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| C:\Documents and Settings\Comp_2342\My Documents\LOGO.png | **श्री चित्रा तिरुनाल आयुर्विज्ञान और प्रौद्योगिकी संस्थान, त्रिवेंद्रम केरल– 695 011, भारत**  **SREE CHITRA TIRUNAL INSTITUTE FOR MEDICAL SCIENCES AND TECHNOLOGY, TRIVANDRUM**  KERALA – 695 011, INDIA  (एक राष्ट्रीय महत्व का संस्थान, विज्ञान एवं प्रौद्योगिकी विभाग, भारत सरकार)  (An Institution of National Importance, Department of Science and Technology, Govt. of India)  **टेलीफॉन नं/.Telephone No. 0471-2443152 फाक्स/Fax: 0471-2446433,2550728**  **ई-मेल/E-mail :sct@sctimst.ac.in वेबसाइट/ Website : www.sctimst.ac.in** |

**INTRAMURAL FUNDS FOR FACULTY GUIDES**

*(Format of application to be submitted by the faculty guide and DM/MCh/MD/PDF resident)*

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| 1. **Details of PI and Co-PI** | | | | | | | | |
| 1. | Name and address of Faculty Guide (PI) | | **:** |  | | | | |
| 2. | Name and designation of the Resident (Co-PI), Student code/Course/Year/Dept. | | **:** |  | | | | |
| **II. Details of Project proposal** | | | | | | | | |
| 1. | Project Title (50 words) | | **:** |  | | | | |
| 2. | Introduction (300 words) | | **:** |  | | | | |
| 3. | Hypothesis /Aims and Objectives (150 words) | | **:** |  | | | | |
| 4. | Methodology (600 words) | | **:** |  | | | | |
| 5. | Sample size/statistics | | **:** |  | | | | |
| 6. | The expected outcome of the Project | | **:** |  | | | | |
| 7. | Review of literature and references (300 words) | | **:** |  | | | | |
| 8. | Timelines for project work | | **:** |  | | | | |
| 9 | Budget details | | | | | | | |
| Items | | Justification | | | Amount in INR | | | Total |
| 1st Year | 2nd Year | 3rd year |
| Consumables  (Please give details with break up) | |  | | |  |  |  |  |
| Total | | | | |  |  |  |  |
| **III.** | **IEC Details** | : | | | Approved/Submitted for approval | | | |
| (Please attach the IEC approval letter with your proposal. If the IEC approval is yet to be received, submit it as soon as it is available. The fund will be released only on submission of the proof of IEC approval). | | | | | | | | |

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| **IV. Undertaking by the resident**  (Financial support for DM / MCh / PDF, Project work / Thesis) (through proper channel)  I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Post Graduate Resident from Department of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ have been pursuing the DM/MCh/MD/PDF\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (course name), assure that the Project work /Thesis, entitled \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ bearing IEC Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ under the supervision of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ will complete within the stipulated time.  **Signature of Resident** |
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| **V. Declaration by the Faculty Guide**   1. I submit the undertaking to the effect that the funds received from the Institute will be used strictly for the purpose for which it has been released. If I leave this project in between, the whole amount will be remitted to SCTIMST with suitable justifications. I shall be providing the yearly progress report along with finance utilization with original bills. I will also submit one electronic copy, hard copy & summary of my project work/thesis along with publication from the thesis work to SCTIMST. 2. The duration of the award is valid for a period of three years or till completion of DM/MCh/MD/PDF program whichever is earlier from the date of issue of the award letter. 3. I have not received/nor submitted the same project for an alternate source of funding. 4. I am aware that the funds will be released only after submitting IEC approval to R&P Cell.   **Name and Signature of Supervisor / Guide Date:** |
| **VI. Recommendation of the Head of the Department**    **Name and signature of the HoD Date:** |

**Instruction for filling out the application form**

The stated work limit is to serve only as a guide and is flexible as per requirements.

**Title –** A good title should be short, accurate, and concise. It should make the central objectives and variables of the study clear to the reviewer.

**Introduction –** The purpose of an introduction is to provide the rationale behind the work, so that the reviewer may understand and appreciate the objectives. Please describe the importance (significance) of the study. Provide a rationale and describe the reasoning that led you to select the study. Briefly describe the experimental design and how to accomplish the stated objectives. Describe the situation and specify clearly the gaps in the existing knowledge and/or controversy and inconclusive evidence. The discussion should be supported with appropriate references.

**Objectives –** Should specify the kind of knowledge expected to gain from the study. The hypothesis may be stated and objectives should be specific to the point, and achievable.

**Methodology –** Describes all the procedures that will be used to achieve the objectives and justify the study design including any techniques and procedures to be used. This may include the type of study and study design, study population, sample size and selection criteria, proposed intervention (if applicable), data collection procedures & instruments used, quality control, confidentiality, plan of analysis/statistical tools, and ethical considerations with all required forms.

**Implications –** Describes what is expected to be achieved or gained from the proposed research. This could be given in terms of knowledge gained by the student or in terms of scientific advancement.

**References –** Provide appropriate references from recently published journals/literature supporting the proposed research.

**Time Line -** Timeline may be mentioned as work to be completed in each month/quarterly.

**Guidelines for Submission of Projects and Evaluation**

The guidelines to be followed while submitting projects for funding and also for evaluation:

1. Only one proposal in the specified format will be allowed to be submitted at a time (in a year) by a faculty guide.
2. All the proposals must have IEC approval (or must have been submitted to IEC for approval, and funds will be allotted only after submission of IEC approval).
3. All the proposals must be submitted with a cover letter signed by the faculty guide and resident and routed through the HOD.
4. Faculty guides must be the PI and the resident must be the Co-PI of the project submitted.
5. The committee’s decision is final regarding funding, the amount sanctioned, and the number of projects sanctioned.
6. Proposals once rejected by the committee cannot be submitted again for funding.
7. Once the project has been approved, the proposal should not be submitted again in any form in the next three-year term of DM/MCh residents.
8. The project funds shall be used only for research (consumables, tests, reagents, etc.) and not for contingency purposes. **It shall not be used for travel**, manpower, equipment, software, thesis preparation and printing, photocopying, publication charges, etc.
9. A document listing the cost of the items proposed to be purchased (make, consumables list, price, cost of test, test kits, etc.) must be submitted along with the proposal.
10. A separate project number will be given by the R&P Cell based on the request from the faculty guide. The request is to be given in the proper format.
11. An undertaking in the prescribed format must be given by the faculty guide and resident on fund utilization. A progress report of the project shall also be submitted as per institute notification (format attached).
12. GST bill addressed to the Director for clearing the sanctioned amount must be submitted through HoD to the Research and Publication cell. The amount will be reimbursed to the PI.
13. An approved project must not be resubmitted for any other funding (intramural/extramural/other sources).
14. The call for funding will be made twice a year, depending on the number of residents joined in each session (January and July sessions).
15. The constitution of the screening committee will be as follows: Dean (Chairman), Associate Dean (R&P Cell), & Associate Dean (E&C) as members. Additional members will be nominated by the Dean/Director.
16. The proposal, if needed, will be sent to external experts for preliminary screening and recommendation.
17. The committee will evaluate the applications based on merit and recommendations will be sent to the Director for final approval.

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