



**MGM INSTITUTE OF HEALTH SCIENCES**

**NAVI MUMBAI**

(Deemed University u/s 3 of UGC Act 1956)

Grade "A" Accredited by NAAC

## **Research Promotion Policy**

Approved vide BOM-29/2013 dtd. 15.06.2013

*(As Amended Upto December, 2021)*

**Dr. Rajesh B. Goel**  
Registrar

MGM Institute of Health Sciences  
(Deemed University u/s 3 of UGC Act, 1956)  
Navi Mumbai- 410 209

1 | Page

**Dr. Shashank D. Dalvi**  
Vice Chancellor  
MGM Institute of Health Sciences  
Navi Mumbai - 410209

# Research Promotion Policy

## 1. Promotion of Research

The progress of the institution depends on its sustained growth of education and research in science and technology. Rapid growth in scientific knowledge is an indication of quest for discovery and has an impact on economic and societal development. MGMIHS ensures that all the core and inter disciplines flourish in research by adopting the highest norms and standards of a scholarly undertaking.

Research and developmental activities creates and disseminates new knowledge in range of fields, promotes innovation and these will motivate better learning and teaching among faculties and students of our Institute as these are often incorporated in the courses. Research is the foundation of knowledge that brings new energy, builds state of the art facilities, promotes research publications, develops collaborations and becomes part of active community that shares the mission objectives. Scientific research endeavors carried out by MGMIHS faculty, staff, students, post-doctoral fellows, scholars, scientists and other employees is governed by policies and procedures that include, but not limited to, standards of conduct; conflict of interest and commitment; intellectual property; sponsored research

The research at the MGMIHS will be promoted by imparting information through training/seminars/workshops/conferences. Providing research environment and facilities, guidance through mentors and carrying out clinical and basic research. Interdisciplinary research and translating the research for patient care by filing patents and registering copyrights.

### 1.1 PURPOSE :

The purpose of the Research Policy is to create inductive and favorable atmosphere of research among faculty and researchers in MGMIHS. The policy shall serve as an overall framework within which research activities may be carried out.

### 1.2 SCOPE :

The research policy is applicable in both campuses of MGMIHS, at Navi Mumbai and Aurangabad.

### 1.3 OBJECTIVES:

- To create an enabling environment within the Institute in order to foster a research culture as well as provide required support through research framework and guidelines.
- To ensure high level of efficient and effective support system to facilitate faculty and researchers in their research activities.
- Ensure publications in quality journals, indexed in Scopus/Web of Science and/or with impact factor.
- To nurture an environment of undertaking socially useful research with potential for commercialization.
- Establish Research Centers within the Institute with potential for Excellence.
- To organize workshops on Research Methodology, Intellectual Property Rights (IPR), Good Clinical Practices, Research Grant Writing and Research Article Writings etc.
- Interdisciplinary collaborations and partnerships nationally and globally.
- To maximize funding support for research through external and internal sources for maximizing research output.
- Integrate research activities undertaken by the undergraduate, post-graduate and doctoral students with the research focus of the Institute in alignment with the national thrust areas.
- Protection of intellectual property (IP)/copyrights/designs generated as a result of research conducted at MGMIHS.
- Encourage and facilitate research collaborations within different Institutes of the University along with reputed Institutes, Universities and Research Organizations both in India and abroad.

## 2. Activities of Research Cell

- The Research Cell will monitor all the research related activities.
- The Research Cell will update the policies to promote research.
- The Research Cell will submit the policies to the Academic Council and Board of Management for approval.
- The member of the Research Cell (From the particular unit) will coordinate. The activity of the unit with the research cell and assist the Research Cell to develop and oversee the research activities.
- The Research Cell will help in training faculty and students to activate their interest in research and enhance research.
- The Research Cell will inform the faculty and students applying for funding to various agencies and other research related activities from time to time.
- The Research Cell will guide to process seed money funding, monitor and evaluate the progress of the research of intramural funding with the unit committees.
- The Research Cell will document the application made to external funding agencies and monitor its progress.
- Committees to monitor quality of research: The Scientific Advisory Committees and Ethics Committee, Publication Guideline Committee, Research Cell Committee and Institutional Animals Ethics Committee. These committees monitor research work at various stages.
- Faculty and students should carry out research in compliance with the Code of Ethics.
- The Dean/Principal of the institutes monitor research performance and the outcome of the research. The research outcome should be reported to the Research Cell. The outcome of the research of the Faculty/PhD/Post-Graduate /Undergraduates to be published in Scopus/Web of Science/PubMed/UGC approved list of journals and publications to the MGMIHS Journal of health sciences should be contributed.
- A list of all research projects of Faculty/PhD/Post-Graduates/Undergraduates to be maintained by the Research Cell.

### **3. Facilities and Resources for Research at MGMIHS**

#### **3.1 Research Facilities:**

State-of-the-art research facilities are developed, maintained and continuously upgraded to enable and facilitate recent trends in research for generation of new knowledge, products, tools and technologies.

#### **3.2 Central Research Laboratory and Incubation and Innovation Center:**

The MGMIHS has the Central Research Laboratory and OMICS Center for propagating and carrying out research. The MGMIHS has the Incubation and Innovation Center for innovative projects. The Institution's Innovation Council is registered with the MHRD.

#### **3.3 SIRO Recognized MGMIHS Research Facilities:**

At Navi Mumbai and Aurangabad, all the research facilities are SIRO recognized units and provide the clinical material for research. The data of patients maintained at the department and institute level for publication. It helps to track the trend of the diseases in the area.

#### **3.4 Center for Research Guidance:**

A center for guiding researcher is to be set with facilities for guidance to faculty/ students and mentoring them towards research and writing research proposal. This will have experts in Biostatic and Clinical Epidemiology. The center is to be made available at both the campuses.

#### **3.5 Research Budget:**

The MGMIHS has a Research Budget for enhancing and upkeep of infrastructure, promotion of research by providing seed money for research and providing incentive to researchers.

#### **3.6 Seed Money for Research:**

Seed Money will be given to researchers to pursue research in fields of patient care, contemporary diseases, diseases of national /local importance or research directed to innovation. The researcher needs to apply for Seed Money to the Research Cell after getting approval of the Scientific Advisory Committee and Ethics Committee of

MGMIHS. The committee formed by the Research Cell will scrutinize the research projects to approve the seed money.

### **3.7 Incentive for Publication:**

Incentive will be given for publishing in Scopus, Web of Science, PubMed.

### **3.8 Special Leave for Research Activities:**

The Faculty/Students will be granted special leave for attending workshops, seminars, conferences, meetings or symposium as per the rules of the MGMIHS other than the regular leave permissible.

### **3.9 Meet of Researchers:**

The research carried out in the MGMIHS must be presented at a forum for the sharing of knowledge and awareness of research being carried out at the MGMIHS. This is to be in annual research conferences.

### **3.10 Induction programs to propagate research:**

The induction program for the newly admitted students in all programs/courses has a component of research to sensitize students regarding research and innovation at an early stage.

### **3.11 In-house Scientific Journal:**

MGM Journal of Medical Sciences is a multispecialty, peer reviewed journal, which is published quarterly. This encourages faculty /students to publish their research papers and faculty to be on the editorial board.

### **3.12 Books and Journals:**

MGMIHS has exhaustive collection of books and journals in library. It also has availability of online access to journals and update database.

## **4. Generation and Utilization of Funding Resources for Research:**

All faculty members are expected to apply for funding from external sources to support research activities. For outstanding cases, Institute may provide financial support/ seed money for testing feasibility of new ideas/concepts and/or potential conversion of research ideas/concepts into products/technology for economic and/or societal benefits. Below mentioned procedure to be followed: The Researcher should apply in

the prescribed format (**Annexure I (a), I (b), I (c), II, III**). (**Resolution No. 16 of BOM 55/2018 dtd 27.11.2018**).

- 4.1 For research grant/seed money, faculty should submit the research proposal as per the prescribed format along with application through proper channel. The applications should be submitted in duplicate copies to Research Cell for Placement in the Scientific Advisory Committee (SAC) and Ethics Committee.
- 4.2 The SAC /Ethical Committee will meet every three months for approval of the proposals in which the Researcher desirous of the grant/seed money will have to present before the committee.
- 4.3 After presentation before scientific/ethical committee and approval, faculty will receive the grant approval. The first installment will be released along with the sanction letter.
- 4.4 The funds will be released in six monthly installments after submission of Six Monthly Progress report and presentation before the SAC.
- 4.5 On completion of the project, the final report along with utilization certificate should be sent in the prescribed format not later than three months of completion of the project. 10% grant would be withheld for release after receipt of the final report.
- 4.6 Financial Assistance for attending/organizing various conferences/workshop/Seminars. Prior permission should be taken from the authorities after submitting application in prescribed format. (**Annexure IV**).
  - 4.6.1 For conference/workshop organized by college alone, the departments will be allowed to use the infrastructure free of charge.
  - 4.6.2 For conference/workshop organized jointly with other associations, 50% concession will be given for using infrastructure.
  - 4.6.3 Faculty presenting poster/paper in conference will be given registration fees after submitting application and attaching the proofs.
  - 4.6.4 Faculty will get the allowance for maximum two conferences/workshops in a Year (one national and one state).

## **5 Utilization and Dissemination of Research Outcomes:**

While it is important to create a research-friendly environment and encourage all forms of research (basic, directed and applied) at all levels (students, faculty and staff) in

various domains (Medical/Physiotherapy/Nursing/Biomedical Sciences etc.), it is equally important to optimally utilize and disseminate research outcomes to enhance the research profile of the Institute, both at national and global levels. This may include:

- 5.1 Protection of Intellectual Property (IP) generated as an outcome of research, and conversion of the same for commercial benefit and/or societal use under the Institute guidelines as detailed separately in the Policy for Intellectual Property Research Policy. (**Resolution No. 7.1 of BOM-59/2019 dtd. 11.11.2019; Revised Resolution Nos. 5.1 of BOM-61/2020 dtd. 27.06.2020, Resolution No.2.4 of BOM-62/2020 dated 16.09.2020**).
- 5.2 Publication for peer-reviewed Articles: To publicize the research outcomes and gain recognition among peers for the quality of research being undertaken at the Institute in time with the Publication Guidelines.
- 5.3 Publication of popular articles to highlight the research outcomes and their potential benefits and to create awareness among the common public of India and abroad following the Institute Policy for Publication of Research.
- 5.4 Presentation of Research Findings at Symposia/Conferences and similar forums for sharing research outcomes, inviting comments and suggestions from peers in related fields, and forging collaborations with eminent researchers outside the Institute, following the guidelines as detailed in the University Policy for Publication of Research. (**Resolution No. 3.4b BOM-39/2015 dtd. 24.02.2015**), **Revised Resolution No.4 BOM-56/2019 dtd. 27.01.2019**)
- 5.5 Publication of Monographs/Books/Book Chapters for compiling advances in a specific area of research and its dissemination to specific target audiences.
- 5.6 Management has resolved to strengthen the research work and to encourage all faculties to publish in journals which are indexed in Scopus/Web of Science and PubMed.

## **6. Incentives for Outstanding Research:**

- 6.1 **Research Incentive Schemes:** It is important for a progressive University to motivate member of the faculty to publish regularly, innovate and to effect patentable work. Also a progressive improvement in the quality of publications and scale / shade of innovation is essential in a world of competition and ranking framework. Providing incentives to improve research performance and stimulate



faculty members into continued research pursuits and attract quality employees are valued by employees / stakeholders. For this purpose, outstanding research contribution done by faculty, researcher and research scholar is recognized and the institute provides incentive to faculty, researcher and scholars. The incentives are identified as under:-

6.1.1 Monetary rewards to faculty writing text book, chapters (**Resolution No. 7 of BOM 52/2018 dtd 13.01.2018**)

- i. Short books/monographs - Rs. 50,000/-
- ii. Chapter in a book - Rs. 10,000/- per chapter
- iii. Standard text book - Rs. 1,00,000/- per book

6.1.2 Provide incentive of Rs. 10,000 per paper published as first / corresponding author in PubMed/Scopus/web of science Indexed journal. (**Resolution No. 9 (i) of BOM 54/2018 dtd.30.07.2018**) **Revised Resolution No.5.3 of BOM-61/2020 dated 27.06.2020**

6.1.3 Incentive given for best scientific paper (**Resolution No.8.2 of BOM-58/2019 dated 19.07.2019**)

- i. Rs. 25,000/- for faculties,
- ii. Rs. 15,000/- for PG/ PhD scholar
- iii. Rs. 10,000/- for UG student

6.1.4 Incentive for Copyright and Patent (**Resolution No.7 of AC-41/2021 dated 27.08.2021**) and (**For Copyrights Resolution No.13 of Special BOM-15/2021 dated 10.12.2021**)

- i. Published Copyright : Rs. 5000/- to be distributed among the Authors
- ii. Published Patent : Rs. 10000/- to be distributed among the Inventors
- iii. Granted Patent : Rs. 25000/- to be distributed among the Inventors

6.1.5 Incentives in terms of career advancement / promotion if involved in extramural funded research.

6.1.6 Incentives in terms of certificate of recognition / commendation certificate with cash award.

6.1.7 Incentives for Industrial Projects and Clinical Trials

**6.2 To encourage faculty for doing PhD.: Faculty members are encouraged to pursue PhD and incentive is given in the form of concession in the tuition fees (**Resolution No. 6.5.2 BOM 37/2014 dtd. 26.04.2014**)**

- 6.3 **Promotion in career advancement on acquiring of PhD Qualification:** Faculty member of any department will be promoted/salary increment on acquiring PhD qualification provided he/she satisfies other requirements.
- 6.4 **Full -Time PhD Programme:** Every year fulltime scholars will be taken to pursue PhD in the college under MGMIHS, based on entrance. Following policy will be adopted. Selected candidates will be paid a stipend of Rs.10,000/- per month for 3 years on case to case basis as recommended by the Guide approved by the management. In exceptional cases based on the recommendation of the guide, duration shall be extended by one year.
- 6.5 **Financial support for patents/ Copyrights:** Any faculty desirous of applying for National/ International Patent will be given full financial support. The license will be held jointly in the name of the Institution and the Inventor.
- 6.6 **Sabbatical Leave:** Study leave/sabbatical leave is granted to an employee to pursue higher studies with a guarantee to resume in job on completion of the leave. Such leaves are granted to an employee in accordance with Institutional Policies and will be unpaid sabbatical leave. The sabbatical leave would be exclusively for scientific or academic work at any relevant institution in India or abroad. The facility of sabbatical leave may be extended to include work on other activities of the innovation chain with industry, consultancy organizations, financial institutions, project engineering firms, technology marketing/transfer agencies etc. The Rule provides for grant of study leave with or without wages at discretion of the employer. The study leave or duty leave will be granted to participate and present the research papers in conferences, field visits, industrial visits, research laboratories, libraries etc.
- 6.7 **Procurement of Resources like equipment, research journals, software's, etc.:** MGMIHS encourages and supports its researchers to undertake sponsored research and consultancy projects from external funding agencies. The Institute provides specialized administrative, institutional and infrastructural support in managing of sponsored research.
- 6.8 **Student Research Project Funding:** Institute offers assistance to students for summer training/mini-projects/dissertation projects conducted within its constituent. Bachelors and Masters Students can seek help from respective faculty members for mini-projects/dissertation only in the final semester and for summer training during the vacation period of any semester. In order to promote research at the institute,

students and faculties are provided seed money and concessional charges for utilizing specialized facilities/test in-house.

If the grant is not received from ICMR by the students after applying for STS project, then MGMIHS will consider for giving equal matching grant for deserving projects. (Resolution No.4.19 (vii) of BOM-55/2018 dated 27.11.2018)

## **7 Dedicated Research Centers:**

The Institute would like to create an environment for each department and an institution where they work in a specific research area and be known as a specialist organization. This will conduce to focus on specific research activities in the specialized areas. Strengthen infrastructure in niche areas and evolve as centers of excellence. Some of the areas include cellular and molecular biology, regenerative medicine, herbal drugs, sustainable rural health, nanotechnology, translational and clinical research.

The establishment of “MGMIHS Incubation and Innovation Centre” (MGMIHS-IIC) to promote interdisciplinary and multi-disciplinary research at MGMIHS at both campus. As per the directives of Ministry of Human Resource Development (MHRD), Govt. of India. MGMIHS is registered under Institution’s Innovation Council (IIC) in the year 2018-19 to systematically foster the culture of Innovation amongst all Higher Education Institutions (HEIs). This Centre focuses upon unmet needs and imparts thrust to innovation and fulfils the needs of building Entrepreneurial mindset among students and faculty members.

## **8 Budget allocation for Research & Development:**

Institute follows a decentralised budgeting process. Heads of all constituent Units submit their fund requirements for all ongoing as well as new requirements (w.r.t. budget provisions to procure necessary equipment for experimental projects, travel support for faculty attending conferences, internal funding, subscribe research journals up to date to strengthen the library, reference books and text books & journals and towards research expenditure) of their respective Units in the preceding year.

Such information from all the constituent Units is compiled and a budget for all item heads for each unit is worked out. While finalizing the budget, the following inputs are taken into account:

8.1 Likely cash inflow from Govt and non-Govt funding, consultancy, alumni funding, sponsorships / grants, bank & deposit interests etc.

8.2 Provision is made for IPRs and Copy Rights in the budget.

- 8.3 Cash outflow based on already running academic programs, new capital requirements viz. civil works, instruments / equipment, books & journals, etc., enhancement in academic and administrative expenditures, maintenance, depreciation, etc., repayment of running loans, interest, incentives, etc.
- 8.4 If there is a deficit due to difference between cash inflow and out flow, the Finance Committee discuss various options to meet the fund deficit.
- 8.5 The budget is then recommended to the Board of Management for its approval.
- 8.6 The BOM then deliberate upon and approves the Budget.

## **9 Monitoring:**

The implementation and deviations from the planned budgets will be monitored at the level of Heads, Deans, Finance Officer, Registrar and Vice Chancellor and discussed at the Finance Committee and Board of Management. Vice Chancellor may call periodic meetings of all concerned to monitor the progress and issue suitable instructions.

## **10 Other Measures for Research Promotion:**

- 10.1 The faculties are encouraged and assisted to undertake the research projects from the National and International funding agency like UGC, DBT, BRNS, DST, SERB, etc.
- 10.2 Institution has an entrepreneurship development cell, industry institute interaction cell that encourage forging a relationship between the industry and the institution. Individual department interacts with industry to ascertain its needs to fill the gap in the respective field of research. The gap is filled by arranging workshops/conference addressed by industry personals. Industry institution relationship works in the following areas: Industrial, field visits for students and faculties.
- 10.3 Consultancy and sponsored projects will be considered as per the consultancy policy.
- 10.4 Chemicals/consumable items required for research work for students and faculties are provided under the category of seed money for the project of MGMIHS incubation and innovation

- 10.5 Charges for specialized investigations for which facilities do not exist in the host Institute.
- 10.6 Publication charges/ reprints/ off-prints of research papers published as an outcome of the research.
- 10.7 Establish policies on innovation, patent, academic integrity and commercialization of technology through consultancy.
- 10.8 Allocate resources and incentivize research that will attract distinguished faculty and research scholars to develop a culture of research and help achieve national and international recognitions by getting highly acclaimed awards.
- 10.9 Establish Chairs and fellowships that can help nurture research at the Institute and its constituent colleges.
- 10.10 Comply with all legislative framework associated with conduct of research in ethical manner by following required processes and guidelines provided by the Institute and other agencies from time to time.
- 10.11 To enhance quality research output, student mentorship/internship shall be facilitated to encourage undergraduate/postgraduate students to pursue research activities leading to tangible output.



Dr. Shashank D. Daivi  
Vice Chancellor  
MGM Institute of Health Sciences  
Navi Mumbai - 410209

## Annexure 1 (a)

### APPLICATION FOR SEED MONEY/RESEARCH GRANT

**Name of Principal Investigator**

**Name of co-investigator/s**

**Title of the project**

**Name of Department**

**Name of the Institution**

**Designation**

**E-mail address**

**Mobile**

**List of important publications of last 5 years of the all the investigators in the relevant fields**

**Duration of the project**

**Approval from Scientific Advisory Committee** Yes/No

**Ethics committee Clearance** Yes/No  
(Certificate to be attached)

**Budget requirements (as per the format as Annexure 1 (c))**

**Signature**  
(Principal Investigator)

**Signature**  
(Co-Investigator)

**Signature**  
(Head of Department)

**Annexure 1 (b)**

**FORMAT FOR SUBMITTING RESEARCH PROPOSAL**



**MGM Institute of Health Sciences**

Sector-1, Kamothe, Navi Mumbai- 410 209

**RESEARCH PROTOCOL**

**Title of the study**

Name of the principal investigator

Name of the co-principal investigator

Name of the other investigator

*Signature of*

*Principal Investigator*

Co-Principal Investigator \_\_\_\_

**I. TITLE OF THE STUDY**

**II. INTRODUCTION**

**III. RESEARCH QUESTION**

**IV. WHAT IS THE CLINICAL SIGNIFICANCE OF THE STUDY**

**V. AIM OF THE STUDY**

**VI. OBJECTIVES OF THE STUDY**

- i. Objective - 1
- ii. Objective - 2
- iii. Objective - 3
- iv. Objective - 4

**VII. REVIEW OF LITERATURE (minumim 20 articles related to the topic)**

**VIII. TYPE OF STUDY:**

Case study, correlational , longitudinal, experimental, clinical trials cohort study, qualitative research, case control study , cross sectional study, randomised control trial, experimental, longitudinal study. Survery Etc.

**IX. METHODOLOGY:**

**A. MATERIALS:**

- i. Clinical Material (Sample size calculated after discussion with statistiction)  
Inclusion & Exclusion Criteria
- ii. Laboratory, Materials, Equipments, Instruments, Chemicals

**B. METHOD: Plan of Study:**

- i. A detail plan of the study it should be written in the future tense.
- ii. Data tables format should be prepared

**X. PROPOSED STATISTICAL ANALYSIS**

**XI. NULL HYPOTHESIS**

**XII. REFERENCE**

**XIII. GANTT CHART- Flow chart of the study with time line**



#### **XIV. BUDGET/ SOURCE OF FUNDING FOR THE PROJECT:**

As per the format attached **Annexure. I (c)**

#### **XV. ANNEXURES:**

**Annexure A:** Patient Information sheet (Hindi, Marathi, English)

**Annexure B:** Informed Consent (Hindi, Marathi, English) Back translation of hindi and marathi informed consent should be provided above 18 years.

Assent form for minors.

**Annexure C:** Case History Performa or any other.

**Annexure D:** Supplementary material if any (Hindi, Marathi, English or other local language)

## Annexure 1 (c)

### Research Project Budget Format

1. This format is being introduced for all researchers to fill at the time of submitting the research protocol for approval to the Scientific Advisory Committee and Ethics committee of the institute.
2. When filling the budget format one must list all the material, equipment, investigations etc. required for the research.
3. The research must mention the cost of the materials/ investigations etc. and the total amount to be spent on each one of the items mentioned.
4. If waver is to be asked for any investigation from the hospital (Director, MGM Hospital), the total amount for the investigation and the amount of waver expected should be mentioned. This is important for the MGMIHS to include the wavered amount as expenditure towards research.
5. This budget form is important because if this is not approved by the SAC and Ethics committees, the waver by the hospital for investigation will not be given by the Director of MGM Hospital.
6. A copy of the Budget form after approval by the SAC and Ethics committee should be sent by the secretary of the SAC and Ethics to the research cell of MGMIHS.
7. It will be the responsibility of the Secretary of the SAC and Ethics to make sure that the research budget is submitted to the committee for approval and further to forwarded to the research cell.
8. The travel expenses should only be proposed if the patient is to report for the follow up or for data collection other than his regular visit to hospital.
9. The researcher if faculty may apply for registration and travel expenses to go for conferences to present his research. For this they should apply separately after the research is completed.

Contd.....

## Research Project Budget Format: I (c)

Sr. No	Materials to be utilized for research	Available in the Institute (Yes)	Not available outsourced	Total cost of Research	Amount waiver to be availed from the Institute	Remarks
1	<b>Animals</b>					
2	<b>Plants</b>					
3	<b>Drugs</b>					
4	<b>Chemicals</b>					
<hr/>						
5	<b>Investigations</b>					
a	Radiological					
b	Biochemistry					
c	Histopathology					
d	Any other investigation other than the above					
<hr/>						
6.	<b>Lab. Equipments</b>					
a	Name of equipment					
b	Instruments					
c	Glassware					
d	Any other					
<hr/>						
7.	<b>Stationary</b>					
a	Xerox					
b	Data collection form					
c	Computer					

d	Soft wear for data analysis/ Statistical analysis					
<b>8</b>	<b>Travel expenses</b>					
a	Researcher					
b	Patients					
<b>9</b>	<b>Stationary</b>					
a	Computer use/ data storage (pen drive/ hard drive ) etc.					
b	Xerox of reports					
<b>10</b>	<b>Miscellaneous</b>					
a	Publication cost					
b	Service contracts					
c	Data analysis / Statistical analysis					
d	Purchase of software, books periodicals					
c	Patient Reimbursement /Hospitalization					
5	Technicians if to be appointed					

Signature of the Researcher

Signature of the Guide

Signature of the secretary SAC/ Ethics Committee

## Annexure - II

### RESEARCH PROGRESS REPORT

1. Research Project title
2. Principal Investigator (name)
3. Co-investigators (name)
4. Date
5. Duration
6. Objectives of the proposal
7. Methodology
8. Interim modification of objectives/methodology (with justifications)
9. Summary on progress (during the period of report)
10. Applied value of the project / Budget if required
11. Research work which remains to be done under the project
12. Any publications.
13. Any patents applied for
14. If additional budget or staff is required for the remaining part of the research work, please give justifications and details.

Date:

Signature

Designation

### Annexure - III

#### FORMAT FOR UTILISATION CERTIFICATE

Certified that grant- in- aid of Rs \_\_\_\_\_ was sanctioned during the year \_\_\_\_\_ in favor of \_\_\_\_\_ vide the MGMIHS Letter/order No \_\_\_\_\_, dated -----  
-----

A sum of Rs \_\_\_\_\_ was paid on dates -----vide letter nos -----out of which a sum of Rs -----has been utilized towards the project expenses for which it was sanctioned.

The balance of Rs . \_\_\_\_\_ (including interest) is remaining unutilized at the end of the year and is remaining as unspent balance. This amount is not surrendered to MGMIHS and will be utilized for the sanctioned project expenses of the next year as per approval

Signature

Signature

Signature

Principal Investigator  
Institution

Accounts Officer

Head of Dept/

## Annexure - IV

### FINANCIAL SUPPORT TO PARTICIPATE IN CONFERENCE OR WORKSHOP

1. Name and designation of applicant:
2. Name of conference / workshop, venue, dates and the parent professional organization:
3. Your role in conference or workshop: (Chair a session/present a paper/ attend as a delegate only)
4. Title of paper to be presented (Pl attach copy of abstract):
5. Whether the abstract has been accepted (Yes/No): If Yes, Please attach copy of such communication.
6. Authors (in order) of abstract:
7. Whether work was reviewed and approved by RRC or SAC (Yes/No):
8. If yes, the date of meeting in which it was discussed and approved:
9. Whether project was approved by Ethics Committee (Clinical and/or Animal) (Yes/No):
10. If yes, the date of meeting in which it was approved:
11. Whether permission of administrative authority/medical superintendent has been obtained to utilize clinical material/patient data in the study with due acknowledgement?
12. Financial support requested to participate in meeting: Registration fee: Travel: Accommodation per Diem:
13. Number of publications of principal author during last three years:
14. Has the applicant availed financial support from MGMIHS during the current year/previous years?
15. Are you getting/applied for financial support for this purpose from any other source, if so, give details.
16. Signed consent and declaration from all co-authors:

## Declaration

We, the authors of the above mentioned abstract declare that the information provided above is true. We undertake the responsibility for integrity of the data presented. We also declare that the study reported has been carried out as per the Institutional Ethics Committee Guidelines. We also declare that no faculty member or scientist who has made significant contribution to the work included in this abstract has manuscript has been left out or denied authorship or acknowledgement, as the case may be.

Names and signatures of all authors:

I recommend for providing financial support for the above mentioned paper for publication and/or presentation in the Conference/Workshop.

Head of the Concerned Department.

I approve financial support to participate in National Conference/Workshop.

Dean, MGM Medical College

Please send a copy of the approval to:

Research Secretariat, MGMIHS, Navi Mumbai

---

REQUEST FOR FINANCIAL SUPPORT FOR PARTICIPATING IN INTERNATIONAL CONFERENCES SHOULD BE SENT TO THE VICE CHANCELLOR, MGMIHS THROUGH PROPER CHANNEL.

APPLICATION SEEKING FINANCIAL SUPPORT SHOULD BE SUBMITTED AT LEAST TWO WEEKS BEFORE THE CONFERENCE.