

**Guidelines on the Sub Scheme  
Human Resource Development For Health Research  
During the 15<sup>th</sup> Finance Commission Period  
(2021-22 to 2025-26)  
As on 22.07.2021**



सत्यमेव जयते

**Government of India  
Ministry of Health & Family Welfare  
Department of Health Research**

**July, 2021**

## **I. INTROUDCTION:**

1.1 Much of the biomedical research being carried out in the country today is confined to a few medical colleges/ institutes of the country. A major constraint in most of the medical colleges of the country is the lack of adequate and properly trained human resource for health research. A strong need has been, therefore, felt that the research activity is encouraged in all medical colleges/Institutions across the country, with particular emphasis on peripheral/ underserved areas.

The Scheme of Human Resource Development was approved by the EFC in its meeting held on 18<sup>th</sup> November, 2013 under the Chairmanship of Finance Secretary & Secretary (Expenditure) and by the Cabinet Committee on Economic Affairs (CCEA) in its meeting held on 28<sup>th</sup> February, 2014 at total estimated cost of Rs.597.00 crore. The scheme was further continued for the period 2017-18 to 2019-20 with the approval of SFC in its meeting held on 18<sup>th</sup> September, 2017 and was further extended upto 2020-21 as per instructions of Department of Expenditure, Ministry of Finance. The scheme is further continued for the further period of five years (2020-21 to 2025-26) for 15<sup>th</sup> Finance Commission period with the approval of SFC in its meeting held on 18.03.2021. Component-wise physical targets and estimated expenditure of the scheme of Human Resource Development for Health Research for the period 2021-22 to 2025-26 is at **Annexure-I**.

1.2 The scheme is intended to create a pool of talented health research personnel in the country by upgrading skills of faculty of medical colleges, mid- career scientists, medical students etc by specialized training in priority areas of health research in leading national and international institutions, encourage and support the trainees to develop and take up research projects for addressing critical national and local health problems and financial assistance to institutions for up- gradation of infrastructure to enable such institutions to provide training with state of the art technologies. Development and implementation of online web based courses on health research is an important component of scheme.

1.3 The scheme has a separate component specifically for training of women scientists who have had break in their career and to encourage the Non-resident Indians (NRIs), Persons of Indian Origin (PIO), Overseas Citizen of India (OCI) serving abroad in health research activities, to come back to India for undertaking research in identified areas.

1.4 Support will also be provided to Scientific /Professionals/ Association/Bodies engaged in the fields of Medicine, Surgery, Microbiology, Pathology etc. for undertaking various activities/ events with a view to promote higher standards in medical/health research and for devising guidelines for policy making and prevention and management of different diseases.

## **II. OBJECTIVES OF THE SUB SCHEME:**

- To increase the overall availability of trained personnel for health research from Medical Colleges across the country through scholarships, Fellowships and career advancement Scheme etc. for faculty, etc. and young medical doctors and other Scientists to take up medical and health research as a career.
- To focus on the creation of a cadre of trained medical/health researchers in specific identified priority areas of health research viz., Clinical Trials; Toxicology; Good Clinical Practices (GCP); Good Laboratory Practices (GLP); Quality Control (QC) & QA; Genomics; Proteomics; Clinical Psychology, Geriatrics; Modern Biology; Biotechnology; Stem cells; Genetics; Drugs chemistry; and operational research etc.

- To create support, nurture and encourage the trainees from Medical Colleges, etc. to forge linkages with other Scientists from universities, research Institutes etc. to develop multidisciplinary and multi-sectoral teams necessary for addressing critical national and local health problems.
- To establish suitable online teaching and learning facilities to facilitate training in health research in various subjects in a more effective manner and for promoting biomedical/health research.

### **III. BENEFICIARIES:**

- Regular employees of Govt. Medical colleges/ Institutions
- Private Institution/ NGO (Registered with the DSIR, Govt. of India) as a research institution.
- Individual: scientists in regular employment in the Universities, medical colleges, postgraduate institutions, recognized research and development laboratories and NGOs.
- Scientific/Professional Bodies & Associations.
- Young unemployed scientists;
- Women scientists who have had break in their career and want to return to the mainstream of research;
- Indian Nationals working abroad;

**[Note: NGOs are required to be registered at the NITI Aayog Portal of “NGO DARPAN”]**

### **IV. AREAS OF RESEARCH:**

Toxicology, Genomics, Proteomics, Geriatrics, Stem cell research, Clinical Trials, Good Clinical Practices (GCP), Good laboratory Practices (GLP), Quality Control (QC) and Quality Assurance (QA), Modern Biology, Biotechnology, Genetics, Drugs Chemistry, Operational Research, Health Informatics, Medical Ethics, Disease Modelling, Health Economics, Environmental Health, Mental Health/Clinical Psychology, Any other area recommended by the committee as per National Health Policy/ National Health Goals

### **V. COMPONENTS OF THE SCHEME**

- Short Term Fellowships**
- Long Term Fellowships**
- Start-up Grant for Projects**
- Support to Institutions**
- Programme specifically for Women**
- Scholarships /Fellowships programme to young Scientists in newer areas**
- Support to Scientific/Professionals/Association/Bodies/Institutions**
- To encourage Health Research Personnel [Non-resident Indian (NRI), Persons of Indian Origin (PIO), Overseas Citizen of India (OCI)] serving abroad, to come back to India for undertaking research in identified areas**

### **VI. DETAILED GUIDELINES AND TERMS & CONDITIONS OF FUNDING OF VARIOUS COMPONENTS:**

#### **(A) Short Term Fellowships:**

1. Short Term Training (1-3 Months) in Indian Institutions to the researchers employed as regular faculty having at least three years' experience in the college/institute as a regular employee (not above the age of 55 years)
2. Short Term Fellowships for Training abroad/foreign institute in identified areas (1-3 Months) to persons employed as regular faculty (not above the age of 55 years) at expenditure of upto Rs.7.5 lakh per Fellow.

3. Short Term Specialized Training (1-3 Months) to mid-career or senior level faculty of Medical Colleges working/involved with three other approved Schemes of DHR.]

**a. Eligibility:**

- Only Indian citizens working in Indian institutes are eligible.
- They should hold M.D./ M.S./ M.D.S. or MBBS/BDS/ MVSc./ M.Sc./M.Pharma/M.Tech or equivalent with Ph.D. in health / biomedical research.
- Faculty having at least three years experience in the college/institute as a regular employee.
- Person's upto 55 years of age as on last date of receipt of application will be eligible.
- They should not have availed any fellowship of duration of one month or above duration from any of the agency of Govt. of India / State Govts for the same subject of training/research project.
- The fellowship is for 1-3 months. Fellowship is non- transferrable.

**b. Funding mechanism:**

**1. Short Term Fellowship (1-3 months) in Indian institutes**

- i. A consolidated stipend of Rs. 40,000/- per month for a period of stay in host institute, which is at different station from the parent Institute. In case, the training is at the same station, the rate of stipend payable will be Rs. 20,000/- per month.
- ii. Expenditure on travel will be as per the T.A. rules of the parent organization.
- iii. One time contingency grant of Rs. 20,000/- (maximum) to meet the expenses of local taxi charges, attending meetings etc.
- iv. The amount (stipend and contingency) will be placed at the disposal of the parent institute for disbursement to the fellow as per the prescribed norms and the parent institute will submit the utilization certificate under the GFRs for the expenditure incurred.
- v. The amount released under the scheme will be kept in a separate account by the concerned institute and a separate account of expenditure will be maintained.
- vi. The institute shall submit the utilization report and audited statement of accounts carried out by the statutory body of the institute.

**2. Short Term Fellowship (1-3 months) in Foreign institutes**

- i. A consolidated stipends of US \$ 3000/- per month (or equivalent in other foreign currency) for the period of stay in host institute abroad.
- ii. Cost of air passage in economy class by Air India from the parent institute to the foreign host institute by the shortest possible route.
- iii. One time contingency grant of Rs. 30,000 (maximum) to meet the expenses of local taxi charges visa fee and Health insurance, attending meetings etc and Rs. 20,000/- for attending progress review meetings at DHR.
- iv. A grant of US \$ 600 for fellowship duration for attending conferences /institutes of interest may be given with the recommendations of the Guide in the foreign host institute.
- v. The stipend will be given to the 'selected fellow' through bank transaction In the beginning the equivalent amount in Indian Rupees for first month will be paid to the fellow as advance stipend
- vi. The expenditure incurred in the head 'contingency' will be reimbursed to fellow after production of the original voucher.

**c. Areas identified for fellowship: As mentioned at serial number IV**

**(B) Long Term Fellowships:**

1. Long Term Training (6 to 12 Months) Fellowships at Indian Institutions to persons employed as regular faculty having at least three years' experience in the college/institute as a regular employee, not above the age of 45 years.
2. Long Term Fellowships for Training abroad in identified priority areas (6 to 12 Months) to persons employed as regular faculty, not above the age of 45 years.
3. Long Term training (6-12 Months) to the faculties of Medical Colleges in Indian Institutes working/involved with three other approved Schemes of DHR.

**a. Eligibility:**

- Only Indian citizens working in Indian institutes are eligible.
- Having M.D./ M.S./ M.D.S. or MBBS/BDS/ MVSc./ M.Sc./ M.Pharma/ M.Tech or equivalent with Ph.D. in topic related to health/ medical research.
- Faculty having at least three year's experience in the institute as regular employee.
- Candidate should be below 45 years of age as on last date of receipt of application
- They should not have availed any fellowship of duration of one month or above duration from any of the agency of Govt. of India / State Govts for the same subject of training/research project.
- The fellowship is for 6-12 months. Fellowship is non-transferable.

**b. Funding mechanism:**

**1. Long Term Fellowship (6-12 months) in Indian institutes**

- i. A consolidated stipend of Rs. 40,000/- per month for a period of stay in host institute, which is at different station from the parent Institute. In case, the training is at the same station, the rate of stipend payable will be Rs.20, 000/- per month.
- ii. Expenditure on travel will be as per the T.A. rules of the parent organization.
- iii. One time contingency grant of Rs. 30,000 (maximum) to meet the expenses of local taxi charges, attending meetings etc, and Rs. 20,000/- for attending progress review meetings at DHR.
- iv. The amount (stipend and contingency) will be placed at the disposal of the parent institute for disbursement to the fellow as per the prescribed norms and the parent institute will submit the utilization certificate for the expenditure incurred.
- v. The amount released under the scheme will be kept in separate account by the concerned institute and a separate account of expenditure will be maintained.
- vi. The institute shall submit the utilization certificate under GFR and audited statement of accounts carried out by the statutory body of the institute.

**2. Long Term Fellowship (6-12 months) in Foreign institutes**

- i. A consolidated stipends of US \$ 3000/- per month (or equivalent in other foreign currency) for the period of stay in host institute abroad. May be revised as per the criteria of DBT/DST.
- ii. Cost of air passage in economy class by Air India from the parent institute to the foreign host institute by the shortest possible route.
- vii. One time contingency grant of Rs. 50,000 (maximum) to meet the expenses of local taxi charges visa fee and Health insurance, attending meetings etc and Rs. 20,000/- for attending progress review meetings at DHR.

- iii. A grant of US \$ 600 for a period upto 6 months and US \$ 1200 for period 6-12 months for attending conferences/ institutes of interest may be given with the recommendations of the Guide in the foreign host institute.
- iv. The stipend will be given to the 'selected fellow' through bank transaction. In the beginning the equivalent amount in Indian Rs. for the first month will be paid to the fellow as advance stipend.
- v. The expenditure incurred in the head 'contingency' will be reimbursed to fellow after production of the original voucher.

**c. Areas identified for fellowship:** As mentioned at serial number IV

**(C) Start-up Grant for Projects:**

Start-up grant scheme of Department of Health Research is meant to support the biomedical researchers who have undergone training in Indian/foreign institutes supported by DHR. The aim of the program is to utilize the skills learnt during the period of training in a practical mode so that he/she is able to undertake research independently and to ensure that the trainees take up research seriously and in right earnest.

**Funding Norms:**

The Start-up grant for the project upto Rs. 50 Lakhs per research project for three years, will be considered from each fellow/ trainee (after evaluation and approval by Technical Evaluation Committee and Approval Committee), who have completed Short/Long term fellowship training program of DHR/ICMR and developed his/her research project based on the training received.

**Areas of research:**

The broad area for research shall be the public health issues and activities and priority areas of national importance as mentioned at IV of scheme guidelines.

**(D) Support to Institutions:**

- Support to selected domestic Institutions for providing training to candidates selected by the Department under this scheme in specially designed programmes/ identified priority areas. Support is also imparted to the institutions for developing online courses along with contact Programmes in relevant institutions/on line resource material for researchers/on line mentoring for researchers or Inter active forums and e groups for researchers in area of biomedical/health research.
- Such identified Institutes will be given one time grant up to Rs.50.00 lakh for gap filling/up gradation of facilities and up to Rs.10.00 lakh per year for five years to meet the expenses on equipment, consumables, etc. Institutes under the support to institutions component will have to submit a training schedule/module for a short term duration of 1 to 3 months or a long term duration of 6-12 months. This is necessitated so that fellows selected for the short term and long term fellowship in Indian Institutes can be trained in these Institutes. Besides, with the aim of "Strengthening of research activities" through establishment of online courses and web-portal on health research for students, faculty and other researchers will also be undertaken.

**a. Eligibility and Selection:**

- i. An advertisement will be given on All India basis in the leading newspapers as well as on the web site of DHR and ICMR seeking applications from the institutes willing to

participate in the training programme. The copy of the advertisement will also be circulated to all the premier Medical institutes /Research institutes of the country.

ii. Institutes having state of the art facility in either one or more disciplines identified in the high focus areas of the scheme will be identified by the Expert Committee constituted by the Secretary, DHR from the various institutes all over the country.

iii. A committee of experts constituted by the Secretary DHR shall draft the structure/content of the course.

iv. The institutes will impart training to the selected fellows as per the “designed training course /structure”.

**B. Funding mechanism:**

i. The Grant of upto Rs. 50 lacs will be given to the institute to upgrade its infra-structural facilities as relevant/required for the trainees.

ii. The quantum of the amount of grant will depends of the quantum of facilities to be upgraded / newly established as identified the Expert Group/ Committee.

iii. Financial assistance would be for up- gradation of facilities for providing training to the fellows nominated for training. Further, the assistance provided for equipments, consumables, etc would be exclusively meant for training needs and not for strengthening the normal activities of the institutes and not for normal and regular needs to the Institution.

iv. The grant will be released to the Head of the institute and a utilization certificate will be furnished by the institute as per GFR.

v. The Institute will maintain separate account of the funds received under the scheme and will furnish the audited statement of accounts, carried out by ‘statutory audit body’ of the institute.

**(E) Programme specifically for Women:**

A large proportion of women undertake bio-medical education at graduation, post-graduation and doctorate level. But the present number of working women in bio-medical research appears to be low than the expected and needs to be addressed. The problems faced are several, but significantly, most often the "break in their careers" arises out of motherhood and family responsibilities. The option for revival of their profession is presently unavailable due to restrictions in age and qualification and no system at present addresses these issues. Under this scheme, women scientists will be encouraged to pursue research in identified areas of bio-medical/ health research.

Short/Long Term Training in Indian Institutes followed by Under this program fellowship with research grant is awarded to women candidates (30-50 years) who have had a recent career break of atleast 1 year in their career but having demonstrable aptitude towards health research in front line and emerging areas, in the following two categories:

**Category A:** Women who are M.D./ M.S./ M.D.S. or MBBS/ BDS/ M.VSc./ M.Sc./ M.Pharma/ M.Tech with Ph.D. A fellowship of Rs. 70,000/- per month (for medical persons) and Rs. 60,000/- pm for non-medical persons for a period of 3 years. A contingency grant upto Rs.10.00 lakhs per year

**Category B:** Women who are MBBS /BDS or M.V.Sc/ M.Sc./M.Tech./M.Pharma with two years of

research or clinical experience. A fellowship of Rs. 55,000/- per month (for medical persons) and Rs. 50,000/- per month (for non- medical persons) for a period of 3 years. A contingency grant upto Rs.10.00 lakhs per year.

### **Eligibility**

- i. Only Indian women citizen and presently unemployed having atleast 1 year of recent career break and having qualifications as prescribed for category A or category B will be eligible in respective categories.
- ii. Having M.D./ M.S./ M.D.S. or MBBS/ BDS/ MVSc./ M.Sc./ M.Pharma/ M.Tech or equivalent with Ph.D. in topic related to health research for category- A.
- iii. Having MBBS / BDS. or M.Sc. /M. Pharma /M. Tech or equivalent. Atleast ~~two years~~<sup>2</sup> 5 years experience after the degree for category -B.
- iv. The woman scientist shall be submitting the research plan in either of the identified area through any medical college/bio-medical research institute under one faculty member.
- v. Candidate already in job or registered for Ph.D. or having any other fellowship or support are not eligible.
- vi. Candidate having research publication in indexed journals will be given preference.
- vii. Women of 30-50 years of age as on last date of receipt of application are eligible.
- viii. Fellowship is to the applicant scientist and area specific and cannot be transferred.
- ix. Age relaxation of 5 years would be given to candidates belonging to SC/ST/OBC and physically challenged category.
- x. One year break in career should be substantiated with valid reasoning while submitting the application. Women candidates with break due to motherhood, family reasons will be preferred. Break in career due to medical reasons should be supported by proper certificate from Govt. hospitals. If break in service has been awarded due to administrative reasons, such cases would not be considered.

### **Funding mechanism**

- i. The fellow shall submit a research proposal and shall be working with or under the supervision of a regular faculty of a Research Institute.
- ii. **Category A:** A fellowship of Rs. 70,000/- per month (for medical persons) and Rs. 60,000/- pm for non-medical persons for a period of 3 years. A contingency grant upto Rs.10.00 lakhs per year will be given to meet the expenses of consumables / field work related work and for attending the meetings, etc.
- iii. **Category B:** A fellowship of Rs. 55,000/- per month (for medical persons) and Rs. 50,000/- per month (for non- medical persons) for a period of 3 years. A contingency grant upto Rs.10.00 lakhs per year will be given to meet the expenses of consumables / field work related work and for attending the meetings, etc.
- iv. The amount (fellowship and contingency) will be released to the institute in favour of the Head, and will be kept in separate account.
- v. The audited statement of accounts of the scheme, done by the 'statutory audit body', will be obtained.
- vi. Work of the fellow will be reviewed periodically by expert group and shall continue only after receiving the satisfactory report from the expert panel.

(F) **Scholarships /Fellowships programme to young Scientists in newer areas for three years:** These fellowships aim to fulfil the objectives of creation of inclination / attitude of research



among the young bright students from the medical colleges / universities. In the programme student having bright academic record who are perusing their degrees i.e. MD/MS/MDS/MBBS/ M.Pharma/ M.Tech/ M.Sc. etc. will be identified and will be given scholarships upto three years in cutting edge areas of health research. These fellows will be carrying out their research activities under the supervision of some faculty member of institute/ medical college. The fellowship will be awarded on year to year basis, not exceeding three years, based on the satisfactory progress/ research output. Two categories of the fellowships are given below:

- **Category A** - Fellow not above 35 years who holds MD/ MS/ MDS or PhD in bio-medical sciences at a stipend of Rs. 70,000/- per month for Medical and Rs. 60,000/- per month for Non-medical person and a contingency grant upto Rs. 10.00 lakhs per year.
- **Category B** – Fellow not above 30 years who are MBBS/BDS/ M.VSc. or M.Sc. in bio-medical sciences and having at least 5 years of research experience in bio-medical field. The approximate expenditure for this fellowship is stipend of Rs. 55,000/- per month for Medical and Rs. 50,000/- per month for nonmedical and contingency grant upto Rs 10.00 lakhs per year.

**The terms and conditions of funding will be the same as applicable to women scientists who had break in career to bring them into mainstream of health research**

**(G) Support to Scientific/Professionals/Association/Bodies/Institutions:**

The S&T Professional Bodies and Academes of Science play an important role in creating cohesiveness amongst scientific community by organizing technical meetings, seminars, conferences and workshops as well as bringing out scientific journals, technical bulletins, proceedings of networking events, formulation of guidelines, etc. The primary focus of this component is to extend financial support to such scholarly bodies, like the National Academy of Medical Sciences, Indian National Science Academy, National Academy of Sciences India, Indian Academy of Sciences, Indian Medical Association etc., as also discipline specific associations in the fields of Medicine, Surgery, Microbiology, Pathology etc. for the aforesaid events with a view to promote higher standards in medical/health research and for devising guidelines for policy making and prevention and management of different diseases.

Financial support to such scientific societies/associations etc. will be provided inter alia for the following activities:

- To organize the Workshop/Symposia/Conference/Brain Storming Sessions to identify and prioritize the research area of national relevance. The maximum ceiling for funding under this component would be Rs. 20 lakhs per event.
- To develop the guidelines for various diagnostic and management pattern of various diseases. This will help the Govt. of India in developing guidelines for disease-specific areas and also in the introduction of new innovations into the public health system. Funding will be decided based on the examination of proposals received and clearance by the relevant expert committee, constituted with the approval of Secretary, DHR.
- To evaluate the efficacy and cost effectiveness of any specific technology in the relevant field of public health importance and make suitable recommendations to the DHR. Funding will be decided based on the examination of proposals received and clearance by the relevant expert

committee.

- Support will also be extended to bring out the proceedings, guidelines and recommendations etc. emerging from the scientific events as well as specially constituted expert groups as mentioned above.

**(H) To encourage Health Research Personnel [Non-resident Indian (NRI), Persons of Indian Origin (PIO), Overseas Citizen of India (OCI)] serving abroad, to come back to India for undertaking research in identified areas.**

- i) A large number of Indian scientists go to foreign countries, especially the European and North American countries, after completing their education in India and many of them are working in reputed medical/health research organizations. A number of these scientists are willing to return back to India to serve the country in the field of health research, provided they get suitable opportunities. Since many of these scientists have exposure to high technologies in the front areas of research, country will benefit greatly if they are provided some platform to work in Indian institutes. **The Department of Health Research (Ministry of Health & Family Welfare), Government of India, has launched the programme “to encourage research personnel [Non-resident Indian (NRI), Persons of Indian Origin (PIO), Overseas Citizen of India (OCI)] serving abroad, to come back to India for undertaking research in identified areas”.**
- ii) This Scheme has been designed to provide contractual research positions to the Indian scientists settled abroad who are willing to come back to India on a fulltime basis or for short duration to pursue medical/health research in India and take up health research projects in collaboration with Indian scientists, particularly in areas of national priority.
- iii) There will be provision to provide financial support to the brilliant medical doctors/scientists of Indian origin from all over the world who wish to return to India, to take up research positions in the ICMR or other medical college/institute of their choice to pursue the objective. Under the scheme, the NRI/OCI/PIO will be submitting the proposal in the various areas of medical/health/biomedical research, developed in collaboration with Indian researcher, who should be a regular employee of Govt. research institution or medical college in India. Though all areas in medical/health/biomedical research are proposed to be covered under the scheme in view of the need to generate new knowledge on a wide range of subjects, focus will be on priority areas of Health Research in 12<sup>th</sup> Plan document as mentioned at IV.

**Eligibility**

- Only persons of Indian origin, non-resident Indian, and oversea citizen of India, as defined by Government of India, and currently working abroad.
- Having M.D./ M.S./ M.D.S. or M.Tech/ MVSc./ M.Sc./ M. Pharma/ M. Tech or equivalent with Ph.D. in topic related to health research.
- The candidate should have at least three years of research experience in the foreign country as NRI/PIO/OCI; after obtaining the PhD/MD or equivalent degree with excellent track record as reflected in publications and other recognitions.
- The candidate shall be submitting the research plan in the areas identified for programme for research studies in collaboration with a faculty working in Indian institute as regular employee.
- Candidate should be below the age of 40 years.
- Programme is scientist and area specific and cannot be transferred.
- Work of the fellow will be reviewed periodically by expert group and shall continue only after

receiving the satisfactory report from the expert panel.

- Age relaxation of 5 years would be given to candidates belonging to SC/ST/OBC and physically challenged category.

**Mode of Selection:** Selection of the research project of NRI/OCI/PIO will be made through the Expert Committees constituted by Secretary, Department of Health Research

**Funding under the scheme:**

- a. Each selected researcher shall be eligible to receive a consolidated amount of Rs.1.2 lakhs per month for 3 years, extendable upto a maximum period of 5 years. Additional funding would be available for research studies/projects costing up to Rs.1.00 crore (not exceeding Rs. 20 lakhs/year), for the entire duration of the study of 5 years.
- b. In case the researcher finds a permanent position during the tenure of the position, the remuneration shall be discontinued from the day he/she joins in permanent position but he/she may continue with the Scheme availing Research Grant portion for the project, for the balance period to carry out research at the new position.
- c. Provision would be available for supporting a research staff out of Research Grant during the tenure of the award.
- d. In the event of getting employment elsewhere other than the present Host Institute, the Awardee could also be allowed to move the research student along with him/her to new place within the country.
- e. Additional Funding would be available for research studies/projects costing up to Rs.1.00 crore maximum, for 5 years. The proposed expenditure on the study would not include the expenditure on the salary of the Research Scientist.
- f. The selected proposal of the NRI/OCI/PIO would be funded under this scheme for project duration of up to three years, extendable at the discretion of the Expert Committee up to a maximum of 5 years.
- g. The Research Grant for the project which mostly will be of laboratory nature; shall be trifurcated into three broad budget heads with the following indicative break up:
  - Recurring (including Project Manpower, Travel, Consumables & Contingencies - 60%
  - Capital Equipment - 35%
  - Overhead - 5%
  - However, Travel and Contingencies would be limited to 10% each.
- h. Each Awardees needs to provide proposal with detailed break up as above for utilization of Research Grant and the Host Institution needs to adhere the approved breakup for entire project period.
- i. The amount (consolidated salary and fund for the research project) will be released in favour of the Head of the Host Indian Institution, where the research project will be undertaken, and will be kept in separate account.

**Roles and requirements of host institutions:**

- i. Host institutions should be encouraged to provide a congenial atmosphere for the awardees to excel in their work.
- ii. Access to all common infrastructural facilities, acceptable laboratory and office space (Independently or on shared basis), computing, library access, etc.,
- iii. Host-institution's willingness to consider the candidate for a permanent position in due course will be subject to meeting, rules, regulations and all relevant statutory requirements.

- iv. Furnishing of the Utilization Certificate (UC) and the audited statement of account from the audit authority, as applicable to the Host Institute, as per the provisions of the General Financial Rules.

## **VII. MONITORING OF THE SCHEME:**

10.5 The work/progress will be evaluated periodically by the Expert Committee constituted by Secretary DHR & DG, ICMR following the guidelines being adopted at ICMR.

## **VIII. PROJECT ADMINISTRATION:**

10.6 For Project administration at the National Level, Project Management & Implementation Unit (PMIU) have been set up in the Department of Health Research & ICMR, No regular posts will be created at the PMIUs. All the manpower for the Project Management & Implementation Units at DHR and ICMR, will engaged on contractual basis, as indicated in **Annexure-II**.

## **IX. IMPLEMENTING AGENCY:**

10.7 The scheme will be implemented through the ICMR and the DHR will exercise the overall managerial control. Funds for implementation of the scheme in respect of approved projects/proposals will be released by DHR to the ICMR.

## **X. TERMS AND CONDITIONS:**

The general and specific category wise terms and conditions of the HRD sub-scheme is at **Annexure-III**



**Revised remuneration of contractual staff at PMIU for HRD Scheme****A. Department of Health Research:**

S.No.	Name of the Post Existing	No. of Posts sanctioned	No. of staff in position	Existing salary per month	Proposed Salary (As per DST norms wherever applicable)	Financial implications per annum
<b>A.</b>	<b>PMIU at DHR:</b>					
1	Program Manager	1	0	Rs.80,000-90,000/-	Rs.80,000-90,000/-	10,80,000
2	Scientist 'C' Medical/Non-Medical	1	1	75,000	67,000/-+ HRA	9,96,000
3	Finance Manager	1	0	50,000-55,000	60,000/-	7,20,000
4	Data Entry Operators	2	2	Rs.16,000-20,000/-	Rs.20,000/-	4.80,000
5	Group 'D'/Multi-Task Staff	2	1	Rs.12,000-15,000/-	Rs.18,000/-	4,32,000
Salary enhancement will be 5% every two years. DEO/MTS salary will be subject to minimum payable under the Minimum Wages Act.						

**B. Indian Council of Medical Research (ICMR)**

S.No.	Name of the Post Existing	No. of Posts sanctioned	No. of staff in position	Existing salary per month	Proposed Salary (As per DST norms wherever applicable)	Financial implications per annum
<b>B.</b>	<b>PMIU at ICMR:</b>					
1	Scientist 'D' Medical/Non-Medical	1		80,000	78,000/-+ HRA	11,64,000
2	Administrative Officer	1		35,000	40,000/-	4,80,000
3	Data Entry Operator	2		Rs.16,000-20,000/- p.m.	Rs.20,000/- p.m.	4.80,000
4	Group 'D'/Multi-Task Staff	2		Rs.12,000-15,000/- p.m.	Rs.18,000/- p.m.	4,32,000
Salary enhancement will be 5% every two years. DEO/MTS salary will be subject to minimum payable under the Minimum Wages Act.						

**General Terms and conditions of the HRD sub-scheme:**

I. The budget for each project will be available under the following heads:

- a. Fellowship/Staff (Manpower)
- b. Equipment
- c. Consumables
- d. Travel
- e. Contingencies/Miscellaneous
- f. Overhead (if applicable)

**II. DATE OF START**

The sanction letter would specify the date of start. It can only be a prospective date. If, however no date is mentioned in the sanction letter, the project would be deemed to have become operative on the day the grant is received by the Investigator. This date would have to be communicated by the host Institute to the DHR/ICMR. It will in no case be later than one month after the receipt of the draft by the Institute. The date of start of a project can be changed on the request of the PI provided no expenditure has been incurred from the grant released by the Council.

**III. STAFF COMPONENT FOR THE START-UP, SUPPORT TO INSTITUTE, SUPPORT TO NRI/PIO/OCI PROJECTS-** Staff would be engaged initially for a period of one year and extendable till the duration of the project. The staff engaged in the project will not have any claim, whatsoever, for continuation of services in DHR/ICMR after completion/termination of the project. Only those candidates can be engaged as Junior Research Fellows who have cleared the ICMR-PGI, UGC-CSIR, DBT National Eligibility Test, or equivalent. The progress of JRF and SRF working on a project will be assessed every year by a committee consisting of PI, Head of Department (where PI is HOD, the next senior of Department/Dean will be a member) and an external member who is an expert in the relevant field - not less than an Associate Professor/Professor. The amount of fellowship would be similar to the existing norms of the Department of Science & Technology (DST).

**IV. UP-GRADATION/DOWN-GRADATION OF APPROVED STAFF**

No alteration in the staff approved can be made by the institute/research Organisation without the permission of DHR/ICMR.

**V. UTILIZATION OF TRAVEL GRANT-**The grant can be utilized for travel within the country by the PI, coinvestigator or of Research staff working on the scheme for following:

- a. Attending seminars/symposia/conferences within the country provided the PI himself or the project staff is presenting a research paper (based on the project work) which has been accepted. Copy of the acceptance letter should be sent to the ICMR.
- b. Taking up field work/travel connected with the research work (TA/DA would be as per the entitlement) including procurement of chemicals, equipment etc.

- c. Visiting the DHR/ICMR office for meetings related to the project
- d. Attending a training course related to the project, mainly for project staff
- e. The travel grant cannot be used for foreign travel or any other expenses for visits abroad

**VI. UTILIZATION OF CONTINGENT GRANT-**This is meant for recurring as well as non-recurring expenditure. For contingency grant exceeding Rs. 25,000/- per annum detailed breakup should be given. The contingent grant can be utilized for purposes 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 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/ reprints/ off-prints of research papers published as an outcome of the research
- d. Data entry charges
- e. Printing of questionnaire
- f. Computer utilities, charges for analysis of data (computer charges)
- g. Typing of research reports including preparation of the final report
- h. Communication charges
- i. The grant cannot be used for purchase of furniture items/office equipment such as telephone, fax machine, laptops/computers etc.

**VII. EQUIPMENT-**Provision for equipment(s) for conduct of the study shall be provided based on the recommendations/approval of the project by the approval by the appropriate Expert Committees. This would vary on the nature, scope and need of the project. For Young, Women, NRI/OCI/PIO scientist categories, the capital equipment has to be procured in the name of the institute where the fellow proposes to work. The value of the whole set of the equipment should not exceed Rs. 8.00 lakh for Young and Women Scientist categories. All expendable and non-expendable articles acquired for work of the project should be purchased in accordance with the procedure in vogue in the host institutions as per GFR. For permanent and semi-permanent assets acquired solely or mainly out of the grant, a separate record in the form of register in prescribed Performa (Asset Register) shall be maintained by the Institute. The term "assets" means movable property where the value exceeds Rs.1000/-. Separate assets registers for items costing more than Rs. 20,000/- and less than Rs. 20,000/- may be maintained.

- All equipment should be purchased according to the rules and procedures of the Institutions where the project is to be carried out
- Equipment procured through the grant should bear a label "DHR, MOHFW funded"
- On completion of the study a list of all equipment procured from the project funds along with their cost, date of purchase, and suggestions for disposal should be sent to the Department.
- Equipment costing less than Rs 20,000 are generally allowed to be retained by the Institute, while for those costing more than Rs 20,000 the Department would take decision on case to case basis.

**VIII. RE-APPROPRIATION OF FUNDS-**Expenditure should on no account exceed the budget sanctioned for the project. Expenditure incurred over and above the sanctioned amounts against one



or more, sub-heads of expenditure such as pay & allowances, contingencies etc shall not be met without the approval of the DHR, by re-appropriation of savings under remaining sub-heads (except under sub-head 'equipment') by re-appropriation of money during the financial year, provided it is within over all sanctioned ceiling of the year. No expenditure shall be incurred on items not sanctioned under the scheme. Savings should also not be re-appropriated for meeting or incurring expenditure on staff that has not been sanctioned by the Department. The approval of re-appropriation upto an amount of Rs. 20 lakhs can be given by the Head of the division (JS).

**IX. EXTENSION OF THE PROJECT**-Extension beyond the approved duration would not be entertained. Only in exceptional cases, where an interesting/important lead has emerged that need to be followed-up and valid justification exists, and recommended by the technical Evaluation Committee and Project Approval Committee an extension with budget can be considered to complete the project. In such cases the extension request has to be submitted atleast 4 months before the completion of project. The extension without additional budget upto 6 months can be approved by the head of the division (JS).

**X. NUMBER OF PROJECTS WITH THE PI** for Start-up Grant and Support to institute categories- Under normal conditions, a PI should not be implementing more than three research projects at a given point in time. While submitting an application for a research project, the PI should give in detail all the research projects (completed, on-going). Fresh research proposals can be considered only when the on-going research proposals are about to conclude.

#### **XI. ANNUAL PROGRESS REPORT**

a) The Host Institute would be required to submit an annual progress report and also give audited statement of expenditure by the Auditor of the research Organization/Institute etc. However, the first progress report should be submitted at least three months prior to the completion of the annual report so as to enable the evaluation and provide the grants within the completion of one year from the starting date. The subsequent annual report will be for the period of one year.

b) The financial and physical progress of the project would be evaluated by the DHR with technical support from ICMR.

c) The progress report and expenditure statement in respect of the project shall be reviewed at the time of release of subsequent grants.

d) The Principal Investigator (PI) may be asked to present the progress at the meeting of the Committee, if considered necessary. The consolidated report of the work done to be provided to Department for evaluation and monitoring of progress and statement of expenditure.

e) 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. This would be binding on the PI.

f) In order to monitor the progress, quarterly progress report would also be evaluated by DHR.

**XII. FINAL PROJECT COMPLETION REPORT**-At the completion of the project, the final report should be sent in the prescribed format. The report should be submitted not later than three months from the date of completion of the project. 10% grant would be withheld for release after receipt of the final report. The review of any other new project sent by the same applicant for financial support from the Department would depend upon the previous track record in terms of compliance of submission of requisite statement of Accounts and annual / final reports in time. One copy of final

report have to be submitted by the applicant along with the final audited statement of Accounts.

**XIII. AUDIT-**The department would normally accept audited report from auditors as applicable to the concerned institution. Statement of accounts audited by Chartered Accountants approved by or registered with the CAG and /or Ministry of Health & Family Welfare would also be accepted. The necessary registration number should be provided for record.

#### **XIV. ANNUAL UTILIZATION CERTIFICATE**

- i. The release of grants-in-aid and the terms and conditions thereof including submission of utilization certificates shall be subject to the provisions GFRs.
- ii. Each year a simple statement of accounts giving the funds received and expenditure incurred by 31st March needs to be submitted for release of the first instalment for the next year duly signed by the Accounts Officer of the Institute.
- iii. Unspent balance would be adjusted in the first instalment for the next year
- iv. An audited statement would be essential for release of the second instalment of the annual grant from second year onwards.

**XV. FINAL SETTLEMENT OF THE ACCOUNTS-**The final settlement of the Accounts will be done only after the receipt of the following:

- a. Final audited statement of expenditure
- b. Final utilization certificate
- c. List of equipment procured from the project along with their cost, date of purchase, and suggestions for disposal

The grant paid by the DHR shall be refunded by the institution as and when the investigator discontinues a scheme midway or does not follow the detailed technical programme as laid down and approved by the DHR. All raw data (in all forms) should be made available/accessible to DHR if needed.

**XVI. PUBLICATION OF RESULTS/PRESENTATION OF PAPERS:** The research papers and publications based on the results of the research project should acknowledge assistance by the DHR. Copies/reprints of papers published should be sent along with the progress/final report.

**XVII. INTELLECTUAL PROPERTY RIGHTS-**All new intellectual property viz., patents, designs etc. generated as part of the research supported by the DHR under the Scheme would belong to the department and other partners as per the Indian Council of Medical Research IPR policy, till any new policy is formulated by Department of Health Research.

#### **XVIII. ADMINISTRATIVE CONTROL:**

The Fellows will not be treated as an employee of the DHR. The candidate will be under the administrative control of the Institution where he/she works and will be subject to the Rules and Regulations of the Institute concerned.

**XIX. LEAVE-**During the project duration, the candidate should not be away from the project for a period of more than 15 days in continuation and 30 days total without the prior consent of DHR. Fellows will be entitled for leaves as per guidelines of host institute for project staff/JRF/SRF/research fellows. Leave without fellowship can be granted up to one month in a year. Maternity leave will be applicable as per Government of India norm.

**XX. PROVISION OF CO-PI-**There is no provision of co-PI in the Young and Women scientist categories of programs. However, the fellow can have a co-mentor in the project. In Start-up grant and NRI/OCI/PIO categories, the PI can have upto 2 Co-PIs in the project.

**XXI. UPGRADATION OF CATEGORY OF FELLOWSHIP-**Under Women and Young scientist categories of program, a fellow who has submitted the PhD thesis (non-medical) and has not been awarded the degree shall be eligible for category B. However, if the fellow has been awarded with PhD degree during the tenure of her/his project will be eligible for the upgradation of the category from B to A.

### **SPECIFIC TERMS AND CONDITIONS OF THE FELLOWSHIP FOR WOMEN FELLOWSHIP/YOUNG SCIENTIST /NRI/START-UP GRANT**

1. **The Scheme is being implemented as a part of the Human Resource Development of Department of Health Research (DHR) as per approved guidelines of the scheme inter-alia, ensuring the following:**
  - i. The fellowship is scientific/individual specific, non-transferable and taxable.
  - ii. The fellowship/project will be sanctioned, initially for one year only. It will be reviewed periodically by expert group and shall continue only after receiving the satisfactory report from the expert panel. Yearly UC will be submitted at the end of 11 months without which the consecutive grants will not be released.
  - iii. The institute shall submit yearly utilization report and audited statement of accounts carried out by the statutory body of the institute.
  - iv. The fellow should submit the acceptance letter through head of the Institute stating that he/she will adhere to the terms and conditions of fellowship of HRD Scheme. In case the fellow /scientist refused the fellowship after accepting Sanction letter, his/her candidature shall be cancelled and candidate would be debarred for three year for applying for any HRD fellowship of DHR or ICMR.
  - v. **The project will become operative with effect from the date of receipt of fund by the host institute or afterward.** The date should be intimated by the PI and host institute to the DHR.
  - vi. Steps to procure the approved equipment (if applicable) should be initiated immediately (to avoid escalation of cost) following the prescribed norms of the institution.
  - vii. The fellow, if get selected for permanent job/transferred at any other institute, from the present Institution. He/she will be allowed to shift the project along with him/her to the new Institute, provided both institutes submit the No Objection Certificate.
  - viii. The PI will not entrust the implementation of the work for which the grant is being sanctioned to another institution and to divert the grant receipts as assistance to the latter institution. In case the scientist is not in a position to execute or complete the project, he/she may be required to refund forthwith to DHR the entire amount of grant-

in –aid received.

- ix. Apart from the consolidated fellowship amount, no other allowance such as HRA, PF, LTA, etc. will be permissible. No liability on any of the account will be borne by DHR.
- x. The fellow is entitled for leave as per the guidelines of the host institute for the project staff/JRF/SRF/ research fellow etc.
- xi. The host institute shall provide a proper workplace to the fellow/scientist along with the identity card.
- xii. The host institute shall maintain the attendance register of the fellow. This information will be made available to DHR as and when required.
- xiii. The salary of staff appointed on the project should be paid as indicated in budget statement attached. An undertaking would be furnished by the host institution that the staff will be engaged for the project purely on contractual basis and would have no claim to a permanent employment with the DHR. No alteration in the staff approved can be made by the institute/research Organization without the permission of DHR.
- xiv. The Grant Sanctioned under contingency/equipment/travel/recurring cannot be transferred from one head to another head without prior permission from competent authority of DHR.**
- xv. The Institute shall not dispose of or encumber or utilize the assets acquired wholly or substantially out of the Government grant for purpose other than those for which the grant has been sanctioned without prior permission from DHR.
- xvi. If the grant or any part thereof is not utilized for the purpose for which it is sanctioned, it shall be refunded to DHR immediately.
- xvii. Grantee/institution receiving the grant shall furnish Achievement-cum performance report (final) two months prior of the scheduled completion period of the project and send to DHR.**
- xviii. Utilization of Travel Grant, Contingency Grant, etc would be as per the Guidelines of the Scheme, which are available on the website of DHR ([www.icmr.nic.in/www.dhr.gov.in](http://www.icmr.nic.in/www.dhr.gov.in))
- xix. The Institute should maintain a register in Form GFR-39 & GFR-40 of the payment and semi-permanent assets acquired wholly or mainly out of Government grants and a copy there of should be furnished to this Ministry.
- xx. The register of assets maintained by the Institute shall be made available for scrutiny by the Audit.
- xxi. Any deviation in project implementation against proposed plan should be intimated to DHR well in time and reasons thereof.
- xxii. A utilization certificate in the Performa given in the website ([www.dhr.gov.in](http://www.dhr.gov.in)) under the HRD scheme formats and the audited statement of accounts should be furnished to DHR soon after the accounts of the Institute of the current financial year are audited enable the Government to satisfy themselves that the amount has been utilized for the purpose for which it was sanctioned. These documents should be sent to DHR immediately after the closure of the current financial year and in any case not later than the end of the third month of the next financial year.
- xxiii. The accounts of the grantee institution shall be open to inspection by the sanctioning authority and audit both by the CAG of India under the provision of CAG ((DPC) Act, 1971 and internal audit wing of the O/o CCA of the Ministry, whenever the institutions

of organization is called to do so.

2. **The Payment will be made by the Electronic transfer and receipt of the same shall be duly acknowledged to the DHR. Mandate, form & Aadhaar no. is required for this purpose. Other Terms & Conditions of the Grant:**
  - I. After completion of the Project/activity the ownership of the physical and intellectual assets created or acquired out of the funds granted shall vest with the Department of Health Research.
  - II. **PI wishing to publish papers based on the research work done under this project should acknowledge the assistance received from DHR, Indicating the name of the scheme. Kindly inform to DHR also about any publication, participation as result of project's output after taking permission from DHR.**
  - III. Expenditure should not (account) exceed the budget sanctioned for the project. Re-appropriation of savings to meet excess expenditure under various sub heads shall not be made without the approval of the DHR. No expenditure shall be incurred on items not sanctioned under the scheme.
  - IV. **Extension beyond the approved duration would not be entertained.** If interesting/important leads emerge that need to be followed-up, a separate proposal may be submitted. Only in exceptional cases, where a valid justification exists, and recommended by the Technical Evaluation Committee and Approval Committee an extension can be considered to complete the project. **Extension request has to be sent 6 months in advance otherwise extension will not be considered.**
  - V. At the completion of the project, the final report should be sent in the prescribed format as given in the website ([www.dhr.gov.in](http://www.dhr.gov.in)) under the HRD scheme formats. **The report should be submitted not later than three months from the date of completion of the project. Failure to submit the Annual/final report in time may lead to termination of the project without any notice.** The parent institute will ensure the timely completion of project and reports. The receipt of the letter may kindly be acknowledged.

### **Specific Terms and conditions of Long/Short Term Fellowship for Training in Indian Institute under HRD Scheme**

1. A consolidated stipend of Rs. 40,000/- or equivalent per month will be paid for a period of stay in host institute. In case, the training is at the same station, the rate of stipend payable will be Rs. 20,000/- per month.
2. Expenditure on travel will be as per the T.A. rules of the parent organization.
3. One time contingency grant of Rs. 20,000/- (maximum) to meet the expenses of travel. To reach to outstation host institute, a sum of Rs. 20,000/- is admissible for travel/ air travel (only by Air India Economy Class). The expenditure will be reimbursed by the parent organization from contingency grant.
4. The total amount (stipend and contingency) will be placed at the disposal of the parent institute and will be paid to the fellow on concurrence from the Head of parent institute.
5. The amount released under the scheme will be kept in separate account by the concerned institute and a separate account of expenditure will be maintained.
6. To receive the grants, banking arrangements of the Host Institutes should be handled by the Public Sector Banks and Regional Rural Banks rather than other Scheduled Commercial Banks (Private Sector Banks). The Bank Accounts of Private Sector Banks maintained by the Host Institutes will not be acceptable to receive the grants.

7. The Institute shall submit the utilization certificate under GFR and audited statement of accounts carried out by the statutory body of the institute.
8. Parent Institute shall continue to pay salary and other benefits such as leave, medical gratuity, GPF pension as applicable to the fellow during his/her fellowship period. However, it should be governed according to the rules of parent Institute. No liability on any of these accounts, will be borne by DHR.
9. The Fellow is to provide a letter of consent from the Mentor/Trainer stating the details of training/ fellowship programme, its duration and proposed date of initiation of training.
10. The Fellow will not be allowed to change the mentor and place of laboratory/medical institution, once it is finalized and approved. However, in special circumstances, such permission for change can be granted with the approval of competent authority.
11. The fellowship will commence from date indicated in the order of fellowship.
12. The Fellow is required to finalize the plan of travel accordingly. Any penalty or cancellation charges of travel are to be borne by the Fellow.
13. The Fellow should submit a final work report (in the prescribed format) on the research/ training undertaken within four weeks after completion of the fellowship/ training.
14. A confidential report (in prescribed format) from the mentor/trainer evaluating the performance of the Fellow will be submitted to DHR as confidential report.
15. The fellow will submit a relieving and joining report duly forwarded by the competent authority, from the parent and host institute during the fellowship.
16. The fellow will submit a detailed research proposal based on the concept proposal stated in the application, in prescribed format for adhoc research grant, within six months of the completion of the project, failing which the Training/ Fellowship will be treated as incomplete.
17. The Fellow is required to execute a surety bond, as per performa enclosed as per Annexure-II, for Rs. 3.00 Lakhs to the parent Institute to which he/she belongs, for serving the parent Indian Institute for a period of at least 3 years after return from fellowship. A copy of bond should be submitted to DHR.
18. If the Fellow does not return to your original place of work or gets job elsewhere on completion of the fellowship or fails to fulfil any of the above requirements, the fellow and/ or Guarantors will be liable to return the whole of the expenditure incurred during the fellowship period to DHR, including the travel cost, in one lump-sum within one month of the completion of the term of the Fellowship. An undertaking (as per given format, Annexure-III) to this effect, to cover above issues mentioned against points 16 above, on Rs.100/- non-judicial stamp paper should be submitted to DHR by the two guarantors worth at least Rs. 3.0 lakh each.
19. The Fellow is expected to implement and establish training acquired and utilize the expertise into the ongoing/ future programmes of his parent Institute after availing the DHR fellowship. The publications, research grants, projects developed and infrastructure/ capacity strengthening of the parent Institute shall be reported upon to DHR during the consequent five years of availing the fellowship since it is the basic objective of this fellowship programme.
20. The fellowship is area and person specific and is not transferable.

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