



ರಾಜೀವ್ ಗಾಂಧಿ ಆರೋಗ್ಯ ವಿಜ್ಞಾನಗಳ ವಿಶ್ವವಿದ್ಯಾಲಯ, ಕರ್ನಾಟಕ, ಬೆಂಗಳೂರು
Rajiv Gandhi University of Health Sciences, Karnataka, Bangalore

4th T Block, Jayanagar, Bangalore – 560 041

RGUHS/ADV-RES/TERMS & CONDITIONS/232/2024-2025

Date: 03.01.2025

NOTIFICATION

Sub: Terms & Conditions of RGUHS Research Grants for Faculty Research.

Ref: Minutes of 194th Syndicate (special) meeting held on 24-12-2024.

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1	The maximum grant for the research project is 20 lakhs and the duration of the project is for 2 Years from the date of release of the grant for submitting the final reports and a maximum of one year for submitting of Published article.
2	Request for extension of the research proposal should be submitted at least one month prior to the date of completion of the Research project.
3	The funds shall be released to the Head of the institute/organization. However, PI shall have the autonomy to use the grants as per the research guidelines. Grants shall be kept in the separate research bank account. The interest, if any, earned should be reflected in the Utilization Certificate which will be treated as a credit to the Institute to be adjusted towards further instalment of grant.
4	The research grants should be utilized in 70:30 percentage ratio. For each instalment 70% utilization is for research proper and 30% utilization is for the remaining needs items, viz, salaries/honorarium, travel, conference, stationery, research publication, etc.
5	In case the whole or a part of the amount of the grant-in-aid is being refunded, the accrued bank interest also shall be refunded.
6	The institute may refund any unspent amount and interest accumulated of the research grant to RGUHS by means of a Demand Draft favouring REGISTRAR, RGUHS, Bangalore. Also If the PI does not start the research project within 3 months period, they have to refund the entire amount along with the bank interest.
7	Any expenditure incurred prior to the release of grant and after the expiry of the sanctioned duration will not be admissible unless & until the extension is sought for. If so, it shall extend till the extension period only.
8	It is mandatory for implementing Institute/PI to furnish progress report of work once in every six months.
9	The project and the accounts of project shall be open to inspection by sanctioning authority/audit whenever the institute is called upon to do so.

10	The project will be inspected by the monitoring committee before the release of each instalment of the grant. In case the report of the monitoring committee is NOT satisfactory further instalments shall NOT be released. The monitoring team shall verify and intimate to the university regarding the progress of the work & Proper utilisation of the funds. They shall also verify all the quotation bills and comparative statement vouchers. The monitoring committee shall thoroughly verify and certify that the chemicals /Kits / Contingency and other purchases which were made out of the research grants were genuinely required for the project. The PI shall get all the bills verified and attested by the head of the institute stating that the amount claimed in this bill is utilised for research purpose only.
11	On completion of the Project one hard copy and one soft copy of the final report along with the utilization certificate and publication out of the research work done and 3 half yearly progress reports shall be submitted to the R&D RGUHS.
12	Director, R&D Dept, RGUHS may extend the project for a maximum period of 6 months based on the request by the PI. If more than 6months extension is required then the approval of the Research Advisory Committee has to be obtained. The request for extension of the project must be at least one month prior to the date of completion of the project.
13	The Research Project shall be deemed to be completed only after the work gets published in an indexed Journal. A completion certificate shall be issued by RGUHS after the submission of the Final report, utilization certificate/bills and publication.
14	Principal Investigators of the Research Project shall necessarily follow the guidelines issued by Indian Council for Medical Research, New Delhi or any other apex body guidelines as applicable to that concerned faculty.
15	Fund allocated for the grant will cover the cost involved in getting the necessary tests & experiments done for which prior approval is taken from Research Advisory Committee. Any amendments to the tests of the tests can be carried out after obtaining permission from R&D section of RGUHS.
16	The testing charges conducted at grantee institution is not allowed. However purchase of consumables like kits and chemicals is permissible. The charges for the outsourced tests which are not possible to carry out in the grantee institution is permissible to claim under this grant.
17	Honorarium shall not be claimed by Principal investigator or the Co- investigator from the funds allocated for the research project.
18	The non-technical Research assistants i.e. secretarial assistant may be paid maximum of Rs.6,000/- per month and graduate research assistant may be paid maximum Rs.12,000/- per month as honorarium.
19	Paper/poster presentation of the research work is admissible only in state/national conferences. Presentation in international conferences outside India is not admissible out of the research grant. In case if presentations made out of India, it should be noted that PI shall bear the expenses.
20	Grants shall be utilised for the conference only if either the PI or the CO-PI is presenting the research paper related to the project sanctioned by RGUHS.
21	Publication of the final paper has to be done in the indexed national/international journal. However part of the work may be published in RGUHS Journals.

22	Intellectual Property Rights will be governed as per the guidelines issued by RGUHS.
23	Grants shall NOT be utilised for the purchase /rental/lease of the equipments (software/hardware) such as laptop, printers, notepads, mobile, voice recorders, books, furniture, pen drive, printers, internet charges, cartages, journals etc. Equipments/ instruments, however small or big shall not be purchased from the Research grant.
24	Refreshments for Patients/ students/data collection persons / drivers etc. are not admissible from the Research grant.
25	Research grants shall not be utilised for conducting service camps in the communities, health education programs, routine health check-up, surveys, screening of populations/groups etc.
26	In case of any research chemicals/Materials purchases to be made from outside the country, The PI and the Head of the institution has to certify that the required item is not available anywhere in India and prior permission from the Director, R&D has to be obtained before such purchases are made. The requirement regarding such a purchase has to be mentioned in the application in the initial stage when they apply for the research Grant.
27	In case of change in PI/Co-PI, the head of the institute shall intimate the same to Director, R&D Dept, RGUHS and a fresh sanction order shall be received in the name of new PI/Co-PI. Option to change the PI/Co-PI shall be given only once during the complete duration of the study.
28	Project code issued by RGUHS has to be mentioned compulsorily in all the communications /transactions with R&D Dept.
29	In addition, the investigator/host institute must also acknowledge the support provided to them in all publications, patents and any other output emanating out of the project/program funded by RGUHS
30	Charges for travelling to RGUHS for collecting grants, courier charges for sending to RGUHS, affidavit charges and Seal/stamp charges cannot be claimed out of RGUHS research grants.
31	The R&D, Dept., RGUHS reserves the right to terminate the grant at any stage and also initiate to recover the amounts already dispersed under circumstances where it is convinced that the grant has not been properly utilized or appropriate progress is not being made or there is undue delay of the research work which extends beyond the sanctioned period.
32	Institutions which misuse the funds sanctioned for research shall be blacklisted & not allowed to participate in research grants program for a period of 3 years. RGUHS reserves the right to initiate legal proceedings against them if required.
33	The Guidelines regarding submission of bills and vouchers : <ul style="list-style-type: none"> • All the bills should be attested by head of the institute and PI stating that “the amount claimed in the bill is utilized for research purposes only”. • All the bills should be GST bills and bills should have the company’s store’s Reg. number, PAN number, and GST number.

- The principal Investigator to follow KTPP act for the purchase of the research related materials and chemicals. For purchases made below Rs.10,000/- the GST bills should be submitted. However for purchases made above Rs.10,000/- and below Rs.1,00,000/- minimum three quotations should be called from companies and lowest quoted rates may be considered. Comparative statement shall also be submitted. For purchases made above Rs. one lakh tender shall be called.
- Under circumstances where GST bills are not available, Producing copy of the GST exemption certificate is mandatory.
- Photo Copies of the Bills will not be accepted (even if it is attested). Original bills have to be submitted.
- The bills for claiming TA/DA for presenting the research paper in the conference shall be claimed out of the grants. However, certificate of the Paper/poster presentation in the conference and abstract of the presentation has to be submitted along with bills.
- TA/DA shall be claimed as per RGUHS Rules and Prior Permission to be taken from RGUHS to attend the conference outside state.
- In case of Air travel, boarding pass has to be submitted along with invoice.
- Bills of Lab experiments/tests shall be submitted. The company or lab shall certify the test reports that they have tested so many samples/Patients. The PI should submit the certified reports along with bills. Without certification Bills are not acceptable.
- Govt Approved /accredited Labs are preferred for conducting the tests/ investigations. (Govt Approved List of labs may be obtained from the website).
- Researchers should purchase the items/chemicals/reagents/test kits etc. as per the Govt. approved Rate contract list or they have to certify that the items purchased by them is less than the Govt approved rate or if the particular item is not present in the Govt. approved list .
- When Biological sample is sent outside India HMSC (Health Ministry Screening Committee) guidelines need to be followed.
- Prior permission from R&D, Dept. RGUHS has to be taken if lab tests are to be done outside Karnataka or India.
- If the commodity is 'single source' in a particular company , then a certificate stating that the particular commodity available in that company only shall be obtained from the company.

	<ul style="list-style-type: none">• Payment of salaries/Honorarium to JRF/research assistants etc. should be done through Cheque/RTGS /UPI only (The details of the cheque and RTGS should be mentioned in vouchers) signed by the receiver, PI and Head of the institute. There shall be NO Cash transactions.• Statement of Expenditure should be submitted in accordance with the bills enclosed along with details of payment made to the vendors. If bills are not according to the statement of expenditure, then such bills will not be accepted and next installment shall not be released.• College authorities shall maintain a stock register and register of consumables. On every bill the stock registers details shall be written along with the bills with the seal of the institution.
34	If the PI leaves the college and the project can be transferred to the CO-PI of the research project and it can be transferred only once.

REGISTRAR

Copy To:

1. All the colleges affiliated to Rajiv Gandhi University of Health Sciences, Bengaluru.
2. Finance section, RGUHS, Bengaluru.
3. Office Copy.