

**Standard Operating Protocols for Approval of Research Grants by
Committee for Research Promotion, Nil Ratan Sircar Medical College, Kolkata.**

Purpose and Objectives –

The objective of this body is to support small scale Research Projects and encourage developmental and exploratory Medical Research at Nil Ratan Sircar Medical College among faculty members and students.

Criteria for Applications and Applicants –

All faculty members and students of this college, who want to undertake research activities can submit their research proposal for the grant.

Institutional Ethics Committee clearance for the proposed project, with mention of probable source of funding, should be obtained before submitting the proposal or within 3 months of its approval. The funds will not be released without the approval of the IEC.

One Primary Investigator (PI) will only be granted a single project at a time. The PI must be part of this institution. In case the co-PI is from a different or a private institution, an NOC from the said institute must be submitted along with the proposal.

Postgraduate dissertations or thesis are not permitted for consideration before this Committee.

Applications will be invited twice in a year.

Process of Selection –

The soft copy of the research proposal in prescribed format has to be submitted by E-mail to: researchproposals@nrsmc.edu.in for consideration by the Committee for Research Promotion, NRS Medical College, within the period as stipulated.

The Committee for Research Promotion, NRS Medical College, Kolkata, will select the research proposals according to merit and feasibility and additionally form a reserve panel of approved projects. Committee reserves the right to include internal/external experts for the selection process. The decision of the Committee for Research Promotion, NRS Medical College, Kolkata will be final and canvassing in any form will result in cancellation of consideration of the present as well as any future proposals by the PI of the said proposal for the next two financial years.

Process of Funding –

The grant will be sanctioned according to the proposed requirement and the PI may not get the full amount as proposed. Grant for a single research proposal will not exceed a budget of Rs. Three lakhs over its entire duration.

All the requisites for utilisation of grant must be adhered strictly in accordance with the West Bengal Financial Rules by the PI. PI will have to sign an undertaking in this regard before sanction of the grant and PI will be directed to make full refund, with interest, in case of any such violation.

Procurement of any fixed asset, incurring travel expenses and recruitment of manpower are not within the scope of funding. The fund in each case will be disbursed in three instalments, The first 30% of the sanctioned amount will be disbursed on submission of self-certification of beginning of the research work.

The second 30% will be disbursed on the interim of submission of documents supporting progress of work within six months of commencement, but only if found to have made a satisfactory progress. The remaining 40% will be disbursed on completion of the project. The first interim submission of progress report must be done within six months of the commencement of sanctioned project. Along with interim submission of progress report, a detailed Utilization Certificate along with all documents and invoices in original must be submitted for thorough scrutiny.

Appeal should be submitted to the Committee for Research Promotion, from time to time for extension of submission date of the work, if required, for which the researcher may have to appear before the committee in person. Permission for extension will be at the discretion of the Committee.

Terms and Conditions –

In case a researcher wants to withdraw his/her proposal after acceptance, he/she has to do so within one month. In such a scenario the next proposal will be considered from the reserve panel already in place according to merit and feasibility.

In case of withdrawal after disbursement of one or more instalments, the PI has to submit a Utilization Certificate and clearance before the Committee and unused amount has to be refunded as decided by the members of the Committee. The said PI will not be considered for provision of research grants from this Committee for the following two consecutive financial years.

In case of applying elsewhere for the same project, the applicant must obtain NOC from Committee for Research Promotion and may have to refund the amount of grant if already received with 5% interest from the date of payment. Partial grants from other organizations may be considered if informed beforehand.

The PI shall be responsible for completion of the proposed project in due time. However, in exigencies (transfer etc.) where the project cannot be completed by the PI, the same may be done by another faculty member in the project concerned or as suggested by the Committee for Research Promotion.

A PI who has already received a previous grant from Committee for Research Promotion, NRS Medical College, Kolkata will not be eligible to become a PI by default, till he completes his previous project.

During future publication of the research work, if any, the authors should acknowledge Committee for Research Promotion, NRS Medical College, Kolkata as a source of financial grant.

The High Court at Kolkata and the Courts subordinate thereto alone shall have the jurisdiction to entertain, try and determine all the disputes related to the process of approval and disbursement of research funds by the Committee for Research Promotion, NRS Medical College, Kolkata.

Sd/-
Prof. Ranjan Kumar Sharma
Chairman, Committee for Research Promotion,
N R S Medical College, Kolkata