



03.1.2023

Office of the Vice Principal (Research)

Guidelines for faculty intra-mural research grant

The management of Pondicherry Institute of Medical Sciences has sanctioned an amount of Rs. 10,00,000 per year for intramural funding of faculty research. This is mainly to encourage faculty to start research as a first step towards bringing in external funding.

The following are the guidelines for availing the grant:

- Proposal will be invited from permanent faculty of PIMS (serving for >1 year or those who have completed the contract period).
- Any rank of faculty (Professor, Associate Professor and Assistant Professor). Tutors/ Senior residents are also eligible to apply.
- Projects should be discussed in the department and forwarded by the head of the Principal Investigator's (PI) department.
- The study should be time bound (possibly 1 year) which may be eligible for 'no cost extension' for another six months with sanction from Research Committee.
- The project must be feasible, ethically sound and must be completed within the stipulated time.
- Funding will be ledger based and funds will be released as and when required based on approved budget.
- The funds will be utilized only for the purpose of research under the following headings:
 - Purchase of equipments, consumables, reagents and kits.
 - Stationery for preparing questionnaire, consent form, participant information sheet (PIS) and Case Report Form (CRF).
 - Local travel in and around Pondicherry for community based studies can be claimed to a maximum of 20% of the approved budget. However the justification provided will be assessed and approved by the committee on case to case basis.
- Purchase of consumables, reagents and kits must be channelized through purchase department which will handle process of procurement and payment on priority basis through a separate heading of payment from research grant.
- The funds cannot be used for man power/ computer/ attending conference or publication from the data of the project. However remuneration of personnel depending on time spent for the research work to a maximum of 10% of the approved budget.
- Co-funding of the project is possible by the PI (through any other source) with clear budgetary demarcation.



- The progress of project will be monitored by a committee constituted for the purpose once in 6 months or more frequently, as decided by the research committee. For this purpose a technical and financial report must be submitted to the research committee every six months.
- A report of the outcome of the study must be submitted to research committee within 6 months of completion of the project, and to a peer reviewed indexed journal within 1 year.
- An agreement will be signed by the PI prior to disbursement of funds for the project. If the project is abandoned (except under unforeseen circumstances) then the money spent till then must be returned by the PI. If PI leaves in-between, he/she must handover the project to a Co-PI who should sign an agreement to complete it. If the Co-PI is unwilling or unable to continue the project, then PI must return the fund before leaving. If the Co-PI after having accepted the project does not complete it, then he/she must return the money spent on the project till date.
- No intramural project will be sanctioned to the PI who already has a sanctioned intramural project, till their project is completed and report is submitted to the Research committee.
- At the end of the project an internal audit of the budget must be done and submitted with the final report of the project to the research committee.

Criteria for selection of projects will be based on the following grading:

1. Currently relevant health problem and/or likely to provide new information.....	10 points
2. Potential to bring external funding.....	10 points
3. Addresses National, Regional or Institutional priority.....	10 points
4. Scientific rigor of the project.....	20 points
5. Collaborative/ multidisciplinary.....	10 points
Total.....	60 points

The grant of Rs. 10,00,000 per year will be categorized as follows (A maximum of Rs. 1,00,000/ per grant)

- Preclinical Rs. 2,00,000 (minimum of 2 projects)
 - Paraclinical Rs. 3,00,000 (minimum of 3 projects)
 - Clinical (broad and super specialty) Rs. 5,00,000 (minimum of 5 projects)
- Financial year (April to March) will be considered for sanctioning and accounting purpose. In that case, the date of submission to research committee will be considered.
- Within each category, the grants will be sanctioned on the basis of scores.
- In case the amount requested is less than Rs. 1,00,000/- then a small grant (of the remaining fund) may be sanctioned to another small project which qualifies in any of the categories.



- If no project is found suitable in that category, then another project (next in line based on the score) will be selected for funding.
- For interdepartmental collaborative project, it will be followed as below:
 - 2 departments – A maximum of Rs. 2,00,000 per grant
 - 3 departments – A maximum of Rs. 3,00,000 per grant
- If the amount sanctioned for interdepartmental project is less than Rs. 1,00,000, then it will be accounted under the category of the principal investigator only.

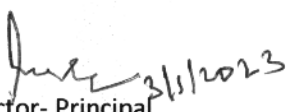
Committee to approve the projects will constitute the following:

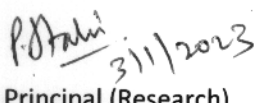
- Director- Principal
- Vice Principal (Research)
- Research Committee members..... 4 (2 - clinical and 2 – non-clinical)
- Subject expert, if required..... 1
- External expert, if required..... 1
 - A minimum of 2/3rd of members (4 out of 6) are required to compose a quorum.
 - If any of the members are part of the project then they should recuse themselves from the committee.
 - The Director-Principal will not participate in voting, however will oversee the fair conduct of meeting and take the final decision if any unresolved conflicts arise.

The grant will be sanctioned annually after the Ethics clearance by PIMS-IEC*

- The announcement for the grant will be made - January
- Protocol writing workshop will be conducted - February
- Scrutiny by the Research Committee - March
- Scrutiny by the Ethics Committee - April
- Funds will be sanctioned - May

Note: If the funds are not fully utilized by September, the announcement for grant application will be made again in October. However, at this juncture, grant application can be submitted by any other faculty who has not received for that financial year (as PI) without restriction of categories (preclinical, paraclinical and clinical) as mentioned above.


Director- Principal
Dr. ANIL J PURTY
DIRECTOR-PRINCIPAL
Pondicherry Institute of Medical Sciences
(A unit of the Madras Medical Mission)
Kalapet, Puducherry - 605 014.


Vice Principal (Research)
Dr. P. STALIN
VICE PRINCIPAL (PG & RESEARCH)
Pondicherry Institute of Medical Sciences
(A unit of the Madras Medical Mission)
Kalapet, Puducherry - 605 014.