

**Guidelines on the  
Human Resource Development Scheme for Health  
Research during the 15<sup>th</sup> Finance Commission Period  
(2021-22 to 2025-26)**



Government of India Ministry of Health & Family Welfare  
Department of Health Research

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## 1. INTRODUCTION

Much of the biomedical research being carried out in the country today is confined to a few medical colleges/institutes of the country. A major constraint in most of the medical colleges of the country is the lack of adequate and properly trained human resource in the field of Health Research.

The Human Resource Development Scheme of the Department of Health Research was therefore created with a aim to establish a pool of talented health research personnel in the country by upgrading skills of faculties of Medical Colleges/Institutes, mid-career scientists, medical & non-medical students, etc. by specialized training in priority areas of health research in leading national and international institutions, encourage and support the trainees to develop and take up research projects for addressing critical national and local health problems and financial assistance to Institutions for up- gradation of infrastructure to enable such Institutions to provide training with state of the art technologies.

It is imperative that the ongoing and future research priorities should coincide with the National health priorities such as control and management of communicable diseases, fertility control, maternal and child health, control of nutritional disorders, developing alternative strategies for health care delivery, containment within safety limits of environmental and occupational health problems; research on major non-communicable diseases like cancer, cardiovascular diseases, blindness, diabetes and other metabolic and hematological disorders; mental health research and drug research (including traditional remedies). Efforts thereby are to be made to reduce the total burden of disease in the country and to promote health and well-being of the population.

The Scheme of Human Resource Development was initially approved by the EFC in its meeting held on 18<sup>th</sup> November, 2013 under the Chairmanship of Finance Secretary & Secretary (Expenditure) and by the Cabinet Committee on Economic Affairs (CCEA) in its meeting held on 28<sup>th</sup> February, 2014 at total estimated cost of Rs. 597.00 crores. The scheme was further extended for the period 2017-18 to 2020-21. And then again approved for the further period of next five years w.e.f. 2021-22 to 2025-26 for 15<sup>th</sup> Finance Commission period with the approval of SFC in its meeting held on 18.03.2021.

It has been further reviewed by the competent authority, with the approval of Ministry of Finance addition of some new programs which intend to create a much larger pool of talented health research personnel in the country by focusing on skill based training of research scholars, young medical students, faculty of medical colleges, mid-career scientists women scientists with career break and NRI/PIO/OCI serving abroad who wish to return to India for undertaking research in the identified areas thereby encouraging and supporting them to develop and take up research projects for addressing the critical national and local health problems, to provide financial assistance to institutions for up-gradation of infrastructure to enable such institutions to provide training with state of the art technologies..

Support will also be provided to scientific/professionals/association bodies engaged in the field of medical research for undertaking various activities/events with a view to promote higher standards in medical/health research and for devising guidelines for policy making and prevention and management of diseases.

Component-wise physical and financial targets and estimated expenditure of the scheme of Human Resource Development for Health Research for the period 2021-22 to 2025-26 are given at

**Annexure-I**

## **2. OBJECTIVES:**

- i. To increase the number of skilled and trained personnel for health research from Medical Colleges/Research Institutes across the country through fellowships, research grants and career advancement scheme etc. for faculty and young medical doctors, research scholars to take up medical and health research as a career.
- ii. To focus on the creation of a cadre of trained medical/health researchers in specific identified priority areas of health research viz., Clinical Trials; Toxicology; Good Clinical Practices (GCP); Good Laboratory Practices (GLP); Quality Control (QC) & QA; Genomics; Proteomics; Clinical Psychology, Geriatrics; Modern Biology; Biotechnology; Stem cells; Genetics; Drugs chemistry; and operational research *etc.*
- iii. To create support, nurture and encourage the trainees from Medical Colleges, etc. to forge linkages with other Scientists from universities, research Institutes etc. to develop multi-disciplinary and multi-sectoral teams necessary for addressing critical national and local health problems.
- iv. To establish suitable online teaching and learning facilities to facilitate training in health research in various subjects in a more effective manner and for promoting biomedical/health research.

## **3. LIST OF BENEFICIARIES:**

- UG medical/dental students
- PG medical/non-medical students
- Individual: Scientist/Faculty working at Govt. Medical colleges/INIs/ICMR institutes/universities/recognized research and development laboratories and NGOs.
- Private Institution/NGO (Registered with the DSIR, Govt. of India) as a research institution.
- Scientific/Professional Bodies & Associations.
- Women unemployed scientists: who have had a break in their career and want to return to the mainstream research.
- NRI/OCI/PIO holders.

[Note: NGOs are required to be registered at the NITI Aayog Portal of “NGO DARPAN”].

## **4. AREAS OF RESEARCH**

Biotechnology, Clinical Psychology, Disease Modeling, Drugs Chemistry Toxicology, Genetics, Genomics, Geriatrics, Good Clinical Practices (GCP), Good laboratory Practices (GLP), Environmental Health, Health Economics, Health Informatics, Medical Ethics, Mental Health, Modern Biology, Operational Research, Proteomics, Quality Control (QC) and Quality Assurance (QA), Stem cell research any other area recommended by the committee as per National Health Policy/National Health Goals.

## **5. COMPONENTS OF THE SCHEME**

- I. Short-Term Studentship (STS)**
- II. MD/MS/DM/MCh/DNB/DrNB/MDS Thesis Support**
- III. MBBS/MD/MS-Ph.D. Program**
- IV. Non-medical fellowships for Ph.D.-NET (BRET)**
- V. Short-term Fellowship Abroad**
- VI. Long-term Fellowship Abroad**

- VII. Short-term Fellowship at Indian Institutes
- VIII. Long-term Fellowship at Indian Institutes
- IX. Women Scientist fellowship
- X. Biomedical research grant for NRI/OCI/PIO
- XI. Fellowship for best achievement in biomedical research
- XII. International Travel Grant for non-DHR/ICMR scientists & researchers
- XIII. Workshops funding grant in biomedical research
- XIV. Support to Institutions and Scientific Professionals/Bodies/Associations
- XV. Start-up Grant

## 6. DETAILED TERMS & CONDITIONS OF FUNDING

### I. SHORT-TERM STUDENTSHIP (STS):

- To promote interest and aptitude for research among medical/dental undergraduates.
- To provide an opportunity for undergraduate medical/dental students to familiarize themselves with research methodology and techniques by undertaking independent short-term research projects in the field of biomedical research.

#### Eligibility:

##### Student eligibility:

- 1<sup>st</sup> and 2<sup>nd</sup> Professional (Prof.) year MBBS/BDS students studying in NMC/DCI-recognized Medical/Dental colleges in India, before they appear in their fourth Prof. year final exams are eligible to apply.
- 1<sup>st</sup> Prof. year students to carry out the work from 1<sup>st</sup> to 3<sup>rd</sup> Prof. years.
- 2<sup>nd</sup> Prof. year students to carry out the work from 2<sup>nd</sup> to 4<sup>th</sup> Prof. years.
- Students who are holding OCI cards/ PIO cards/NRI studying in an Indian medical/dental college (NMC/DCI-recognized) can also apply and a copy of the OCI/ PIO/ NRI card must be submitted.
- 3<sup>rd</sup> & 4<sup>th</sup> Prof. MBBS/BDS students, Interns/PG students are not eligible to apply.
- Students of paramedical/non-medical courses are not eligible.

Students studying in foreign medical/dental colleges are not eligible for this program.

##### Guide eligibility:

- Only regular full-time faculty members working in the same Medical/Dental College where the student is enrolled can act as the guide.
- Part-time consultants/visiting faculty/residents/tutors/pool officers/PG students cannot be the guide.

##### Number of seats

- Approximately 2% of the total medical/dental UG seats *i.e.*, 2000 students will be awarded STS fellowship per year.
- Out of these total seats approximately 80% will be given to MBBS and 20% to BDS students.
- However, the actual number will be determined according to the applications received and availability of budget.

### **Tenure:**

- The selected students will be carrying out the proposed research work during the summer break of two months for three consecutive years *i.e.*, total tenure of six months.
- Work timeline:
  - 1<sup>st</sup> summer break (in between 1<sup>st</sup> & 2<sup>nd</sup> prof year): Conceptualize, develop & submission (online) of research concept note.
  - 2<sup>nd</sup> summer break (in between 2<sup>nd</sup> & 3<sup>rd</sup> prof year): Collection of data
  - 3<sup>rd</sup> summer break (in between 3<sup>rd</sup> & 4<sup>th</sup> prof year): Analysis of data, preparation & submission (online) of report

### **Financial support:**

- Stipend to the Fellow: Rs. 60,000/- (*w.e.f.* 2024) for six months of research work along with an e-certificate.
- The stipend will be given in three installments as given below:
  - a) 1<sup>st</sup> installment= Rs. 15,000/- at the end of 1<sup>st</sup> of year of work, upon submission and review of research concept note only to selected students.
  - b) 2<sup>nd</sup> installment= Rs. 15,000/- at the end of 2<sup>nd</sup> year of work, upon submission of interim report on data collection.
  - c) 3<sup>rd</sup> and final installment= Rs. 30,000/- at the end of 3<sup>rd</sup> of year of work, upon submission and review of final report analysis of data, preparation & submission (online) of report.

### **Application and selection process:**

1. STS is a fully online program. No hard copies will be accepted.
2. The student is required to register and submit the application form and research concept note online as per call, which will be evaluated by reviewers.
3. If selected, the student is expected to complete the project in the next two years in every summer break as mentioned in the tenure above and submit the concept note and final report as per the given timelines. The student will be awarded 3<sup>rd</sup>/final instalment only if his/her final report is approved.
4. The host institute/medical/dental college and the guide must take overall responsibility for the conduct of the research project, preparation, and submission of the complete report & the required enclosures within the stipulated time.
5. The 2<sup>nd</sup> year data collection report should be verified and reviewed by the Guide to continue the project further for completion.
6. Award of STS fellowship will be subject to technical evaluation of the final report.
7. Results of only successful candidates will be notified on the DHR-ICMR websites.

## **II. MD/MS/DM/MCh/DNB/DrNB/MDS THESIS SUPPORT PROGRAM:**

- To support and encourage medical/dental college students pursuing post-graduation courses to do good-quality research.
- To improve the visibility and dissemination of their research work to a larger research audience.

### **Eligibility**

- Medical/dental graduates who are admitted to the post-graduation courses in Medical/dental institute/colleges in India recognized by NMC/DCI/NBE.

- Candidates should apply within one year of PG admission/joining.
- Applicant must be an Indian citizen.
- Upper age limit: 45 years of age (as on the last date of application).

#### **Number of seats**

- Limited to 1% of the total medical PG seats in the country *i.e.*, approximately 400 seats/year (200 per batch in June and December)
- Out of the total seats for every batch, there will be 80% seats for medical PGs (MD/MS/MCh/DNB/DrNB) and 20% for dental PGs (MDS)
- However, the actual number will be determined according to the applications received and the availability of the budget.

#### **Tenure**

Three years from the date of issue of the Award letter.

#### **Application process**

1. The application should be routed and forwarded through the guide and the competent authority of the host medical/dental college/institution.
2. The applications will be reviewed by the expert committee constituted by the competent authority.
3. The application for financial assistance should include the curriculum vitae of the applicant, a description of the proposed research activity (1000 words), and an honest statement of the applicant about his/her dedication to the area of the proposed research.

#### **Financial support**

- Rs. one lakh one-time grant which will be given in two installments *viz.* 1<sup>st</sup> installment= Rs. 25,000/- & 2<sup>nd</sup> installment= Rs. 75,000/-).
- The first installment of Rs. 25,000/- will be released to the parent institute/fellow after selection upon submission of an undertaking to the effect that the funds received from DHR will be used strictly for the purpose for which it has been awarded.
- The second and final installment of Rs. 75,000/- will be released to the parent institute/fellow subject to the submission of the softcopy of one original research publication in a peer-reviewed JCR-indexed journal from the thesis research work within three years from the date of the award letter issue. Failure of which the fellow will not be entitled to avail the final installment.

### **III. MBBS/MD/MS-Ph.D. PROGRAM**

The program has been designed with two broad aims:

1. To motivate young medical graduates with brilliant academic records through the national entrance exam for pursuing medical postgraduate and doctorate degrees and to further encourage them to opt for a career in its research cadre.
2. To motivate young medical faculty to pursue Ph.D. and thereby creating a pool of clinician scientists in the country who can undertake impactful research.

#### **Category 1- Combined MBBS / MD/MS-Ph.D. program**

- **Eligibility:** MBBS graduates or post-graduates *viz.* MD/MS/DM/MCh/DNB/DrNB pursuing students OR degree holders in any of the stated post-graduate degrees from NMC/NBE - recognized medical colleges in India.



**Age criteria:**

Upper age limit: 45 years of age (as on the last date of application).

**Who can apply:**

Any individual as per the above eligibility associated with any R&D institution, NMC recognized medical college or INIs willing to enroll in this program through a direct application with ICMR/DHR. The three institutes namely NIMHANS Bengaluru, KGMU Lucknow and SRIHER Chennai are already enrolled with ICMR as collaborating centers. Efforts will be made to enroll more Institutes.

**Category 2- Young Medical Faculty Ph.D. program**

- Medical faculty holding MD/MS/DM/MCh/DNB/DrNB/MDS degree.
- Full time regular employee with at least one year of service at NMC / DCI recognized medical colleges or UGC recognized research universities, research institutes of National Importance.

**Age criteria:**

Upper age limit: 45 years of age (as on the last date of application).

**Who can apply:**

Any individual as per the above eligibility/qualifications given in (Category 2) associated with any R&D institution, NMC/ DCI recognized medical / dental college or INIs willing to enroll in any of the either categories of the program either through an open advertisement (direct application) or by signing a Memorandum of Agreement/ Understanding of the host/parent institute with ICMR/DHR.

**Tenure:**

**Combined MBBS/MD/MS-Ph.D. program:** 5 years (2+3 years) or submission of Ph.D. whichever is earlier.

**Young Medical Faculty Ph.D. program:** 5 years or submission of Ph.D. whichever is earlier.

**Selection process:**

**Category 1**

- The notification will be publicized annually through advertisements such as leading newspapers, circulars to the collaborating centers and websites, etc. This will be the responsibility of the respective collaborating centers.
- The applicants will appear for the competitive institutional-level written entrance examination conducted by the host/parent institutes/medical colleges in the country.
- The selected applicants will then appear for personal discussion before the expert committee of the host collaborating center. The committee will also co-opt member(s) from DHR.
- A guide should be identified from the host/parent medical college in the relevant subject area in the field of biomedical research.
- The applicant and the guide will indicate their choice of the research topic and will give a brief description of the objectives, methodology, design of the study, expected outcome, relevant and recent literature review, ethical considerations, and research facilities available at the Host/parent institute for conducting the proposed study along with an undertaking by the Head of the institute that the fellow will be permitted to undertake the research activity.
- The research proposal duly approved by the research doctoral committee along with the joining documents, are to be submitted to DHR for evaluation and final approval.
- The max. seats in Category 1 will be 15 (not more than 5 from each of the collaborating center).

## **Category 2**

- The call for applications will be advertised annually on the website.
- The applicants may apply directly or through the host/parent institutes.
- The applicants will appear for personal discussion before the expert committee to be appointed by the Competent Authority.
- The selected young faculty can then register for a Ph.D. in any recognized university/institution or may register under the AcSIR-ICMR Faculty of Medical Research (FMR).
- A guide should be identified from the host institution in the relevant subject area in the field of biomedical research and should be in a senior cadre than the scientist.

## **Financial support:**

### **Combined MBBS/MD/MS-Ph.D. program (Category 1):**

**Stipend:** Ordinarily, no stipend will be paid, as students are receiving stipend from their parent Institute for their MD/MS program. However, for those candidates who are not receiving salary from their parent institute, stipend equivalent to the grade of Senior Resident will be paid after completion of the MD/MS/DM/MCh/DNB/DrNB/MDS degree until completion of Ph.D. degree or up to 2 years, whichever is earlier.

**Research Grant:** Rs. 10 lakhs/per year for the duration of five years or completion of Ph.D. whichever is earlier.

### **Young Medical Faculty Ph.D. program (Category 2):**

**Stipend:** No stipend will be paid.

**Research Grant:** Rs. 10 lakhs/per year for the duration of five years or completion of Ph.D. whichever is earlier.

## **IV. NON-MEDICAL FELLOWSHIPS FOR Ph.D. (Biomedical Research Eligibility Test - BRET)**

The program is designed to motivate & support young science post-graduate applicants to pursue a Doctor of Philosophy (Ph.D.) under various disciplines in the field of biomedical sciences.

### **Eligibility:**

1. Postgraduate applicants with basic or professional degrees in the field of biomedical sciences from UGC-recognized universities/research institutions in India.
2. The Ph.D. topic should be related to any subject area related to biomedical sciences as per the DHR-ICMR mandate.
3. Upper age limit: 30 years maximum, relaxation as per GoI rules.

### **Category:**

- A. To pursue a doctoral degree from UGC-recognized universities/research institutions/institute of national importance in India.
- B. To pursue the doctoral degree from 27 ICMR institutes/centers, where in, they will be registered for Ph.D. under the newly established AcSIR-ICMR Faculty of Medical Research.

### **Selection process:**

1. The applicants will appear for entrance test conducted by the DHR/ICMR in collaboration with National Testing Agency (NTA)/any other national agency, through a nationwide Biomedical Research Eligibility Test (BRET).

2. A combined merit list of students qualifying the BRET i.e., 50% marks for General-UR, OBC, PwBD and EWS categories & 45% marks for SC/ST categories, will be made on the basis of their score in the above test for the year 2024-25, the candidates who have qualified ICMR JRF exam in the previous years will be allowed.
3. The number of fellowships for first 60% of the eligible candidates (currently 300 fellows) may be increased according to need and they may enroll for the Ph.D. program in subjects of biomedical/health research from any University recognized by the UGC or Institute of National Importance.
4. For the remaining 40% of the eligible candidates (currently 200 students) the number may be increased according to need and it will be mandatory for these to enroll in any of the 27 ICMR institutes/centers only and will be registered from the ICMR-Faculty of Medical Research under AcSIR.
5. Candidates will be selected from the waiting list, if any of the above selected fellow or fellows do not join the fellowship.
6. The top 10% in the merit list shall be rewarded for their outstanding performance as an 'Exemplary Performance Reward'.
7. The recipients (as per point no. 6 above) shall be entitled to get a research contingency of Rs. 1,00,000/- per annum only for JRF tenure and will also be eligible to apply for one-time DHR international travel grant support subject to availability of funds.
8. SC/ST/OBC/PwBD (Persons with Benchmark Disabilities) and Economically Weaker Sections (EWS) applicants will be given reservations as per Govt. policy & guidelines.

### **Tenure**

- The tenure for the JRF will be two/three years and the duration of a SRF will be for a maximum of three years.
- JRF is generally for two years. Only after successful assessment of the annual progress report and upon recommendation of their host institutional Research Doctoral Committee (RDC) JRF will be upgraded as SRF after 22 months of commencement of work SRF is generally for three years or submission of a Ph.D. whichever is earlier.
- However, the total duration is five years. No-cost extension will be given by the Division Head DHR only in exceptional cases but not beyond six years.

### **Financial support**

#### **Stipend:**

The following monthly remuneration will be paid to the selected fellows:

#### **Junior Research Fellow (JRF):**

1<sup>st</sup> year Rs. 37,000/- +HRA

2<sup>nd</sup> year Rs. 37,000/- +HRA

**Senior Research Fellow (SRF):** If the up-gradation report is submitted and approved on/after the completion of two years.

3<sup>rd</sup> year Rs. 42,000/- +HRA

4<sup>th</sup> year Rs. 42,000/- +HRA

5<sup>th</sup> year Rs. 42,000/- +HRA

### **Contingency:**

A contingency of Rs. 20,000/- per annum will be paid per fellow for the duration of five years or completion of Ph.D. whichever is earlier.

## **V. SHORT-TERM FELLOWSHIP ABROAD (1-3 months)**

To avail specialized training to excel in the niche area of interest for the period of 1-3 months in the field of biomedical research and technology and strengthen the capacity of regular Indian faculty/researcher.

### **Eligibility:**

1. Only Indian citizens working in the biomedical field at Indian institutes as a regular faculty are eligible.
2. Faculty / Researcher having at least three years of experience in the college/institute as a regular employee.
3. They should hold M.D./M.S./M.D.S. or MBBS/BDS/MVSc. / M.Sc./M.Pharma/M.Tech or equivalent with Ph.D. in health / biomedical research.
4. Candidates up to the age of 45 years can avail this fellowship.
5. The candidate should not have availed any fellowship of the duration of one month or above duration from any of the agencies of Govt. of India / State government for or a similar training fellowship.
6. Fellowship is non-transferable.

### **Financial Support:**

1. A consolidated stipend of US \$3000/- per month (or equivalent in other foreign currency) for the period of stay in the host institute abroad.
2. Cost of air passage in economy class as per Govt. of India norms from the parent institute to the foreign host institute by the shortest possible route.
3. One-time contingency grant of up to Rs. 30,000 (maximum) to meet the expenses of local taxi charges visa fee Health insurance, attending meetings, etc., and up to Rs. 20,000/- for attending progress review meetings at DHR. The expenditure incurred in the head 'contingency' will be reimbursed by the parent institute to the fellow after the production of the original voucher.
4. A grant of US \$ 600 for fellowship duration for attending conferences /institutes of interest may be given with the recommendations of the Guide in the foreign host institute.
5. The stipend will be given to the parent institute/fellow.
6. The amount released under the scheme will be kept in a separate account by the concerned institute and a separate expenditure account will be maintained.
7. The institute shall submit the utilization certificate under GFR, and audited statement of accounts carried out by the statutory body of the institute.

## **VI. LONG-TERM FELLOWSHIP ABROAD (6-12 months)**

- Long-Term Training (6 to 12 Months) Fellowships at Indian Institutions to persons employed as regular faculty having at least three years of experience in the college/institute as a regular employee, not above the age of 45 years.
- Long Term Fellowships for Training abroad in identified priority areas (6 to 12 Months) to persons employed as regular faculty, not above the age of 45 years.
- Long Term training (6-12 Months) to the faculties of Medical Colleges in Indian Institutes working/involved with three other approved Schemes of DHR.

### **Eligibility:**

1. Only Indian citizens working in Indian institutes are eligible.
2. Having M.D./ M.S./ M.D.S. or MBBS/BDS/ MVSc. / M.Sc./ M.Pharma/ M.Tech or equivalent with Ph.D. in the topic related to health/ medical research.

3. Faculty having at least three years of experience in the institute as regular employees.
4. Candidate should be below 45 years of age as of the last date of receipt of the application.
5. They should not have availed any fellowship of the duration of one month or above duration from any of the agencies of Govt. of India / State government for the same subject of training/research project.
6. The fellowship is for 6-12 months. Fellowship is non-transferable.

**Financial Support:**

1. A consolidated stipend of US \$ 3000/- per month (or equivalent in other foreign currency) for the period of stay in the host institute abroad.
2. Cost of air passage in economy class from the parent institute to the foreign host institute by the shortest possible route.
3. One-time contingency grant of up to Rs. 50,000 (maximum) to meet the expenses of local taxi charges visa fee and Health insurance, attending meetings, etc., and up to Rs. 20,000/- for attending progress review meetings at DHR. The expenditure incurred in the head 'contingency' will be reimbursed to a fellow after the production of the original voucher.
4. A grant of US \$ 600 for a period of up to 6 months and US \$ 1200 for 6-12 months for attending conferences/ institutes of interest may be given with the recommendations of the Guide in the foreign host institute.
5. The stipend will be given to the parent institute/fellow.
6. The amount released under the scheme will be kept in a separate account by the concerned institute and a separate expenditure account will be maintained.
7. The institute shall submit the utilization certificate under GFR, and audited statement of accounts carried out by the statutory body of the institute.

**VII. SHORT-TERM FELLOWSHIP AT INDIAN INSTITUTES (1-3 months)**

- To avail specialized training to excel in the niche area of interest for the period of 1-3 months in the field of biomedical research and technology and strengthen the capacity of regular Indian faculty/researcher.
- Short Term Training (1-3 Months) in Indian Institutions for the researchers employed as regular faculty having at least three years of experience in the college/institute as a regular employee (not above the age of 45 years)
- Short Term Fellowships for Training in Indian institutes in identified areas (1-3 Months) to persons employed as regular faculty (not above the age of 45 years).

**Eligibility:**

1. Only Indian citizens working in the biomedical field at Indian institutes as a regular faculty are eligible.
2. Faculty / Researcher having at least three years of experience in the college/institute as a regular employee.
3. They should hold M.D./ M.S./ M.D.S. or MBBS/BDS/M. VSc./ M.Sc./M.Pharma/M.Tech or equivalent with Ph.D. in health / biomedical research.
4. Candidates up to the age of 45 years can avail this training fellowship.
5. The candidate should not have availed any fellowship of the duration of one month or above, from any of the Central or State Government agencies of India for the similar training fellowship.
6. Fellowship is non-transferable.

**Financial Support:**

1. A consolidated amount of training stipend up to Rs. 40,000 per month will be provided for a period of stay in the host institute, which is at a different station from the parent Institute.
2. One-time contingency grant of Rs. 30,000 (maximum) to meet the expenses for local conveyance, attending meetings, etc. and additional amount of Rs. 20,000/- for attending progress review meetings at DHR will be paid only to the outstation candidate.
3. The amount (training stipend and contingency) will be placed at the disposal of the parent institute for disbursement to the fellow as per the prescribed norms and the parent institute will submit the utilization certificate under the GFRs for the actual expenditure incurred.
4. The amount released under the scheme will be kept in a separate account by the concerned institute and a separate expenditure account will be maintained.
5. The institute shall submit the utilization certificate under GFR, and audited statement of accounts carried out by the statutory body of the institute.
6. The stipend will be given to the parent institute/fellow.

**VIII. LONG-TERM FELLOWSHIP AT INDIAN INSTITUTE (6-12 months)**

- Long-Term Training (6 to 12 Months) Fellowships at Indian Institutions to persons employed as regular faculty having at least three years of experience in the college/institute as a regular employee, not above the age of 45 years.
- Long Term Fellowships for Training abroad in identified priority areas (6 to 12 Months) to persons employed as regular faculty, not above the age of 45 years.
- Long Term training (6-12 Months) to the faculties of Medical Colleges in Indian Institutes working/involved with three other approved Schemes of DHR.

**Eligibility:**

1. Only Indian citizens working in Indian institutes are eligible.
2. Having M.D./ M.S./ M.D.S. or MBBS/BDS/ M. VSc./ M.Sc./ M.Pharma/ M.Tech or equivalent with Ph.D. in the topic related to health/ medical research.
3. Faculty having at least three years of experience in the institute as regular employees.
4. Candidate should be below 45 years of age as of the last date of receipt of the application.
5. They should not have availed any fellowship of the duration of one month or above duration from any of the agencies of Govt. of India / State government for the same subject of training/research project.
6. The fellowship is for 6-12 months. Fellowship is non-transferable.

**Financial Support:**

1. A consolidated stipend of Rs. 40,000/- per month for a period of stay in the host institute, which is at a different station from the parent Institute.
2. One-time contingency grant of Rs. 30,000 (maximum) to meet the expenses of local taxi charges, attending meetings, etc. and Rs. 20,000/- for attending progress review meetings at DHR will be given to meet the expenses at different stations from the parent institution.
3. The amount (stipend and contingency) will be placed at the disposal of the parent institute for disbursement to the fellow as per the prescribed norms and the parent institute will submit the utilization certificate for the expenditure incurred.

4. The amount released under the scheme will be kept in a separate account by the concerned institute and a separate expenditure account will be maintained.
5. The institute shall submit the utilization certificate under GFR, and audited statement of accounts carried out by the statutory body of the institute.

## **IX. WOMEN SCIENTISTS FELLOWSHIP**

A large proportion of women undertake bio-medical education at graduation, post-graduation, and doctorate levels. However, the present number of working women in bio-medical research appears to be lower than expected and the same needs to be addressed. The problems faced by women scientists are several, but significantly, most often take the "break in their careers" arising out of motherhood and family responsibilities. The options for revival of their profession or career are limited due to restrictions in age and qualification. Under this scheme, women scientists will be encouraged to return and pursue their career in biomedical/health research.

### **Eligibility:**

1. Only Indian citizens and presently unemployed having at least 1 year of recent career break and not more than 5 years of break, having qualifications as prescribed for category A or category B will be eligible in respective categories.
2. Category- A: Having M.D./ M.S./ M.D.S. or MBBS/ BDS/ M.VSc./ M.Sc./ M.Pharma/ M.Tech or equivalent with Ph.D. in the topic related to health research .
3. Category-B: Having MBBS/ BDS. or M.Sc./ M.Pharma/ M.Tech or equivalent and enrolled in PhD program with least 2 years of Work Experience after the degree.
4. The woman scientist shall be submitting the research plan in either of the identified areas of research (mentioned in para 4) through any medical college/bio-medical research institute under one faculty member.
5. Candidates already in a job or having any other fellowship or support are not eligible.
6. Candidates having research publications in indexed journals will be given preference.
7. Women of 30-45 years of age as of the last date of receipt of application are eligible.
8. Fellowship is to the applicant scientist and area specific and cannot be transferred.
9. Age relaxation would be given to candidates belonging to SC/ST/OBC and the physically challenged category as per the Govt. rules.
10. Break-in career should be substantiated with valid reasoning while applying. Women candidates with breaks due to motherhood, or family reasons will be preferred. Break in career due to medical reasons should be supported by a proper certificate from Govt. hospitals. If a break in service has been awarded due to administrative reasons, such cases would not be considered.

### **Financial Support:**

1. The fellow shall submit a research proposal and shall be working with or under the supervision of a regular faculty of a Research Institute.
2. **Category A:** A stipend of Rs. 90,000/- per month (consolidated amount for medical persons) and Rs. 67,000+HRA for non-medical candidates for 3 years and a research grant of up to Rs.10.00 lakhs per year will be given to meet the expenses of field work, consumables required for the research and attending meetings for project related discussions, etc.
3. **Category B:** A stipend of Rs. 65,000/- per month (for medical persons) and Rs. 48,000+HRA per month (for non-medical persons) for 5 years or till completion of PHD, whichever is earlier and a research grant of up to Rs.10.00 lakhs per year will be given to

meet the expenses of field work, consumables required for the research and attending meetings for project related discussions, etc.

**X. TO ENCOURAGE HEALTH RESEARCH PERSONNEL [NON-RESIDENT INDIAN (NRI), PERSONS OF INDIAN ORIGIN (PIO), OVERSEAS CITIZENS OF INDIA (OCI)] SERVING ABROAD, TO COME BACK TO INDIA TO UNDERTAKE RESEARCH IN IDENTIFIED AREAS.**

- A large number of Indian scientists go to foreign countries, especially European and North American countries, after completing their education in India and many of them are working in reputed medical/health research organizations. A number of these scientists are willing to return to India to serve the country in the field of health research, provided they get suitable opportunities. Since many of these scientists have exposure to high technologies in the front areas of research, the country will benefit greatly if they are provided some platform to work in Indian institutes. **The Department of Health Research (Ministry of Health & Family Welfare), Government of India, has launched the program “to encourage research personnel [Non-resident Indian (NRI), Persons of Indian Origin (PIO), Overseas Citizen of India (OCI)] serving abroad, to come back to India for undertaking research in identified areas”.**
- This Scheme has been designed to provide contractual research positions to the Indian scientists settled abroad who are willing to come back to India on a full-time basis or for a short duration to pursue medical/health research in India and take up health research projects in collaboration with Indian scientists, particularly in areas of national priority.
- There will be provision to provide financial support to the brilliant medical doctors/scientists of Indian origin from all over the world who wish to return to India, to take up research positions in the ICMR or other medical college/institute of their choice to pursue the objective. Under the scheme, the NRI/OCI/PIO will be submitting the proposal in the various areas of medical/health/biomedical research, developed in collaboration with an Indian researcher, who should be a regular employee of Govt. a research institution or medical college in India. Though all areas in medical/health/biomedical research are proposed to be covered under the scheme given the need to generate new knowledge on a wide range of subjects, the focus will be on priority Areas of Health Research (Para 4).

**Eligibility:**

1. Only persons of Indian origin, non-resident Indian, and overseas citizens of India, as defined by the Government of India, and currently working abroad.
2. Having M.D./ M.S./ M.D.S. or M.Tech/ MVSc./ M.Sc./ M. Pharma/ M. Tech or equivalent with Ph.D. in a topic related to health research.
3. The candidate should have at least three years of research experience in a foreign country as NRI/PIO/OCI; after obtaining the PhD/MD or equivalent degree with an excellent track record as reflected in publications and other recognitions.
4. The candidate shall submit the research plan in the areas identified for the program for research studies in collaboration with a regular faculty working in an Indian institute.
5. Candidate should be below the age of 45 years.
6. Age relaxation to candidates belonging to SC/ST/OBC and the physically challenged category would be given as per Govt. policy and norms.



**Mode of Selection:** Selection of the research project of NRI/OCI/PIO will be made through the Expert Committees constituted by Competent Authority.

**Financial Support:**

- Each selected researcher shall be eligible to receive a consolidated stipend of Rs.1.2 lakhs per month for 3 years. Research Grants would be available for research studies/projects not exceeding Rs. 20 lakhs/year.
- The project will be extendable for another 2 years at the discretion of the Competent Authority on the recommendation of the Expert Committee. However, no stipend will be provided for the extendable 2 years although the research grant will be provided.
- In case the researcher finds a permanent position during the tenure of the position, the remuneration shall be discontinued from the day he/she joins in permanent position, but he/she may continue with the Research Grant for the project, for the remaining duration of the project.
- Provision would be available for keeping a research staff out of a Research Grant during the tenure of the fellowship.
- The Research Grant for the project which mostly will be of a laboratory nature; shall be divided into two (2) broad budget heads with the following indicative breakup:
  - Recurring (including Project Manpower, Travel, Consumables & Contingencies, Overhead) - 65%. However, Travel and Contingencies would be limited to 10% each.
  - Equipment - 35%
- Each Awardee needs to provide a proposal with a detailed breakup as above for utilization of the Research Grant and the Host/Parent Institution needs to adhere to the approved breakup for the entire project period.
- The amount (consolidated stipend and research grant) will be released in favor of the Head of the Parent/Host Indian Institution, where the research project will be undertaken, and will be kept in a separate account.

**Roles and requirements of host institutions:**

1. Host institutions should be encouraged to provide a congenial atmosphere for the awardees to excel in their work.
2. Access to all common infrastructural facilities, acceptable laboratory, and office space (Independently or on a shared basis), computing, library access, etc.
3. The institution's willingness to consider the candidate for a permanent position in due course will be subject to the meeting, rules, regulations, and all relevant statutory requirements.
4. Furnishing of the Utilization Certificate (UC) and the audited statement of account from the audit authority, as applicable to the Host Institute, as per the provisions of the General Financial Rules.

**XI. FELLOWSHIP FOR BEST ACHIEVEMENT IN BIOMEDICAL RESEARCH:**

To recognize the achievements of the biomedical scientists, one-time research fellowships will be awarded for the research work which has been published & disseminated in national & international journals.

**Eligibility:**

Scientists and young researchers working as a regular faculty/scientist in Institute of National Importance (INIs)/UGC recognized institutions/ICMR Institutes/NMC recognized medical

colleges.

**Financial implications:**

One time fellowship of Rs. one lakh will be given to the selected scientist/researcher which can be used by the Scientist for journal publications charges, travel for attending international and national conferences/seminar/symposium/workshop and research contingency purpose.

**Application & selection process:**

1. The application to be invited in the prescribed format duly signed and forwarded by the Head of the parent/host institute.
2. A note giving full details of the research contributions in the field of biomedical research.
3. A short biographical sketch of the applicant.
4. A list of five best peer-reviewed papers published by the applicant giving details of research work published in national and international journals separately and also indicating that whether the journal is indexed in Science Citation Index (SCI)/ Science Citation Index Expanded (SCIE) as per Journal Citation Reports (JCR) index Clarivate Analytics.
5. Applications with incomplete information are liable to be rejected.
6. Applications submitted after the last date of the advertisement (for that particular year) will not be considered.
7. The applications will be reviewed by the expert committee constituted by the competent authority.
8. The selected scientists will be given one-time fellowship of Rs. one lakh along with a DHR-ICMR memento/medal and certificate for accomplishing a meritorious research work in the biomedical research.

**XII. INTERNATIONAL TRAVEL GRANT SUPPORT FOR NON-DHR/ICMR SCIENTISTS & RESEARCHERS**

To provide financial support researchers/scientists/PG students, for attending and presenting their research accomplishments/findings in international conferences/seminars/symposia for wider dissemination of the research work or mentoring/talk on any topic in biomedical sciences in workshops for training young researchers/faculties/medical students etc.

**Eligibility**

1. The applicant should be a biomedical scientist/researcher/doctoral student engaged in R&D work.
2. Senior scientists (above 35 years of age) working in academic institutions and research laboratories are eligible to apply only to attend international scientific events (Conference/Seminar/Symposium/Workshop) that are not sponsored by International Council of Scientific Unions (ICSU).
3. Young scientists/research scholars (age limit 35 years as on the date of the conference) are, however, considered for support even for ICSU-sponsored events.
4. Regular scientists of DHR/ICMR are not eligible.
5. The grant is not for attending only workshops; it will be considered if the applicant is delivering any lecture or hands-on session in the workshop/conference/symposium, etc.

**Application & selection process:**

1. Complete application has to be submitted two months before the date of the scientific event, any application not submitted before two months will NOT be considered.
2. The following documents must be submitted along with the application:

- One copy of the completed application in the prescribed format and bio-data of the applicant.
  - A copy of letter from other national/international agency committing to bear partial cost of travel (the document must be flagged).
  - Letter of Invitation from organizers.
  - Detailed announcement of the event (brochure copy of the announcement to be attached).
  - Letter of acceptance of abstract paper for presentation and/or invitation from organizers to Chair a Session/participate as a Keynote Speaker.
  - Copy of the abstract of the paper to be presented by the applicant at the event.
  - The journey would be undertaken in economy class by shortest route. The tickets would be procured as per the GOI norms.
3. Assessment will be done by a selection committee constituted by the competent authority based on the scientific review of the research abstract.
4. The results will be informed *via* email to the selected applicants after one month of submitting the application.

### **Financial support**

Rs. 1.5 lakh maximum grant will be awarded to the selected applicants.

### **XIII. WORKSHOPS FUNDING GRANT IN BIOMEDICAL RESEARCH:**

To provide financial support for organization of workshops as per the DHR-ICMR mandate on various niche area in biomedical health research in order to train faculty/ researchers/ students in India.

### **Target group**

Various recognized govt. or private organizations/research institutions/medical/dental Colleges/NGOs for organizing workshops on research methodology, ethics and research capacity strengthening.

### **Selection process**

Assessment of the workshop proposal will be done by selection committee, based on the scientific review of the workshop proposal.

### **Financial support**

- If selected, a maximum financial support of Rs. 10 lakhs will be funded per workshop.
- Actual funding amount will be decided after the review of applications and according to the proposed budget requirements for the said workshop.

### **Subject areas of Workshop**

1. Research Methodology
2. Regulatory compliance (GCP, GLP, GMP etc.)
3. One health
4. Precision medicine
5. Transfusion medicine
6. Bone marrow transplantation
7. Genetic counselling
8. Clinical Pharmacology
9. Molecular characterization of diseases *viz.* Thalassemia, Sickle Cell Disease, Hemoglobinopathies *etc.*
10. Food safety and Nutrition
11. Tissue engineering
12. Trans-disciplinary research

#### **XIV. SUPPORT TO INSTITUTIONS AND SCIENTIFIC PROFESSIONALS / BODIES / ASSOCIATIONS**

- Support selected domestic Institutions for providing training to candidates selected by the Department under this scheme in specially designed programs/ identified priority areas. Support is also imparted to the institutions for developing online courses along with contact Programmes in relevant institutions/ online resource material for researchers/ online mentoring for researchers or Interactive forums and e-groups for researchers in the area of biomedical/health research.
- Such identified Institutes will be given one-time grants up to Rs.25.00 lakh for gap filling/upgradation of facilities and up to Rs.10.00 lakh per year for five years to meet the expenses on equipment, consumables, etc. Institutes under the support to institutions component will have to submit a training schedule/module for a short-term duration of 1 to 3 months or a long-term duration of 6-12 months. Besides, the aim of “Strengthening of research activities” through the establishment of online courses and a web portal on health research for students, faculty, and other researchers will also be undertaken.

##### **Eligibility and Selection**

1. Open advertisement will be given for seeking applications from the institutes willing to participate in the training programme.
2. Institutes having state-of-the-art infrastructure facilities and critical mass in either one or more disciplines identified in the high-focus areas of the scheme will be identified by the Expert Committee.
3. The institutes will impart training to the selected fellows as per the “training course or structure designed”.

##### **Financial Support**

1. A grant of up to Rs. 25 Lakhs will be given to the institute to upgrade its infrastructural facilities as relevant/required for the trainees and up to Rs.10.00 lakh per year for five years to meet the expenses on equipment, consumables, etc.
2. The quantum of the amount of grant will depend on the quantum of facilities to be upgraded / newly established as identified by the Expert Group/ Committee.
3. Financial assistance would be for up-gradation of facilities for providing training to the fellows nominated for training. Further, the assistance provided for equipment, consumables, etc. would be exclusively meant for training needs and not for strengthening the normal activities of the institutes and not for normal needs of the Institution.
4. The grant will be released to the Head of the institute and a utilization certificate will be furnished by the institute as per GFR.
5. The Institute will maintain a separate account of the funds received under the scheme and will furnish the audited statement of accounts, carried out by the ‘statutory audit body’ of the institute.

#### **XV. START-UP GRANT FOR RESEARCH PROJECTS**

The start-up grant scheme is meant to support biomedical researchers who have undergone training in Indian/foreign institutes supported by DHR. The program aims to utilize the skills learned during the period of training in a practical mode so that he/she can undertake research independently and to ensure that the trainees take up research seriously and in right earnest.

**Eligibility**

Only those who have completed Short/Long term fellowship training program of DHR/ICMR and developed his/her research project based on the training received are eligible to apply.

**Financial Support**

The Start-up grant for the project is up to of Rs. 16 Lakhs per year up to Rs. 50 Lakhs per research project for three years will be considered from each fellow/ trainee (after evaluation and approval by Technical Evaluation Committee and Approval Committee).

**7. MONITORING OF THE SCHEME:**

The work/progress of fellowships/research grants will be evaluated periodically by the Expert Committees constituted by Secretary DHR. The proposals will be screened and evaluated by the expert committee and will be approved by the approval Committee under the Chairmanship of Secretary DHR.

**8. PROJECT ADMINISTRATION:**

For Project administration at the National Level, Project Management & Implementation Unit (PMIU) has been established in the Department of Health Research & ICMR. The manpower for the Project Management & Implementation Units at DHR and ICMR, will be engaged on contractual basis, as indicated in **Annexure-II**.

**9. IMPLEMENTING AGENCY:**

The scheme will be implemented through the ICMR and the DHR will exercise the overall managerial control. Funds for implementation of the scheme in respect of approved projects/proposals will be released by DHR to the ICMR.

**10. TERMS AND CONDITIONS:**

The general and specific category wise terms and conditions are at **Annexure-III**.

## Component-wise physical and financial targets for the period 2021-22 to 2025-26

S.no.	Name of the Scheme	2021-22		2022-23		2023-24		2024-25		2025-26		Total	
		Physical	Financial (In Cr.)	Physical	Financial (In Cr.)	Physical	Financial (In Cr.)	Physical	Financial (In Cr.)	Physical	Financial (In Cr.)	Physical	Financial (In Cr.)
1	Short Term Fellowship Abroad	0	0	12	2.11	20	0	5	0.5	5	0.5	85	3.11
2	Long Term Fellowship Abroad	0	0	13		30							
3	Short Term Fellowship at Indian Institutes	0	0	2	0.02	3	0	20	0.24	20	0.24	45	0.5
4	Short-Term Studentship STS) for MBBS/BDS Scholar	0	0	0	0	0	0	2000	3	2000	3	4000	6
5	Long Term Fellowship at Indian Institutes	0	0	0	0	2	0	10	0.48	10	0.48	22	0.96
6	Women Scientists	29	9	38	6.67	20	7	30	6.5	30	11	147	40.17
7	Young Scientist (divided into sub categories) Non-medical fellowships for Ph.D.-BRET; MBBS/MD/MS-Ph.D. Program	38	14.5	43	15.9	50	15	550	40.45	350	60.26	1031	146.1
8	To encourage health research personnel (NRIs/PIOs/OCI)	2	0.01	4	1.1	5	1.5	5	1.72	5	3.44	21	7.77
9	Support to Institution and Support to Scientific /profession/institution/associations	5	0.22	9	1	1	2.24	5	1.75	5	2.25	25	7.46
10	Start-up Grant	0	0.93	0	0.4	10	0.5	5	0.75	5	1.5	20	4.08
11	MD/MS/DM/MCh/DNB/DrNB/MDS Thesis Support	0	0	0	0	0	0	400	1	400	0	800	1
12	Fellowship for best achievement	0	0	0	0	0	0	22	0.22	22	0.22	44	0.44
13	Travel Grant to non-DHR/ICMR	0	0	0	0	0	0	150	1.78	150	1.78	300	3.56

	scientists												
14	Workshops funding grant in biomedical research	0	0	0	0	0	0	50	3	50	3	100	6
	<b>Total</b>	<b>74</b>	<b>24.66</b>	<b>121</b>	<b>27.2</b>	<b>141</b>	<b>26.24</b>	<b>3252</b>	<b>61.39</b>	<b>3052</b>	<b>87.67</b>	<b>6640</b>	<b>227.16</b>
	Committed Liability								7.5		5.25		12.75
	Administrative Cost	0	0.74	0	0.74	0	0.76	0	0.6	0	0.6	0	3.44
		<b>74</b>	<b>25.4</b>	<b>121</b>	<b>27.94</b>	<b>141</b>	<b>27</b>	<b>3252</b>	<b>69.49</b>	<b>3052</b>	<b>93.52</b>	<b>6640</b>	<b>243.35</b>

\*Note – The number of fellowships can change based on receipt of applications and available of resources.

## Annexure-II

### A. Department of Health Research:

S.No.	Name of the Post Existing	No. of Posts sanctioned	No. of staff in position	Existing salary per month	Proposed Salary (As per DST norms wherever applicable)	Financial implications per annum
<b>A.</b>	<b>PMIU at DHR:</b>					
1	Program Manager	1	0	Rs.80,000 - 90,000/-	Rs.80,000 - 90,000/-	10,80,000
2	Scientist 'C' Medical/Non-Medical	1	1	75,000	67,000/- +HRA	9,96,000
3	Finance Manager	1	0	50,000- 55,000	60,000/-	7,20,000
4	Data Entry Operators	2	2	Rs.16,000- 20,000/-	Rs.20,000/ -	4.80,000
5	Group 'D'/Multi-Task Staff	2	1	Rs.12,000 - 15,000/-	Rs.18,000/ -	4,32,000
Salary enhancement for technical person will be 5% every two years as per DST norms. DEO/MTS salary will be subject to minimum payable under the Minimum Wages Act.						

### B. Indian Council of Medical Research (ICMR):

S.No.	Name of the Post Existing	No. of Posts sanctioned	No. of staff in position	Existing salary per month	Proposed Salary (As per DST norms wherever applicable)	Financial implications per annum
<b>B.</b>	<b>PMIU at ICMR:</b>					
1	Scientist 'D' Medical/Non-Medical	1		80,000	78,000/- +HRA	11,64,000
2	Administrative Officer	1		35,000	40,000/-	4,80,000
3	Data Entry Operator	2		Rs.16,000-20,000/- p.m.	Rs.20,000/- p.m.	4.80,000
4	Group 'D'/Multi-Task Staff	2		Rs.12,000-15,000/- p.m.	Rs.18,000/- p.m.	4,32,000
Salary enhancement for technical person will be 5% every two years as per DST norms. DEO/MTS salary will be subject to minimum payable under the Minimum Wages Act.						



**General Terms and Conditions (See para 10)**

**I. The budget for each project will be available under the following heads:**

- a. Fellowship/Staff (Manpower)
- b. Equipment
- c. Consumables
- d. Travel
- e. Contingencies/Miscellaneous
- f. Overhead (if applicable)

**II. DATE OF START**

The sanction letter would specify the date of start. It can only be a prospective date. If, however no date is mentioned in the sanction letter, the project would be deemed to have become operative on the day the grant is received by the Investigator. This date would have to be communicated by the host Institute to the DHR/ICMR and should be in no case later than one month after the receipt of the sanction letter/award letter by the host institute. The date of start of a project can be changed on the request of the PI provided no expenditure has been incurred from the grant released by the DHR/ICMR.

**III. STAFF COMPONENT FOR THE START-UP, SUPPORT TO INSTITUTE, SUPPORT TO NRI/PIO/OCI PROJECTS**

Project staff would be engaged initially for a period of one year and extendable only till the duration of the project. The staff engaged in the project will not have any claim, whatsoever, for continuation of services in DHR/ICMR after completion/termination of the project. The progress of JRF and SRF working on a project will be assessed every year by a committee consisting of PI, Head of Department, Dean and an external member who is an expert in the relevant field - not less than an Associate Professor/Professor. The fellowship for JRF/SRF will be as per the existing norms of the Department of Science & Technology (DST).

**IV. UP-GRADATION/DOWN-GRADATION OF APPROVED STAFF**

The staff selected and approved for a particular research project cannot be changed/modified by the host institute/organization without the prior permission of DHR/ICMR.

**V. UTILIZATION OF TRAVEL GRANT FOR SHORT-TERM AND LONG-TERM INDIAN INSTITUTES**

The grant can be utilized for travel within the country by the PI, co-investigator or of research staff working on the scheme for following:

- a. Attending seminars/symposia/conferences/workshops within the country provided the PI himself or the project staff is presenting a research paper (based on the project work) which has been accepted. Copy of the acceptance letter should be sent to the ICMR.

- b. Taking up field work/travel connected with the research work (TA/DA would be as per the entitlement) including procurement of chemicals, equipment etc.
- c. Visiting the DHR/ICMR office for meetings related to the project.
- d. Attending a training course related to the project, mainly for project staff.
- e. The travel grant cannot be used for foreign travel or any other expenses for visits abroad.

## **VI. UTILIZATION OF CONTINGENT GRANT**

This is meant for recurring as well as non-recurring expenditure. For contingency grant exceeding Rs. 25,000/- per annum detailed breakup should be given. The contingent grant can be utilized for purposes like, but not limited to:

- a. Acquisition of books and documents of relevance to the research topic in case these are not available in the library, these would become the property of the Institution library and after purchase and accession may be issued to the Department/ Scientist till they are needed.
- b. Charges for specialized investigations for which facilities do not exist in the host institute.
- c. Publication charges/ reprints/ off-prints of research papers published as an outcome of the research.
- d. Data entry charges
- e. Printing of questionnaire
- f. Computer utilities, charges for analysis of data (computer charges)
- g. Typing of research reports including preparation of the final report
- h. Communication charges
- i. The grant cannot be used for purchase of furniture items/office equipment such as telephone, faxmachine, laptops/computers etc.

## **VII. EQUIPMENT**

Provision for equipment(s) for conduct of the study shall be provided based on the recommendations/approval of the project by the approval by the appropriate Expert Committees. This would vary on the nature, scope and need of the project. For Young, Women, NRI/OCI/PIO scientist categories, the capital equipment has to be procured in the name of the institute where the fellow proposes to work. The value of the whole set of the equipment should not exceed Rs. 8.00 lakh for Young and Women Scientist categories. All expendable and non-expendable articles acquired for work of the project should be purchased in accordance with the procedure in vogue in the host institutions as per GFR. For permanent and semi-permanent assets acquired solely or mainly out of the grant, a separate record in the form of register in prescribed Performa (Asset Register) shall be maintained by the Institute. The term "assets" means movable property where the value exceeds Rs.1000/-. Separate assets registers for items costing more than Rs. 20,000/- and less than Rs. 20,000/- may be maintained.

- All equipment should be purchased according to the rules and procedures of the

Institutions where the project is to be carried out.

- Equipment procured through the grant should bear a label "DHR, MOHFW funded."
- On completion of the study a list of all equipment procured from the project funds along with their cost, date of purchase, and suggestions for disposal should be sent to the Department.
- Equipment costing less than Rs 20,000 are generally allowed to be retained by the Institute, while for those costing more than Rs 20,000 the Department would take decision on case-to-case basis.

### **VIII. RE-APPROPRIATION OF FUNDS**

Expenditure should on no account exceed the budget sanctioned for the project. Expenditure incurred over and above the sanctioned amounts against one or more, sub-heads/items of expenditure such as stipends, contingencies, etc. shall not be met without the approval of the DHR, by re-appropriation of savings under remaining sub-heads (except under sub-head 'equipment') by re-appropriation of money during the financial year, provided it is within over all sanctioned ceiling of the year. No expenditure shall be incurred on items not sanctioned under the scheme. Savings should also not be re-appropriated for meeting or incurring expenditure on staff that has not been sanctioned by the Department. The approval of re-appropriation up to an amount of Rs. 20 lakhs within the sanctioned budget can be given by the Head of the Division (JS).

### **IX. EXTENSION OF THE PROJECT**

- Extension beyond the approved duration would not be considered, except under special cases, where an important lead has emerged that need to be followed-up and valid justification is given and recommended by the Technical Evaluation Committee and Project Approval Committee at DHR.
- An extension with budget can be considered to complete the project. In such cases the extension request has to be submitted at least 3 months before the completion of project. The extension without additional budget up to 6 months can be approved by the competent authority of DHR.

### **X. NUMBER OF PROJECTS WITH THE PI FOR START-UP GRANT AND SUPPORT TO INSTITUTE CATEGORIES**

Under normal conditions, a PI should not be implementing more than three research projects at a given point in time. While submitting an application for a research project, the PI should give in detail all the research projects (completed, on-going). Fresh research proposals can be considered only when the on-going research proposals are about to conclude.

### **XI. ANNUAL PROGRESS REPORT**

- a) The Host/parent Institute would be required to submit an annual progress report and also give audited statement of expenditure by the Auditor of the research Organization/Institute etc. However, the first progress report should be submitted at least three months prior to the completion of the annual report so as to enable the

- evaluation and provide the grants within the completion of one year from the starting date. The subsequent annual report will be for the period of one year.
- b) The financial and physical progress of the project would be evaluated by the DHR with technical support from ICMR.
  - c) The progress report and expenditure statement in respect of the project shall be reviewed at the time of release of subsequent grants.
  - d) The Principal Investigator (PI) may be asked to present the progress at the meeting of the Committee, if considered necessary. The consolidated report of the work done to be provided to Department for evaluation and monitoring of progress and statement of expenditure.
  - e) The suggestion and views of the Committee and mid-course correction, if any, would be conveyed to the PI from time to time for effective conduct of the project. This would be binding on the PI.
  - f) In order to monitor the progress, quarterly/annual progress report would also be evaluated by DHR.

## **XII. FINAL PROJECT COMPLETION REPORT**

At the completion of the project, the final report should be sent in the prescribed format. The report should be submitted not later than three months from the date of completion of the project. 10% grant would be withheld for release after receipt of the final report. The review of any other new project sent by the same applicant for financial support from the Department would depend upon the previous track record in terms of compliance of submission of requisite statement of Accounts and annual / final reports in time. One copy of final report have to be submitted by the applicant along with the final audited statement of Accounts.

## **XIII. AUDIT**

The department would normally accept audited report from auditors as applicable to the concerned institution. Statement of accounts audited by Chartered Accountants approved by or registered with the CAG and /or Ministry of Health & Family Welfare would also be accepted. The necessary registration number should be provided for record.

## **XIV. ANNUAL UTILIZATION CERTIFICATE**

- i. The release of grants-in-aid and the terms and conditions thereof including submission of utilization certificates shall be subject to the provisions GFRs.
- ii. Each year a simple statement of accounts giving the funds received and expenditure incurred by 31st March needs to be submitted for release of the first instalment for the next year duly signed by the Accounts Officer of the Institute.
- iii. Unspent balance would be adjusted in the first instalment for the next year.
- iv. An audited statement would be essential for release of the second instalment of the annual grant from second year onwards.

## **XV. FINAL SETTLEMENT OF THE ACCOUNTS**

The final settlement of the Accounts will be done only after the receipt of the following:

- a. Final audited statement of expenditure
- b. Final utilization certificate
- c. List of equipment procured from the project along with their cost, date of purchase, and suggestions for disposal.

The grant paid by the DHR shall be refunded by the institution as and when the investigator discontinues a scheme midway or does not follow the detailed technical programme as laid down and approved by the DHR. All raw data (in all forms) should be made available/accessible to DHR..

## **XVI. PUBLICATION OF RESULTS/PRESENTATION OF PAPERS**

The research papers and publications based on the results of the research project should acknowledge assistance by the DHR. Copies/reprints of papers published should be sent along with the progress/final report.

## **XVII. INTELLECTUAL PROPERTY RIGHTS**

All new intellectual property viz., patents, designs, etc. generated as part of the research supported by the DHR under the Scheme would belong to the department and other partners as per the Indian Council of Medical Research IPR policy, till any new policy is formulated by Department of Health Research.

## **XVIII. ADMINISTRATIVE CONTROL**

The Fellows will not be treated as an employee of the DHR. The candidate will be under the administrative control of the Institution where he/she works and will be subject to the Rules and Regulations of the Institute concerned.

## **XIX. LEAVE RULES**

Fellows will be entitled for leaves as per guidelines of host/parent institute for project staff/JRF/SRF/research fellows. During the project duration, the candidate should not be away from the project for a period of more than 15 days in continuation and 30 days total without the prior consent of DHR. Leave without fellowship can be granted up to one month in a year. Maternity leave will be applicable as per the Government of India norms.

## **XX. PROVISION OF CO-PI**

There is no provision of co-PI in the Women scientist category program. However, the fellow can have a co-mentor in the project. In Start-up grant and NRI/OCI/PIO categories, the PI can have up to 2 Co-PIs in the project.

## **XXI. UPGRADATION OF CATEGORY OF FELLOWSHIP**

Under Women and Young scientist categories of program, a fellow who has submitted the PhD thesis(non-medical) and has not been awarded the degree shall

be eligible for category B. However, if the fellow has been awarded with PhD degree during the tenure of her/his project will be eligible for the upgradation of the category from B to A.

### **SPECIFIC TERMS AND CONDITIONS FOR SHORT-TERM STUDENTSHIP (STS) PROGRAM**

1. Students must follow the updated instructions and updated forms provided on the DHR portal. Incomplete applications/proposals will not be considered. DHR-ICMR reserves the rights to approve/disapprove the research concept note upon scientific evaluation.
2. The online application submission portal will be advertised every year between May to August. The report submission will proceed after three years between May to August.
3. The students admitted in the first and second professional year of MBBS/BDS may be assigned a Guide from the same medical/dental college and may develop and conceptualize a research concept note under their guidance in the field of biomedical research.
4. The concept note should be submitted on the given format only and should have details the original research work to be carried out by the student during six months in three years in every summer break with yearly objectives, under the guide and should not be copied from earlier research/thesis/other sources.
5. The research concept note should be submitted without any personal/identifying information like name, college name, mobile nos. email IDs, etc. of the student or the Guide or the college.
6. If in methodology the name of the college is required, then only mention the name of the district should be given.
7. If any identifying information is found in the concept note, consent form or patient information sheet, survey form, etc. then the proposal will be not considered further.
8. If any kind of research misconduct is noticed at any stage the proposal/ report would be rejected.
9. One student can submit only one proposal under a guide.
10. A guide can forward only one student application. Please note that in case of more than one submission by a student/ guide all proposals will be automatically rejected.
11. The cost of the proposed research work is to be borne by the host medical college/institution.
12. The stipend is meant only for the student as his/her fellowship.
13. The e-certificates will be issued only to the student, the name of the guide is however mentioned, no separate e-certificates will be issued to the guide.
14. DHR-ICMR does not recognize any co-guides for the STS project, even then if there is a co-guide it is solely up to the Guide. The student should obtain approval from the Institutional Ethics Committee (IEC) if the proposal involves research on human participants and from the Institutional Animal Ethics Committee (IAEC) if the work involves the use of animals.
15. The IEC/ IAEC approval should be obtained any time before beginning actual research work.

16. Any research carried out by the student without appropriate prior approval by the IEC/IAEC will be rejected. If IEC/IEAC is not required for the proposed work, then an exemption certificate is also to be submitted along with the concept note.
17. If in case the IEC/IEAC approvals are not given by the time of application submission, then an undertaking from the Guide is to be submitted for the same.
18. The same may be submitted either along with concept note or with the report.
19. Clinical trial studies/protocols are not allowed to be submitted under STS.
20. Informed consent is to be obtained for research on human participants. For more information please refer to DHR-ICMR National Ethical Guidelines for Biomedical and Health Research on Human Participants, 2017 and National Ethical Guidelines for Biomedical Research Involving Children available on [https://www.ICMR-DHR.nic.in/sites/default/files/guidelines/ICMR-DHR\\_Ethical\\_Guidelines\\_2017.pdf](https://www.ICMR-DHR.nic.in/sites/default/files/guidelines/ICMR-DHR_Ethical_Guidelines_2017.pdf) and [https://www.ICMR-DHR.nic.in/sites/default/files/guidelines/National\\_Ethical\\_Guidelines\\_for\\_BioMedical\\_Research\\_Involving\\_Children\\_0.pdf](https://www.ICMR-DHR.nic.in/sites/default/files/guidelines/National_Ethical_Guidelines_for_BioMedical_Research_Involving_Children_0.pdf) respectively.
21. Submission of wrong information/document etc. detected at any stage will lead to disqualification and the application/proposal/project will be treated as cancelled.
22. The studentship is non-transferable and cannot be given to another student in the event of non acceptance after getting approval. However, in case of transfer of guide the student can take another faculty member for same department as guide with permission from the highest competent authority of the same medical/dental college.
23. Incomplete, late applications will not be considered.
24. On approval of the research concept note and report, stipend will be paid in installments as mentioned in the guidelines through RTGS and will be transferred to the STUDENT'S OWN SINGLE HOLDER BANK ACCOUNT (should be a national bank). NO Joint Accounts (parents/guide) will be accepted.
25. The DHR-ICMR reserves right for no further discussion on rejected/incomplete applications/research proposals/late submissions.
26. Information from students may be used by DHR-ICMR/designated authorities to contact students/invite them to research methodology workshop/conferences or other academic activities, if required.
27. Requests for considering or providing the information pertaining to the following categories shall not be entertained by DHR-ICMR:
  - Reasons for rejection of STS applications
  - Technical errors on the portal on the last date and minute of submission leading to incomplete submission.
  - Names and contact details of students/guides/reviewers.
  - Any other details of any student/Guide
  - Details of STS projects-approved/disapproved.
  - Minutes of STS meetings/marks/scores
  - Or any other confidential information
28. The DHR-ICMR shall make all efforts to keep the information about participating students/guides/scientific reports (soft copies) confidential and in safe custody, however, will not be responsible for any unintentional loss of any kind due to unforeseen reasons at this time.

29. Research Integrity is crucial for good conduct of research and its outcomes. The student/guide should try to imbibe the right research culture and temperament for conducting quality research.
30. Do not copy paste write up/ information/ results/ data from other sources (published or unpublished) without giving appropriate reference.
31. Conflicts of interest, if any, should also be declared. Conflict of interest are situations in which financial or any personal reasons can compromise, an individual's professional judgment in proposing, conducting, supervising or reporting research and therefore can badly affect the quality of research and its reporting and also the scientific objectivity of the proposed research/ report.
32. All submissions to DHR-ICMR must be prepared by the student under guidance. The Guide is required to sign an undertaking to the effect that it is original work and not plagiarized from any other sources.
33. In case at any time point it is detected that the STS research proposal/ STS report have been plagiarized, the STS research proposal/ STS report will be out rightly rejected. DHR-ICMR reserves the right to accept or reject or take other appropriate action if any misconduct or fraud or plagiarism is detected at any point of time.
34. Dissemination about the program will be carried out at regular intervals to create awareness about the newly revised program which will enable the students to excel in research endeavors.
35. In addition, seminars/workshops will also be conducted to strengthen the essentials fundamental research concepts, best practices, and innovative approaches to cover the key aspects of research methodology in field of biomedical research for producing more impactful research outcomes.

### **INSTRUCTIONS FOR PREPARATION OF STS RESEARCH CONCEPT NOTE**

Please follow the format given below:

Reference ID	(Generated upon registration)
Title	(25 words max.)
Introduction	(300 words +100 words)
Objectives	(100 words max.)
Methodology	(800 words +100 words)
Implications	(100 words + 50 words)
References (Vancouver style)	(300words max.)

The stated word limit is for guiding the students and may only exceed the limit as stated above.

***Important note:*** No name/ contact details (Telephone number/ email) should be provided. The proposal would be automatically rejected if any identifying information of the student/guide is provided in the proposal.

**Reference ID-** Please provide only the reference ID for identification on the top. Identifying information like name of the student/guide, contact details like contact numbers/email addresses should not be provided in the proposal/project for unbiased review.

**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. Defend the model- Provide a rationale and describe the reasoning that led you to selecting them. Briefly describe the experimental design and how it accomplished the stated objectives. Describe the situation and specify clearly the gaps in the existing knowledge and/or controversy and in conclusive evidence. The discussion should be supported with appropriate references.

**Objectives-**Should specify what kind of knowledge the study is expected to obtain. It should give a clear notion of what is to be described, determined, identified, compared or confirmed. 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 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, 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 in Vancouver style only from recently published journals/ literature supporting the proposed research.

## **SPECIFIC TERMS AND CONDITIONS FOR MD/MS/DM/MCh/DNB/DrNB THESIS FINANCIAL SUPPORT PROGRAM**

1. The research topics should mainly aim and focus on the thrust areas of clinical and biomedical research as per the DHR-ICMR mandate with research outcomes of that can be used for translating them into tangible products useful for the society and country:
2. The applicants should first register their thesis topic on Medical Shodh Ganga (May kindly visit DHR & ICMR website for detailed information). If the thesis topic is not registered at Medical Shodh Ganga, then it will not be considered.
3. Applicants must apply within 12 months of admission/joining the course (MD/MS/DM/MCh/DNB/DrNB/MDS).
4. The applicant and the Guide will indicate their choice of the research topic as per DHR-ICMR mandate and will give a brief description of the objectives, methodology, design of the study, expected outcome, up-to-date literature search, ethical considerations, and facilities available at the institute for conducting the study as per the proposed protocol and an undertaking by Head of the Institute that the applicant will be permitted to undertake the proposed research activity.

5. If an applicant leaves the proposed course/program in the first year, the first instalment amount received by the applicant will have to be remitted to DHR-ICMR with suitable justification through the Guide.
6. The grant shall be issued in the name of the applicant directly, with a copy to the Guide and the Head of the Institute.
7. The amount will be used by the applicant for the pursuance of thesis research work and may use the funds for the purchase of reagents, preparation of thesis, secretarial assistance, or any other activity related to the research project following fair and reasonable procedure.
8. The applicant shall submit the information to DHR-ICMR regarding the way the funds were utilized duly signed by the Guide and Head of the Institute/College.
9. The applicant will acknowledge the financial assistance provided by DHR-ICMR in the publication(s) in peer-reviewed JCR-indexed journals emerging out of the thesis work and in the thesis as well.
10. Dissemination about the program will be carried out at regular intervals to create awareness about the newly revised program which will enable the students to excel in research endeavors.
11. In addition, seminars/workshops will also be conducted to strengthen the essentials fundamental research concepts, best practices, and innovative approaches to cover the key aspects of research methodology in field of biomedical research for producing more impactful research outcomes.

### **SPECIFIC TERMS AND CONDITIONS FOR MD-Ph.D. PROGRAM**

#### **Combined MD-Ph.D. (Category-1)**

1. The total tenure will be five years or completion of Ph.D. (3 years as junior resident and 2 years as senior resident) for MD-Ph.D. fellows and three years or completion of Ph.D. for post graduate fellows.
2. Financial support will be provided when the selected applicant submits the following documents to the DHR-ICMR:
  - An undertaking to the effect that the funds received from the DHR will be used strictly for the purpose for which it has been released, and in the event of leaving this program without completing the program the whole amount will be remitted back with suitable justifications.
  - A surety bond will be executed by the applicants joining the fellowship on Rs. 100/- non-judicial stamp paper.
3. The annual progress reports are to be submitted on time, through the host institute duly forwarded through the competent authority after completing 12 months within one month of completing a year.
4. Any delays in submitting from the above-mentioned timeline should be prior informed to the DHR-ICMR through the Guide.
5. The stipend and research grants will be released annually only after DHR-ICMR reviews the annual progress of the selected fellows.
6. The local institutional committee (approved by DHR-ICMR) and Guide should review annual work done report for extension of next year.
7. The Secretary DHR & Director-General, ICMR, will make the final decision for tenure extension.

8. The grant shall be released in the name of the Head of the host institute directly with a copy to the Guide and the fellow.
9. The grant will be used by the fellow for pursuance of research work *viz.* purchase of reagents, consumables, preparation of the thesis, research publication charges (only from the thesis work), and any other work related to the research project following fair and reasonable procedure.
10. The annual Utilization Certificate (UC) has to be submitted to DHR-ICMR within one month upon completing a year, regarding the manner in which the funds were utilized duly signed by the Accounts Officer and Head of the Institute/college.
11. Part-I of the thesis is to be submitted for fulfillment of the requirement of MD/MS at two and half years (2½), from the joining date and examination at three years for MD/MS degree after acceptance of the thesis by two examiners.
12. Part-II thesis (final) to be submitted for fulfillment of Ph.D. degree upon completion of five years from the joining date and thesis defense after acceptance of the thesis by three examiners.

**Young Medical Faculty Ph.D. (Category-2):**

1. For young medical faculty from INIs/medical colleges/research institutions who are willing to pursue Ph.D., can apply directly against the call or through the host institutions (those who will be entering into an MoU with DHR-ICMR)
2. The collaborating centers, who will sign MOU with DHR-ICMR for the said program, will be sending their respective young faculty nominations against the call to DHR-ICMR.
3. Selection of applicants is at the sole discretion of the DHR-ICMR, and the program can be withdrawn at any time.
4. The thesis is to be submitted at the end of five years (from the date of joining) after thesis defense with acceptance of the thesis by three external examiners.
5. Upon completion of Ph.D., the thesis summary (2-5 pages), outlining the objectives, methodology, findings and discussion is to be submitted to the DHR-ICMR.
6. The fellow is required to publish minimum one paper from the thesis work in peer-reviewed PubMed/SCI/SCIE indexed journals.
7. DHR-ICMR research grant is to be acknowledged in all publications/patents emerging out of the thesis work.
8. The grant can be terminated at any time on a month's notice, if the progress of work is not satisfactory or upon receipt of an adverse report from the Guide and can be terminated forthwith if the particulars given in the application form for fellowship are found to be incorrect or false.
9. This program is not linked with any other research capacity building programs under which the students are in receipt of stipend *etc.*
10. Dissemination about the program will be carried out at regular intervals to create awareness about the newly revised program which will enable the students to excel in research endeavors.
11. In addition, seminars will also be conducted to strengthen the essentials fundamental research concepts, best practices, and innovative approaches to cover the key aspects of research methodology in field of biomedical research for producing more impactful research outcomes.

**SPECIFIC TERMS AND CONDITIONS FOR NON-MEDICAL FELLOWSHIP FOR  
Ph.D.- BRET PROGRAM**

1. The total tenure will be five years or the completion of Ph.D. whichever is earlier.
2. The selected applicant may join the fellowship within one year (as mentioned in the award letter) after the declaration of results.
3. The selected fellows will be required to submit willingness letter to DHR-ICMR within one month of result declaration, if they wish to avail fellowship after the issue of the Award letter.
4. The fellows may register themselves on the EPMS online portal and then proceed as follows:
5. Before the joining and starting of the fellowship, the research synopsis is to be submitted by the fellow through the guide and host institute, which will be evaluated by Expert Committee constituted by the competent authority of the DHR-ICMR (should be submitted within six months from the date of the award letter).
6. The first 60% fellows will be required to join within 12 months from the date of Award letter issued by DHR-ICMR and next 40% will be required to join the fellowship within 06 months from the date of award letter issued.
7. The plan of work must be prepared, as defined in the online application form. A Statistician should be consulted for the preparation of the plan of work, where considered necessary.
8. The problem to be studied should be well-defined. It should relate to a particular aspect of a problem and not be of a general nature and should be capable of completion within the fellowship period.
9. The joining documents is to be submitted online through the ePMS DHR portal in the prescribed format within one year of the issue of award letter for Category-1 fellows and within six months for Category-2 fellows.
10. No hard copies of any document will be accepted.
11. The applicant should not draw any stipend or salary or be in receipt of any other type of financial assistance except leave salary during the fellowship. A certificate to this effect must be furnished by the applicant is proposed to be carried out during the fellowship must be submitted with the application.
12. The following documents are to be submitted at the time of joining (online through ePMS portal):
  - a. Joining report (original copy) mentioning exact date of joining (indicating forenoon/ afternoon), recent photo duly signed and seal/rubber stamp (Guide) and Head of the Institute's name (format enclosed).
  - b. Ph.D. enrollment/registration letter from the Institute/University through the Guide
  - c. Mandate Form (format enclosed): DHR-ICMR will release all funds to the Head of Institute Only (clearly mention to whom funds may be released i.e., Registrar/Director/Dean/Principal/others, please specify).
  - d. DHR-ICMR JRF Application Form (format enclosed).
  - e. Applicant availing the hostel facilities in the Institute/any other Institution will not be eligible for HRA. A Certificate to this effect may be furnished by hostel accommodation authority of the Institute in prescribed format (format enclosed).
  - f. Undertaking of the fellow for DHR-ICMR JRF/SRF (format enclosed).
13. The final detailed research proposal is to be submitted to DHR-ICMR for evaluation and final approvals.
14. The applications should be sent through the Guide and the Head of the Institute where the applicant proposes to work. If employed, a certificate from his/her employer to accept the fellowship should be submitted.
15. The Ph.D. enrollment/registration letter should also be submitted through Guide.

16. The Head of the Institution, where research work will be carried out, must certify that equipment, laboratory and other facilities are available in the Institution for the proposed research work, and these will be made available to the fellow for the Ph.D. tenure.
17. It should be noted that no funds shall be provided for the purchase of equipment or non-expendable articles of use. In addition, the Academic Council or equivalent research doctoral committee of the Institute must recommend the project proposal.
18. All projects involving human beings/animals must be cleared by the institute ethics committee (IEC)/Institute animal ethical committee (IAEC) of the Institute.
19. IEC approval for the project work proposed should have been obtained in time, to avoid unnecessary delays in starting the research work and submission of annual progress reports on time to avoid delay in release of the fellowship amount and terminations. DHR-ICMR is not responsible for the administrative and institutional delays for doctoral committee meetings, IEC meetings.
20. Any delays in submitting the same should be informed to the DHR-ICMR with prior information through the Guide.
21. In the event of the fellow leaving before completing one year, he/she will be required to refund the stipend drawn by him/her from the date of joining to the date of leaving the fellowship.
22. The fellow will not be allowed transfer from one institution to another after completion of one year as a JRF, except in special circumstances with the prior approval of the Secretary DHR & DG, ICMR only. No Travel Allowance (TA) from the contingency will be paid as a result of such a transfer.
23. A webinar to create awareness about the newly revised program shall be organized before the onset of the program which will enable the students to excel in research endeavors for capacity building shall be conducted.
24. Dissemination about the program will be carried out at regular intervals to create awareness about the newly revised program which will enable the students to excel in research endeavors.
25. In addition, seminars will also be conducted to strengthen the essentials fundamental research concepts, best practices, and innovative approaches to cover the key aspects of research methodology in field of biomedical research for producing more impactful research outcomes.

#### **ADMINISTRATIVE CONTROL**

- a. The Fellow will not be treated as an employee of the DHR-ICMR.
- b. The Fellow will be under the administrative control of the host Institution/university where he/she works and from where he/she is registered and will be subject to the administrative rules and regulations of the Institute concerned.
- c. The service of the Fellow will be terminated at the conclusion of the fellowship.

#### **OTHER ADMISSIBLE BENEFITS**

***HRA & Medical Benefits:***

- a. All Research Fellows may be allowed hostel accommodation in the host institute wherever available and those residing in hostel provided by host institute OR hostel by other University/Institute will not be eligible for HRA.
- b. Medical benefits will be allowed to a Fellow as per the rules of the Institution where they are working. DHR-ICMR will not bear any financial burden in this regard.

### **IN-ADMISSIBLE BENEFITS**

Fellows are not entitled for DA, CCA, Bonus and Leave Travel Concession (LTC).

### **ANNUAL REPORTS AND Ph.D. THESIS SUBMISSION:**

The Fellow shall submit annual reports and up-gradation report only as per the prescribed standard DHR-ICMR proforma. (Proforma-I) The first annual report should be submitted after 10 months from the date of commencement of the fellowship, giving complete factual details of the research work done, through the Guide along with his/her appraisal.

- a. Subsequent annual report as per the standard pro-forma shall be submitted through the Guide two months before the completion of fellowship year.
- b. No change in the Title of the Project is permitted after submission of 1<sup>st</sup> Annual Report.
- c. Further continuation of fellowship for each year will depend upon the progress of work.
- d. Failure to submit report in time may necessitate the termination of fellowship. Two copies of the final report, duly typed clearly, as per standard pro-forma, of the work done during the tenure of fellowship, will be submitted in the last month before the completion of termination of fellowship.
- e. A list of the papers published or presented at a Scientific Conference during the term of the fellowship should also be furnished in the annual and final reports.
- f. The work done can be utilized for submission of thesis for a degree after obtaining prior approval of the Director General, DHR-ICMR. Due acknowledgement to the DHR-ICMR, should, however, be given in all papers published from the Ph.D. work.
- g. The final summary of thesis (in Pdf format) is required to be submitted to DHR-ICMR upon completion of the degree through Guide, with due acknowledgment given to DHR-ICMR in the Ph.D. thesis. **Annual Progress Report submission timelines (online only)**
- h. Submit the following within 10 months of joining***
  - a. First Annual Report (format enclosed).
  - b. Statement of Accounts/Expenditures duly forwarded by concerned administrative authority (format enclosed).
- i. Submit the following within 22 months of joining.***
  - a. Second Annual Report
  - b. Up-gradation letter from JRF to SRF (format enclosed), duly recommended and forwarded by Guide and recommended, forwarded and signed by Institutional Committee Members including One external member (obligatory) in the field (format enclosed).
  - c. Statement of Accounts/Expenditures duly forwarded by the concerned administrative authority.
- j. Submit the following after 2 years and 10 months of joining.***
  - a. Third Annual Progress Report.

b. Statement of Accounts/Expenditures duly forwarded by concerned accounts authority.

**k. *Submit in the final year /completing (4th & 5th) year.***

a. Summary of thesis work through Guide, and soft copy of thesis (with due acknowledgment given to DHR-ICMR) in pdf format

b. Ph.D. Degree (provisional attested copy can also be submitted),

c. Research Paper(s) published only from the thesis work, with due acknowledgment given to DHR-ICMR.

d. Final Statement of Accounts / Expenditures duly forwarded by the concerned administrative authority.

**PAYMENT OF FUNDS**

The DHR-ICMR will pay the fellowship stipend and the contingent grant to the Head of the Institute for disbursement to the Fellow. The University/Institution shall be responsible for the proper utilization of the grant and for a rendition of accounts to DHR-ICMR.

The payment of stipends and contingent expenditures will be governed by the following procedure:

- a. Grant to cover fellowship stipend and contingencies for the Fellow will be paid to the Head of the Institutions in two halves yearly installments. The first installment will be released as soon as a report, duly forwarded by the Guide is received regarding the assumption of charge by the Fellow.
- b. At the end of every 3 months from the date of commencement of the fellowship, a simple statement of expenditure incurred from the previous installment and demand for the next installment will be sent to the Council. The next installment will be released only on receipt of a statement of expenditure for the previous installment.
- c. The last three months grants stipend, contingency & HRA may be released after receiving the certificate of submission of Ph.D. Thesis.
- d. A separate receipts and payments account will be maintained by the Institution. The accounts will be subject to audit by the authorized auditors of the Institution. At the end of the financial year, an audited statement of account along with the utilization certificate shall be sent to the DHR-ICMR.
- e. Further grants will be stopped unless audited statements of accounts and utilization certificates are received within a period of one year after the end of the financial year for which the grant was sanctioned/released.
- f. Any unspent balance out of the grant paid by the DHR-ICMR will be refunded in full to the DHR-ICMR.
- g. The Head of the Institution & Guide will, in the matter of payment of stipend and incurring of contingent expenditure, strictly observe the terms and conditions under which the fellowship is awarded.
- h. The Contingent grant can be utilized only for the following purposes:
  - Acquisition of books and documents of relevance to the research topic including reprints/off prints provided these are not available in the library of the University/Institution. The requisition in this regard must be recommended by the Supervisor and approved by the Head of the Department. The books will become the property of the University/Institution's Library after purchase and may be issued to the

Supervisor/. Fellow after accession for use by the indenting Fellow till the end of the fellowship. Normally, not more than 25% of the total annual contingent grant can be utilized for this purpose.

- Towards meeting actual train fare and Distance Allowance (DA). During tours, the Fellow will be entitled to TA/DA as admissible in case of government servants drawing basic pay equivalent to the stipend. The calculation of the daily allowance will be made from the date of commencement of the journey to the date the Fellow returns to the headquarters.
- Petty expenditure for the purchase of chemicals, reagents, stationery postal charges, and registration fee for attending scientific conferences.
- Charges for typing a thesis are limited to up to 10 % of the contingent grant.
- Photographic materials for research or thesis work.
- Computation charges.

- i. **NOTE:** *Non-expendable articles except those listed above or equipment cannot be purchased out of the grant. Contingent Grant cannot be utilized for foreign travel or other expenses for visits abroad.*

### **TRAVEL**

The DHR-ICMR may approve tours of Fellows for the following purposes:

- a. Attending symposium/seminar/conference provided the fellow is presenting a paper, which has been accepted by the organizers of the symposium/seminar/conference.
- b. Fieldwork connected with the research project.
- c. The travel entitlement for JRF/SRF for participation in scientific events/workshops in India will continue to be the same as earlier i.e., 2nd AC by rail.
- d. The expenditure on the above accounts will be met from the contingent grant sanctioned to the Fellow.

### **TRANSFER OF FELLOWSHIP:**

- a. The fellow should carefully choose the host Institution, guide/supervisor, availability of necessary infrastructural and other facilities etc. to carry out his/her research work before joining. Request for transfer of fellowship will not be entertained after completing one year as JRF in a particular institution/organization, except on compelling circumstances for which the fellow & his/her guide should submit proper justification prior to transferring the fellowship, which is up to the Competent Authority of DHR-ICMR to review and approve for the same.
- b. In case of transfer within one year, the 'No Objection' Certificate should also be produced by the fellow from the supervisor and head of the Department of University/Institute from where transfer is sought and consent of the guide/host Institute where fellowship is sought to be transferred by giving reasons of transfer.
- c. No fellow will be allowed to join another Institute without seeking prior approval from DHR-ICMR. If the applicant leaves the parent Institute/University and joins elsewhere without approval of DHR-ICMR, his/her fellowship will be terminated from the date of resignation of the institution/organization where he joined initially. ONLY in special circumstances, the fellowship may be transferred with the prior approval of the DG, DHR-ICMR. No T.A. will be paid as a result of such a transfer.



### **TEMPORARY DROPPINGS FOR TEACHING or RESEARCH WORK:**

- a. A Research Fellow on the recommendation of Guide, and provided that his/her University/ Institute has no objection, may be permitted by DHR-ICMR to take up a temporary paid lectureship/research job in a recognized R&D Institution/University, College/Institute of repute/Recognized R & D Institution/ PDF studies in India & abroad for a period not exceeding one year during the entire tenure of the Fellowship (JRF & SRF together).
- b. The Research Fellow will not be entitled to any extension of the JRF fellowship for such periods. The Fellow will not be entitled to any stipend and contingency grant during such leave. Such leave period will be counted in the tenure.
- c. Such leave can be taken only after joining and working as JRF at least for one year.
- d. The fellow has to report for duty at the same place from where he proceeded on leave.
- e. The due submission of APRs and other documents as required should be submitted as per DHR-ICMR guidelines on time.
- f. The stipend and research grants will be released annually only after DHR-ICMR reviews the annual progress of the selected fellows.
- g. Annual Utilization Certificate is needed from April to March (every financial year).

### **SPECIFIC TERMS AND CONDITIONS FOR FELLOWSHIP PROGRAM FOR ACHIEVEMENTS IN BIOMEDICAL RESEARCH (FAB-22)**

1. The call will be opened annually by the DHR-ICMR.
2. The applications have to be submitted along with the best 05 publications in peer-reviewed PubMed/JCR indexed journals as a first author in the last 10 years from date of application
3. The research work should be related to biomedical research national health priorities as defined in the DHR-ICMR mandate.
4. The role of the scientist/researcher who applies for the fellowship should be clearly indicated, so as to make it easy to determine whether major part of the work has been done by him/her, if it is joint publication.
5. A certificate from the senior author stating that the applicant applying for the award has himself/herself made significant contribution to the research work for which his/her paper is being recommended for the award should also be submitted along with the application.
6. Applicants need to provide "No Objection Certificate" from co-authors.
7. However, in the event of any dispute, the onus will be on the applicant/nominee/recipient of the FAB-22 fellowship, and DHR-ICMR will not be responsible for any such dispute arising out of counter claims.
8. The selected scientists/researchers will be required to deliver an oratory lecture on his/her research work at a place and date decided by the DHR-ICMR.

### **SPECIFIC TERMS AND CONDITIONS FOR INTERNATIONAL TRAVEL GRANT SUPPORT PROGRAM FOR NON-DHR/ICMR SCIENTISTS/RESEARCHERS**

1. The application completed in all respects together with enclosures must reach DHR-ICMR at least two months prior to the commencement of the event. If the application is not received in time, the request will not be considered.
2. DHR-ICMR will endeavor to communicate the decision on the application about four weeks before the commencement of the event. No interim correspondence will be sent.

3. The applicant should have an accepted paper/abstract for presentation or an invitation to Chair a Session with a lecture or as a Keynote Speaker.
4. The theme of the Conference/ Seminar/ Symposium/ Workshop should be related to the thrust areas/ activities of DHR-ICMR. (Application to merely attend annual meetings of professional Societies or for trainings/courses will not be considered).
5. The research publications indexed in PubMed/SCI/SCIE, during the last five years is to be submitted.
6. Only the front page of the Technical Programme of the Conference/Seminar/Symposia/Workshops to be enclosed along with the accepted letter and copy of the research paper/abstract.
7. The air fare estimates for tickets bookings may be done as per the Department of Expenditure (DoE) *OM no. 19024/03/2021/E.IV* dated 16.02.2022
8. Ensure that the Conference is not a predatory one.
9. The candidate can travel one-two days prior from the date of the event and return back within one-two days after date of completion of the event. No more dates concession beyond this will be considered.
10. Those who have once availed of the support cannot apply until the next three years.
11. The scientists/researchers who are entitled to get the financial grant support from their respective host institute will not be eligible to apply for the DHR-ICMR travel grant support. The same must be declared in the online application form duly approved by the competent authority of the host institution.
12. The applicant should have published research papers in PubMed/SCI/SCIE-indexed journals.
13. No objection certificate is to be submitted from the co-authors, if any.
14. The applicant should not have availed of financial assistance from DHR-ICMR in the last three financial years.
15. The application should be forwarded through proper channel i.e. forwarded through the Director/Principal/Registrar/Dean of the host institute and must reach DHR-ICMR two months prior to the date of the Conference/Seminar/Symposium/Workshop.
16. The letter of acceptance for availing the grant from the selected applicant must be submitted at least three weeks before the event to DHR-ICMR.
17. In the event of selection DHR-ICMR will initially issue an award letter agreeing to provide financial support.
18. The committed amount will be reimbursed to the selected applicant only on his/her return to India after participation in the said event and on submitting a detailed participation report and copy of original air tickets and boarding passes (both onward and return journey) within two months from the date of event.
19. The scientists/researchers may please ensure that all the essential claim documents mentioned above are properly attached and tagged/flagged with the application. Incomplete application will NOT be considered.
20. The application completes in all respects together with enclosures must reach DHR-ICMR at least two months prior to the commencement of the event. If the application is not received in time, the request will not be considered.
21. DHR-ICMR will endeavor to communicate the decision on the application about four weeks before the commencement of the Conference. No interim correspondence will be sent.
22. The applicant has an accepted paper/abstract for presentation or an invitation to Chair a Session with a lecture or as a Keynote Speaker.
23. The theme of the Conference/ Seminar/ Symposium/ Workshop should be related to the thrust areas/ activities of DHR-ICMR. (Application to merely attend annual meetings of professional Societies will not be considered).
24. The research publications indexed in PubMed/SCI/SCIE, during the last five years to be submitted.
25. Only the front page of the Technical Programme of the Conference/Seminar/Symposia/Workshops to be enclosed along with the accepted letter and copy of the research paper/abstract.
26. The air tickets may be booked as per the Department of Expenditure (DoE) *OM no. 19024/03/2021/E.IV* dated 16.02.2022

27. Ensure that the Conference is not a predatory one.

28. Dissemination about the program will be carried out at regular intervals to create awareness about the newly revised program which will enable the students to excel in research endeavors.

In addition, seminars will also be conducted to strengthen the essentials fundamental research concepts, best practices, and innovative approaches to cover the key aspects of research methodology in field of biomedical research for producing more impactful research outcomes

**NOTE:** *Canvassing will disqualify the applicant for the DHR-ICMR Travel Grant.*

**FOR APPLICANTS REFERENCE:**

**PLEASE ENCLOSE SUPPORTING DOCUMENTS** wherever in the checklist the applicant's answer is Yes (strike off whatever is not applicable).

All the Documents may be enclosed as in the checklist order given below:

**CHECKLIST**

- |   |        |
|---|--------|
| 1. Applicant has Paper(s) accepted at the Conference  | Yes/No |
| 2. Applicant has been sanctioned any travel support by any other agency   | Yes/No |
| 3. Fare from the airline indicating the cost of return excursion/airfare.<br>(Economy class) as per the DoE OM no. 19024/03/2021/E. IV<br>dated 16.02.2022                                  | Yes/No |
| 4. Certificate in proof of date of birth  | Yes/No |
| 5. Copy of Abstract of Paper(s)   | Yes/No |
| 6. No objection certificate from the co-authors if any  |        |
| 7. Brochure/Announcement of the Conference  | Yes/No |
| 8. Technical program of the Conference  | Yes/No |
| 9. Applicant has availed assistance in last three years   | Yes/No |
| 10. Applicant is a young scientist (35 years as on date of conference)  | Yes/No |
| 11. Documents are properly tagged and flagged with the application  | Yes/No |
| 12. Updated biodata with publications in last five years ( <b>indexed journals</b> in<br>databases like PubMed, SCI & SCIE <i>etc.</i> publications in predatory journals<br>to be avoided) |        |
| 13. Copy of Visa fee (receipt)  | Yes/No |
| 14. Copy of Registration fee paid to be sent by ONLY selected applicants  | Yes/No |
| 15. Brief CV of the Applicant should be one page  | Yes/No |

**SPECIFIC TERMS AND CONDITIONS FOR WORKSHOP FUNDING SUPPORT IN BIOMEDICAL RESEARCH PROGRAM**

1. The online application complete in all respects together with enclosures must be submitted at least three months prior to the workshop date, against call advertised by DHR-ICMR
2. Applications from engineering colleges/nursing colleges/NGOs should be submitted in collaboration with recognized R&D institution/ICMR institute/center or NMC recognized medical/dental colleges.
3. The call for a online applications will be notified twice a year *i.e.* June and December on the ePMS DHR portal
4. Applications submitted without the detailed workshop program with topics and dates and speaker name and details will not be considered.
5. If the participant list is not final, then the concerned field and subject area of the participants should be given in the application form.
6. The budget details to be submitted only as per the ICMR format and budget heads stated (budget heads format at **Proforma-2**)

7. The application should also have the nomination of scientist(s) from ICMR Institutes/Centers/Headquarters as per the relevant subject area to attend the funded workshops.
8. The applications will be reviewed by an expert committee constituted by the Secretary DHR & DG, ICMR based on the workshop topic and its expected outcome and training of human resources in the field of biomedical research.
9. There will be research methodology session and talk on the dissemination of all the HRD programs in the funded workshops which will be communicated to the organizing secretary after the selection.

Required documents to be submitted along with the application form:

**Cover Letter:** A formal cover letter addressed to the DHR-ICMR, stating the workshop details, objectives.

**Workshop proposal:** A detailed proposal outlining the objectives, scope, program agenda, list of participants and expected outcomes of the workshop.

**Budget Details:** A comprehensive budget plan that includes estimates for expenses related to the workshop, including venue costs, consumables, faculty honorarium, travel, food and accommodation *etc.*

**Workshop Schedule:** A tentative schedule or agenda for the workshop, including session topics, speakers (confirmation from speakers to be submitted), and duration.

**Organizational Profile:** Information about the organizing institution, including its background, mission, and previous experience in organizing similar events.

**CVs of Organizers:** One pager CV key organizers and speakers/faculty involved in the workshop, in the format given (*Proforma-3*) should be submitted.

**Letter of Support:** Letters of support or collaboration from relevant stakeholders/medical colleges /research institutions.

**Registration Process:** Details on the registration process for participants, including fees (if any) and criteria for selecting attendees.

**Workshop Brochure :** Information about the workshop venue, including its capacity, facilities, and accessibility.

All queries to be sent through email to: [dhr-hrdscheme@gov.in](mailto:dhr-hrdscheme@gov.in)

#### **SPECIFIC TERMS AND CONDITIONS OF THE FELLOWSHIP FOR WOMEN SCIENTIST/YOUNG SCIENTIST/ NRI/ START-UP GRANT**

1. **The Scheme is being implemented as a part of the Human Resource Development of Department of Health Research (DHR) as per approved guidelines of the scheme inter- alia, ensuring the following:**

- i. The fellowship is scientific/individual specific, non-transferable and taxable.
- ii. The fellowship/project will be sanctioned, initially for one year only. It will be reviewed periodically by expert group and shall continue only after receiving the satisfactory report from the expert panel. Yearly UC will be submitted at the end of 11 months without which the consecutive grants will not be released.
- iii. The institute shall submit yearly utilization report and audited statement of accounts carried out by the statutory body of the institute.
- iv. The fellow should submit the acceptance letter through head of the Institute stating that he/she will adhere to the terms and conditions of fellowship of HRD Scheme. In case the fellow /scientist refused the fellowship after accepting Sanction letter, his/her candidature shall be cancelled and candidate would be debarred for three year for applying for any HRD fellowship of DHR or ICMR.
- v. The project will become operative with effect from the date of receipt of fund by the host institute or afterward. The date should be intimated by the PI and host institute to the DHR.
- vi. Steps to procure the approved equipment (if applicable) should be initiated immediately (to avoid escalation of cost) following the prescribed norms of the institution.
- vii. The fellow, if get selected for permanent job/transferred at any other institute, from the present Institution. He/she will be allowed to shift the project along with him/her to the new Institute, provided both institutes submit the No Objection Certificate.
- viii. The PI will not entrust the implementation of the work for which the grant is being sanctioned to another institution and to divert the grant receipts as assistance to the latter institution. In case the scientist is not in a position to execute or complete the project, he/she may be required to refund forthwith to DHR the entire amount of grant-in –aid received.
- ix. Apart from the consolidated fellowship amount, no other allowance such as HRA, PF, LTA, etc. will be permissible. No liability on any of the account will be borne by DHR.
- x. The fellow is entitled for leave as per the guidelines of the host institute for the project staff/JRF/SRF/ research fellow etc.
- xi. The host institute shall provide a proper workplace to the fellow/scientist along with the identity card.
- xii. The host institute shall maintain the attendance register of the fellow. This information will be made available to DHR as and when required.
- xiii. The salary of staff appointed on the project should be paid as indicated in budget statement attached. An undertaking would be furnished by the host institution that the staff will be engaged for the project purely on contractual basis and would have no claim to a permanent employment with the DHR. No alteration in the staff approved can be made by the institute/research Organization without the permission of DHR.
- xiv. The Grant Sanctioned under contingency/equipment/travel/recurring cannot be transferred from one head to another head without prior permission from competent authority of DHR.
- xv. The Institute shall not dispose of or encumber or utilize the assets acquired wholly or substantially out of the Government grant for purpose other than those for which the grant has been sanctioned without prior permission from DHR.

- xvi. If the grant or any part thereof is not utilized for the purpose for which it is sanctioned, it shall be refunded to DHR immediately.
- xvii. Grantee/institution receiving the grant shall furnish Achievement-cum performance report (final) two months prior of the scheduled completion period of the project and send to DHR.
- xviii. Utilization of Travel Grant, Contingency Grant, etc would be as per the Guidelines of the Scheme, which are available on the website of DHR ( <https://dhr.gov.in/> )
- xix. The Institute should maintain a register in Form GFR-39 & GFR-40 of the payment and semi-permanent assets acquired wholly or mainly out of Government grants and a copy thereof should be furnished to this Ministry.
- xx. The register of assets maintained by the Institute shall be made available for scrutiny by the Audit.
- xxi. Any deviation in project implementation against proposed plan should be intimated to DHR well in time and reasons thereof.
- xxii. A utilization certificate in the Performa given in the website ( <https://dhr.gov.in/> ) under the HRD scheme formats and the audited statement of accounts should be furnished to DHR soon after the accounts of the Institute of the current financial year are audited enable the Government to satisfy themselves that the amount has been utilized for the purpose for which it was sanctioned. These documents should be sent to DHR immediately after the closure of the current financial year and in any case not later than the end of the third month of the next financial year.
- xxiii. The accounts of the grantee institution shall be open to inspection by the sanctioning authority and audit both by the CAG of India under the provision of CAG ((DPC) Act, 1971 and internal audit wing of the O/o CCA of the Ministry, whenever the institutions of organization is called to do so.

**2. The Payment will be made by the Electronic transfer and receipt of the same shall be duly acknowledged to the DHR. Mandate, form & Aadhaar no. is required for this purpose.**

**Other Terms & Conditions of the Grant:**

- i. After completion of the Project/activity the ownership of the physical and intellectual assets created or acquired out of the funds granted shall vest with the Department of Health Research.
- ii. PI wishing to publish papers based on the research work done under this project should acknowledge the assistance received from DHR, Indicating the name of the scheme. Kindly inform to DHR also about any publication, participation as result of project's output after taking permission from DHR.
- iii. Expenditure should not (account) exceed the budget sanctioned for the project. Re-appropriation of savings to meet excess expenditure under various sub heads shall not be made without the approval of the DHR. No expenditure shall be incurred on items not sanctioned under the scheme.
- iv. **Extension beyond the approved duration would not be entertained.** If interesting/important leads emerge that need to be followed-up, a separate proposal may be submitted. Only in exceptional cases, where a valid justification exists, and recommended by the Technical Evaluation Committee and Approval Committee an

extension can be considered to complete the project. **Extension request has to be sent 6 months in advance otherwise extension will not be considered.**

- v. At the completion of the project, the final report should be sent in the prescribed format as given in the website ( <https://dhr.gov.in/> ) under the HRD scheme formats. **The report should be submitted not later than three months from the date of completion of the project. Failure to submit the Annual/final report in time may lead to termination of the project without any notice.** The parent institute will ensure the timely completion of project and reports. The receipt of the letter may kindly be acknowledged.

#### **SPECIFIC TERMS AND CONDITIONS OF LONG/SHORT TERM FELLOWSHIP FOR TRAINING IN INDIAN INSTITUTE**

1. A consolidated stipend of Rs. 40,000/- or equivalent per month will be paid for a period of stay in host institute. In case, the training is at the same station, the rate of stipend payable will be Rs. 20,000/- per month.
2. One time contingency grant of Rs. 20,000/- (maximum) to meet the expenses of travel. To reach to outstation host institute, a sum of Rs. 20,000/- is admissible for travel/ air travel (only by Air India Economy Class). The expenditure will be reimbursed by the parent organization from contingency grant.
3. The total amount (stipend and contingency) will be placed at the disposal of the parent institute and will be paid to the fellow on concurrence from the Head of parent institute.
4. The amount released under the scheme will be kept in separate account by the concerned institute and a separate account of expenditure will be maintained.
5. To receive the grants, banking arrangements of the Host Institutes should be handled by the Public Sector Banks and Regional Rural Banks rather than other Scheduled Commercial Banks (Private Sector Banks). The Bank Accounts of Private Sector Banks maintained by the Host Institutes will not be acceptable to receive the grants.
6. The Institute shall submit the utilization certificate under GFR and audited statement of accounts carried out by the statutory body of the institute.
7. Parent Institute shall continue to pay salary and other benefits such as leave, medical gratuity, GPF pension as applicable to the fellow during his/her fellowship period. However, it should be governed according to the rules of parent Institute. No liability on any of these accounts, will be borne by DHR.
8. The Fellow is to provide a letter of consent from the Mentor/Trainer stating the details of training/ fellowship programme, its duration and proposed date of initiation of training.
9. The Fellow will not be allowed to change the mentor and place of laboratory/medical institution, once it is finalized and approved. However, in special circumstances, such permission for change can be granted with the approval of competent authority.
10. The fellowship will commence from date indicated in the order of fellowship.
11. The Fellow is required to finalize the plan of travel accordingly. Any penalty or cancellation charges of travel are to be borne by the Fellow.
12. The Fellow should submit a final work report (in the prescribed format) on the

research/ training undertaken within four weeks after completion of the fellowship/ training.

13. A confidential report (in prescribed format) from the mentor/trainer evaluating the performance of the Fellow will be submitted to DHR as confidential report.
14. The fellow will submit a relieving and joining report duly forwarded by the competent authority, from the parent and host institute during the fellowship.
15. The fellow will submit a detailed research proposal based on the concept proposal stated in the application, in prescribed format for ad hoc research grant, within six months of the completion of the project, failing which the Training/ Fellowship will be treated as incomplete.
16. The Fellow is required to execute a surety bond, as per Performa enclosed as per Annexure-II, for Rs. 3.00 Lakhs to the parent Institute to which he/she belongs, for serving the parent Indian Institute for a period of at least 3 years after return from fellowship. A copy of bond should be submitted to DHR.
17. If the Fellow does not return to your original place of work or gets job elsewhere on completion of the fellowship or fails to fulfil any of the above requirements, the fellow and/ or Guarantors will be liable to return the whole of the expenditure incurred during the fellowship period to DHR, including the travel cost, in one lump-sum within one month of the completion of the term of the Fellowship. An undertaking (as per given format, Annexure-III) to this effect, to cover above issues mentioned against points 16 above, on Rs.100/- non-judicial stamp paper should be submitted to DHR by the two guarantors worth at least Rs. 3.0 lakh each.
18. The Fellow is expected to implement and establish training acquired and utilize the expertise into the ongoing/ future programs of his parent Institute after availing the DHR fellowship. The publications, research grants, projects developed and infrastructure/ capacity strengthening of the parent Institute shall be reported upon to DHR during the consequent five years of availing the fellowship since it is the basic objective of this fellowship program.
19. The fellowship is area and person specific and is not transferable.