



GOVERNMENT OF KERALA

Abstract

Health & Family Welfare Department – Medical Education - State Board of Medical Research (SBMR) –
Guidelines for award of Research grant and amendment to Constitution & Bye laws - Orders issued.

HEALTH & FAMILY WELFARE (P) DEPARTMENT

G.O. (Rt) No. 4460/2010/H&FWD

Dated, Thiruvananthapuram, 12.11.2010.

- Read:
1. G.O.(MS)No. 211/1986/H&FWD dated 31.10.1986.
 2. G.O.(MS)No. 160/1997/H&FWD dated 13.05.1997.
 3. G.O.(MS)No.500/2010/H&FWD dated 26.07.2010.
 4. G.O.(Rt)No. 3523/2010/H&FWD dated 08.09.2010.
 5. Correspondence rest with the letter No.P1/19837/09/DME dated 27.08.2010 and 27.09.2010 from the Director of Medical Education, Thiruvananthapuram.
 6. Minutes of the SBMR Meeting held on 27.09.2010.

ORDER

As per Government Order read as third paper above, State Board of Medical Research was re-constituted with 6 members with Secretary to Government (Health) as Chairman along with 6 Ex-Officio members and 5 experts to foster, promote and sustain medical research in the State by sanctioning grants for holding Continuing Medical Education Programmes, Seminars, Symposia and Workshops on topics which are relevant to the health problems of the State, and by sanctioning grants to the Faculty for presenting papers/thesis prescribed by him. The first State Level Meeting of the State Board of Medical Research was convened on 31/07/2010 has discussed the details of implementation of the Programme contemplated in the current year's Budget for the State Board of Medical Research, for various activities related to funding of research activities, conducting Seminar, symposium, availing Travel Grant to faculties etc. In accordance to the decisions taken in the first State Level Meeting of the State Board of Medical Research, the Director of Medical Education submitted proposal requesting Administrative Sanction to utilise the fund amounting to ₹153 Lakh, provided in the current year's Budget Estimate under the head of account 2210-05-105-99 (Plan) for 'State Board of Medical Research'. As per the Government Order read as 4th paper above, Administrative Sanction was accorded to utilise the provision of ₹153 lakh made under the scheme 'State Board of Medical Research (SBMR)' in the current year's budget.

2. As per the letter read as 5th paper above, the DME submitted proposal requesting Government to issue detailed guidelines on the following:

- (i) the maximum amount of grant that can be awarded for various activities sanctioned by the SBMR
- (ii) constitution and functioning of Institutional Research Committee (IRC)
- (iii) framing rules for maintenance of accounts of the SBMR fund by amending the Constitution & Bye-law of SBMR and
- (iv) Guidelines for granting financial assistance from the SBMR fund, already formulated as per the Government Order read as first paper above.

3. The meeting of SBMR held on 27.09.2010 Chaired by Secretary to Government (Health & Social Welfare) discussed the above proposal of the Director of Medical Education and approved as recorded in the Minutes read above. In pursuance of the decision of the Board meeting, the following orders are issued in partial

amendment to the Constitution and bye-law of the SBMR and the Guidelines already stipulated vide the Government Order read as 1st paper above for granting financial assistance from the fund.

- (1) The sitting fee for the IRC/SBMR members for the evaluation of proposals allowed as per Government Order read as fourth paper above will be waived.
- (2) Nature of Utilisation of fund provided in the current year's budget will be in the pattern as sanctioned in the Government Order read as 4th paper above. Based on the number of Faculty and Post Graduate Students, ₹125 lakh sanctioned for funding of Research Projects (₹ 75 lakh), for travel grants (₹ 25 lakh) and for conducting Seminar (Rs. 25 lakh) out of current year's budget provision will be notionally allocated among 5 Medical Colleges at Thiruvananthapuram:Kozhikode:Alappuzha:Kottayam:Thrissur at the ratio of 2:2:1:1:1 ie., as ₹ 35.5 : 35.5 : 18 : 18 : 18 lakh.
- (3) The amount allotted to each Colleges will be deposited in a separate Bank Account in the name of the Principal with any of the Nationalised Banks. The expenditure towards purchases as per Stores Purchase Rules for setting up the IRC Office as functional unit and Travel Expenses related to SBMR activities of IRC Nodal Officer as per KSR shall be met from the deposited fund by issuing cheques.
- (4) As sanctioned in the Government Order read as third paper above, the Principals will constitute Institutional Research Committee (IRC) which will be re-constituted every three years for facilitating grants, tapping funds for IRC works, evaluating application for grant in all Medical Colleges utilising ₹ 5 lakh allocated for each College.
 - i) Guidelines for constitution and functioning of Institutional Research Committee (IRC) shall be as follows:
 - a) The Committee will be constituted by the Principals of Medical Colleges, Vice-Principals/Senior faculty Member with Research experience and publications will be the Chairperson.
 - b) The Institutional Research Committee (IRC) should be reconstituted every 3 year.
 - c) The Research Committee will have an IRC office for research and Committee will be provided support by the Principal in the form of secretarial assistance and necessary communications.
 - ii) The Institutional Research Committee (IRC) will function independent of the Ethical Committee. Its functions are:
 - a. Screening and vetting of submitted proposals from students and Faculties
 - b. The Research Committee clearance is a must for submission to Institutional Ethical Committee.
 - c. If the proposal needs revision the IRC should give necessary feedback and guidelines for revision.
 - d. To organise CME Programmes on Research Methodology or any other aspect.
 - e. To advise the Principal regarding matters of Institutional Research Committee constitution. Membership status of the members of the Committee shall be as below:
 1. The committee will have 10 to 15 members.
 2. Faculty with training in research methodology/Research
 3. Those who have established credibility by way of publication on peer reviewed journals
 4. Membership from all levels of faculties.
 - iii) The IRC will submit Annual Report on Utilisation of funds and progress of the

work to the Director of Medical Education.

- iv) The IRC Front Office will have an Office managed by a Nodal Officer nominated by the Principal from any of the Health Care faculty ie. Medical, Dental, Nursing, Pharmacy, Non-medical who has interest in research activities, who will not be eligible for salary or remuneration, but his/her travel expenses shall be met by SBMR funds and the Nodal Officer is assisted by an Office Assistant, well versed in Data Entry Operation on a consolidated sum of ₹ 6,000/- per month to be met from SBMR fund. The Institutional Research Committee will be responsible for maintenance and accounting of all funds received in the institution.
- (5) Award of Research grant will be limited to Rs. 3 lakh. Application for research grant to a maximum of ₹ 3 lakhs will be evaluated and approved by the IRC of respective Medical College as below :

- 1) Research Scheme-Major - Actual or ₹ 3,00,000/- whichever is less
- 2) Research Scheme-Minor - Actual or ₹ 1,00,000/- whichever is less

Orders on Research grant up to ₹ 3 lakh and Travel Grant will be issued by the DME, on recommendation of IRC concerned and Sub Committee of the SBMR subject to the guidelines of SBMR.

4. In modification to Clause 4.1.1. of the Constitution and Bye-law of SBMR it is ordered that travel grants shall also be allowed to travel outside India at the rate specified below.

1	<i>Travel grant for presenting paper as invitee in International Conferences/National Conference/Seminars/Workshops etc.</i>	
a.	International Conference (in Foreign Country)	- Actual or upto ₹ 1,00,000/- whichever is less
b.	International Conference (outside State in India)	- Actual or upto ₹ 25,000/- whichever is less
c.	National Conference (outside State in India)	- Actual or upto ₹ 25,000/- whichever is less
d.	International Conference (in Kerala)	- Actual or upto ₹ 10,000/- whichever is less
e.	National Conference (in Kerala)	- Actual or upto ₹ 10,000/- whichever is less
2	CME Programme	- Actual or upto ₹ 30,000/-whichever is less

5. In partial amendment to the Clause 5.6 of the constitution and bye-law of SBMR it is ordered that the funds of the Board shall be maintained in T.S.B.Account at Sub Treasury, Medical College, Thiruvananthapuram for the Director of Medical Education and respective T.S.B.Accounts for the Medical College

6. In addition to the existing provision for guidelines for fund assistance from SBMR specified in its Constitution and Bye-laws, the following provisions are also added.

- a) Applications will be screened by Institutional Research Committee (IRC)
- b) Applicant should be a Faculty/Guide to a student.
- c) A minimum of 50% priority will be allocated for Assistant Professors.
- d) Experienced faculty: Those having peer reviewed publication in indexed journal or presented/chaired in National or International Conferences.
- e) Single case reports will not be accepted for any form of grant.
- f) One person will be given the Travel grant once in an year for National Conference in India and International Conference in India and once in two years for International Conference abroad, if there is paper/poster acceptance/chairing a scientific session. Eligibility for an International Conference shall be at least two paper publications in the previous five years in

an indexed journal. The period will be counted as full calendar years starting from the date of presentation.

- g) Applicant should provide sufficient proof regarding acceptance of the paper/poster/oral. Certificate of participation should be produced and all grant release would be post-hoc.
- h) The applicant should have at least one paper publication without other faculty as co-authors.
- i) If possible the applicant should look for extramural funds. In that case co-sponsoring will be considered as case to case basis.
- j) The amount of instalments will be fixed and disbursed by the respective IRCs. The amount will be disbursed only on production of Statement of expenditure and original vouchers with the utilisation certificate and Progress report.
- k) Assistant Professors, Senior Lecturers and Lecturers shall be exempted from paper publications for a period of 2 years from entry into service.

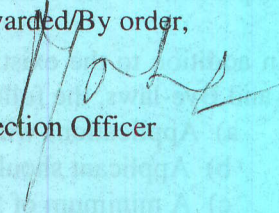
7. The provisions made under various Clauses [4.8(i), 4.9(i), 4.10(i), 4.11, 4.12, 5.6] of the Constitution and Bye-law of the SBMR stands amended to the above extent.

By order of the Governor,
K.S.SREENIVAS,
SPECIAL SECRETARY
(HEALTH & FAMILY WELFARE).

To

The Director of Medical Education, Thiruvananthapuram.
 The Members of SBMR (Through DME, Thiruvananthapuram)
 The Principal Accountant General (Audit), Kerala, Thiruvananthapuram
 The Accountant General (A&E), Kerala, Thiruvananthapuram
 The Member Secretary, State Planning Board, Pattom, Thiruvananthapuram-4.
 The Principal, Medical Colleges (Tvp/Alappuzha/Thrissur/Kottayam/Kozhikode)
 The Director of Ayurveda Medical Education, Thiruvananthapuram
 The Principal & Controlling Officer, Govt. Homoeo Medical College, Tvp.
 The Finance (H&L-A) Department.
 The Planning & Economic Affairs (A) Department
 Health & Family Welfare (K)/(S) Department
 Stock file, O.C

Forwarded/By order,


 Section Officer