

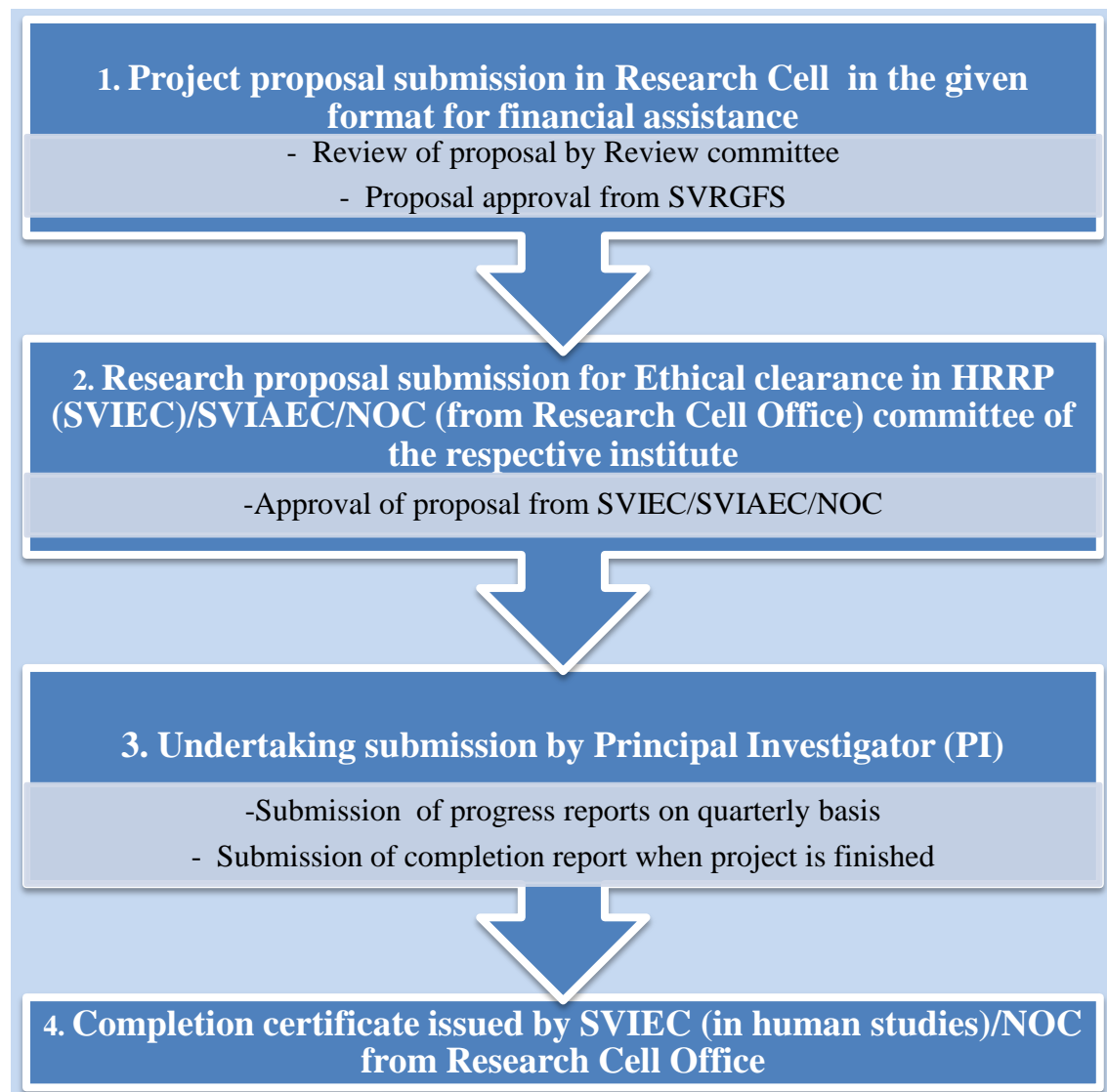
RESEARCH CONDUCT

Guideline & Procedure

General Guidelines

- Research Cell executes all research related activities on behalf of Research Advisory Board of the university.
- Research Cell identifies the thrust areas of research in consultation of respective institutions. Research Cell circulates the notification to HoIs regarding annual budgeting to be utilized for various research activities including research projects under **Research Grant & Funding Committee** (SVRGFC), for all the researchers and faculty of each constituent institute of the University.
- Faculty and researchers shall design their research proposals in the prescribed format and to be submitted to Research Cell.
- Proposal is forwarded to Research Fund Allocation and Review Committee (RFARC) for review by internal expert of the subject.
- Internal expert of the institute reviews the proposal and submits its remarks to the RFARC. The improvised/amended proposals will be discussed for further review and the process will continue till it fulfills all the required criteria (Grading sheet), considered for internal funding through SVRGFC.
- The principal investigator has to obtain the **SVIEC/IAEC** approval/**NOC** before commencement of the research work. For ethical clearance, the Principal Investigator (PI) shall submit the application and proposal copy to SVIEC/IAEC through **HRRP** of his/her institute. After Ethical approval, researcher can proceed further to initiate the research as per study design.
- The PI should commence his/her project from the mentioned date of the proposal and complete it within stipulated time period.
- Research Cell officials regularly meet PIs and faculty for motivation and solving operational problems.

Stepwise procedure of research conduct involving human/animal subjects/in vitro studies (From Project Submission to Completion)



The detailed procedure for Research Conduct is as follows:

Procedure for obtaining ethical clearance

All proposals shall be submitted in the prescribed application form as per SOP of SVIEC to Institutional Ethical Unit of Research Cell via proper channel, i.e. forwarded through HOD and HOI(As per SoP of SVIEC).

- All relevant documents shall be enclosed with application.
- The PI will submit one hard copy and one soft copy of the proposal along with the application and documents in prescribed format, duly signed by the PI and Co-investigators/Collaborators to the HRRP. The HRRP will review the proposal with details in

context to methodology, feasibility, ethical aspect and other. If any weakness will be found, HRRP will ask PI to make correction and resubmit within the time limit. With the correction, PI will re-submit to HRRP. HRRP will forward the proposal with their comments on ethical aspect and send to SVIEC for approval.

- The office of SVIEC will acknowledge the receipt and indicate any modification.
- Based on HRRP, comments the SVIEC will take it as “minimal risk” or a “high risk” proposal. The minimal risk proposals will be granted permission without waiting for full ethics committee.
- All high risk research, clinical trials and PhD research will be discussed in full ethics committee. The frequency of meeting of SVIEC is once in three months. In this meeting minimal risk research proposal also discussed and granted permission.
- The decision of IEC will be communicated in writing. If the revision is to be made, the revised document in required number of copies shall be submitted within a stipulated period of time as specified in the communication.
- A draft proposal is reviewed by SVIEC followed by evaluation by a team of subject expert. Comments will be given to PI and asked to re-submit with answers of all queries.
- The detailed procedure and format of SVIEC proposal is available in this research compendium (*As per SoP of SVIEC*).

Procedure for obtaining informed consent

- The subjects should be aware about him/her participation in any research study.
- The PI has to explain complete information about research to participants in the format described in participant information sheet. If participant understands and agrees to sign informed consent voluntarily, the PI will proceed.
- For that, the subject needs to get signed in proposed informed consent form and principal investigator should provide sufficient time to think to get enroll in the study prior to signed informed consent form.
- A copy of informed consent form should be provided to subjects for reference of research study enrollment.
- An informed consent form should be signed by PI, in front of subject and also need to mentioned date.

Procedure for obtaining animal ethical clearance

- All proposals should be submitted in the prescribed application form, copies of which will be available from the Member Secretary.
- All relevant documents with check list should be enclosed with application form.
- Fifteen copies of the proposal along with the application and documents in prescribed format (*As per SoP of SVIEC*) duly signed by the Principal Investigator and Co-investigators/Collaborators should be forwarded by the Head of the Department to the IAEC. Sixteen additional copies for proposals for experiment on large animals will be required for forwarding it to CPCSEA.
- A fee of INR20,000/- will be charged for sponsored project from outside the institution.
- The Member Secretary shall acknowledge the receipt and indicate any lacunae. Missing information should be updated within two weeks.

Procedure for SVRGC funding of research proposals, their utilization and maintenance of account

The principal investigator is advised to follow the guidelines, regulations and conditions provided for utilization of the grant as under:

- The principal investigator has to obtain the SVIEC/SVIAEC permission/NoC before commencement of the research work.
 - To get the first installment of the project, PI shall submit an application to Director Research along with Declaration form (attached along with sanction letter).
 - The PI should commence his/her project at pre-decided date and complete in a stipulated time period. In case of extension or any other subject, PI should inform to Research Cell in prior notice.
 - If project is not initiated within 6 month of sanctioning, PI should submit the reasons to Research Cell through proper channel, for its proceeding.
 - All communication related to grant utilization or withdrawal of installments shall route through Research Cell.
 - PI shall submit a hard copy of bills/receipts/FoC (Invoice letter, including all taxes and freight charges) related to equipments purchased under the project to the Research Cell as a **proof of expense after receiving the equipment**, within 30 days.
 - Any intellectual property generated by research work under this scheme shall be shared by Sumandeep Vidyapeeth as applicant.
 - In all research communications (publication, conference proceedings), it is mandatory to include the name of **Sumandeep Vidyapeeth**.
 - PI shall submit six monthly progress reports in the prescribed format to the Research Cell. Report should include all updates and budgetary details with proofs.
 - PI shall submit final completion report in a timely manner in the prescribed format. (format is available on the official website of Sumandeep Vidyapeeth)
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SV RESEARCH GRANT & FUNDING POLICY

Introduction

This policy enables researchers to conduct small-scale research activities of the highest quality, that enable them to bid successfully for larger or small scale funding, and/or to publish high end research and generate intellectual property. Thereby, contribute towards the research objectives of the institute.

SVDU has awarded SIRO Certificate from Department of Science and Industrial Research, Ministry of Science & Technology, Govt. of India, New Delhi, in April 2016. Since then, our faculty and researchers are eligible to get research funds from any of national funding agencies by participating in extramural call for research projects.

Objective

The primary objective of the proposed Sumandeep Vidyapeeth Research Funding Scheme is to support and facilitate our faculty and students to undertake quality research, consultancy and other related activities at the best of execution, assisted with financial support.

Guideline

Sumandeep Vidyapeeth categorized two types of research projects as per their research budget. Namely, 'Major' research projects having budget more than INR 25,000/- while the 'Minor' research projects of which budget is less than INR 25,000/-.

As per above procedure (Section-3.2), faculty shall apply for financial assistance of their project proposals under SVDU-Research Fund and Grant Scheme. The general guidelines for the SVRGFC funding is as mentioned below:

1. Each faculty member is eligible to apply for two projects in a year under this scheme. These projects should come from proper channel (forwarded from HoD/HoI). Funding is subjected to the approval from SV review and SVRGF committee.

2. If proposed project work found under act of plagiarism, all benefits of scheme will be withdrawn and amount deducted from salary and further the faculty subjected to disciplinary action as per university rule.
3. The faculty and research scholars are motivated to present their research work at national and international level.
4. Annual research budget of the institute is allocated to be utilized on following heads:
 - a. Revenue account- Research projects (staff, chemicals, travel)
 - b. Capital account
 - Equipment, accessories
 - Specific lab development
 - Renovation of existing labs/infrastructure
5. University provides financial support to the research projects up to Rs. 20 lacs as the upper limit of funds. All high end research projects are promoted to be submitted for extramural funding. For extramural research projects under review, university supports the project by financial assistance of 10% seed money for smooth execution of the project and to avoid procedural waiting of the results.
6. If the project is approved from external agency, it will be executed as routine procedure through external agency but if project does not get the extramural fund then university will provide the financial assistance up to the upper ceiling amount i.e. 20 Lacs. However, SVRGFC can sanction the financial assistance more than 20 Lacs in exceptional cases (Quality research projects).
7. All Institutes are required to submit utilization report of their allocated research budget to the Research Cell on half yearly basis in the standard format. This shall be included the fund disbursed in the current financial year as well as utilization of that budget in the respective heads of Research (i.e. funded projects, salary of staff, RIC, faculty development, others research activities)

* Framed on 1st August 2015
* Amended on 23rd Nov 2015 and 10th June 2017