

## **GUIDELINES FOR INTRAMURAL RESEARCH FUNDING AT NIMHANS**

Revised on January 06, 2020

In view of the increasing number of applications from the faculty, the Director, NIMHANS, vide letter dated 6th January, 2018, requested the Deans to examine, expand, and streamline the procedures for funding intramural research projects. Accordingly, the three Deans met on 9.01.2018 at 3.00 PM and discussed/reviewed earlier guidelines. The present guidelines are proposed for the year 2018-20 and may be considered for review in early 2021, based on the experiences of the two-year period.

In order to encourage the faculty of NIMHANS to undertake research in situations where external funding is unavailable, NIMHANS initiated the intramural research program in 2015. The program had existed earlier and general guidelines had been formulated during 2016. The revised recommendations are outlined below.

### **1. Eligibility:**

1. All faculty are eligible to apply for intramural research funding.
2. Funding is permissible only once within a 10-year service span.
3. Funding is permissible on a maximum of 2 occasions during the entire period of service.
4. The duration of the project cannot exceed the duration of remaining service of the applicant.

#### *Notes related to eligibility:*

1. Faculty who are Additional Professors and above (and Senior Scientific Officers) can apply for intramural funding provided that they have no current grants but yet need to support a current MD/DM/MCh/PhD student, or if they need to complete an incomplete research agenda.
2. In the case of studies that involve collaboration within or between departments in NIMHANS, or collaborations with other institutions, justification for intramural funding needs to be provided.

### **2. Maximum permissible disbursal value of the grants:**

These will be based on the designation of the faculty who applies for the grant:

1. Assistant/Associate Professors : Rs.5-10 lakhs
2. Professors/Senior Professors : Rs.10-15 lakhs

#### *Notes related to disbursal value of the grants:*

1. It is permissible to club intramural funding with funds left over from other sources. That is, requests for part funding (of the submitted project) will also be entertained.
2. It is also permissible for faculty to pool their individual budgetary entitlements into a single application for a project that has potentially greater merit than is possible based on the budgetary entitlement of a single faculty member. However, in such a case, (a) for administrative purposes, the grant will be awarded in the name of the first-named applicant, (b) the other applicant(s) will need to submit a letter confirming their willingness to surrender their intramural research grant entitlement to the first-named applicant, and (c) funding will be awarded subject to availability of funds.
3. Ordinarily, the funds will not support the purchase of equipment.
4. Ordinarily, the funds will not support the hiring of research staff.

5. Intramural research grants will not support travel, conference registration fees, payments for open access publication, cost of reprints, software (unless specifically necessary for the study) and related matters because other sources for funding these are available at NIMHANS.

6. The grant application must be supported by a detailed outline, with justification, of the budgetary requirements.

7. The budget must include a sum of Rs.2000 which will be allocated for external peer review.

8. Shifting of funds from one head of account to another will be permitted by the competent authority only under exceptional circumstances and with proper justification.

9. All expenses incurred under the project will be subjected to internal audit as per the rules of the institute

### **3. Algorithm for sanction of grant:**

1. Junior faculty will be prioritized over senior faculty (1 point).

2. Faculty who do not have a current grant will be prioritized over those who have a current grant (1 point).

3. Faculty who have never availed intramural funding will be prioritized over those who have previously received intramural funding (1 point).

4. Proposals (whether clinical studies or laboratory studies) that are likely to yield direct clinical benefits will be prioritized over those that don't (1 point).

#### *Notes related to algorithm for sanction of grant:*

1. The algorithm outlined above is for guidance in decision-making.

2. Because the funds available for disbursement are limited, research proposals with smaller budgets will have a greater chance of receiving funding.

3. It is permissible to club intramural funding with funds left over from other sources. This will reduce the amount sought for from intramural funding, and so improve the chances of funding.

### **4. Processing of grant applications:**

1. Applications may be submitted to the office of the Deans at any time during the year.

2. Applications will be received with the understanding that the application will not be simultaneously submitted for funding to another agency.

3. The proposal should ideally be in the format that is required by the institute ethics committee under which the study falls. However, an informed consent form does not need to be included at this stage.

4. The proposal should be submitted only after technical review and approval within the department, as certified by the Head of Department.

5. The proposal will be sent for double-blind peer review to two external experts, selected by the Director from a list of 5 experts in the field as provided by the Head of the applicants department.

6. The proposal will need to be revised based on the comments received by the external reviewers. Revised proposals will be sent back to the reviewers for re-review.

7. The Deans will meet once, each quarter, to evaluate the grants that have received expert approval and to recommend applications for funding. The Director will examine the recommendations and take the final decision for sanction of funding.

8. Final approval for funding will be provided only after ethics committee clearance, where applicable.

*Notes related to processing of grant applications:*

Applications that are incomplete or unsatisfactory in any regard will be returned to the applicant for rectification.

**5. Duration across which the grant will be disbursed:**

Not more than 2 years (i.e., short projects will also be entertained)

*Notes related to duration across which the grant will be disbursed:*

1. Funding for the second year (if applicable) will be released only after the first two half-yearly reports have been submitted and found satisfactory by the Deans.
2. Under exceptional circumstances and if approved by the Deans and Director, the study may be extended by one year; that is, for a maximum duration of 3 years. However, no additional funding will be provided during the extension period.

**6. Responsibilities of the applicant:**

1. The applicant is expected to submit half-yearly reports to the office of the Deans, specifying activities completed, activities planned, and achievements, if any.
2. The applicant is expected to submit the final report within 3 months of completion of the project.
3. Applicants who are applying for deputation or voluntary retirement and those who are superannuating require to complete their project, submit reports, and close the accounts at least 3 months in advance.
4. Publications based on work carried out through intramural funding should acknowledge the support received from NIMHANS.

**7. Miscellaneous notes**

The license for tests, manuals, or other materials that are a result of the study may be in the name of the investigator with an acknowledgement of the support provided by NIMHANS, subject to the existing rules.

**8. Eligibility for a second grant:**

Eligibility for the second grant is subject to:


1. Timely completion of all activities under the first grant, including regular submission of half-yearly report and submission of the final report.
2. Publication of papers in reputed indexed journals, based on work completed under the first grant
3. Receipt of at least one external grant in the interim period.



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