

Dated 6th September, 2024

RESEARCH & DEVELOPMENT CELL
UNIVERSITY OF HEALTH SCIENCES ROHTAK

Call for proposals for Post Graduate Dissertation Support (PGDS) Scheme- III

Background

UHSR has launched a scheme of providing research grant to postgraduate students for thesis/ dissertation i.e. Post Graduate Dissertation Support (PGDS) scheme. Please bring to the notice of the postgraduates (*admission year 2023*) in your department to send their thesis plan for grant as per format attached below. A copy of the thesis plan along with all the required documents as per the format should also be submitted through email at researchcell@uhsr.ac.in under the subject head “**PGDS-III Submission of proposal <Name of student>**”. The last date of submission of proposals is **15th October 2024**.

GUIDELINES FOR POST GRADUATE DISSERTATION SUPPORT (PGDS)-III SCHEME

1. Application procedures and timelines for PGDS-III scheme:

- 1.1. The application for research grant (thesis plan along with all the required documents as per the format attached below) may be submitted by the postgraduate along with the cover letter duly signed by the PG student as Principal Investigator and Guide/supervisor and the co-guides/co-supervisors.
- 1.2. The application should be forwarded by Head of the Department.
- 1.3. The application can only be submitted after IEC/ BREC approval has been obtained.
- 1.4. The thesis should not be submitted for extramural funding to any agency at the time of submission for intramural grant.
- 1.5. Postgraduates who have already completed their thesis are not eligible to apply for funding under this scheme.

Application procedures and tentative timelines for PGDS-III

Eligibility criteria	Postgraduate students (MD/MS/MDS) /Post Doctoral fellows (DM/MCh/PhD) registered with the university
Grant/ Funds	Maximum 50,000 INR per thesis/dissertation
Last date of submission	15 th October 2024
Mode of submission	1 hard copy* and soft copy via e-mail at researchcell@uhsr.ac.in

***Hard copy (documents to be attached at the time of submission):**

- Cover letter (Annexure-I)
- Duly filled Application form for PGDS research grant (Annexure- II)
- Detailed thesis/ dissertation plan
- Declaration by the investigators (Annexure-III)
- Checklist (Annexure-IV)

All the above annexures are available with the call uploaded at uhsr.ac.in

Hard copy may be submitted in the Research & Development Cell, UHSR at the below mentioned address:

Prof. (Dr.) Kiran Dahiya
Member Secretary
Proposal evaluation and approval, IMRG
University Research cell, Near PFT Lab,
Block C, Old OPD building
Pt. B D Sharma PGIMS,
Rohtak.

2. Procedure for utilization of funds (as approved from the competent authority vide letter no. R&D/UHSR/2024/277-330 dated 06.02.2024):

- 2.1. If value of items required is up to and including INR 10,000/- (including GST and other taxes) on one occasion, the PG student may purchase the items after written permission from the guide/ supervisor on the basis of paid voucher on single bill. The quality, quantity and reasonability of the rates shall be the responsibility of the student and guide/ supervisor making the purchase.
- 2.2. If value of items required is more than INR 10,000/- and up to and including INR 50,000/- , the maximum permissible fund under the scheme (including GST and other taxes), then purchase will be done by collecting at least 3 quotations/ e-quotations either in person or by emails by a standing purchase committee constituted as under:
 - HOD of concerned department or his/her representative of designation not less than Assistant Professor.
 - Supervisor/ Guide of the student.
 - Concerned student.Committee will recommend purchase from Firm/Vender quoting L1 rate and supply order will be issued by Supervisor/ Guide of the project after approval from competent authority.
- 2.3. All Bills may be made in the name of Professor I/c Research & Development Cell, UHS, Rohtak; verified by Supervisor/ Guide and countersigned by HOD.
- 2.4. Reimbursement: Bills of all items purchased through above procedure will be reimbursed on "Paid by me" certificate by the student and countersigned by Supervisor/ Guide of the thesis/ dissertation.
- 2.5. The fund will be released/ reimbursed after submission of original bills of actual expenditure incurred.

- 2.6. Advance: An advance of upto 50% of the total sanctioned grant may be given to the Supervisor/ Guide on request through Professor-in-charge, Research & Development Cell, UHSR. Supervisor/ Guide will have the responsibility of getting the advance adjusted.
- 2.7. Stock entry for all material be made in stock registers of central store and issued to the respective departments. Separate registers for consumable and non-consumable items should be maintained in the respective departments.

3. **Utilization of allocated funds**

- 3.1. The amount sanctioned shall be utilized only for procurement of consumables that is chemicals, diagnostic kits and for data collection (in case of field studies), electrodes and minor accessories, repair/maintenance.
- 3.2. No hiring of person or undertaking of travel grant for attending conferences /workshop, printing of thesis/ photocopy/ binding etc will be permitted.

ANNEXURE -I

Cover letter

To

The Member Secretary,
IMRG Proposal evaluation and approval committee,
Research & Development Cell,
University of Health Sciences (UHS)
Rohtak

Subject: Application for research grant under “Post Graduate Dissertation Support (PGDS)-III” scheme

Please find enclosed the thesis/ dissertation entitled “...” for research grant under Post Graduate Dissertation Support (PGDS)-III scheme along with the required enclosures.

This is for your kind information and necessary action please.

Yours sincerely,

Signature of applicant (PG student/ Principal Investigator)

Name

Name of course (MD/MS/DM/M.Ch etc.)

Year of admission:

Department

Name of institution

E-mail id:

Mobile no.:

PG Supervisor and Co-Supervisor/s

Signature

Name

Designation

Department

Institution

ANNEXURE-II

Application for Post Graduate Dissertation Support (PGDS) Scheme

A. BASIC INFORMATION

1. Type of scheme applying for:

Post Graduate Dissertation Support (PGDS) Scheme

2. Details of Principal Investigator (PG student)

Name:

Designation:

Department:

Name of the institution:

Date of birth:

Age (years):

Gender:

Mobile no.:

Any alternative mobile no.:

E-mail id:

3. Details of Supervisor/ Co-Supervisors

Name:

Designation:

Department:

Age (years):

Gender:

Mobile no.:

Official e-mail id:

Alternative/ personal email id:

B. PROJECT RELATED INFORMATION

1. Title of the project:

2. Type of study:

- | | |
|---------------------------------------------------------|---------------------------------------------------|
| <input type="checkbox"/> Basic Sciences | <input type="checkbox"/> Socio-behavioral |
| <input type="checkbox"/> Prospective | <input type="checkbox"/> Public health |
| <input type="checkbox"/> Retrospective | <input type="checkbox"/> Epidemiological |
| <input type="checkbox"/> Observational | <input type="checkbox"/> Biological samples/ data |
| <input type="checkbox"/> Interventional Cross-sectional | |
| <input type="checkbox"/> Clinical trial | <input type="checkbox"/> Any others, specify |

3. Duration of project:

4. Registration with Clinical trial registry of India (CTRI): YES/ NO

5. CTRI registration number:

6. Approvals obtained

PG Board of studies: YES/NO

Date of approval:

Institute Ethics Committee: YES/ NO

Date of approval:

7. Total estimated budget:

8. Budget proposal with break-up. Justification for all the components of the budget projected in the proposal to be provided in detail.

ANNEXURE- III

DECLARATION BY THE INVESTIGATORS

Please tick as applicable

I/We certify that the information provided in this application is complete and correct.	
I/We confirm that all investigators have approved the submitted version of proposal/related documents.	
I/We confirm that this study will be conducted in accordance with the Drugs and Cosmetics Act 1940 and its Rules 1945 as amended from time to time, New drugs and Clinical Trial Rules 2019 GCP guidelines and other applicable regulations and guidelines.	
I/We confirm that this study will be conducted in accordance with the latest ICMR National Ethical Guidelines for Biomedical and Health Research Involving Human Participants and other applicable regulations and guidelines.	
I/We hereby declare that the funds received will be utilised as per the proposed budget and any re-appropriation of funds, if needed, will be made after due approval from office of Professor in-charge, Research cell, UHSR.	
I/We agree to send an official acknowledgment of receipt of funds to Professor incharge research via E-Mail as soon as funds have been credited to the Recipient's bank account, no later than two weeks after transaction.	
I/We agree to submit the regular reports, utilization certificate (UC) and statement of expenditure (SOE) as per the timelines to office of Professor in-charge, Research cell, UHSR.	
I/We hereby declare that expenditure shall on no account exceed the budget sanctioned for the project.	
I/We declare/confirm that all necessary approvals will be obtained as per requirements wherever applicable.	
I/ We certify that the thesis/dissertation is not submitted for extramural funding to any agency.	

Name of PI (PG student):

Signature of PI with date:

Name of Supervisor/ Co-supervisors:

Signature of Supervisor/ Co-supervisors with date:

ANNEXURE- IV

CHECKLIST

S. No.	Items	Yes	No	Encl. no.	Research Cell remarks(For office use only)
1.	Annexure- I: Cover letter				
2.	Approval of Institute Ethics Committee				
3.	CTRI registration				
4.	Any other regulatory approvals, if applicable				
5.	Annexure-II: Application form for Post Graduate Dissertation Support (PGDS) scheme				
6.	Detailed thesis plan				
7.	Annexure III: Declaration by investigators				