

**ANNEXURE-I**

**UNIVERSITY COLLEGE OF MEDICAL SCIENCES, DELHI**  
**FORMAT FOR FORWARDING RESEARCH PROJECTS PROPOSALS**  
(Enclose two copies of project proposal with this form)

1. a. **Name of the Investigator** :
- b. **Designation** :
- c. **Date of Birth** :
- d. **Department** :
2. a. **Co-Investigator**    b. **Designation**    c. **Date of Birth**    d. **Department**
3. **Title of the project:**
4. **Duration of the Project From-To** :
5. **Funding Agency** :
6. **Total Funds requested including salaries without overhead charges** :
7. **Overhead charges asked (at least 15% of the amount in column 12)** :
8. **Whether the account of the earlier completed projects finally closed** :
9. **If not, the reasons for the same** :
10. **The Principal Investigator should give the following information for college records, if possible**
  - (i) **Total number of ongoing Projects** :
  - (ii) **Total number of projects completed in the last 10 years** :

**The following information for each project should be given separately**

**Title of the projects**  
**Funding Agency**  
**Total grant**  
**Years**

I understand that (i) College will not provide any funds for the project work, equipment, salaries or contingencies. (ii) Any electrical wiring, water pipes and drains etc. up to the laboratory renovation and air conditioning has to be met out of the 2/3<sup>rd</sup> share of the overhead budget and /or Department funds. (iii) Any extra space for the project has to be settled within the Department. College will not provide any additional space.

The Investigators will follow the norms for the operation of the project framed from time to time by the Research Projects Advisory Committee.

**Signature of the Principal Investigator:**

**Signature of the Co-Investigator/s (if any):**

**Head of the Department**

**Notes:**

- (a) Three copies of the project proposal, one for the signature of the Principal and one each for Institutional Ethics Committee (Human or Animal ) and for college records, be sent to A.R.(Accounts). The Investigator should get the signed copy collected within two days (normally) of submission, required copies with forwarding letter to the Funding Agency, directly or through the Department.
- (b) Co-Investigator who is not retiring before the date of completion of the project is essential if the Investigator is retiring before the date of completion of the project.
- (c) Teaching posts, Viz., those of Professors, Readers and Lecturers should not be asked in the project proposals. However, posts of Research Scientists A, B and C as per UGC pay scale may be included in the proposal. Other posts asked in the project proposal should carry scales of pay identical to those of the corresponding posts in the University. Posts on a consolidated salary, not exceeding the total emoluments at the minimum of the scale of the identical posts in the University, may also be included in the budget proposal.
- (d) The salaries for different research and assisting staff positions have to be in the same scale and allowances as for the corresponding designations in the University. Any additional allowances applicable from time to time have to be paid by the funding agencies as additional funds. If desired, the Investigator may ask for a consolidated salary to avoid revision of budget with funding agencies. For the present scale of pay and allowances and consolidated salaries, information may be obtained from the office of A.R. (Accounts) who is supposed to check the salaries budget head between 10AM and 12 Noon on Monday, Tuesday and Wednesday every week.
- (e) The college will forward the project application even if the answer to Q.8 is 'No'. However, the RPAC should be contacted to ensure that all accounts of earlier completed projects are finally settled.
- (f) A copy of the norms for operation of the projects will be sent along with the acknowledgement of the first installment of the money to the Principal Investigator.