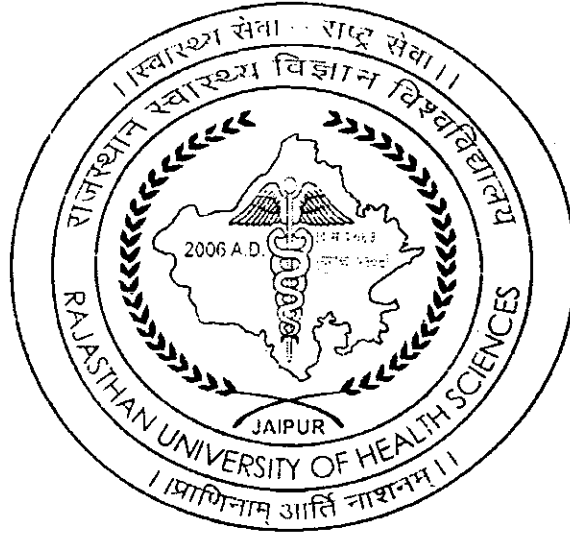


**Rajasthan University of Health Sciences**  
Sector-18, Kumbha Marg, Pratap Nagar, Tonk Road,  
Jaipur



**Guidelines  
for the  
Operation of Projects  
funded by RUHS  
Year - 2017**

## 1. General Instruction:

### (The Research Financial Assistance Programme of RUHS to Promote Health Research)

The assistance is provided by way of grants to teaching faculty members who have a regular employment (Permanent) in constituent colleges/affiliated colleges of RUHS of all the faculties i.e.- Medicine, Dentistry, Pharmacy, Nursing, Paramedical Sciences & Physiotherapy. Adhoc/Emeritus faculty can be Co-Principal Investigator (Co-PI) however, a regular faculty need to be a Principal Investigator (P.I.) of the research proposal.

- 1.1 Research Proposals in Basic and applied-Clinical//translational/ implementation research mainly pilot /start up research projects as priority are considered for this support by RUHS. Issues related with state/national health policy should be focused in the research.
- 1.2 This research financial assistance programme of RUHS is intended to supplement research facilities which are available already at the college & not usually for the purchase of new equipments/instruments for the institution/college.
- 1.3 Under normal conditions, a PI would be sanctioned only one RUHS funded research project at a given point of time. While submitting an application for a research project to RUHS the PI should submit details of all the research projects (completed & on-going) with him/her alongwith the source of funds. Fresh research proposal can be considered only when the on-going RUHS funded research project is about to conclude. At no point of time a PI should have more than three on-going projects in his/her account (copy of affidavit/declaration to be enclosed) including RUHS funded projects.
- 1.4 Research Proposal & resume of all Investigators should be as per prescribed guidelines adapted from ICMR/NIH (Annexure 1A & 1B). Each & every page of proposal should have serial number, sealed & duly signed by the PI and application at the end to be counter signed by Principal/Competent Authority of college.
- 1.5 Research Proposal should have complete details of budget requirement for each activity separately and out-sourcing of any job work/ analysis or

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laboratory investigations should be according to GF&AR rules/state govt. norms, if required.

- 1.6 Institutional Ethics Committee (IEC) clearance certificate should be enclosed with the research proposal, without IEC approval no action will be taken by RUHS. Other necessary approvals such as for Animal Experiments, Stem Cells, DCGI, Radioisotopes etc as may be applicable at national level will apply to Projects funded by RUHS also.
- 1.7 Principal Investigator (PI) must ensure that research proposal (6-sets), is duly forward by the Principal of the college alongwith the recommendation of Vice-Dean (Academic & Research) of RUHS. PI also send soft copy of the same proposal by e-mail to the RUHS (email I.D.-researchruhs@gmail.com).
- 1.8 Research Proposals duly forwarded by the Principal of the college and having recommendation of Vice-Dean (Academic & Research) of RUHS will only be entertained by RUHS for further processing.
- 1.9 Any Proposal submitted by Principal Investigator directly to the RUHS will not be considered by the University.
- 1.10 Funds (Grants-in-Aid) will be released by university for technically approved research projects (Projects approved by Executive Committee- Research Projects (EC-RP) & Research Board (RB) subject to the availability of fund in the university.
- 1.11 Technically approved projects would be uploaded on RUHS official website by research section of the RUHS.
- 1.12 For staff to be recruited in the research projects, ICMR rules/state govt. rules are to be followed alongwith following conditions.
  - a. Recruitment of staff for research projects, if required, should be done as per the state govt. norms [Rajasthan Civil Service (Revised pay scale) rules 2006] and the payment should be made at par with Urgent Temporary Basis (UTB) employee.
  - b. Recruitment of staff on such posts which are not mentioned in Rajasthan Civil Service (Revised pay scale) rules 2006 should be done as per ICMR guidelines followed by ICMR for its extramural projects.

1.13 Principal Investigator & the Principal of the college will be responsible for judicious management of funds granted by RUHS.

1.14 Accounts Officer (A.O.) of the college would be the local level auditor for the expenditures incurred on the project.

1.15 Members of Board of Management (BOM), Academic Council (AC), Executive Committee-Research Projects (EC-RP) & Academic & Research Development Unit (ARDU) of the university may act as PI or Co-Investigator in any research project funded by RUHS but they will not be part of decision making process of that project.

1.16 Meetings of ARDU & Executive Committee-Research Projects (EC-RP) will be held on quarterly basis.

## 2. Description of Budget:

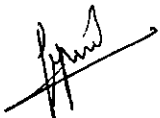
PI should give complete justification of the budget in his/her research proposal. Research grant will be issued in favour of Principal of the college where PI is working. A maximum of Rs. 10.00 Lakh as a grant can be sanctioned for a project by the university.

The budget would be sanctioned under broad sub-heads as under:

- i. Staff:  
Pay and allowance of the staff as per the ICMR guidelines/state govt. norms
- ii. Contingency:
- iii. In land Travel
- iv. Equipments (not more than 20% of total budget sanctioned)
- v. Chemicals, Consumables including drugs/vaccines if required & Lab Testing Charges
- vi. Overhead charges-(not more than 5% of total budget sanctioned)

## 3. Sanction of Projects & Intimation to P.I.:

3.1 Research proposals fulfilling essential prerequisites as stated in above clauses of column 1 and 2 and after due recommendation/comments of Vice-Dean (Academic & Research) will be placed before the ARDU for examination & recommendation. ARDU will also be informed about proposals not recommended by Vice Dean (Academic & Research) and his/her comments. ARDU will have the authority to decide about re-examination, if it finds merit to do so.



3.2 Research proposals recommended by ARDU of University will be placed before the EC-RP for approval and then in the Research Board for its final approval.

3.3 ARDU/EC-RP may get opinion of experts in the field may be considered necessary.

3.4 Once a project is approved for funding, the university will issue sanction letter.

#### 4. Information to be submitted by Principal Investigator:

The PI is expected to inform the RUHS about the following through proper channel and upon receipt of following information from the PI, University will process the release of grant:

4.1 Formal receipt of the budget sanctioned.

4.2 For all equipments approved in the project, the PI is required to give a certificate counter signed by the Principal of college to the effect that either the equipment is not available or not accessible for the project work in his/her institute and same is also applicable to lab testing/sample analysis facility not available in the college/Institute.

4.3 An undertaking counter signed by the Principal of the college that the staff employed for the project would be on adhoc or urgent temporary basis and would have no claim to a permanent employment with RUHS. The project staff would be governed by administrative and service rules of host Institutes for such staff with adherence to / ICMR guidelines/State Govt. Norms.

4.4 Accounts Officer (A.O.) of the college shall be the official auditor for the projects.

#### 5. Release of grants:

The funds will be normally released in yearly installments. The first installment will be released only after getting required information from PI (as per Para-4). It would include the entire grant for purchase of equipment, unless equipment is not required during first year in some special circumstances and recurring grant for the period of six months.





Next installment would be released only after submission of the progress report to the university along with utilization certificates. Steps to procure the approved equipment should be initiated immediately (to avoid escalation of cost) by following strictly the GF&AR rules/state govt. norms.

**6. Date of commencement of Project:**

The sanction letter would specify the date of commencement of project. It can only be a prospective date. If, however, no date is mentioned in the sanction letter, the project will be considered as initiated and operative from the day the grant is received by the Principal of the college. Actual date of commencement of activities would have to be communicated by the PI/Principal of the college to RUHS. It will in no case be later than one month after the receipt of the fund by the Institute. The date of start of a project can be changed by EC-RP following a request from the PI through Principal stating reasons that no expenditure has been incurred from the grant released by RUHS to the date of request.

**7. Utilization of the travel grant:**

The travel grant can be utilized for travel of the PI/Co-PI, Co-Investigator or of research fellow/associates working on the project according to State Govt./RUHS rules

- 7.1 Travel & expenses (POL etc.) for data collection specific to the research project:
- 7.2 PI & Co-Investigator attending the RUHS meetings related to the sanctioned research project when ever asked by the university.
- 7.3 Travel grant cannot be used for foreign travel or related expenses for any reason.

**8. Utilization of the contingency:**

The contingency grant can be utilized for purposes like:

- 8.1 Data-entry charges.
- 8.2 Printing of questionnaire/s
- 8.3 Computer utilities/computer charges/charges for analysis of data
- 8.4 Typing of research reports
- 8.5 Expenses in connection with the preparation of the final report

8.6 Publication Charges/reprints/off-prints of research papers published as an outcome of the research in a peer reviewed indexed journal.

8.7 Petty expenses eg. Office expenses, stationary, postage etc.

**9. Re-appropriation of funds:**

Expenditure under in any sub-head should on no account exceed the budget sanctioned for the project. Expenditure incurred over and above the sanctioned amounts against one or more sub-heads of expenditure such as pay & allowances, contingencies *etc.* shall be met with prior approval of RUHS. For re-appropriation of savings and equipment, a request through Principal of the college will have to be send to RUHS and university can make the appropriate decisions. The PI should take any action only after receiving approval from RUHS in such cases.

**10. Overhead Expenses:**

10.1 Will be restricted to 5% of the total budget sanctioned for the project.

10.2 Overhead expenditure will not be granted on purchase of equipments and travel allowances.

**11. Down gradation/Up-gradation of approved posts:**

For whatever reasons, if an investigator would like to downgrade or upgrade a post or convert it to an equivalent post with another designation, the PI will have to send a request through Principal of the college to RUHS with proper justification. The justification will be carefully examined by the university (EC-RP & Research Board) and if approved, then university will communicate the same to the PI. However, the PIs will have to manage such re-designations within the sanctioned budget and only after appropriate approvals.

**12. Extension of Duration of Project:**

Request for extension of duration of project beyond the approved duration would not be entertained routinely. However, if there are valid reasons for not being able to complete the project on time or any interesting/important leads are likely to emerges that need to be followed-up, then a valid justification for an extension should be

submitted by the PI through Principal of the College three months before ~~the scheduled date of completion of the project~~ clearly mentioning the period of extension with proper justification. In this regard final decision will be taken by RUHS (EC-RP & Research Board) only & for this no additional fund will be granted.

### 13. Maintenance of Record of Contingency grant:

- 13.1 For expenditure under contingency grant exceeding Rs. 25000/- per annum, detailed breakdown should be given.
- 13.2 All expenditure and non- expendable articles acquired for work of the project should be purchased in accordance with the procedure in vogue in the host institutions or as per the State Govt. norms/GF&AR rules.
- 13.3 For permanent and semi-permanent assets acquired solely or mainly out of the grant, a separate audited record in the form of register shall be maintained by the Institute. Permanent items acquired can be inspected at any time by the university authorities.
- 13.4 The term "assets" means movable property where the value exceed Rs.1000/-.
- 13.5 Separate assets registers for items costing more than Rs. 20,000/- and less than Rs. 20,000/- are to be maintained by the institute.

### 14. Equipment:

- 14.1 RUHS may also provide equipment(s) for the conduct of the study provided it has been approved by the RUHS. The cost of the equipments should not be more than 20% of total budget sanctioned.
- 14.2 All equipments should be purchased according to the rules and procedures of the Institution where the project is to be carried out & as per state govt. norms/GF&AR rules.
- 14.3 Equipment procured through the RUHS grant should bear a label "RUHS funded" & a valid stock entry be made in the stock register for inspection at appropriate time.
- 14.4 On completion of the study a list of all permanent equipments procured from the project funds along with cost (original invoice/bill), date of





purchase, and suggestion for disposal of the items should be send to RUHS (Annexure-2)

14.5 Any Equipment costing less than Rs. 20,000/- is generally allowed to be retained by the Institute, while in case of those costing more than Rs. 20000, RUHS (EC-RP & Research Board) will take the final decision after reviewing the request or suggestions from the P.I. & Principal of the college and may also decide to shift the equipment to any other institute as per needs.

## 15. Progress Report

- 15.1 It is mandatory for PI to submit quarterly progress reports & annual reports to the RUHS about the progress of project.
- 15.2 Quarterly Progress Report/Annual Progress Report is to be submitted by the PI in the prescribed format (Annexure-3) both as a hard copy as well as soft copy by email to research section of RUHS. The Annual Progress Report should be submitted, not later than three months (for yearly release), before the completion of the financial year. This is to enable its evaluation and decisions regarding subsequent grant release.
- 15.3 The progress of the project would be evaluated at RUHS by a designated Committee.
- 15.4 The scheme will not be renewed for the next financial year unless the RUHS receives the progress report on time.
- 15.5 The P.I. may be asked to present the progress of the research project before the review/expert committee (ARDU & EC-RP), if considered necessary.
- 15.6 The suggestions and views of the committee and mid-course correction, if any, would be conveyed to the P.I. from time to time for compliance and effective conduct of the project.
- 15.7 Next installment of fund will be released only after approval of the progress report by RUHS (ARDU & EC-RP).

## 16. Annual Statement of Accounts/Expenditure:

- 16.1 Each year, an audited annual statement of accounts through Principal of the college giving the details of funds received and expenditure incurred

as of end of March every year needs to be submitted for release of subsequent installments for the remaining duration of the project (Annexure-4 & Annexure-5)

16.2 Unspent balance would be adjusted in the next installment.

16.3 An audited statement would be essential for release of subsequent installments of the annual grant from second onwards and for this Accounts Officer (A.O.) of the college shall be the official auditor.

### **17. Final Project Completion Report (FPCR):**

17.1 At the completion of the project, the final project completion report in the prescribed format (Annexure-6) will have to be submitted by PI which should be duly verified by the Principal of the college & account section of the college.

17.2 The report should be submitted not later than three months of the date of completion of the project.

17.3 10% grant would be withheld for release until the receipt of final project completion report alongwith all raw data (in all forms).

### **18. Final Settlement of the Accounts:**

The final settlement of the Accounts will be done at RUHS only after the receipt of the following:

18.1 Final audited statement of expenditure-(Annexure-7)

18.2 Final utilization certificate (Annexure-8)

18.3 List of equipment procured from the project mentioning the cost, date of purchase and suggestions for disposal of all items purchased under equipment.

18.4 The unspent grant sanctioned by RUHS shall be deposited back by the institution as and when the project is completed or the Principal Investigator discontinues a project midway or does not follow the detailed technical programme as laid down and approved by RUHS with a proper justification.

### **19. Auditors:**

19.1 Account Officer of affiliated govt. college/RUHS constituent college will be the official auditor.



19.2 In case of Private affiliated college, C.A. will be the official auditor.

## **20. Change of PI:**

- 20.1 PIs are encouraged to have a Co-Principal Investigator as well as co-investigator(s) in the project.
- 20.2 In case the P.I. wants to leave the project due to genuine reason an eligible Co-P.I./Co-Investigator (regular teaching faculty only) could be considered as the PI by RUHS subject to the recommendation of the existing P.I. & the Principal of the college. Such a request should be send well in advance to the RUHS.
- 20.3 In case the PI is shifting to any other institution or is on long leave, the Co-P.I./Co-Investigator of the project could be made P.I. with prior approval from RUHS or the project could be transferred to another college with consent of both the institutions and with prior approval from RUHS. This is the duty of existing PI to ensure successful transfer of the project.
- 20.4 In case P.I. left the institute on a very short notice, then it is the sole responsibility of the Principal of the college to collect the complete record, assets & information related to the research project from the PI & will inform research section of the RUHS immediately.

## **21. Intellectual Property Rights:**

All new intellectual property viz. patents, copyright, design, etc. generated as part of the research supported by the RUHS would belong to RUHS. All raw data (in all forms) should be made available/accessible to RUHS at the completion of the project along with submission of the final project completion report.

## **22. Publication of Result/Presentation of Papers:**

The research papers and publications based on the result of the research project should clearly acknowledge the assistance by the RUHS along with RUHS sanction letter number. Copies/ reprints of the papers published should be forwarded to RUHS as and when published.



**Rajasthan University of Health Science**

Sector-18, Kumbha Marg, Pratap Nagar, Tonk Road, Jaipur

**APPLICATION FOR GRANT-IN-AID FOR RESEARCH PROJECT \***Section I A (i)  
GENERAL.

1. Title of the Research Project
2. Name and Designation of
  - i) Principal Investigator (PI) & Email
  - ii) Co- PI/ Co-Investigator(s) & Email
3. Duration of Research Project
  - i) Period which may be needed for collecting the data
  - ii) Period that may be required for analyzing the data
4. Amount of grant-in-aid asked Rs.....

S.No.	Braod Sub Heads	Amount Required		
		1 <sup>st</sup> year	2 <sup>nd</sup> year	3 <sup>rd</sup> year
i.	Staff. (Pay and allowance of the staff as per the ICMR guidelines/state govt. norms)			
ii.	Contingency:			
iii.	In land Travel			
iv.	Equipments (not more than 20% of total budget sanctioned)			
v.	Chemicals, Consumables & Lab Testing Charges			
vi.	Overhead charges-(not more than 5% of total budget sanctioned)			
<b>Total Amount</b>				

5. Institution responsible for the research project

Name  
Postal address  
Telephone  
e-mail  
Fax No.

6. Institutional ethical clearance and project approval (necessary documents indicating institutional ethical clearance as per ICMR guidelines/DCGI guidelines must be enclosed for research involving human subjects as also animal experiments as applicable). Guidelines for IEC for animal experiments should follow CPCSEA requirements and for human studies should follow ICMR guidelines.

Yes \_\_\_\_\_ No \_\_\_\_\_

7. Is radio tagged material proposed to be used in the project either for clinical trials or experimental purposes? If so, clearance from Nuclear Medicine Committee, Bhabha Atomic Research Centre, Mumbai, indicating should be attached.
8. Projects involving recombinant DNA/Genetic engineering work should be examined and certificate by the Institutional Bio safety Committee (IBSC) to be enclosed. Guidelines for constitution of IBSC can be obtained from website of Department of Biotechnology, CGO Complex, Lodhi Road, New Delhi-110003.
9. For Stem Cell/Cell basis therapy approvals as per ICMR-DBT guidelines/DCGI guidelines as applicable are required.
10. The Institution where the study is being done should ensure that there is no financial conflict of interest by the investigators.

### DECLARATION AND ATTESTATION

- i. I/We have read the terms and conditions for RUHS Research Grant. All necessary Institutional facilities will be provided if the research project is approved for financial assistance.
  - ii. I/We agree to submit within three months from the date of completion of the project the final report and a list of articles, both expendable and non-expendable, left on the closure of the project.
  - iii. I/We agree to submit audited statement of accounts duly audited by the auditors as stipulated by the RUHS.
  - iv. It is certified that the equipment(s) is/are not available in the Institute/Department or these are available but cannot be spared for the project
  - v. It is further certified that the equipment(s) required for the project have not been purchased from the funds provided by RUHS for another project(s) in the Institute.
  - vi. I/We agree to complete the work as per objective/design approved by RUHS.
- If any equipment already exists with the Department/Institute, the investigator should justify purchase of the another equipment.

Signature of the:

- a) Principal Investigator \_\_\_\_\_
- b) Co-PI (as applicable) \_\_\_\_\_
- c) Co-Investigator(s) \_\_\_\_\_
- d) Head of the Department \_\_\_\_\_

Signature of the Head of the Institution with seal

Date: \_\_\_\_\_

\* Adapted from ICMR format

Section - 1 A (ii)  
DETAILS OF THE RESEARCH PROJECT

1. Title of the project.  
(Should be short / maximum of 25 words)
2. Objectives
3. Summary of the proposed research (up to 150 words) indicating overall aims of the research and importance of the research proposal. Application of the work in the context of national priorities of medical research, if any, may also be mentioned.
4. Present knowledge and relevant bibliography including full titles of articles relating to the project.  
(Maximum of 250 words, should clearly, identify the gap areas /justification of proposed study)
5. Novelty  
(maximum of 100 words)
6. Applicability  
[(Clarified:public health/others) maximum of 100 words]
7. Preliminary work already done by the Investigator on this problem, e.g. selection of subjects, standardisation of methods, with results, if any.
8. Links with other projects from RUHS/ICMR/DHR/DBT/DST/Other National/International agencies (ad-hoc, task force or collaborative).
9. List of important publications (Title, authors, journal, year, pages & for books- name of publisher) of last 5 years of the all the investigators in the relevant fields (enclose reprints, if available).
10. Detailed research plan. (should include methodology, indicating the total number of cases/samples/animals to be studied, the mode of selection of subjects specially in experiments involving human beings, equipments and other materials to be used, methodology/techniques to be employed for evaluating the results including statistical methods any potential to obtain patents, expertise of project team etc.)
11. Facilities in terms of equipment, etc, available at the sponsoring institution for the proposed investigation.
12. Budget requirements (with detailed break-up and full justification):
  - i. Staff:  
(Pay and allowance of the staff as per the ICMR guidelines/state govt. norms)
  - ii. Contingency:
  - iii. In land Travel
  - iv. Equipments (not more than 20% of total budget sanctioned)
  - v. Chemicals & Consumables & Lab Testing Charges
  - vi. Overhead charges-(not more than 5% of total budget sanctioned)

Signature of Principal Investigator s with seal



**Annexure-1 B**

**BIODATA OF INVESTIGATOR(S) (Applicable to PI, Co-PI & Co-Investigator)**

1. Name (Dr./Kum./Smt./Shri)

First name(s)	Middle name	Surname
---------------	-------------	---------

2. Designation with name of Institute:

3. Complete Postal Address, Telephone Number, Fax, e-mail etc.

4. Date of Birth:

5. Educational Qualification : Degrees obtained (Begin with Bachelor's Degree)

Degree	Institution	Field(s)	Year
--------	-------------	----------	------

6. Research/Training Experience

Duration	Institution	Particulars of work done
----------	-------------	--------------------------

7. Research specialization (Major scientific fields of interest)

8. Awards/ Honors

9. Personal statement (maximum of 250 words) justifying his/ her capability, qualifications and trainings, experience & role in the project for undertaking the study.

10. A. Important recent publications in chronological order, beginning with most recent (last 5 years, with titles, authors, journal name, volume, pages, book References giving name of chapters, authors, editors, publishers, year, pages etc), including papers In press specially the publications relevant to the proposed project proposal.

10. B. Other recent publications (last 5 years on the format desired in 10A)

10. C. Remaining publications as per format desired in 10A

11. \*Financial support received as Principal Investigator (Title of project, years & amount sanctioned, reference number)

1. From RUHS

Past

\*Present

\*Pending

2. From other sources (ICMR/DHR/DBT/DST/CSIR/DRDO/Others)

Past

\*Present

\*Pending

12. Any major grant in which role was that of Co-investigator

(Signature with seal)







**Rajasthan University of Health Sciences, Jaipur**

**Format for details of permanent equipment/assets**

(Please use a separate sheet for each equipment)

1. Name of equipment with model number & name:
2. Date of procurement (enclose original Invoice):
3. Name of Manufacturer:
4. Year of Manufacturing:
5. Equipment Cost:
6. RUHS Sanctioned amount:
7. Actual expenditure:  
(this should include only the cost of equipment, insurance, freight charges and octroi etc.)
8. Other expenses, if any:  
(expenses such Bank charges, agency commission etc., should be avoided through appropriate negotiations but details are to be provided)
9. Utilization rate (%):
10. Suggestions for disposal:

Signature  
(Head of the Purchase Committee/A.O)  
Name.....  
Stamp

Signature  
(Principal Investigator)  
Name.....  
Stamp

Signature  
(Principal/Head of the Institution)  
Name.....  
Stamp



**RAJASTHAN UNIVERSITY OF HEALTH SCIENCES  
JAIPUR**

**FORMAT FOR ANNUAL/ QUARTERLY INTERIM  
PROGRESS REPORT OF ACTIVITIES**

1. Name of Research Proposal (Project title):.....  
.....  
.....  
.....
2. Type of Progress Report (Annual/Quarterly):.....
3. Period of Progress Report: From.....to.....
4. Name & address of the college/institution:.....  
.....
5. Name of P.I.:..... Contact No & email:.....
6. Name of Co-PI:..... Contact No.& email:.....
7. Name of Co- Investigator:.....Contact No.& email:.....
8. Date of Commencement of project:.....
9. Expected date of completion of the project (MM/YY).....
10. Duration of the project:.....
11. Objectives of the research proposal:.....  
.....
12. Methodology:.....  
.....
13. Interim modification of objectives/methodology (with justifications):.....  
.....



14. Summary on progress (during the period of report):.....

.....  
.....  
.....  
.....  
.....  
.....

15. Applied value of the project:.....

16. Research work which still remains to be done under the project:.....

17. Any publication (if published details enclosed):.....

18. Any patent applied for (if applied details enclosed):.....

19. If additional budget or staff is required for the remaining part of the research work, please give justifications and details.....

.....  
.....

Signature  
(Principal Investigator)  
Name.....  
Stamp

Signature  
(Principal/Head of the Institution)  
Name.....  
Stamp

Date and Place

Date and Place



**Rajasthan University of Health Sciences, Jaipur**

**Annual Statement of Accounts & Expenditure to be accompany with request for release of subsequent installment.**

(Year means Financial Year i.e. 1st April to 31st March of next year)

1. RUHS Sanction letter No. : .....
2. Total Project Cost : Rs.....
3. Funds sanctioned for the project :Rs.....
4. Date of Commencement of Project : .....
5. Period of Statement of Expenditure :w.e.f.....to.....
5. Amount required in next installment : .....

S.No.	Sanctioned/Heads	Expenditure Incurred		Balance as on (Date) (Total b)	Requirement of Funds for next 6 months/ duration of project upto 31 <sup>st</sup> March	Remarks
		For the period (a)	Cumulaive since inception of project (b)			
1.	Salaries					
2.	Permanant Equipments					
3.	Supplies & consumables items/Materials					
4.	Travel					
5.	Contingencies					
6.	Overhead Expenses					
7.	Others (if any)					
8.	Total					

Date:

Signature  
(Principal Investigator)  
Name.....  
Stamp

Signature  
(Account Officer)  
Name.....  
Stamp

Signature  
(Principal/Head of the Institution)  
Name.....  
Stamp

**Rajasthan University of Health Sciences, Jaipur**

**FORMAT FOR ANNUAL UTILISATION CERTIFICATE (AUC)**

Certified that out of Rs.....of grants-in-aid sanctioned during the year.....  
in favour of.....under RUHS Letter No.....  
and Rs..... on account of unspent balance of the previous  
year, a sum of Rs..... has been utilized for the purpose of  
..... for which it was sanctioned and that the balance  
of Rs.....remaining unutilised at the end of the year has been  
surrendered to RUHS (vide cheque No..... Dated..... /will be  
adjusted towards the grants-in-aid payable during the next year i.e .....

Date:

Signature  
(Principal Investigator)  
Name.....  
Stamp

Signature  
(Account Officer)  
Name.....  
Stamp

Signature  
(Principal/Head of the Institution)  
Name.....  
Stamp



**RAJASTHAN UNIVERSITY OF HEALTH SCIENCES, JAIPUR**

**FINAL PROJECT COMPLETION REPORT**

(final report of the work done on the research project)

1. Name of Research Proposal (Project title):.....  
.....  
.....
2. Name & address of the college/institution:.....  
.....
3. Name of P.I.:..... Contact No.:.....
4. Name of Co-P I.:.....Contact No.:.....Address.....  
Name of Co-PIInvestigator (2):.....Contact No.:.....Address.....  
Name of Co-Investigator (3):.....Contact No.:.....Address.....  
Other coinvestigator(s) if any:.....Contact No.:.....Address.....
5. Date of Commencement of project:.....
6. Duration of the project:.....
7. Total Amount approved by RUHS:.....
8. Total Expenditure:.....
9. Objectives of the Research Project Vs Achievement or outcome.

Objectives	Achievement
1. ....	1. ....
2. ....	2. ....
3. ....	3. ....
4. ....	4. ....
5. ....	5. ....
6. ....	6. ....
7. ....	7. ....
8. ....	8. ....

10. If any deviation from originally approved objectives and methodology, please mention that. Was this approved/ suggested by Expert Committee of RUHS?

11. Summary of the findings: (not more than 150 words) .....

.....  
.....  
.....  
.....  
.....  
.....

12. Please indicate the challenges, if any met in implementing the project:

.....  
.....

13. Contribution to the society: .....

14. No. of publications out of the research project: (if published Attached).....

15. No. of patent out of the research project: (Attached).....

Date :

Place:

Signature  
(Principal Investigator)  
Name.....  
Stamp

Signature  
(Co-Principal Investigator)  
Name.....  
Stamp

Signature  
(Co-Investigator)  
Name.....  
Stamp

Signature  
(Accounts Officer)  
Name.....  
Stamp

Signature  
(Principal/Head of the Institution)  
Name.....  
Stamp



## Rajasthan University of Health Sciences, Jaipur

### Final Audited Statement of Accounts & Expenditure

(Year means Financial Year i.e. 1st April to 31st March of next year)

1. RUHS Sanction letter No. : .....
2. Total Project Cost : Rs. ....
3. Funds sanctioned for the project :Rs. ....
4. Date of Commencement of Project : .....
5. Period of Statement of Expenditure :w.e.f.....to.....

S.No.	Sanctioned/Heads	Expenditure Incurred		Balance as on (Date) (Total -b)	duration of project	Remarks
		Year wise Add columns depending upon duration of project	Cumulative since inception of project (b)			
1.	Salaries					
2.	Permanent Equipments					
3.	Supplies & consumables items/Materials					
4.	Travel					
5.	Contingencies					
6.	Overhead Expenses					
7.	Others (if any)					
8.	Total					

Date:

Signature  
(Principal Investigator)

Name.....  
Stamp

Signature  
(Account Officer)

Name.....  
Stamp

Signature  
(Principal/Head of the Institution)

Name.....  
Stamp






## Rajasthan University of Health Sciences, Jaipur

### FORMAT FOR FINAL UTILISATION CERTIFICATE (FUC)

Certified that out of Rs.....of grants-in-aid sanctioned during the year.....in favour of.....under RUHS Letter No.....and Rs.....on account of unspent balance of the previous year, a sum of Rs.....has been utilized for the purpose of .....for which it was sanctioned and that the balance of Rs ..... unutilised amount at the completion of the project has been surrendered to RUHS by Cheque/DD/Bank transfer/etc (vide Cheque/DD/Transaction No ..... Dated.....

Date:

Signature  
(Principal Investigator)  
Name.....  
Stamp

Signature  
(Account Officer)  
Name.....  
Stamp

Signature  
(Principal/Head of the Institution)  
Name.....  
Stamp

