

INTRAMURAL RESEARCH FUNDING COMMITTEE

**Policy & Guidelines
Document of
Intramural
Research Funding
Committee (HIMSR)**



Hamdard Institute of Medical Sciences and Research & associated HAHC Hospital			
Document Name: Policy & Guidelines Document of Intramural Research Funding Committee (HIMSR)			
Document No: HIMSR/DOC/PG/01	Issue No.: 01	Issue Date: 03-01-2026	
Revision No: Nil	Revision Date: NA		Total Page No.: 5

INTRAMURAL RESEARCH FUNDING

1. Objective

- To promote research culture by providing seed funding to faculty, students, and researchers of HIMSR & associated HAHC Hospital for innovative and impactful research projects in the field of health sciences.
- To review, evaluate and provide expert opinion on proposals submitted for intramural research funding.

2. Eligibility

- **Principal Investigator (PI):**
 - Must be a full-time faculty member or researcher of HIMSR.
 - Students/residents/interns can apply only through regular faculty members as PI or Co-PI.
- **Co-Investigators (Co-I):**
 - Can be faculty, researchers, or collaborators from HIMSR/HAHC or other recognized institutes.
 - External collaborators are allowed but cannot be PI.

3. Nature of Support

- **Funding Limit:** Up to ₹ 5 lakhs per project/year.
- **Duration:** The maximum duration for any project funded under the Intramural Research Fund (IRF) shall be 36 months (3 years) from the date of approval. In exceptional case, any request for an extension must be submitted at least 3 months prior to the end of the project duration.
- **3.1. Eligible Expenses:**
 - Minor equipment
 - Consumables (Chemicals, kits, and reagents)
 - Investigation charges
 - Data collection, fieldwork expenses
 - Publication charges
 - Travel expenses

3.2. Not Funded:

- Major equipment
- International travel
- Routine departmental purchases
- Salary or stipend to Research fellow/PI/Co-PI etc.

Prepared by	Reviewed by	Approved by
Dr. Kailash Chandra (Member Secretary, IRFC) <i>03.01.2026</i>	Prof. Sunil Kohli Chairperson, IRFC <i>Shahzad Khan 26</i>	Prof. Musharraf Husain Dean/Principal, HIMSR <i>J. Husain</i>  Page 1 of 5



Hamdard Institute of Medical Sciences and Research & associated HAHC Hospital			
Document Name: Policy & Guidelines Document of Intramural Research Funding Committee (HIMSR)			
Document No: HIMSR/DOC/PG/01 Revision No: Nil	Issue No.: 01 Revision Date: NA	Issue Date: 03-01-2026	Total Page No.: 5

4. Application Process

- Call for proposals will be announced **once or twice a year**.
- Submit proposals in the prescribed format to the **Member Secretary, Intramural Research Funding Committee** (research@himsr.co.in)

5. PROPOSAL FORMAT

Section A: General Information

1. Title of the Project
2. Category of Grant (seed grant/Student research grant/Collaborative/interdisciplinary grant)
3. Name, Designation, Department of Principal Investigator (PI)
4. Name(s) of Co-Investigator(s) with Department/Institutional Affiliation
5. Duration of Project (months/years)
6. Total Budget Requested (₹)

Section B: Project Details

1. **Abstract** (max. 250 words)
2. **Intended research statement:** State the currently available information to present the state of art on identified problem adequately (max. 250 words)
3. **Review of literature** (max. 500 words)
4. **Rationale of the study/ Gaps in Existing Knowledge** (max. 100 words)
5. **Novelty/Innovation** (max. 100 words)
6. **Objectives** (clear, specific, and measurable) (max. 100 words)
7. **Methodology** ((max. 1000 words))
 - o Study design
 - o Sample size/subjects
 - o Inclusion & exclusion criteria
 - o Tools, techniques, interventions
 - o Data collection & analysis plan
 - o Timeline (with Gantt chart or work plan)
8. **Expected Outcomes & Impact** (max. 100 words)
9. **Preliminary work done by the PI** (if any) (max. 250 words)
10. **References** (in Vancouver style)
11. **Detail and Justification of the budget** (Justifications for all sub-headings under budget are to be provided in detail)

Prepared by	Reviewed by	Approved by
Dr. Kailash Chandra (Member Secretary, IRFC) <i>03.1.2026</i>	Prof. Sunil Kohli Chairperson, IRFC <i>08 JAN 26</i>	Prof. Musharraf Husain Dean/Principal, HIMSR <i>Musharraf Husain</i> Dean/Principal <i>03.01.2026</i>



Hamdard Institute of Medical Sciences and Research & associated HAHC Hospital			
Document Name: Policy & Guidelines Document of Intramural Research Funding Committee (HIMSR)			
Document No: HIMSR/DOC/PG/01	Issue No.: 01	Issue Date: 03-01-2026	
Revision No: Nil	Revision Date: NA		Total Page No.: 5

6. Budget Details format

BUDGET ESTIMATES: SUMMARY

Sl.No.	Item	~ Budget (Rs.)
A	Recurring	
2.	Consumables	
3.	Travel	
B	Non-Recurring (minor equipment only)	
	Permanent equipment	
	Grand Total (A+B)	

A. Recurring:

1. BUDGET FOR CONSUMABLES

S.No.	Description of consumable	Budget (Rs.)		
		1 st Yr	2 nd Yr	Total (lakhs)
1				
2				
<i>Total</i>				

2. Travel/field work:

S.No.	Purpose	Budget (INR)	Total
1	Travel/field work		

B. Non-Recurring: BUDGET FOR PERMANENT EQUIPMENT (minor equipment only)

Section C: Supporting Information

1. Details of ongoing/completed projects by PI in last 3 years
2. Extramural grants applied/obtained
3. CV/brief biodata of PI and Co-PI (max. 2 pages each)
4. Institutional support (if any)

Section D: Declarations

1. Head of Department's endorsement
2. Signature of PI, Co-PI(s), HoD, and date

7. EVALUATION CRITERIA

Each proposal will be evaluated by the Intramural Research Funding Committee. Scoring out of **100 marks** as follows:

Prepared by	Reviewed by	Approved by
Dr. Kailash Chandra (Member Secretary, IRFC) <i>03.01.2026</i>	Prof. Sunil Kohli Chairperson, IRFC <i>08 JAN 26</i>	Prof. Musharraf Husain Dean/Principal, HIMSR <i>Jub</i> Dean/Principal HIMSR/HAHC Page 3 of 5

**Hamdard Institute of Medical Sciences and Research & associated HAHC Hospital**

Document Name: Policy & Guidelines Document of Intramural Research Funding Committee (HIMSR)

Document No: HIMSR/DOC/PG/01

Issue No.: 01

Issue Date: 03-01-2026

Revision No: Nil

Revision Date: NA

Total Page No.: 5

Criteria	Weightage
Relevance & novelty of topic	10
Clarity of objectives	05
Methodology (design, feasibility, statistics) Are study methods appropriate to achieve the objectives?	25
Review of literature & rationale	10
Budget justification	10
Institutional benefit & impact	10
Potential for publication/patent	20
Timeline & feasibility	5
PI/Team track record	5
Total marks	10

8. Ethical Considerations

- No funds will be released without the RPAC/IEC approval.

9. Monitoring & Reporting

- The Principal Investigator shall be required to submit a progress report every six months.
- Must submit the **final report** to the IRFC within **3 months** of project completion.
- Publications arising from the project must acknowledge the support of HIMSR.

10. Intellectual Property & Publications

- Any intellectual property generated through the project will be owned by the Institute, and the application for patent will be filed in the name of the Institute.
- Faculty and students must ensure timely publication in peer-reviewed journals.
- The research performance of faculty will be evaluated based on the quality of publications and research outcomes generated from the funded project. This performance will also be considered while reviewing and prioritizing future intramural research proposals submitted by the faculty.

Prepared by	Reviewed by	Approved by
Dr. Kailash Chandra (Member Secretary, IRFC) <i>08.01.2026</i>	Prof. Sunil Kohli Chairperson, IRFC <i>08 JAN 26</i>	Prof. Musharraf Husain Dean/Principal, HIMSR <i>Musharraf Husain</i> Dean/Principal Page 4 of 5 HIMSR/HAHC

**Hamard Institute of Medical Sciences and Research & associated HAHC Hospital**

Document Name: Policy & Guidelines Document of Intramural Research Funding Committee (HIMSR)

Document No: HIMSR/DOC/PG/01

Issue No.: 01

Issue Date: 03-01-2026

Revision No: Nil

Revision Date: NA

Total Page No.: 5

11. Miscellaneous:

- All expenditures are subject to internal audit.
- Guidelines may be revised from time to time based on institutional requirements.
- Proposals seeking funding up to Rs. 50,000 will be evaluated by the Member Secretary in consultation with the Chairperson of the Intramural Research Funding Committee. In the absence of the Chairperson, the senior-most committee member will be consulted. Based on the evaluation, proposals will be categorized as “Suitable for Funding” or “Not Suitable for Funding.

Prepared by	Reviewed by	Approved by
Dr. Kailash Chandra (Member Secretary, IRFC) <i>001</i> 03.01.2026	Prof. Sunil Kohli Chairperson, IRFC <i>Shetu</i> 08 JAN 26	Prof. Musharraf Husain Dean/Principal, HIMSR <i>Jul</i> Dean/Principal

