



DAPM RV DENTAL COLLEGE

Policy Guideline Document

DAPM RVDC Institutional Research Policy:
*Policy and SOP [Standard operating protocols] Guidelines towards a
Research Ecosystem in Dental Academic institutions*

July 2021

**DAPM RVDC Research , Sustenance & IRB Committee
and Department of Public Health Dentistry Initiative**

DAPM RV Dental College and Hospital



Policy Guideline Document

DAPM RVDC Institutional Research Policy:
*Policy and SOP [Standard operating protocols] Guidelines towards a
Research Ecosystem in Dental Academic institutions*

July 2021

Institutional Research Sustenance and Institutional Review Board Committee

DAPMRVDC Institutional Research Policy- Guidelines

Drafted By:

**Coordinating Subcommittee,
Institutional Research Sustenance and Institutional review Board Committee**

Dr Harikiran A.G.

Committee Head Research Sustenance and
Institutional review Board Committee
Head, Dept. of Public Health Dentistry

Dr Vanamala

Reader,
Dept of Conservative Dentistry & Endodontics

Dr Praveen

Head, Dept of Pedodontics

Dr Sarita

Reader, Dept of Oral Pathology

Dr Sridevi

Head, Dept of Prosthodontics

Dr Subhash

Reader, Dept of Oral Medicine

Dr Akshay Shetty

Reader, Dept of Orthodontics

Dr Deepti Vadavi

Reader, Dept of Public Health Dentistry

Dr Darshan

Reader, Dept of Periodontics

Dr Preethi

Dept of Physiology

Dr Deepak

Reader, Dept of Oral Surgery

Dr Nirmala

Dept of Physiology

DAPMRVDC Institutional Research Policy- Guidelines

Draft Guidelines

INDEX

1. Introduction:	4
2. Objective:	4
3. General Guidelines:	4
4. MINOR PROJECTS:	4
4.1 General Guidelines:	4
4.2 Nature of Assistance:	5
4.3 Procedure for applying	6
4.4 Procedure for Approval	6
4.5 Procedure for the release of the Grants	6
4.6. Monitoring and evaluation	6
5. MAJOR PROJECTS	6
5.1 General Guidelines:	6
5.2 Nature of Assistance:	7
5.3 Procedure for applying	8
5.4 Procedure for Approval	8
5.5 Procedure for the release of the Grants	8
5.6. Monitoring and evaluation	8

DAPMRVDC Institutional Research Policy- Guidelines

1. Introduction:

- The DAPMRV Dental College provides financial support to all its faculty for research and training in research and research ethics to promote teaching and research in emerging areas in medical/dental sciences.
- Before submitting the proposals under the scheme, the faculties are requested to follow the guidelines of the institutional funding. Non-compliance of the guidelines will lead to rejection of the proposal.

2. Objective:

- To promote excellence in research in faculty by supporting research programs.

3. Budget:

- A budgetary head to be allocated.
- The institution may allocate minimum Rs 10 Lakh for the research. The budgetary allocation to be increased by a factor of 20% per year.
- The budget may be utilized for training of faculty in research, research ethics and/or facilitating research grants to faculty, To develop support mechanisms for PhD students & guiding faculty, appropriate administrative support, resource person consultancy, research related exploratory partnerships/visits to centers of excellence for knowledge sharing/exchange and any other activity towards realizing the objective.

4. General Guidelines:

- Research grant is open to *faculty members only*. The project may be undertaken by either an individual faculty as an independent researcher or a group of faculty [more than one faculty].
- The institution has sanctioned a research grant for this financial year.
- All institutional research grants will be funded under 2 categories:
 - a. Minor Research Project [Rs 2,00,000/-]: projects of duration one year or less.
 - b. Major Research Project [Rs 3,00,000/-]: projects of duration of two years.

5. MINOR PROJECTS:

5.1 General Guidelines:

5.1.1 A project may be undertaken by either an individual faculty or a team of faculty of the same department. In case a project is undertaken by a team of faculty, one of the faculties will function as a Principal Investigator (PI) and he/she will be responsible for all matters pertaining to the project.

5.1.2 A working faculty can apply as PI only in one project at any given time.

5.1.3 The project, which is offered and accepted, first, must be completed before application of another project.

DAPMRVDC Institutional Research Policy- Guidelines

5.1.4 The project should have obtained IRB clearance before the start of the study.*

5.1.5 On completion of the project, the PI should publish one paper in a reputed journal and/or paper presentation in conferences.

5.1.6 The investigators may avail special casual leave or duty leave for field work or collection of data as per institutional/ICMR/UGC/DCI guidelines.

5.1.7 The effective date of implementation of the project will be mentioned in approval cum sanction letter.

Note:

* The IRB committee of the institution will have members in accordance with ICMR guidelines. The IRB committee will also initiate the process to be registered with apex bodies like ICMR. Sufficient time will be provided for presentation and discussion for proper evaluation of the research proposal.

5.2 Nature of Assistance:

5.2.1 Allocation of grants

Research Grant open to all faculty members irrespective of their department

- Research grant is *open to all* faculty members *only* from the institution.

5.2.2 The amount of money allotted for each research project may depend on the following:

A] Number of projects accepted.

B] The maximum amount allotted will also depend on the strength of the project.

5.2.3 The grant amount may be utilized for the following:

- Honorarium for the investigators[PI & Co-PI] – 20-30% of the total project cost
- Books and journals*
- Equipment*
- Contingency⁺
- Chemicals and consumables
- Field visits
- Presentation in conferences/Publication

Note:

* The equipment and books and journals acquired by the PI under a major research project must be deposited to the institution or in the central library after the completion of the project which will be the institutional property.

+ Contingency includes spares for apparatus, stationery, telephone, internet, computation, printing & postage. Expenditure towards the biostatistician and audit fee may also be claimed under contingency head.

5.3 Procedure for applying

- The college teachers who wish to avail financial assistance for minor research project should submit their research proposal in the proforma as per Annexure I on or before the final submission date.
- Any applications received after the submission date will not be entertained.

5.4 Procedure for Approval

- The project should have obtained IRB clearance after which the PIs will be invited to make presentations before the expert committee.
- The decision will be taken by the expert committee and recommended to the principal for approval.

5.5 Procedure for the release of the Grants

5.5.1. 40 - 80% of the total grant amount will be released to the PI at the time of acceptance.

5.5.2. The remaining grant will be released upon submission of following documents:

- a. Copy of final report of project along with soft copy
- b. Consolidated item wise detailed audited statement of expenditure
- c. Details of paper presentation or publication
- d. Unutilized grant if any should be refunded immediately
- e. In case of any balance grant not claimed within 1 year from the date of completion of the project the same will lapse and no representation will be entertained on this behalf.
- f. If a principal investigator fails to complete a project within the stipulated time he/she has to refund the entire amount sanctioned. For any extension in tenure approval of research committee is required.
- g. In case the PI leaves the institution before completion, he/she has to select the PI from the existing co investigators or refund the entire amount funded. The project is non transferable to investigators not included in the accepted proposal.

5.6. Monitoring and evaluation

5.6.1 A report summarizing the progress of the research should be submitted to the research committee at 6 month interval

5.6.2 Final Report to be submitted at the end of one year.

6. MAJOR PROJECTS

o 6.1 General Guidelines:

6.1.1 A project may be undertaken by either an individual faculty or a team of faculty of any department of the institution. In case a project is undertaken by a team of faculty, one of the faculties will function as a Principal Investigator (PI) and he/she will be responsible for all matters pertaining to the project.

DAPMRVDC Institutional Research Policy- Guidelines

6.1.2 A working faculty can apply as PI only in one project at any given time.

6.1.3 The project, which is offered and accepted, first, must be completed before application of another project.

6.1.4 The project should have obtained IRB clearance before the start of the study.*

6.1.5 On completion of the project, the PI should publish a minimum of one paper in a reputed journal and paper presentation in conferences.

6.1.6 The investigators may avail special casual leave or duty leave for field work or collection of data in accordance with the rules of institution/DCI/ICMR/UGC.

6.1.7 The effective date of implementation of the project will be mentioned in approval cum sanction letter.

Note:

* The IRB committee of the institution will have members in accordance with ICMR guidelines. The IRB committee will also initiate the process to be registered with apex bodies like ICMR. Sufficient time will be provided for presentation and discussion for proper evaluation of the research proposal.

6.2 Nature of Assistance:

The grant amount may be utilized for the following:

Recurring:

- Contingency⁺
- Chemicals and consumables
- Field visit
- Hiring services

Non recurring:

- Honorarium for the investigators[PI & Co-PI] – 20-30% of the total project cost
- Books and journals*
- Equipment*
- Presentation in conferences/Publication

Note:

* The equipment and books and journals acquired by the PI under a major research project must be deposited to the institution or in the central library after the completion of the project which will be the institutional property.

+ Contingency includes spares for apparatus, stationery, telephone, internet, computation, printing & postage. Expenditure towards the biostatistician and audit fee may also be claimed under contingency head.

6.3 Procedure for applying

- The college teachers who wish to avail financial assistance for major research project should submit their research proposal in the proforma as per Annexure II on or before the final submission date.
- Any applications received after the submission date will not be entertained.

6.4 Procedure for Approval

- The project should have obtained IRB clearance after which the PIs will be invited to make presentations before the expert committee.
- The final decision will be taken by the expert committee and the allocation of grants will be based on the same.
- The effective date of implementation of the project will be mentioned in approval cum sanction letter.

6.5 Procedure for the release of the Grants

6.5.1. First installment - 100% of the non recurring grant amount will be released to the PI at the time of acceptance. 50% of the total recurring grant approved by the research committee will be released to the PI.

6.5.2. Second installment - On receipt of the annual progress report statement of expenditure and utilization of first installment of grant, 40% of the total recurring grant will be released as second installment

6.5.3 Third installment - The remaining 10% of the grant will be released upon submission of following documents:

- a. Copy of final report of project along with soft copy
- b. Consolidated item wise detailed audited statement of expenditure
- c. Details of paper presentation and publication
- d. Unutilized grant if any should be refunded immediately
- e. In case of any balance grant not claimed within 1 year from the date of completion of the project the same will lapse and no representation will be entertained on this behalf.
- f. If a principal investigator fails to complete a project within the stipulated time he/she has to refund the entire amount sanctioned. For any extension in tenure approval of research committee is required.
- g. In case the PI leaves the institution before completion, he/she has to select the PI from the existing co investigators or refund the entire amount funded. The project is non transferable to investigators not included in the accepted proposal.

6.6. Monitoring and evaluation

6.6.1 A report summarizing the progress of the research should be submitted to the research committee at yearly intervals. Final Report should be submitted at the end of two years.

DAPMRVDC Institutional Research Policy- Guidelines

Yearly Schedule for Research Development & Sustenance committee and Institutional Ethical Committee

Jan: IRB meeting [For Any Faculty, PG, UG or institutional grant applications]

Feb: Institutional Research Grant Committee Meeting

April: IRB meeting [For Any Faculty, PG, UG or institutional grant applications]

June: IRB meeting [For Any Faculty, PG, UG or institutional grant applications]

August: IRB meeting [For Any Faculty, PG, UG or institutional grant applications]

September: Institutional Research Grant Committee Meeting

Oct/Nov: IRB Meeting [For Any Faculty, PG, UG or institutional grant applications]

General Schedule:

1st week: Submission of Research Proposal

2nd week: Finalization of all documents for meeting

3rd week: IRB Meeting/Institutional Research Grant Committee meeting

4th week: Issue of approved certificate of IRB/Funding decision



DAPMRVDC Institutional Research Policy- Guidelines
