medicine etc.
- b. **Development research** aimed at developing interventions for screening, diagnosis, prevention, treatment of diseases/conditions or make existing interventions simpler, safer, more efficacious, or more affordable. Examples of such research includes development of Point of care tests, molecular diagnostic tests, animal models for diseases appropriate dosage and formulations, artificial intelligence and machine learning predictive tools/models, phase 2/3 (or equivalent phase) clinical trials of vaccine and therapeutics etc.
- c. **Delivery research** or implementation research aimed at learning how to overcome barriers in delivering effective interventions to the people who need them. This will include health system-based interventions to increase access, and to successfully implement national health programme or schemes, reducing inequity and improve quality of health care.
- d. **Descriptive Research** aimed to understand the disease or condition including its burden, risk factors and determinants and pathogenesis mechanism will not be prioritized; will be funded only if deemed by ICMR to be critical to move towards finding solutions.

In general, research proposals that are aimed at finding solutions for prevention, screening, diagnosis, treatment or rehabilitation of the diseases or conditions will receive preference for funding.

3. Call for Proposals

There will be a Call for Proposals by ICMR for research grants mentioned at 1.1;1.2; 1.3 above once every year or more frequently, if required.

4. Priority diseases or conditions

Priority diseases or conditions will be identified/prioritized by ICMR for each extramural research grant (1.1;1.2; 1.3)announced through an open Call for Proposals.

5. Who can apply

Non-ICMR Indian Scientists/ Professionals who have a regular employment in the Medical College, Research Institute, University, Recognized Research and Development Laboratory, Govt. and Semi Govt. Organization and NGOs.

An eligible co-Principal Investigator should be included in the project i.e. a regular employee in the PI's organization. For more details refer to pt. 26 under II. Guidelines for operation of projects.

ICMR scientists are not eligible to apply under this call. ICMR scientists may be named as co-investigators in these projects, but no funds will be given for ICMR institutions or scientists in these cases

6. Plagiarism:

The project proposals before submission should be subjected to plagiarism check by standard software. An undertaking in this regard is to be submitted as per the prescribed format. Plagiarized proposals are liable to get rejected.

7. How to apply

A proposal can be submitted for financial support through ONLINE MODE ONLY by the Principal Investigator on behalf of the proposed team of Scientists/ professionals who have a regular employment in Medical Institutes/ Research Institutes/ Universities/ Colleges/ recognized Research & Development laboratories/ Government and semi-government organizations and Non Governmental Organisations. The research team should have credentials for relevant skills, experience and demonstrated ability to solve health problems under consideration.

Important note for the submission of proposal:

- i. Before proceeding to submit the proposal, it is suggested to read user manual and ICMR Extramural Research Program guidelines; and make ready all relevant information, documents and research plan (<https://epms.icmr.org.in/adhoc>).
- ii. Open the ICMR Electronics Project Management System (e-PMS) portal <https://epms.icmr.org.in>. The user manual of e-PMS (under Guidelines → e-PMS manual) is available on the portal.
- iii. Project proposal submission is three steps process in e-PMS:
 - a. Step 1: PI registration/ Login (<https://epms.icmr.org.in/userLogin>)
 - b. Step 2: Verify email ID and complete/ update PI profile
 - c. Step 3: Proposal submission
- iv. After completing mandatory section of PI profile, click on “Proposal submission →Click on Submit new proposal → Select the program from drop-down box as "Investigator-initiated Research Proposals” →Fill the form step by step.
- v. It is advised to carefully read the budget provision available under Guidelines for Extramural Research Programme of ICMR and submit the budget in prescribed format.
- vi. Including at least one Co-PI from PI’s institute is mandatory.
- vii. PIs are advised to submit proposal well ahead of the last date, since servers may be overloaded and slow to respond.
- viii. **For any technical queries related to the call, please contact**

PO-EPMS

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II. Guidelines for Operation of Projects for Grantees

The ICMR provides financial assistance to promote health research. The assistance is provided by way of grants to scientists / professionals who have a regular employment in the universities, medical colleges, postgraduate institution recognized research and development laboratories and Non Governmental Organizations.

1. Proposals in fundamental/strategic research development and evaluation of a tool in the form of Investigator Initiated Research Proposals- Small grants/Investigator Initiated Research Proposals- Intermediate grants/Centre for Advanced Research (CAR) are considered for ICMR support.
2. Research grants from the ICMR are intended to supplement the research facilities available with the host institutions.

3. Budget

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

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

- i. Staff (Pay and allowance of the staff)
- ii. Contingency (Recurring and Non-recurring)
- iii. Consumables
- iv. Travel (if approved)
- v. Equipment (if approved)
- vi. Overhead charges (Maximum 3% of Recurring Budget i.e., except Travel & Non-Recurring)

4. **Declaration & Attestation** to be submitted in prescribed format during initial submission of project – **Annexure – V**

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

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

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

7. In case a project is shortlisted for funding, PI will have to submit the following documents within 3 months of receiving the **approval letter (Annexure-VI)**, failing which the approval may be cancelled. It is therefore recommend that PI may proceed to prepare the below listed documents (CODAL) to avoid non- compliance of specified submission time duration of documents:

- i. Declaration & Attestation
- ii. Acceptance (with Revised Budget/Revised Proposal, as applicable)

- iii. Plagiarism Undertaking for proposal
- iv. The Bank & Account Details are to be submitted in prescribed format – **Annexure –VIII**
- v. Institutional Ethics Committee clearance (if applicable/ Declaration with reason if NA):
 - a. IEC clearance along with DHR registration no. for each of the participating centres/Sites and/or
 - b. Institutional Animal Ethics Committee clearance (if applicable)
- vi. Certificate issued by Department of Scientific and Industrial Research (DSIR), as applicable.
- vii. Additional documents will be asked to be submitted as per requirement of the project:
 - a. Case Record proforma, study instruments, questionnaires, scales, etc
 - b. Review Committee on Genetic Manipulation (RDNAT)- Recombinant DNA technology or declaration that the same is not required
 - c. Clearance from Nuclear Medicine Committee, AERB (if using radio tagged material)
 - d. Institutional Bio-safety Committee (IBSC) – Recombinant or synthetic DNA/RNA/ Risk group I/II/III organisms and/ or other biohazards
 - e. If the Proposal is for a regulatory clinical trial: Drugs Controller General of India (DCGI) Approval
 - f. If the proposal is for a clinical trial, regulatory or otherwise: CTRI Certificate

8. Once the project is approved by the competent authority, ICMR will inform the PI about the sanctioned budget & duration of the project with a request to submit the Acceptance to ICMR within stipulated date, failing which the acceptance will no longer be valid **Annexure VI-a.**

9. The duly signed **Acceptance** (in prescribed format **Annexure -VII**) is to be submitted to ICMR by PI/Head of Institution accepting:

- i. the Sanctioned budget and Duration of the project.
- ii. to submit Annual Report along with and Statement of Expenditure and Provisional Utilization Certificate of the project within three months of prescribed date, failing which the project is likely to be terminated.
- iii. to submit following documents within three months from the date of completion or termination of the project:
 - a. the Final Report
 - b. a list of articles, both expendable and non-expendable
 - c. submit (online) all the raw data (along with descriptions) generated from the project to the ICMR Data Repository
- iv. to submit the Audited Statement of accounts duly audited by the auditors as stipulated by ICMR.
- v. to acknowledge the ICMR in all publications related to the study.

10. Plagiarism:

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

11. Auditors

The ICMR would normally accept audited report from statutory auditors. The ICMR may also accept statement of accounts audited by Chartered Accountants approved by or registered with CAG and / or Ministry of Health & Family Welfare. A copy of the resolution is to be submitted if a private firm is engaged.

12. Release of grants

The funds will be released in one installment only in a year. The first installment is released along with the sanction letter. It would include the entire grant for purchase of equipment's and recurring expenditure for the entire year. Steps to procure the approved equipment's should be initiated immediately (to avoid escalation of cost) following the prescribed norms of the host institution including GFR.

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

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

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

13. Re-appropriation of funds

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

14. Down gradation/Up-gradation of approved posts

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

15. Date of Start

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

16. Utilization of travel grant

The travel grant can be utilized for travel by the PI, Co-I or by Research fellow/Associates/ Project Staff (**staff**) working in the project for:

- a. Visiting the ICMR Hqrs Office for meeting(s) related to the project.
- b. Attending a training course related to project (mainly for project staff).

- c. Attending seminars/symposia/conference provided the PI himself or the Project Staff/ Fellow/Associate is presenting a research Paper (based on the project work) which has been accepted.
- d. For field work / survey in respect of project related activities
- e. International travels are not permitted under this head

17. Contingency grant

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

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

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

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

18. Consumable items required for research work.

19. Equipment

- a. The Council would provide equipment(s) for conduct of the study provided it has been approved by the appropriate Expert Committee. There is no upper ceiling on the amount to be sanctioned for purchase of equipment (s). This would vary on the nature, scope and need of the project.
- b. For indicating Estimated cost of equipment in Budget, submit any documentary proof that shows projected cost such as estimate from GeM/E-commerce/Company website.

- c. All equipments should be purchased according to the GFR and procedures of the Institutions where the project is to be carried out.
- d. Equipment procured through the ICMR grant should bear a label "**ICMR funded**".
- e. On completion of the study, a list of all equipments procured from the project funds along with their cost, date of installation and suggestions for disposal of the same should be sent to the ICMR Hqrs. in the prescribed format as at **Annexure XIV pt.18**.

Equipments costing less than Rs.1,00,000/-are generally all owed to be retained by the Institute, while those costing more than Rs.1,00,000/-, the ICMR would decide after receiving the request/ suggestions.

20. Hiring of Project Human Resource

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

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

21. Annual Progress Report

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

22. Annual Financial Statement

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

23. Final settlement of the Accounts

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

- a. Full and final utilization certificate – **Annexure XII**.
- b. Full and final audited statement of expenditure – **Annexure- XIII**.
- c. List of equipments procured from the project along with their cost, date of purchase and suggestions for disposal of all items purchased under equipment, in the prescribed format- **Annexure XIV pt.18**.
- d. The unspent balance paid by ICMR shall be refunded by the institution at the end of the project period or as and when the investigator discontinues the project midway or does not follow the detailed technical programme laid down and approved, as noted by the Committee.

24. Final Project Completion Report

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

25. Extension of the project

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

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

26. Change of PI

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

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

27. Number of projects with the PI

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

28. Intellectual Property Rights

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

29. Overhead expenses

- i. Will be restricted to maximum ceiling of 3 % of the total recurring cost (excluding Travel & Equipment budget) of the project depending upon the type of host Institution.
- ii. Overhead expenditure will not be granted on equipment and travel allowances.

30. The grant paid by the ICMR shall be refunded by the institution as and when the Investigator discontinues a project before the end of first year or does not follow the detailed technical programme laid down and approved, as recorded by the appropriate Expert Committee. Also, upon discontinuation, the PI is obligated to submit the technical report along with UC/ SOE and refund of balance of funds.

31. Publication of Results/Presentation of Papers

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

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

32. Data sharing

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

Format for submission of Project Proposal

PART-A

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

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

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

PART-B

(Identifying information can be included ONLY in Part B)

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

Short Resume format (PI/Co-PI) (Maximum two pages)**Name:** _____

Qualifications: _____

Designation: _____

Institute: _____

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

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

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

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

- **Experience as Investigator:**

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

Format for submission of Concept note for Centre for Advanced Research

1. **Title of the proposed CAR (up to 25 words):** should be **specific, concise** and yet sufficiently descriptive and informative.
2. **Summary (up to 250 words):** A structured summary should contain the following
 - a. subheadings: (i)Rationale/ gaps in existing knowledge, (ii)Novelty, (iii)Objectives, (iv)Methods, and (v)Expected outcome.
 - b. Justification why the proposed centre should be funded as a Centre for Advanced Research
3. Does it cover a priority area? If yes please select the most appropriate one from the list below:
4. **Area of research (Please mark primary and secondary research area of CAR)**
 - Discovery research** aimed at finding novel interventions (basic research). It may include projects on novel diagnostics, devices, therapeutics and vaccines including phyto-pharmaceuticals and traditional medicines and genomic methods/algorithms/tools for personalized medicine etc.
 - Development research** aimed at developing interventions for screening, diagnosis, prevention, treatment of diseases/conditions or make existing interventions simpler, safer, more efficacious, or more affordable. Examples of such research includes development of Point of care tests, molecular diagnostic tests, animal models for diseases appropriate dosage and formulations, artificial intelligence and machine learning predictive tools/models, phase 2/3 (or equivalent phase) clinical trials of vaccine and therapeutics etc.
 - Delivery research** or implementation research aimed at learning how to overcome barriers in delivering effective interventions to the people who need them. This will include health system-based interventions to increase access, and to successfully implement national health programme or schemes, reducing inequity and improve quality of health care.
5. **Short Curriculum Vitae highlighting research skills, content expertise and grants:** (in prescribed format)
 - a. Short CV of PI : (maximum 4 pages)
 - b. Short CV of Co-PI-s: (maximum 4 pages)
6. **Institutional Support/ Facilities:** Mention the efforts made to achieve inter-departmental or interinstitutional collaboration needed for study implementation, details of coordination between clinical, laboratory and data management procedures etc.
7. **Laboratory facilities (in-vitro/ in-silico):** institutional resources such as instruments/ equipment/ animal house and other physical resources available for use in the project proposed etc.
8. **Budget:** Budget should be as per ICMR guidelines available on the website. Justifications for all sub-headings under budget (as per ICMR format) is to be provided in detail.
9. **Conflict of Interest Declaration (if any):** PI will be asked to submit declaration, if shortlisted.
10. **Additional supplementary information including figures, tables, flow diagrams, etc. can be shared as PDF (20-30 KB).**

Format of Curriculum Vitae for PI / CoPI (For CAR)

Personal Details

Name	
Contact details	
Date of Birth	
Academic Qualification	
Affiliation	
Date of Superannuation	
Fellow of Academies, (mention names of academies, if any)	
H-index	
Domain Expertise	

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

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

(* Publications as first, last or corresponding authors)

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

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

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

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

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

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

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

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

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

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

Overhead charges(as per rules)	
Year 1:	
Year 2:	
Year 3:	
Year 4	
Grand Total	

Signature of the Principal Investigator
Institute with Stamp
Date: _____

Accounts Officer of the Institute
with Stamp

Signature of Head of the
with Stamp

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

Ref. ICMR-Call for Application: _____

Title of the project: _____

Name of the PI: _____

Name of the Institute: _____

Declaration & Attestation

We hereby certify that:

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

[Please attach a copy of the resolution if a private firm is engaged]

- x. Registration/Unique ID no. assigned by NITI Ayog, GoI (on DARPAN Portal) (applicable only for NGOs):
.....
- xi. CV of the investigator and Co-Investigators is/are attached in prescribed format.

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

Signature of the Head of the Institution with seal

Date:

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

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

Name of the Investigator: _____

University and Institute: _____

Project Title: _____

Call date and Type: _____

A. No significant financial interests affecting grants awarded by ICMR

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

B. Financial interests affecting grants awarded by ICMR.

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

C. Please declare Yes or No

Yes No

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

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

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

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

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

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

Place: _____
Date: _____

Investigator's Signature

Declaration of Interest- General Guidance

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

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

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

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

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

DOI Disclosure Procedures:

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

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

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

Communication to PI once DG approves the project

Dear Dr -----,

This is with reference to your proposal Id “IIRP-2023-xxxx”, titled “-----”.

We are pleased to inform you that your project has been approved, subject to satisfactory response to the following technical and budgetary comments of the Project Selection Committee.

Technical comments:

e.g. Please add details of sample size calculation in the methodology section.

Budgetary comments:

e.g. Overall budget appears to be high for the work proposed.

Please respond to the above as soon as possible but not later than 2 weeks of this communication; by uploading a revised proposal and /or budget (as applicable) or a detailed justification if you disagree with the comments of the Project Selection Committee.

We would also ask you to urgently arrange for all CODAL formalities to be completed particularly getting an Ethics committee approval unless it is not required. If the documents pertaining to CODAL formalities are not uploaded in ICMR-ePMS portal within the stipulated period (not later than 3 months), the approval may be cancelled.

For any clarification on the technical or budgetary comments, please contact “coordinator-email@gov.in”

Important Note: This is a system generated email. Please do not reply to this email.

With Regards

Program Officer

Subject: Your proposal has been approved for funding-submit Acceptance.

Title of the Project: _____
ICMR Project ID: _____
Name of the PI: _____
Name of the Institute: _____
Sanctioned Budget of project: _____
Sanctioned Duration of project: _____

Dear Madam/Sir,

This is with reference to the above mentioned project submitted by you to ICMR for consideration for funding.

You have submitted all requisite documents pertaining to codal formalities.

We would like to inform you that your project has been approved by the competent authority as per the sanctioned budget above. You are requested to complete and submit acceptance as per format attached.

The duly signed Acceptance may please be uploaded by (date) (not later than 7 days of this communication).

Yours sincerely

(----AO/SO—Div----)

ACCEPTANCE

To

The Director General
Indian Council of Medical Research
New Delhi – 110029

Dear Madam/Sir,

1. We hereby accept the project entitled ----- (ICMR Project ID.....) with Sanctioned budget----- and Duration of-----years.
2. We agree to submit Annual Report along with and Statement of Expenditure and Provisional Utilization Certificate of the project within three months of prescribed date, failing which the project is likely to be terminated.
3. We agree to submit following documents within three months from the date of completion or termination of the project:
 - a. the Final Report
 - b. a list of articles, both expendable and non-expendable
 - c. submit (online) all the raw data (along with descriptions) generated from the project to the ICMR Data Repository
4. We agree to submit the Audited Statement of accounts duly audited by the auditors as stipulated by ICMR.
5. We agree to acknowledge the ICMR in all publications related to the study.

Name and signatures of the PI

Signatures and seal of Head of the Institute

Date: _____

BANK & ACCOUNT DETAILSElectronic Clearing Service (Credit Clearing) / Real Time Gross Settlement (RTGS) Facility for Receiving Payments**A. DETAIL OF ACCOUNT HOLDER :**

1	NAME OF ACCOUNT HOLDER	
2	COMPLETE CONTACT ADDRESS	
3	TELEPHONE NUMBER / FAX / EMAIL	
4	NAME & ADDRESS OF PROJECT INVESTIGATOR	
5	TITLE OF THE PROJECT	

B. BANK ACCOUNT DETAIL :

1	BANK NAME	
2	BRANCH NAME WITH COMPLETE ADDRESS, TELEPHONE NUMBER AND EMAIL	
3	WHETHER THE BRANCH IS COMPUTERISED?	
4	WHETHER THE BRANCH IS RTGS ENABLED? IF YES, THEN WHAT IS THE BRANCH'S IFSC CODE	
(i)	IS THE BRANCH ALSO NEFT ENABLED?	
(ii)	TYPE OF BANK ACCOUNT (ONLY SAVING BANK ACCOUNT/ INTEREST-BEARING ACCOUNT)	
(iii)	COMPLETE BANK ACCOUNT NUMBER (LATEST)	
(iv)	MICR CODE OF BANK	
(v)	COPY OF PFMS MAPPED VENDOR DETAILS (FOR GOVT INSTITUTES)	

I hereby declare that the particulars given above are current and complete. If the transaction is delayed or not effected at all for reasons of incomplete or incorrect information, I would not hold the user Institution responsible.

(Signature & Seal of Project Investigator)

(Signature of Accounts Officer of the Institute)

Date: _____

 Certified that the particulars furnished above are correct as per our records.

(Signature / Seal of AO of the Concerned Div, **ICMR**)

Date:

NOTE: Please attach a cancelled Cheque copy for purpose of verification of the concerned Bank account where money is to be remitted

Plagiarism Undertaking

To
The Director General
ICMR, New Delhi

Sir

I _____ herby certify that
the research proposal titled _____

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

Signature of PI with date

Name / designation

Format for Annual Progress Report

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

Date:

Signature

Designation

Format for Annual Statement of Accounts/Provisional UC

(Period

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

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

Committed Expenditure (3 months):

S. No.	Heads	Committed Expenditure	Remarks

Signature of Principal Investigator with date

Signature of Accounts Officer with date

Signature and Seal of Head of the Institute

Format for Final Utilization Certificate

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

Certified that out of Rs.....of grants-in-aid sanctioned during the project period
in favour ofunder ICMR Letter No....., a sum of
Rs.....has been utilized for the purpose for which it was sanctioned and that the balance of
Rs.....remaining unutilized at the end of the project which has been surrendered to ICMR (vide
cheque No..... Dated.....).

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

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

Signature of Principal Investigator with date

Signature of Accounts Officer of the Institute with date

Signature of Registrar/Head of the Institute with date

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

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

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

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

Name & Signature
Principal Investigator
With date

Signature of Competent
Financial/audit authority
with date

Format for Final Report

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

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

18. a. Procurement/usage of Equipment

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

b. Suggestions for disposal of equipment.

Name and signature with date

1. _____
(Principal Investigator)

2. _____
(Co-Investigator)