

**Format for Application for Research Projects under  
Grant-in-Aid Scheme and Guidelines for Operation of Projects**



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New Delhi –110001

**APPLICATION FOR RESEARCH PROJECT UNDER GRANT-IN-AID SCHEME**

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**Section A  
GENERAL**

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1. Proposal ID:
2. Title of the Research Project :
3. State the:
  - 3.1 Major area/ Discipline:
  - 3.1 Sub-area / Discipline:
4. Category of project :
  
5. In case of clinical/ humans based study, whether statistical calculation was made for sample size calculation or not -
6. Name the person(s) who conceived and planned this project (If any research student other than PI and Co-PI is involved in conceiving, planning or any stage of proposal formulation, kindly enlist his/her name. In case of violation of Intellectual Property Right, PI may be black listed or appropriate action may be taken):
7. Name the person(s) who designed this project (If any research student other than PI and Co-PI is involved in conceiving, planning or any stage of proposal formulation, kindly enlist his/her name. In case of violation of Intellectual Property Right, PI may be black listed or appropriate action may be taken):
8. Name and Designation of :
  - i) Principal Investigator with complete postal address, Mobile No., Telephone/ Fax No. and Email
  - ii) Co-Investigator(s) with complete postal address, Mobile No., Telephone/ Fax No. and Email
  - iii) Statistician (Co-PI) with complete postal address, Mobile No., Telephone/ Fax No. and Email (In case of clinical / humans based study)

9. State the nature of Host Institute: Central Govt./ State Govt./ Autonomous / NGO/Private

10. Whether host institute is DSIR certified: Yes/ No  
(Please note DSIR certification is mandatory for NGO and Private Organizations)

11. Duration of Research Project (in months)  
ii) Period which may be needed for collecting the data  
iii) Period that may be required for analyzing the data

12. Amount of grant-in-aid asked for (details are to be furnished in Section B)

SN	Item Head	1 <sup>st</sup> Year (in Rs.)	2 <sup>nd</sup> Year (in Rs)	3 <sup>rd</sup> Year (in Rs)	Grand Total (in Rs.)
1.	Staff				
2.	Recurring				
3.	Non recurring (equipment)				
4.	Contingencies				
5.	Travel				
6.	Overhead charges				
	Grand Total				

13. Institution responsible for the research project

- i) Name Postal address
- ii) Telephone
- iii) e- mail
- iv) Fax No.

14. In case of Inter-sectoral research projects:

- i. Name(s) of the Institution (s) / Agencies
- ii. Whether contributed financially
- iii. Amount / Budget contributed for this project

15. Is radio tagged material proposed to be used in the project either for clinical trials or experimental purposes? If so, clearance from Nuclear Medicine Committee, Bhabha Atomic Research Centre, Mumbai, indicating should be attached.
16. Projects involving recombinant DNA/Genetic engineering work should be examined and certificate by the Institutional Biosafety Committee (IBSC) to be enclosed. Guidelines for constitution of IBSC can be obtained from Secretary, Department of Biotechnology, CGO Complex, Lodhi Road, New Delhi-110003.
17. The Institution where the study is being done should ensure that there is no financial conflict of interest by the investigators.
18. Whether your institution (private / NGO) is registered with Department of Scientific and Industrial Research (DSIR), Government of India/ Department of Health Research (DHR) as a health research institute. If yes, certificate from DSIR/ DHR should be attached.
19. Details of documents to be submitted for completing of coda formalities:

S.N.	Title of documents to be required	If submitted yes, please tick	Details of document
1.	Institutional Ethical Clearance* and project Approval Certificate  (Necessary documents indicating institutional ethical clearance must be enclosed for research involving human subjects as also animal experiments) Guidelines for IEC for animal experiments should follow CPCSEA requirements and for human studies should follow ICMR guidelines).  <i>* Mandatory at the time of submission of proposal</i>		
2.	Declaration and Attestation Form		
3.	Undertaking for staff recruitment		
4.	Mandate Form		
5.	Cancelled cheque		
6.	Name of the Statutory Auditor of the Host Institute (Panel number in case of		

	private CA along with complete address. A copy of resolution of institute appointing the auditors as statutory auditors may be enclosed).		
7.	Justification of budget asked for		
8.	Undertaking of project limits		
9.	Non-availability certificate of equipment		

**Proposal ID:**

**Title of Research Proposal:**

**DECLARATION AND ATTESTATION**

1. We have read the terms and conditions for DHR Research Grant. All necessary Institutional facilities and support will be provided if the research project is approved for financial assistance.
2. 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.
3. We agree to submit audited statement of accounts duly audited by the auditors as stipulated by the DHR.
4. It is further certified that the equipment(s) required for the project have not been purchased from the funds provided by DHR for another project(s) in the Institute.
5. We agree to submit all the raw data (along with descriptions) generated from the project to the DHR within one month from the date of completion/termination of the project. Further, all conditions stipulated in the sanction will be strictly complied with.
6. Actual Date of start of the project as indicated in the Sanction Order or inability to start the project on the specified date will be intimated to DHR positively within one week by registered post/ speed post as well as by email.
7. We hereby certify that the research proposal entitled “ ..... ” was not submitted to even partially to any other funding agency for financial assistance.
8. In case of failure to comply with any of the above said provisions, DHR will have all rights to ban the concerned Principal Investigator(s)/ Institute(s) for future funding from DHR for any specified period.

**Signature of the:**

**(a) Principal Investigator (s) :** \_\_\_\_\_

**(b) Co-Investigator(s):** \_\_\_\_\_

**(c) Head of the Department:** \_\_\_\_\_

**Date:**

**Signature of the Head of the Institution with seal**

*(Digital signature is not allowed)*

## Section – B

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### DETAILS OF THE RESEARCH PROJECT

1. Title of the project.
2. Objectives
3. Summary of the proposed research project (in only 200 words) :
  - 3.1 Background
  - 3.2 Research question
  - 3.3 Methodology
  - 3.4 Proposed outcome.
4. Reason for conceiving the proposed project :
5. State the :
  - i. Novelty of proposed research project (in 100 words and point-wise):
  - ii. Relevance of proposed research project to public health (in 100 words and point-wise):
  - iii. Relative importance of proposed research project in a given area (in 100 words and point-wise):
  - iv. Applicability of your research project in
    - (a) Short term (in point-wise):
    - (b) Long term (in point-wise):
6. Review of existing knowledge related to proposed research proposal highlighting research gap:
  - 6.1 International status:
  - 6.2 National status:
  - 6.3 Research gap (in point-wise):
7. Preliminary work already done by the Investigator(s) on this problem, if any.
8. Links with other DHR and ICMR projects (ad-hoc, task force or collaborative).
9. Detailed research plan:
  - 9.1 Methodology
  - 9.2 Time-lines (objective-wise) through graphical representation
10. Significance/outcome of proposed work.
11. Will any technology/ methods/ protocols/ kits/device be developed from the proposed research project ?
12. Future plan for utilization / application of information to be generated from the proposed research project:



13. Facilities in terms of equipment, etc, available at the sponsoring institution for the proposed investigation.

14. Budget requirements (with detailed break-up and full justification):

- (i) Staff
- (ii) Recurring  
Non-  
recurring  
Contingenci  
es  
(equipment)
- (iii) Travel
- (iv) Overhead charges\*

\*3% will be applicable for R&D Institute/ Institute of national importance

5% will be applicable for University/ Medical College.

Overhead includes total cost of manpower and recurring contingencies.

15. List of important publications of last 5 years of the all the investigators in the relevant fields (enclose reprints, if available).

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**Section-C**

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**BIODATA OF THE INVESTIGATORS(S)**

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1. Name (Dr./Kum./Smt./Shri) First name(s) Surname
  2. Designation:
  3. Complete Postal Address, Telephone Number, Fax, e-mail etc.
  4. Date of Birth:
  5. Educational Qualification : Degrees obtained (Begin with Bachelor's Degree)
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Degree	Institution	Year
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6. Research/Training Experience

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Duration	Institution	Particulars of work done
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7. Research specialization (Major scientific fields of interest)
  8. Important recent publications (last 5 years, with titles and References), including papers In press

9. \*Financial support received

1. From DHR i. in past  
ii . \*present  
iii . \*Pending
  2. From ICMR  
i. Past  
ii. \*Present  
iii. \*Pending
  3. From other sources  
i. Past  
ii. \*Present  
iii. \*Pending
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\* This information must be given, otherwise the application will be returned. In case no financial assistance has been received, nil should be stated. Indicate titles of the projects and reference number, if available, for DHR/ ICMR grants.