

**INDIAN COUNCIL OF MEDICAL RESEARCH**  
**Guidelines for National Health Research Priority Projects**

**I. Description of National Health Research Priority Project Programme**

**Overview and purpose**

In addition to Extra-Mural and Intra-Mural projects, a separate program to fund projects on National Health Research Priority has been created and this will be monitored directly at the level of DG, ICMR.

National health research priorities will be identified by SAB and approved by GC. Relevant research questions will be decided based on feedback from multiple stakeholders. Expressions of Interest (EoI) will be floated based on priority research questions in each area.

These projects will be co-developed with participation of the applicant and ICMR. These projects will be mostly multi-centric with commonly agreed upon protocol. For each priority area, multiple projects can be funded. The focus will be to bring about significant and impactful improvement in the priority health challenges.

In June 2023, the Governing Council of ICMR approved the following disease conditions for the current year:

A. Communicable Diseases

1. Tuberculosis
2. Vector Borne Disease
3. AMR

B. Non-communicable Diseases

4. Cancer
5. Mental Health
6. Ambulatory care

C. Reproductive, Child health and Nutrition

7. Anaemia
8. Childhood malnutrition
9. Neonatal Mortality

D. Others

10. Acute Em. Care
11. Oral Health

\*Primary Health Care has been added to the above list based on request from NITI Ayog as it is important to deliver care for all of the above conditions.

**Duration:** Projects will be for a maximum period of 4 years, extendable by 1 year with due approval of competent authority.

**Funding:** Upper ceiling for such projects would be Rs 25Cr for each project over the entire period of the duration. Funding will not be more than Rs 8 Cr/site.

**Who can apply**

Such projects will be open for participation by ICMR as well as non-ICMR Indian scientists depending upon the project requirements.

The EoI can be submitted through ONLINE MODE ONLY by scientists/ professionals who have regular employment in Medical Institutes/ Research Institutes/ Universities/ Colleges/ Government and semi-government organizations and NGOs (documentary evidence of their recognition including a DSIR certificate should be available).

On approval of a priority area, **Expressions of Interest (EoI)** from research groups will be invited. Scientists from ICMR as well as from other institutes may submit their EOI. Research proposals will be developed by the selected teams.

Depending upon the nature of the priority, projects may be multi-centric or uni- centric.

### **Expression of Interest**

Points to be kept in mind while submitting the EoI

- a) The EoI must address the specific question that is mentioned in the call text.
- b) Projects with collaborative, multi-centric, interdisciplinary and innovative approaches will be preferred.
- c) Projects should focus on outcomes that are translatable into policy.
- d) Foreign collaboration is not allowed under the call.

### **Review process:**

Review mechanism will be through an Expert Committee with participation of SAB members.

The EoI documents will be evaluated and shortlisted by the ICMR. The ICMR team will screen the applications for technical accuracy and eligibility. The shortlisted teams will then collaborate to develop a detailed proposal, under the guidance of ICMR. The proposal will be evaluated based on factors such as proposed methodology, feasibility, prior experience, engagement with program implementers and potential for seamless integration in a public program.

The proposal will be reviewed by a Proposal Review Committee and will be finalized after incorporation of their comments/feedback.

**Every participating Institute must complete CODAL formalities at their end.**

**How to Apply:** Interested parties will submit an Expression of Interest (EOI) as per the prescribed format (**Annexure-I**).

## **II. Guidelines for Operation of Projects for Grantees**

- 1. Expression of Interest (EOI):** Interested research groups will submit an Expression of Interest (EOI) as per the prescribed format (**Annexure-I**).

### **2. Budget**

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

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

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

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

### **4. Certificate issued by Department of Scientific and Industrial Research (DSIR)**

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

- 5. Short listing of EOI:** The EoI documents will be evaluated and shortlisted by ICMR. The ICMR team will screen the applications for technical accuracy and eligibility. Shortlisted teams will then collaborate to develop a detailed proposal, under the guidance of ICMR. The proposal will be evaluated based on factors such as proposed methodology, feasibility, prior experience, engagement with program implementers and potential for seamless integration in a public program. The proposal will be reviewed by a Proposal Review Committee and will be finalized after incorporation of their comments/feedback.

- Every participating Institute must complete CODAL formalities at their end. PIs 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 recommended that PI may proceed to prepare the below listed documents (CODAL) to avoid non-compliance of specified submission time duration of documents:

- Declaration & Attestation
- Acceptance (with Revised Budget/Revised Proposal, as applicable)
- Plagiarism Undertaking for proposal
- 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 may 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
- 7. 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.**
- 8. 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.

#### 9. **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.

#### 10. **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.

#### 11. **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.

## **12. 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.

## **13. 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.

## **14. 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.

## **15. 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

## 16. 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 (or as per subsequent revisions if any in this regard). 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**

Number of ongoing projects funded by ICMR in which applicant is Principal Investigator must be less than five AND sum of grant amount of ongoing projects must be less than INR 25 crores. 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**

Primary publications emanating from the project would be published whereby all site Principal investigators, Co-Investigators, Coordinators and other Experts as decided by ICMR will be given due credit depending upon their scientific contribution. None of the study sites will publish separate manuscript(s) from their own site data prior to primary publications as indicated above.

- 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 at least 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.

## **33. Confidentiality**

Confidentiality of ongoing research should be maintained. Results should not be disseminated in any form without their finalization & peer review and publication.

**\*All Annexures included in the document are indicative and may be revised from time to time.**

**Format of Expression of Interest (EOI) to be submitted**

**A. Name of the Senior Researcher** (Principal Investigator):

**B. Name of the institute:**

**C. Address with email id** and phone no. of PI:

**D. Type of Organization:**

Government

Private

Non-Government Organization

**E. List of publications** in last 7 years

In prescribed format (**Annexure-II**) for PI/CoPIs proposed for study should be included, where she/he was the First/last/ corresponding author). Highlight impact of each publication e.g. inclusion in policy/protocol/programme or being cited in patents/commercialisation of results etc.

**F. List of research projects** undertaken in last 5 years in prescribed format (**Annexure- III**)

**G. Collaboration with ICMR** or contribution to ICMR activities in last 5 years (maximum 250 words).

**H. Rationale of proposed study** including the choice of sites (states and districts) to be included where the implementation shall be carried out.

The proposal should clearly state the rationale for the study, the recommended sites which are likely to be relatively more vulnerable due to reasons of geography; socio-economic or cultural disadvantage; may be preferentially included.

**I. Implementation Strategy**

Provide a clear and detailed description of the proposed study including details of the pathogens and collection of samples. You should also include steps of implementation, a timeline, methods of data analysis, data management and deliverables. PI must provide justification of the collaboration proposed in this project

**J. Address feasibility and scalability**

Address the feasibility of the proposed study, including availability of the resources needed for implementation (Instrumentation, computational infrastructure etc), the capacity of the implementing organization, and the potential for wider adoption and scale-up.

**K. Research Team**

Summarise and justify the composition of the proposed research team, based on the expertise of the individual team members in designing and implementing the project. Also, highlight the skill set and expertise the members shall bring to the research team that shall be constituted by the ICMR Hqrs for the development of final protocol and research project implementation.

**L. Any ongoing National/International collaborations** relevant to the call

**M. Illustrative Budget outline** (additional to the 2-page limit)

The final site budgets for the proposal will be developed by the selected research team(s) under the guidance of ICMR. In this EOI, provide an estimated budget outline (no budget justification required at this stage) under the following headings: staff, recurring contingency, data management, travel and equipment.

**N. One-page CV** of the principal investigator and other key investigators (additional to the 2-page

limit) Please provide a one-page CV of the PI and other key investigators from each identified area. Each CV should include:

- Academic and professional qualifications
- Current position and affiliation
- Up to five most relevant previous research grants
- Upto five most relevant previous publications
- Experience in undertaking projects on immunization from the public health perspective

**Annexure-II**

**List of publication in last 7 years**

Title of publication in AMA style Impact	Impact factor of journal	Name of policy/programme/ protocol document or patent/commercialisation of products where cited.

**Annexure-III**

**List of projects in last 5 years**

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

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

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

<b>Equipment</b>				
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

<b>Contingency</b>	
Detail	Breakup with Justification
Year 1:	
Year 2:	
Year 3:	
Year 4:	

<b>Consumables</b>	
Detail	Breakup with Justification
Year 1:	
Year 2:	
Year 3:	
Year 4:	

<b>Travel Allowance</b>	
Detail	Justification
Year 1:	
Year 2:	
Year 3:	
Year 4:	

<b>Overhead charges(as per rules)</b>	
Year 1:	
Year 2:	
Year 3:	
Year 4:	
<b>Grand Total</b>	

\_\_\_\_\_  
Signature of the Principal Investigator

\_\_\_\_\_  
Accounts Officer of the Institute  
with Stamp

\_\_\_\_\_  
Signature of Head of the Institute with Stamp  
with Stamp

Date: \_\_\_\_\_

**Justification must be given in adequate detail; else the proposed budget item will be removed from the approved grant.**

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) projects funded by ICMR at present as a Principal Investigator AND sum of grant amount of ongoing projects is less than INR 25 crores.
- 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. 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.
- ix. Interim report will be submitted annually so as to be reviewed by Technical advisory group for iteration and development of iterative model as per requirements of implementation research project.
- x. All the principal investigators in the NHRP project will be site Principal investigators with project coordinator at ICMR who will work directly under DG, ICMR.
- xi. Data sharing: PI is required to regularly submit (online) all the raw data (along with descriptions) generated from the project to ICMR. Any collection, storage and sharing of data should follow the provisions of the Digital Personal Data Protection Act 2023 and relevant policies of the GoI.
- xii. Progress of the study, its implementation & collected data will be regularly monitored for quality by ICMR.
- xiii. I/we will take responsibility of the authenticity of data submitted by me/ for my site. In case the progress, implantation, data quality is not satisfactory, ICMR may terminate the project at any time.
- xiv. Publication policy: Primary publications emanating from this project would be published whereby all site Principal investigators, Co-Investigators, Coordinators and other Experts as decided by ICMR will be given due credit depending upon their scientific contribution. None of the study sites will publish separate manuscript(s) from their own site data prior to primary publications as indicated above.
- xv. The PI and Co-investigator(s) hereby submit the ICMR Declaration of Interest form in prescribed format.
- xvi. 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]

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

	<b>Name</b>	<b>Signature</b>	<b>Date</b>
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)

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**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 co-developed project**

Dear Dr -----,

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

We are pleased to inform you that your project has been approved.

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 DETAILS**Electronic 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 \_\_\_\_\_ hereby 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.								
2.1.	Non-recurring (Equipments)							
2.2	Recurring (Supplies, Materials, Consumables, etc.)							
3.	Travel							
4.	Overhead Expenses							
5.	Interest on Bank Deposit							
	<b>Total</b>							

**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 of .....under 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.								
2.1.	Non-recurring (Equipments)							
2.2	Recurring (Supplies, Materials, Consumables, etc.)							
3.	Travel							
4.	Overhead Expenses							
5.	Others(if any)							
	<b>Total</b>							

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

a. Suggestions for disposal of equipment.

Name and signature with date

1. \_\_\_\_\_  
(Principal Investigator)

2. \_\_\_\_\_  
(Co-Investigator)