



महाराष्ट्र आरोग्य विज्ञान विद्यापीठ, नाशिक

MAHARASHTRA UNIVERSITY OF HEALTH SCIENCES, NASHIK

दिंडोरी रोड, म्हसळ, नाशिक - ४२२००४ Dindori Road, Mhasrul, Nashik – 422004

Tel: (0253) 2539206/2539196, Fax: (0253) 2539197

Website: <http://www.muhs.ac.in>, E-mail: [udc@muhs.ac.in](mailto:udc@muhs.ac.in)



University Department Cell – Notification No. 25/2014 (Amended 2017)

**“Rules and Regulations Regarding MUHS Sponsored  
Long Term Research Grant (LTRG) for Teachers and MUHS Employees”**

**PREAMBLE:** To promote interest and aptitude for research amongst the medical teachers, Maharashtra University of Health Sciences, Nashik, had launched the Research Scholarship Programme for Teachers in the year 2003. As per the provisions under section 4 (i) of MUHS Act – 1998, the object of this University is – “ to promote acquisition of knowledge in rapidly developing and changing society and to continually offer opportunities of upgrading knowledge, training and skills in the context of innovations, research and discovery in all fields of human endeavour by developing educational network related to Health Sciences with use of modern communication media and technologies appropriate for a learning society.”

1. These rules and regulations shall come into force with effect from the date of its issuance and repeals all the provisions of previous MUHS Notification No. 16/2012.
2. The University shall publish a Circular on the University website for each Academic Year, in the month of **JULY**.
3. The admissible amount of research grant per teacher/MUHS employee will be up to **Rs 1,00,000/-** (rupees one lakh) and will be admissible only once in the period of his/her entire service tenure. This amount is issued towards the expenses related to materials and consumables required for completion of the project and should not be used for purchase of equipment or salaries of staff or subordinate. The actual rental charges/service charges for costly instruments of other service providers and the traveling expenses for the survey based projects can be included in budget.
4. **On publication of the circular**, desirous teachers from all faculties of Health Sciences/MUHS employee can apply to the University in the prescribed format (**Appendix-1**), through ‘proper channel’, i.e. through the concerned Head of the Institute, between **1<sup>st</sup> August and 15<sup>th</sup> September**. Regular and University approved/recognised teachers from affiliated colleges, teachers from University Departments and MUHS employees shall be eligible to apply for this grant. The MUHS employees who desire to avail this scheme should ensure that their research activities shall not hamper the day-to-day office working. The conditions regarding grant of this scheme to MUHS employees shall be issued from time-to-time. Teachers reappointed after the age of superannuation and teachers who are registered under PG or PhD Course are not eligible to apply for this grant. All correspondences shall be done by e-mail after submission of the proposal.

5. Along with the application, the desirous teacher/MUHS employee should attach one copy of **outline of his/her Research (Synopsis)** along with one soft copy in the form of CD. The soft copy should mandatorily be prepared in PDF format only. The synopsis should be prepared by using appropriate headings from the following heading list. It will be mandatory to prepare synopsis in **English language** only and on A-4 size paper by using 12 font size of Verdana or Times New Roman font.
- (i) Title of research project
  - (ii) Name, Designation and Address of Chief Investigator and Co- investigator (if any)
  - (iii) Introduction.
  - (iv) Aims or objectives.
  - (v) Review of Literature.
  - (vi) Material and Methods, including step-wise time schedule.
  - (vii) Details of available resources, including personnel and equipment
  - (viii) All concerned formats of case paper/consent letter/details of drugs to be used/standardised method of preparation of drug, etc.
  - (ix) Total financial tentative budget, with break-up under different heads, along with copy of quotations and contract for service.
6. It will be the prime duty of the Head of Institute, to ensure and ascertain that the synopsis prepared under this scheme by the teacher/MUHS employee is approved by the “**Institutional Ethical Committee (IEC)**” (**Annexure 3**), before forwarding the application to the University. The constitution, composition and functioning of IEC shall be as per the rules and guidelines prepared by Indian Council of Medical Research (ICMR), New Delhi. **Those synopses which are not recommended/cleared by IEC and are without proof of it shall be rejected outright.**
7. Following three methods of presentation of research project by the teachers/MUHS employees shall be followed. The teachers/MUHS employees have to **opt for any one** out of these.
- a) Applicants whose proposals are complete in all respects, shall present their research proposals, in Power Point presentation, before a scrutiny committee of eminent experts (Research Expert Committee – REC) appointed by the University. Amendments/Corrections suggested by the scrutiny committee shall be in-corporated in the research project by the teacher/MUHS employee on the same day and then the amended/corrected research project shall again be presented on the next day, before the scrutiny committee in Power Point presentation. No Travelling and Daily Allowance is applicable for this purpose. Applicant has to make his/her own arrangement. However, if it is feasible, lodging facility may be provided by the University, subject to availability of accommodation and on payment of ‘Charges’, as per rules in vogue. The REC may be constituted under the chairmanship of Hon’ble Vice-Chancellor or a person nominated by him/her who is a stalwart in this field. Depending upon the number and type of proposals received, the number of members and their names shall be decided by Hon’ble Vice-Chancellor. The REC members shall be nominated by Hon’ble Vice-Chancellor. The REC, after evaluating the proposals shall select proposals for final allotment of research grant. The research grant shall be released subject to receipt of ‘Approval’ of a valid ‘Ethics Committee’, the onus of which lies on the applicant. This process will help to orient the applicants and short-list the number of research proposal as per the allotted budget provision.

- b) Research proposals, complete in all respects, received through proper channel and within due date, shall be placed before the Research Grant Scrutiny Committee (RGSC).
  - c) Innovative Research projects, by invitation of Hon'ble Vice-Chancellor, shall also be eligible under this scheme. The rights to accept or reject any one or all projects received under this option shall lie with the Hon'ble Vice-Chancellor. His/Her decision shall be final and binding upon all the concerned.
8. The research proposals, as recommended by the concerned scrutiny committee, shall be placed before the Hon'ble Vice-Chancellor for approval.
  9. Research Grant Scrutiny Committee (RGSC) shall be nominated by Hon'ble Vice-Chancellor from all concerned Board of Research (BOR) members and shall include at least one member from each faculty. Hon'ble Vice-Chancellor shall appoint one of the members from RGSC as 'Chairperson'.
  10. While performing scrutiny of proposals, it shall be lawful for the concerned scrutiny committee to take help from statisticians, other expert from concerned area of research. The specific appointments made in this behalf will be lawful.
  11. The selection of teachers, for the award of research grant, will be done after a technical evaluation of the research plan and only on the ground of merits of the plan. The decision of the concerned scrutiny committee in this regard shall be final. Request for reconsideration or any objections on selection will not be entertained at all. Preference will be given to research projects prepared on grey areas as declared by ICMR/CCARS/CCH/Ministry of H&FW, Government of India, from time-to-time.
  12. It shall be lawful for the concerned scrutiny committee to accept or reject any or all proposal(s). The concerned scrutiny committee can suggest any amendment/correction/addition, which it thinks deemed fit, in any accepted proposal. The concerned scrutiny committee suggestions should be complied by the concerned teacher/MUHS employee within 30 days from obtaining such letter from the University. In such cases, the applicant should submit the modified synopsis again to University within 30 days. Failing which, the research proposals of such applicants shall be CLOSED without any Notice and no correspondence in this regard shall be entertained.
  13. By way of sanction letter, University will inform the concerned teacher/MUHS employee and the concerned Head of Institute, regarding acceptance of the proposal and sanction of research grant.
  14. The **first installment of 50 % of the grant amount** shall be released along with the sanction letter. The date of implementation of the project will be the date of sanction of first installment. On obtaining the sanction letter, the concerned teacher/MUHS employee is required to
    - (i) submit an 'Acceptance Certificate' of the LTRG project in the prescribed format, which shall be forwarded to him along with the sanction letter, by e-mail, followed by hard copy of the same by SPEED POST and
    - (ii) start his research work IMMEDIATELY,Normally, it is expected that, the concerned teacher/MUHS employee should finish his/her research work within two years from the date of issue of sanction letter.

15. Within 180 days from the date of issue of the sanction letter of University, the concerned teacher, shall submit his **First Progress Report (PR) (Annexure 2)** regarding his/her research work to the University, through the Head of Institute. It shall be mandatory to furnish the total expenditure incurred against the grant amount received and the balance amount, in each PR.
16. On receipt of the First PR, University will place the same before the concerned scrutiny committee for its perusal and recommendations. On acceptance of the First PR by the concerned scrutiny committee.
17. The concerned teacher/MUHS employee, through the Head of the Institute/Head of the Department, shall submit his/her Second PR to the University, not later than 365 days from the date of issue of Sanction Letter of the University.
18. On receipt of the Second PR, University shall place the same before concerned scrutiny committee for its perusal and recommendations. On acceptance of the Second PR by the concerned scrutiny committee, University shall disburse the **second installment** of **50%** of research grant. If the Second PR is found to be unsatisfactory by the concerned scrutiny committee then, the second installment shall not be released.
19. It is mandatory for the teacher/MUHS employee to complete his/her research project not later than **two years from the date of issue of University sanction letter**. In exceptional cases, the concerned scrutiny committee **may permit additional duration as per need of the project**. The teacher/MUHS employee should submit the **Final Report (FR)** of research project, in the form of Dissertation, through the concerned Head of the Institute. It will be mandatory for each teacher/MUHS employee to
  - (i) submit copy of published/accepted research paper in Indexed Journal, as First Author,
  - (ii) hard copy of Dissertation and one soft copy in the form of CD and
  - (iii) **Utilisation Certificate and audited Statement of Expenditure, duly certified by a registered Chartered Accountant along with the FR of research project.**
20. On receipt of the FR, University shall place the same before concerned scrutiny committee for its perusal and recommendations. On approval of the same by the concerned scrutiny committee, and thereafter by Hon'ble Vice-Chancellor, University will issue Completion Certificate, after the final settlement of grants.
21. Notwithstanding anything mentioned in the above rules, the rights to change, relax any rule/regulation, etc., regarding the said grant, for any specific proposal or otherwise, as may be deemed fit, rests with the Hon'ble Vice-Chancellor of the University.
22. Regarding interpretation of any provisions of the above rules, the decision of the Hon'ble Vice-Chancellor, shall be final and binding upon all concerned.

Date: 13.10.2015  
Place: MUHS, Nashik

Sd/-  
**Registrar**



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## University Department Cell

### Prescribed Format

### MUHS Sponsored Long Term Research Grant (LTRG) for Teachers and MUH Employees

Under Faculty of: Medicine:  Dental:  Ayurved & Unani:  Homoeopathy:  Allied:

#### A. Applicant Information

- Name (in CAPITAL): .....  
(Surname) (Name) (Middle Name)
- Designation: ..... 3. Department: .....
- College/Institute: .....  
.....PIN:
- Date of Birth: ..... 6. Date of Retirement: .....
- Caste: SC  ST  NT(A)  NT(B)  NT(C)  NT(D)  OPEN
- Category: (i) Teacher of: Affiliated College  /University Department  (ii) MUHS employee
- Qualification: .....
- State Council Registration No.: ..... 11. Date of Registration: .....
- Contact Details: i) Mobile ..... ii) e-mail: .....  
iii) Phone: Residence – (0 ) ..... Office – (0 ) .....
- Bank Name & Branch Address: ..... Bank Code: .....  
Account No.: ..... IFSC Code: ..... MICR Code: .....
- Details of Qualification in Chronological Order (attach attested copies of all relevant documents):

Sr. No.	Qualification level and Nomenclature	Year of Passing	Name of College	University	% Obtained
1	UG Degree				
2	PG Degree				
3	PG Diploma				
4	DNB				
5	PhD				
6	Any other				

15. Details of Experience in Chronological Order (**attach attested copies of all relevant documents**):

Sr. No.	Designation	Subject	Department	Period	Total Experience	University approval/recognition letter no. and date
1						
2						
3						
4						
5						

A) Total approved UG Teaching Experience: . . . . .years . . . . . months

B) Total recognized PG Teaching Experience: . . . . . years . . . . . months

C) Total Experience as recognized PhD Guide: . . . . . years . . . . . months

D) Number of teachers guided for PG course: . . . . .

E) Number of teachers guided for PhD course: . . . . .

16. Details of Publications/Research Publications in Chronological Order:

(**attach attested copies of all relevant documents**)

Sr. No.	Title of Paper/Book	Name of Research Journal	Issue No., Vol No. & month & year of Publication	Whether as a first author or other
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

**B. Details of proposed research**

1. Place of Research with detail address and contact numbers. Give all information including Hospital/laboratory/animal house/survey area etc.: . . . . .

. . . . .  
 . . . . .  
 . . . . .  
 . . . . .

- 2. Title of Research Project: .....
- .....
- .....
- .....
- 3. Duration required for its completion: .....
- 4. Mode of presentation of research project: REC  RGSC  Innovative   
(Refer clause 7 of University Notification no. 25/2014 (Amended))
- 5. Tentative itemized budget for Research project(Attach quotations and rate charts separately): .....
- .....
- .....
- .....
- 6. Whether approval from Institutional Ethical Committee was obtained : YES/NO  
(attach copy of minutes of meeting and approval letter)
- 7. Whether hard copy of synopsis attached : YES/NO
- 8. Whether one soft copy (CD) of synopsis enclosed : YES/NO
- 9. Justification for the research project(in brief, highlight social/scientific/medical/clinical/ academic importance or aspect of research project: .....
- .....
- .....

Undertaking by the Teacher/MUHS Employee

I, Dr ..... Design ..... Dept. ....  
College ....., hereby declare that, all the information given above, is true and correct to the best of my knowledge. I have read the rules for Long Term Research Grant for Teachers as prescribed in MUHS Notification no. 25/2014 (Amended). I undertake to abide by them. I also undertake to work regularly and sincerely and complete my research project within the prescribed time limit.

Signature of Applicant  
Name:  
Desgn:  
Dept:  
College:

Date:

Certificate by the Head of Department

This is to certify that, Dr/Mr/Ms ..... has been working in this Department as ..... since.....

I recommend/do not recommend his/her synopsis for further necessary action as per rules.

Signature of HoD

Name :

Desgn:

Rubber Stamp

Date:

Certificate by Head of the College/Institute

This is to certify that Dr/Mr/Ms ..... has been working in this College/Institute/Laboratory, as ..... since(date) ..... till date.

- (i) His/Her appointment is approved for UG Teacher as (Designation) ..... by the University vide letter no. .... dated ..... and recognized PG Teacher as (Designation) ..... for subject/speciality .....by the University vide letter no. .... dated .....
- (ii) He/She has been appointed as (Designation) ..... vide MUHS letter no. ...., dated .....

I further certify that, as per our office records, the above information submitted by the applicant is correct. His/her research project entitled ..... along with synopsis is approved/cleared by Institutional Ethics Committee (IEC) of this College/Institute in its meeting held on ..... Hence, the proposal for research grant is forwarded to University for further necessary action.

I also undertake that, due to any reason, if the candidate fails to complete his/her research project, the grant disbursed by the University will be returned to University.

Date:  
Seal of College/Institute

Signature and stamp of  
Head of Institute



To be issued on the College Letter-Head of the Institute

**Specimen Format**

Progress Report (PR) of Long Term Research Grant (LTRG) project  
for Teachers and MUHS Employees

Through Proper Channel

To,

The Registrar  
Maharashtra University of Health Sciences,  
Nashik 422 004

Respected Sir/Madam,

I, Dr/Mr/Ms. .... Desgn. .... Dept. ....  
of (College/Institute) .....

hereby submit my Progress Report (PR) of LTRG project with the following details.

1. The date of implementation of project is .....  
(Date of implementation will be the date of sanction of first installment)
2. Tentative date of completion: .....
3. Title of the project: .....  
.....  
.....
4. PR period: From ..... to.....
5. PR number: First  Second  Final (Dissertation)
6. Number and Date of previous PR: First  Second  Final (Dissertation) , dated .....
7. Details of PR: (give details in brief, regarding literary review, pilot work, completed clinical work stages, stages of completed laboratorial works, attendance at department/institute, etc.)  
.....  
.....  
.....

Date:

Signature of Applicant

Remarks by Head of Department

Date:

Signature: .....

Name: .....

Department: .....

Stamp of HoD

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Remarks by the Head of Institute

Satisfactory performance, hence forwarded to University.

Date:

Signature: .....

Name: .....

Place:

Round Seal

Stamp of Head of Institute

To be issued on the letter head of the Institutional Ethics Committee

Specimen Format

Institutional Ethics Committee (IEC) Report

Outward No.:

Date:

To,

Dr .....  
.....  
.....  
.....

Reference: The Long Term Research Grant (LTRG) project no. .... /20. .... entitled ....  
.....

Dear teacher,

The meeting of the Institutional Review Board (IRB)/Institutional Ethics Committee (IEC) [please state the name of the IEC] ..... was held on ..... at (time) ..... am/pm in the (Venue) ..... with (Name) ..... as Chairperson.

The following members attended the meeting.

Sr.No.	Name	Position on IRB/IEC	Designation and Affiliation	Qualification

It is hereby confirmed that, neither you nor any of the study team members have participated in the voting/decision making procedures of the committee.

The IRB/IEC has reviewed and approved the following documents submitted for the above-mentioned LTRG project.

1. ....
2. ....
3. ....
4. ....
5. ....

The IRB/IEC approves the LTRG project entitled. ....  
.....  
.....

It is understood that the LTRG project will be conducted under your direction, in a total of . . . . . research participants, at Department of . . . . ., (Institute) . . . . . as per the submitted protocol.

This approval is valid for the entire duration of the project. It is the policy of IRB/IEC that it be informed about any serious adverse event (SAE) occurring during the course of the LTRG project within seven working days of the occurrence of the adverse event; It ‘Death’ is a SAE, it should be reported to the IRB/IEC within 24 hours of its occurrence via an e-mail.

No deviations from, or changes of the protocol and Informed Consent Document should be initiated without prior written approval by the IRB/IEC of an appropriate amendment. The IRB/IEC expects that the investigator should promptly report to the IRB/IEC any deviations from, or changes of, the protocol to eliminate immediate hazards to the research participants and about any new information that may affect adversely the safety of the research participants or the conduct of the trial.

The EC functions in accordance with ICH GCP and ICMR guidelines.

Sincerely yours,

Member Secretary/Chairperson  
IRB/IEC  
(Signed and dated by the IRB/IEC Chairperson  
or Member Secretary)

Date of approval of the LTRG project: . . . . .20 . . . . .