

## Preparation and Submission of STS-2023 Report

1. The selected MBBS/BDS students must complete their STS research project and prepare a detailed report in consultation with their Guide.
2. Students are advised to prepare copies (PDF format) of their reports for ONLINE submission. **Reports sent by e-mail/ hard copy/ post will NOT be accepted.**
3. The report should detail only the **original work** carried out by the students under the supervision of the Guide. The report should not give results of earlier Guide's research/other student's research (MD/MDS/Ph.D. thesis)/or taken from other sources in which student was not involved. In case it is found that details have been copied/ pasted, work is not original or plagiarized the report will be rejected.
4. The STS report and attached documents should **NOT HAVE ANY IDENTIFYING INFORMATION**, like name, contact no. or College name of the student or Guide. **The name of the student and the Guide and their contact details should be removed from the report and only the STS reference ID may be provided on top. Identifying information must also be masked/removed from the questionnaire, patient information sheet and informed consent form as well.** The identifying information should be provided only in the ONLINE submission form. This will permit unbiased review by reviewers. Name of Medical/Dental College may also be removed.

*Please mask/remove the following information from documents as mentioned above:*

- (a) Names of student/ guide
  - (b) Address/ contact details of student/ guide
  - (c) Tel number/s
  - (d) Email ID's
  - (e) Acknowledgement section with individual names.
5. The report must be in the following format only. You may go through instructions for [Writing STS Report](#).
    - i. Reference ID
    - ii. Title
    - iii. Introduction
    - iv. Review of literature
    - v. Aims and Objectives
    - vi. Material and Methods
    - vii. Observations and Results
    - viii. Discussion
    - ix. Conclusion
    - x. Summary
    - xi. References (Vancouver style)

### Optional sections

- (a) Suggestions/Justifications, if any
- (b) Questionnaire/ Study Tool/Patient Information Sheet (**Blank format in English language only**, should not contain any names/contact details of student or guide).
- (c) Informed Consent Form (**Blank format in English language only**, should not contain any names/contact details of student or guide).

6. Results must be presented well in the form of graphs, figures and tables. The different sections of report should not be combined (for *e.g.*, Results and Discussion should not be combined). **Incomplete reports/reports not in prescribed format will be automatically rejected.** Before submitting the report and other enclosures to ICMR, please refer to the STS self checklist to see if the report is complete in all aspects.
7. Report should be prepared in **PDF** format and may be around 20-40 pages **with file size up to maximum of 2MB**. All graphs/figures/tables should be included in the same file. Please avoid photographs/ pictures (unless, if required), as they may need more space.
8. The report can be prepared as a single file compiling any anonymized **blank format of any performa/questionnaire/case record forms/consent form/any other tools/format of data collection sheet used for research.** **There is no provision for separate submission for these forms/tools.**
9. If there are any minor changes in title, aims and objectives, sample sizes or methodology of the research, the student should provide adequate reasons/ justification in the report. The reasons will be evaluated and decision of ICMR regarding acceptance/ rejection of report will be final. **Major changes will not be permitted.**
10. After submission of report you will be able to visualize/download your submitted details. And after you click on the final submission button then only the report will be completely and finally submitted on the online portal. In case required, you also have an option to resubmit your report **only once** before the last date.
11. After clicking the final submission button, the student will receive an email from ICMR-STs for successful submission of the report within next 48hrs (please check the spam and junk folders too for the email). If you do not receive the email within 48hrs after your report submission, then kindly pl. send an email to [stshrd2017@gmail.com](mailto:stshrd2017@gmail.com) for the same.
12. The STS report **WILL BE REJECTED** under the following circumstances:
  - a) **If the student uploads identifying information (name, contact nos. and college name of student or guide) in the report/consent form/questionnaire/Patient information sheet.**
  - b) **If the STS ref ID is missing from the report.**
  - c) If the STS report is not prepared as per ICMR format or if any section is not provided (for *e.g.* review of literature or reference not provided in the report)
  - d) If two or more sections of ICMR format have been combined together (for *e.g.*, results and discussions presented together, or introduction and review of literature not written separately),
  - e) Report is incomplete or not in detail (too brief),
  - f) Sample size is substantially reduced without adequate justification,
  - g) Major deviations from the proposed study objectives, sample size or research plan,
  - h) If the work is not found to be original and has been copied/pasted from other sources/ other thesis,
  - i) If the data presented under results is found to be fictitious/ cooked up or copied
  - j) **Appropriate and timely Ethics Committee approval has not been obtained for the approved STS proposal as stated by ICMR.**
  - k) **If Ethics Committee approval letter is dated after 30<sup>th</sup> Novemeber, 2023, as that does not give a minimum time of two months for research to be conducted.**
  - l) **Ethics Committee approval is signed by Principal as Chairperson of Ethics Committee/membership of Ethics Committee is not as per ICMR Guidelines.**

- m) Ethical Committee has given a provisional approval.
- n) If the Guide is a Member of the Ethic Committee, the report will be rejected, because the Guide cannot review his/her own project as per ethics standards.
- o) Attestation form is incomplete or not signed by authorities/not stamped/not dated/mismatch in information.
- p) Any other reason/s as found suitable by the Reviewers and Competent Authority of ICMR.

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STIS-2023