



Format & Guidelines for Filling Fellowship Form

Indian Council of Medical Research

APPLICATION FOR ICMR FELLOWSHIP PROGRAMME

Applied for (tick one) :	Research Associate / Senior Research Fellowship	
Name :		
Gender (tick one):	Male / Female	
Date of Birth:	DD-MM-YYYY	Age
Essential Qualification and Experience	<u>For Sr. Research Fellow</u> M.Sc. with 2 years experience/ M.B.B.S. <u>For Research Associate</u> Ph.D. /Registered for MD or DNB/ M.B.B.S. with 2 years experience	
Type of Institute	Govt / Private/ NGO / Other	
Upload Valid DSIR Certificate if not a Govt Institute		
Title of proposed research project:		
Duration (Maximum 36 months): <input type="text"/> <input type="text"/>		
Six Keywords	[
Major Discipline [Choose from drop down menu]		
<u>General Information of Fellow :</u>		
Department where Fellow will work		
Institutional Address		
Phone No. of Department (with STD code)		
Email		
Mobile No.		
Mailing Address		

Academic Qualifications of Fellow (Beginning from most recent)

S.No	Exam passed	From (mm/yyyy)	To (mm/yyyy)	School/ College/ Univ/Inst	Division	Subject/s	Upload certificate

(Add)

For Senior Research Fellow Only:

Have you been registered for PhD:	Yes/ No
If Yes, date of registration (dd/mm/yyyy):	Upload document

Work Experience Including Fellowships (Beginning from most recent)

S.N.	Post Held	From (dd/mm/yyyy)	To (dd/mm/yyyy)	Employer	Nature of work /duties

(Add)

Do you have any research experience: Yes/No. If yes, enter details below

Details of Research Experience: Yes/No. If Yes, Enter Details

Title of project		
Guide's name:	Institute:	Duration(From - To)dd/mm/yyyy
Describe significance scientific contribution you made (100 words)		
Paper(s) published/accepted for publication from this project Yes <input type="checkbox"/> No <input type="checkbox"/>		
If yes, number of papers published/accepted for publication from this project: <input type="checkbox"/>		

(Add)

Enter details of all publications:

S.N.	Author	Title	Journal Name	Year	Indexed / Non-Indexed	Impact factor	ISSN No.

(Add)

DETAILS OF GUIDE

Name	Designation	Institute	Email	Mob. No.	No. of publications in last 5 years	Mention no. of MS/MD/Ph.D. students registered under as Guide	Mention no. of MS/MD/Ph.D. students registered under as Co-Guide

Details of any five best publications

S.N.	Author	Title	Journal Name	Year	Indexed / Non-Indexed	Impact Factor	ISSN No.
1							
2							

3							
4							
5							

Any patents/copyrights of Guide: Yes/ No

If yes enter number of patents/copyrights:

Enter details of patents/copyrights

S.N.	Title	Year	Remarks
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(Add)

Number of research projects undertaken in the last 5 years

Details of Research projects during last 5 years (beginning from most recent Project 1

Title of project
Name of Institute
Duration (From - To)
Source of Funding
Describe significance scientific contribution (100 words)
Paper(s) published/accepted for publication from this project Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, enter details in the format

S.N.	Author	Title	Journal Name	Year	Indexed / Non-Indexed	No. of Citations	ISSN No.
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(Add)

Number of Co-guide(s):

Details of Co-Guides 1

Name	Designation	Institute	Email	Mob. No.	No. of publications in last 5 years
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(Add)

Institutional Details: Availability of laboratory space and equipment and central facilities related to project work, in case of field work give details of field area for collection/enrollment of participants/samples/data/survey, access to patients where applicable, collaboration for statistical analysis, etc.) **Maximum 200 words**

FORMAT OF RESEARCH PLAN

1. Title of the Project
2. Duration (maximum of 3 years; if candidate registers for PhD within 6 months of fellowship, this can be extended to 4 years on request) and Timelines (describe time required for preparatory phase, completion of each objective, analysis and report writing)
3. Summary of the proposed work (**Maximum 250 words**): should include background, study rationale and objectives, novelty, very brief methodology and expected outcomes
4. Rationale of the proposed work OR Theoretical framework of the proposed work (Provide background information/present knowledge with references (details to be provided under the heading 'Bibliography'), also include pilot/preliminary work done if any) (**Maximum 750 words excluding Bibliography**)
5. Bibliography (**not more than twenty**)
6. Objectives
7. Novelty/Innovation of proposed work (**Maximum 200 words**)
8. Plan of work (provide all relevant details like study design, sample size with detailed calculation & justification, selection criteria and process of enrollment of subjects if applicable, development of experimental model, standardization of experimental techniques/tests, plan of analysis with dummy tables, statistical tests, expected outcomes, anticipated limitations of study, etc. Separate plan of work may be given for each objective where applicable) [**not more than 3 pages**]
9. Details of Human/Animal Ethics committee approval and/or Regulatory approval, describe informed consent process and upload form where applicable
10. Expected outcomes (**Maximum 100 words**)
11. Career Development Plan **for Research Associate applications only** (including future research plans, skills targeted through trainings, team building efforts, etc.) (**Maximum 250 words**)
12. Case record proforma, study instruments, questionnaires, scales, etc may be uploaded
13. Signature of Guide

Research Related other Information

14. Does the project involve use of?
- | | |
|---|-------------------------------|
| a. Human subjects: Yes <input type="checkbox"/> No <input type="checkbox"/> | if yes, Upload IEC approval |
| b. Animals: Yes <input type="checkbox"/> No <input type="checkbox"/> | if yes, Upload IAEC approval |
| c. Stem Cells: Yes <input type="checkbox"/> No <input type="checkbox"/> | if yes, Upload ICSCR approval |
| d. Radio-isotopes: Yes <input type="checkbox"/> No <input type="checkbox"/> | if yes, Upload IBSC approval |
| e. Recombinant DNA technology: Yes <input type="checkbox"/> No <input type="checkbox"/> | if yes, Upload RCGM approval |

IEC = Institutional Ethics Committee

IAEC = Institutional Animal Ethics Committee

ICSCR = Institutional Committee for Stem Cell Research

IBSC = Institutional Bio-safety Committee

RCGM = Review Committee on Genetic Manipulation

If any of the above is Yes, appropriate approval to be obtained. Upload approval document or proof of submission to the appropriate committee.

15. Is the project a new drug clinical trial? Yes/ No
16. If yes, DCGI Clearance: Obtained /Submitted for Review / Informed (*upload document*)
17. CTRI Registration Number Applied: Yes/No
18. If yes, CTRI Number :

Check list of documents to be uploaded in PDF format

1. Proof of Date of Birth
2. Registration for PhD, MD/MS/DNB
3. Valid DSIR of Institute where applicable
4. Informed consent form where applicable
5. Case record proforma, study instruments, questionnaires, scales, etc where applicable
6. Approval/ proof of submission
7. DCGI approval where applicable
8. Research Experience of Fellow
9. All relevant certificates of Fellow required for essential qualification for SRF/RA
10. Availability of Institutional facilities signed by Guide & counter signed by Head of Institute with seal
11. Details of Guide
12. Format of research proposal

FELLOWSHIP RULES

The Indian Council of Medical Research awards the following categories of fellowships to young scientists to enable them to carry out research in the field of Biomedical sciences at the permanent Institutes of the Council, other Biomedical Research Institutes, Medical Colleges and Universities in India where adequate laboratories and other facilities to carry out research are available:

1. Research Associates
2. Senior Research Fellowships

2. APPLICATIONS :

Applications for the fellowships are invited by advertisement in ICMR website.

2.1 The following conditions are required to be fulfilled:

- 2.1.1 The applications should be submitted online by Fellow with permission of the Guide and the Head of the Institute where the candidate proposes to work. If employed, a certificate from his employer to accept the fellowship should be submitted.
- 2.1.2 The candidate should not draw any stipend or salary or be in receipt of any other type of financial assistance except leave salary during the fellowship. A certificate to this effect should be furnished by the candidate.
- 2.1.3 A detailed plan of work, for a specific time bound research project on which research is proposed to be carried out during the fellowship is required to be submitted with the application.
 - 2.1.3.1 The problem proposed to be studied should be well defined. It should relate to a particular aspect of a problem and not be of a general nature and should be capable of completion within the fellowship period. Preference will be given to a problem of a national health importance.
 - 2.1.3.2 The plan of work should be prepared, as defined in the application form. A statistician should be consulted for the preparation of the plan of work, where considered necessary.
 - 2.1.3.3 The Guide under whose guidance the work will be carried out should certify that the research plan has been prepared in consultation with him/her and in consultation with a Statistician where considered necessary and that he/she examined the scheme and approves the plan of work and that he/she is willing to guide and direct the research work proposed therein.

2.1.3.4 The Head of the Institution, where research work will be carried out, should certify that full equipment, laboratory and other facilities are available in the Institution for proposed work and will be made available to the candidate. It should be noted that no funds shall be provided for the purchase of equipment or articles of non-expenditure nature.

2.1.3.5 For award of Research Associateship, if the candidate plans to do further work on the subject of his/her MD/Ph.D, thesis a summary of work done so far alongwith new facets of work to be undertaken should be attached on separate sheet.

2.1.4 All projects involving human beings must be cleared by Ethical Committee of their Institutes.

3. QUALIFICATIONS:

SENIOR RESEARCH FELLOWSHIP

3.1) M.Sc. (Life Sciences), MA (Social Sciences), Master in Medical Social Work (MSW) degree holders with two years research experience.

3.2) MBBS/BDS/MVSc./M.Pharm/M.E./M.Tech degree holders.

RESEARCH ASSOCIATESHIP

3.3) Doctorate degree in Medicine namely M.D/MDS or Ph.D in any field.

Note: I. The Research experience mentioned above includes experience as a research worker in any Institution supported by a certificate by the Head of the Institution

II. ONLY GATE QUALIFIERS WITHOUT ANY EXPERIENCE AFTER M.SC. COURSE ARE NOT ELIGIBLE FOR FELLOWSHIPS (SRF/RA) UNDER ICMR FELLOWSHIPS PROGRAMME.

4. EMOLUMENTS/REMUNERATION (PER MONTH) FOR SRF/RA:

5. FIXATION OF REMUNERATION FOR RESEARCH ASSOCIATES:

ICMR Circular of dated 07.11.2016 attached

Tel no. 26588980, 26588707, 26589336

तार / GRAM : विज्ञान / SCIENTIFIC
 Web-site : www.icmr.nic.in
 E-mail : icmrhgds@ansd.nic.in



भारतीय आयुर्विज्ञान अनुसंधान परिषद INDIAN COUNCIL OF MEDICAL RESEARCH

वी. रामलिंगस्वामी भवन, अन्सारी नगर, पोस्ट बॉक्स 4911, नई दिल्ली - 110 029
 V. RAMALINGASWAMI BHAWAN, ANSARI NAGAR, POST BOX 4911, NEW DELHI - 110 029

No.16/107/2008-Admn.II

Dated: 7.11.2016

To

The Directors/Directors-in-Charge
 of all permanent Institutes/Centres of ICMR.

Subject: Guidelines for recruitment of staff for Short-Term Research projects.

Sir/Madam,

In continuation of this Office order of even no. dated 4.10.2016, I am directed to state that in the guidelines, component of House Rent Allowance (HRA) was missed out inadvertently. Therefore, the change with regard to the component of HRA as shown against each of the nomenclature in the guidelines may kindly be noted as under:

S.No.	Nomenclature of the post	Monthly Consolidated Emoluments (as on 1.1.2016)
21	Junior Project Research Fellow	Rs.25,000/- plus HRA
22	Senior Project Research Fellow	Rs.28,000/- plus HRA
23.	Research Associates -I	Rs.36,000/- plus HRA
	Research Associates -II	Rs.38,000/- plus HRA
	Research Associates -III	Rs.40,000/- plus HRA
24.	Scientist – B (Medical)	Rs.61,000/- (corresponding to PB-3 Rs.15,600 - 39100 + Grade Pay Rs.5400 +NPA) plus HRA
	(Non-Medical)	Rs.48,000/- (corresponding to PB-3 Rs.15,600 - 39,100 + Grade Pay Rs.5400) plus HRA
25.	Scientist – C (Medical)	Rs.64,000/- (corresponding to PB-3 Rs.15,600 - 39,100 + Grade Pay Rs.6600 + NPA) plus HRA
	(Non-Medical)	Rs.51,000/- (corresponding to PB-3 Rs.15,600 - 39,100 + Grade Pay Rs.6600) plus HRA

S.No.	Nomenclature of the post	Monthly Consolidated Emoluments (as on 1.1.2016)
26.	Scientist – D (Medical)	Rs.67,000/- (corresponding to PB-3 Rs.15,600 - 39,100 + Grade Pay Rs.7600 + NPA) plus HRA
	(Non-Medical)	Rs.54,000/- (corresponding to PB-3 Rs.15,600 - 39,100 + Grade Pay Rs.7600) plus HRA

House Rent Allowance is payable with reference to the initial basic of pay plus grade pay and NPA. HRA is admissible if the place of duty falls within the qualifying limits of the City/Urban agglomeration irrespective of the place of residence & classification of cities given below:

HRA @ 30%, 20% & 10% as per revised classified of cities i.e. 'X', 'Y' & 'Z' respectively

X (Earlier classified as A-1).

Y (Earlier classified as A, B-1 & B-2).

Z (Earlier classified as C & Unclassified).

Note: JRF, SRF and RAs are not entitled for the annual increment @10% of the pay.

Kindly note that the orders issued by the Council dated 24.8.2016 supersede but effective date 24.8.2016 will remain the same.

This issues with the approval of the Competent Authority.

Yours faithfully,



(Bharat Bhushan)
Administrative Officer
for Director-General

Copy to:

1. PS to DG, ICMR.
2. PS to Sr. DDG (A), ICMR.
3. PS to Sr. FA, ICMR.
4. All Divisional Heads.
5. ADG(A), ICMR
6. All Sr. A.O.s/Sr. ACOs/AOs/ACOs.
7. All Technical Divisions.
8. Accounts-V & VI.
9. DDO/Admn.IV.
10. BIC Section: for uploading on ICMR website.

Note: In fixing the initial stipend of Senior Fellows previous research experience will be taken into account.

6. CONTINGENT GRANT

- i) RA: Rs.20,000/- per annum
- ii) SRF: Rs.20,000/- per annum

Contingent grant can be utilised for the following:

- i) Acquisition of books and documents of relevance to the research topic provided these are not available in the library of the University/Institution. The requisition is to be recommended by the Supervisor and approved by the Head of the Deptt. The books will become the property of the University/Institution's Library after purchase and could be issued to the Supervisor/Fellow after accession for use by the indenting fellow till his/her research fellowship is over. Normally, not more than 25% of the total annual contingent grant can be utilised for this purpose.
- ii) Towards meeting actual train fare and DA, during tours of the research fellow/associate they will be entitled to TA/DA as admissible in case of government servants drawing basic pay of Rs. 8000/- p.m.. The calculation of the daily allowance will be made from the date of commencement of the journey to the date he/she returns to the headquarters.
- iii) Petty expenditure for purchase of chemicals, reagents, stationery postal charges, registration fee for attending scientific conferences.
- iv) Charges for typing a thesis upto 10 per cent of contingent grant can also be met from the contingent grant.
- v) Photographic materials for research or thesis work.
- vi) Computation charges.
- vii) Reprints/off-prints of research papers.

No non-expendable articles or equipment can be purchased out of the grant. In special projects, sanction of higher contingent grant would be considered on their requirements of needs.

CONTINGENT GRANT CANNOT BE UTILISED FOR:

- a) Foreign travel or other expenses for visit abroad.
- b) Stationery items such as pen, pencils, folders, file covers, carbon papers *etc.* and furniture items.

7. UPPER AGE LIMIT:

- i) Senior Research Fellowship - 35 years
- ii) Research Associateship - 40 years (Relaxed upper age limit by two years in case of woman candidates).
(Order No.16/99/2000-Admn.II dt. 7.2.2001)

8. TENURE:

The maximum tenure for all the fellowships will be three years, subject to annual review of work done. The tenure may be extended by the Council only in exceptionally deserving cases. The fellowship can be terminated at any time on a month's notice if the progress of work is not satisfactory or on receipt of an adverse report from the Guide. The fellowship can be terminated forthwith if the particulars given in the application form for fellowship are found to be incorrect or false. The Council also reserves the right to terminate fellowship forthwith without assigning any reason. In the event of his/her leaving before completing one year, he/she may be required to refund the stipend drawn by him/her from the date of joining to the date of leaving the fellowship.

9. PRIVATE PRACTICE:

Private practice of any kind, or taking up any appointment even in an honorary capacity, during the fellowship, is not permissible.

10. ADMINISTRATIVE CONTROL:

The Fellow/Associate will not be treated as an employee of the Council.

The candidate will be under the administrative control of the Institution where he/she works and will be subject to the Rules and Regulations of the Institute concerned.

11. LEAVE:

Leave with stipend not exceeding 40 days for each completed year of tenure may be allowed by the Guide. This will be treated as part of the fellow's tenure. Sanction of leave without stipend may be considered by ICMR under special circumstances. However, leave with stipend equivalent to Maternity leave will also be admissible to female research fellows. The fellowship amount for leave period will be paid after the fellow resumes duty and submits a medical certificate in support of actual confinement. It is expected that the fellow will make up the deficiency during the remaining tenure. Casual leave will be admissible according to the rules of the Institution where the fellow is placed for work. Leave without fellowship can be granted up to one month in a year.

No other kind of leave such as sick leave will be admissible. Fellows are not entitled to the vacation normally admissible to the staff of an institution.

Note: i) Leave will be treated as a part of the tenure of fellowship.

ii) In the case of conversion of fellowship to another category leave can be carried forward.

12. REPORT:

The fellow shall submit half yearly and annual reports as per the prescribed standard proforma. The first annual report should be submitted after 10 months from the date of commencement of the fellowship, giving complete factual details of the research work done through the guide along with his/her appraisal. Subsequent annual report as per the standard proforma should be submitted through the guide two months before the completion of fellowship year. Further continuation of fellowship for each year will depend upon the progress of work. Failure to submit report in time may necessitate the termination of fellowship. Annual report, duly typed clearly, as per standard proforma, of the work done during the tenure of fellowship, will be submitted in the last month before the completion of termination of fellowship.

A list of the papers published or presented at a Scientific Conference during the term of the fellowship should also be furnished in the annual and final reports. The work done can be utilised for submission of thesis for a postgraduate degree after obtaining prior approval of the Director General, ICMR. Due acknowledgement to the ICMR, should, however, be made in the thesis as also the research publications by the fellows.

13. PUBLICATION OF PAPERS:

Prior permission for publication of papers on the research work done under the aegis of the Council, in a journal should be obtained from the Council. The papers should be sent to the Council through the supervisor with his/her recommendations.

14. PAYMENT OF FUNDS:

The Council will pay in instalments the fellowship stipend and the contingent grant to the Head of the Institute for disbursement to the Senior Research Fellow/Research Associate. Detailed instructions regarding payment of funds shall be communicated separately on award of the fellowship. The first instalment will be paid after the receipt of the joining report of the fellow. Subsequent instalment will be released only on receipt of statement of accounts of utilisation of the previous instalment. The University/Institution shall be responsible for proper utilisation of grant and for rendition of accounts of ICMR.

15. TRAVEL:

The Council may approve tours of research fellows/associates for:--

- (i) Attending symposium/seminar/conference provided the fellow/associate is presenting a paper which has been accepted by the organisers of the symposium/seminar/conference.
- (ii) Field work connected with research.

T.A. and D.A. would be admissible as per rules applicable to Central Government Officers with basic pay equivalent to the amount of the fellowship stipend.

Note: The expenditure on this account will be met from the contingent grant sanctioned to the fellows.

16. TRANSFER OF FELLOWSHIP:

The fellow will not be allowed transfer from one institution to another except in special circumstances with the prior approval of the DG, ICMR. No T.A. will be paid as a result of such a transfer.

17. POST FELLOWSHIP CAREER:

Research fellows should send to the Council, within six months from the date of completion of fellowship, utilization report in the prescribed form of the training received during the fellowship.

Senior Research Fellows should be advised to register himself/herself for his/her doctorate degree in the subject and University of his/her choice within 6 months. If done so, it may be ensured that the fellowship will continue up to 4 and a half years by which time the candidate is expected to complete his/her doctorate degree. The candidate may be offered Research Associateship on suitable terms for 1-2 years.

18. OTHER BENEFITS ADMISSIBLE WILL BE AS UNDER:

18.1 D.A. and C.C.A.

SRFs and Research Associates will **not** be entitled to these allowances.

18.2 H.R.A. & Medical Benefits:

HRA and Medical benefits will be allowed to all categories of SRFs and Research Associates as per the rules of the Institution where they are working. For this purpose, the fellowship amounts for SRFs and Research Associates will be taken as basic pay.

18.3 Leave Salary and Other Service Benefits:

SRFs will continue to be eligible for the casual leave while Research Associates will be entitled to leave as per rules of the concerned Institutions. However, Maternity Leave will be given to all categories.

18.4 Bonus and L.T.C

Bonus and L.T.C. are **not** admissible to any category.

19. Under extramural research projects (*viz.*, Adhoc Research Schemes, National Task Force Projects & Centres for Advanced Research), no recruitment of JRFs will be allowed in future. The recruitment of SRFs and Research Associates (both medical and non-medical) will, however, continue, as at present, through interviews and/or adequate scrutiny of the respective research proposals by expert committees/bodies. In all future vacancies /positions in extramural research projects, Ad-hoc Research Schemes, National Task Force Projects and Centres for Advanced Research, only SRFs and RAs will be permitted.

20. In case of SRF appointed under 'Fellowship Programme', the local institution should review after two years whether SRF should continue for the third year. Similarly, at the end of the third year, the local institution should review his/her case whether extension for another year should be given. The final decision on grant of extension will be made by the Director-General, ICMR.