

**DR. VASANTRAO PAWAR MEDICAL COLLEGE,
HOSPITAL & RESEARCH CENTRE, NASHIK
DEPARTMENT OF RESEARCH**

RISE-IRGP

**Research and Innovation Support for Excellence
INSTITUTIONAL INTRAMURAL RESEARCH GRANT
PROGRAMME**

**Comprehensive Rules, Regulations, Application & Monitoring
Guidelines**

Document Control	Approved / Proposed Details
Version	1.0
Applicable period	Academic Year 2026–27
Administrative unit	Department of Research
Nodal officer	Research Coordinator
Review / approving body	Institutional Research Committee (IRC) / Competent Authority
Approval status	Approved by Dean
Effective date	22/09/2026
Review cycle	Every two years or earlier as required

“RISE 2026 – Inspiring Ideas, Supporting Innovation, Advancing Excellence.”

Prepared by: Department of Research

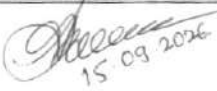
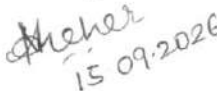
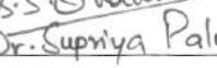
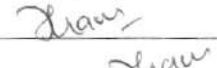
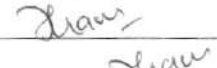
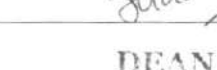
Research Coordinator: Dr. Ashok Vankudre

Dean: Dr. Sudhir Bhamre

APPROVAL / SANCTION SHEET

Title: RISE-IRGP – Research and Innovation Support for Excellence: Institutional Intramural Research Grant Programme – Comprehensive Rules, Regulations, Application & Monitoring Guidelines

The Department of Research submits this consolidated document for consideration and approval by the Dean / Competent Authority. Upon approval, it shall serve as the governing framework for RISE-IRGP projects sanctioned from Academic Year 2026-27 onward and shall supersede inconsistent legacy IRGP provisions.

Authority	Name / Designation	Signature	Date
Prepared by	Dr. Ashok Vankudre, - Research Coordinator	 15.09.2026	15.09.2026
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Recommended by	Chairperson, IRC / Dean		16.09.2026
Approved by	Dr. Sudhir Bhamre, Dean		16.09.2026

DEAN

M.V.P.S. Dr. Vasantrao Pawar Medical College
Hospital & Research Centre, Nashik-3

Approval Decision

- ☒ Approved
- ☐ Approved with modifications
- ☐ Returned for revision

Remarks:

DOCUMENT CONTROL AND BASIS

Item	Details
Document	RISE–IRGP Comprehensive Rules, Regulations, Application & Monitoring Guidelines
Version	1.0
Effective from	22/09/2026
Owner	Department of Research
Primary governance body	Institutional Research Committee (IRC)
Operational nodal officer	Research Coordinator
Review cycle	Every two years or earlier if required

Basis documents reviewed

- Institutional Research Policy, Version 1.0 – Dr. Vasantao Pawar Medical College, Hospital and Research Centre, Nashik.
- RISE 2026 – Call for Applications.
- RISE 2026 – Research Proposal/ Synopsis Submission Format.
- Rules and Regulations for IRGP for Faculty.
- Rules and Regulations for IRGP for Postgraduate Students.
- Rules for IRGP – Undergraduate Students / existing UG IRGP provisions.

Drafting note: This document consolidates the terminology and operational provisions in the above institutional documents. Where the legacy documents contain differing provisions, the proposed RISE–IRGP provisions in this document are intended to be adopted prospectively upon approval. Existing institutional IEC, finance, procurement, academic-integrity and IPR requirements remain applicable.

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PREAMBLE

Dr. Vasantao Pawar Medical College, Hospital & Research Centre, Nashik has established an institutional research ecosystem to promote research among undergraduate students, postgraduate students, faculty and other eligible members of the institution. The institutional Research Policy identifies the Intramural Research Grant Program (IRGP) as a research-promotion strategy supporting research across disciplines of medical sciences and expects supported projects to result in appropriate scholarly products.

RISE 2026 – Research and Innovation Support for Excellence is the current institutional call for intramural research support for Faculty, Undergraduate and Postgraduate research. It emphasizes scientific merit, originality and innovation, relevance, methodological appropriateness, feasibility, expected outcomes, dissemination and impact.

These Guidelines therefore provide a consolidated framework for proposal development, review, ethical compliance, funding, procurement, monitoring, reporting, dissemination, financial closure and institutional research outcome measurement.

1. PURPOSE AND SCOPE

- The RISE–IRGP is established to provide institutional intramural financial support for high-quality research projects and to strengthen the research culture of the institution.
- It is designed as a competitive, transparent and accountable seed-grant mechanism supporting undergraduate, postgraduate and faculty research.
- The programme shall operate in coordination with the IRC, Scientific Research Committee, IEC, Finance/Stores, Central Research Laboratory and other relevant institutional units.

2. OBJECTIVES

1. Promote a culture of research and innovation within the institution.
2. Encourage faculty and students to undertake high-quality research.
3. Support innovative and feasible research ideas through intramural funding.
4. Strengthen research capacity among undergraduate and postgraduate students.
5. Encourage interdisciplinary and collaborative research.
6. Facilitate dissemination of research findings through presentations, publications and other scholarly outputs.
7. Foster innovation addressing relevant clinical, community and healthcare challenges.
8. Develop preliminary evidence that can support applications for larger external research grants.
9. Strengthen responsible conduct of research, scientific writing and research governance.

3. DEFINITIONS

Term	Definition
RISE	Research and Innovation Support for Excellence.
RISE–IRGP	Institutional Intramural Research Grant Programme implemented under RISE.
PI	Principal Investigator responsible for scientific and administrative conduct of the approved project.
Co-I	Co-Investigator formally involved in the research project.
Guide / Mentor	Full-time faculty member providing supervision to UG/PG research projects.
IRC	Institutional Research Committee responsible for institutional research governance, review, monitoring and recommendations.
Scientific Research Committee	In-house scientific review mechanism for critical appraisal and technical guidance.
Seed Grant	Limited institutional financial support intended to initiate or advance a research project.

Project Period	Approved period beginning from grant activation/sanction and ending with completion/closure.
Scholarly Output	Publication, manuscript submission, poster/oral presentation, dataset, innovation, patent/IP activity, technical report or other appropriate research output.

4. FUNDING CATEGORIES

RISE-IRGP shall operate through the following categories, based on the existing institutional IRGP provisions:

Category	Maximum projects / academic year	Maximum grant / project
RISE-UG	Up to 10	₹10,000
RISE-PG	Up to 5	₹25,000
RISE-Faculty	Up to 3	₹50,000

The number of projects may be reduced depending on the annual institutional budget and the quality of applications. Approval of a project does not imply that the full amount requested will be sanctioned.

5. ELIGIBILITY

5.1 Faculty

1. Must be a full-time faculty member of the institute and ordinarily Assistant Professor or above.
10. May submit only one proposal as PI in an academic year.
11. Should not have an overdue RISE/IRGP project or financial settlement.
12. Should not hold more than one active RISE-funded project as PI; participation as Co-I shall be governed by IRC limits.
13. A project already funded by another internal/external agency shall not be funded again under RISE.
14. Three-year Faculty Eligibility Cycle: A faculty member who receives a RISE-IRGP grant shall not be eligible to apply as PI for the subsequent 2 academic years and may apply again in the third academic year. This provision aims to ensure equitable distribution of institutional research funding and create opportunities for more / new faculty members to receive research support.

5.2 Undergraduate Students

1. Must be a bona fide student of the institute at the time of application. (First year to Final year)
15. Must undertake the project under a full-time faculty mentor.
16. Preferably student must be applied for DHR STS project which ensures that they are already trained for synopsis preparation.
17. Mentor/ Guide remains preferably same which was allotted for DHR STS.
18. May submit only one proposal as PI per academic year.

19. Mentor/ Guide can guide only one UG student in one RISE Call
20. Preference will be given to students who haven't received any external agency grant yet.
21. May be involved in only one active RISE-funded student project at a time.
22. Must comply with all academic, ethical and institutional requirements.
23. A project that has already received/sanctioned funding from any external funding agency shall not be eligible for RISE-IRGP funding.

5.3 Postgraduate Students

1. Must be a bona fide postgraduate student of the institute at the time of application.
24. Must undertake the project under a full-time faculty mentor.
25. May submit only one proposal as PI per year.
26. May be involved in only one active RISE-funded project at a time.
27. Projects should preferably be independent of the mandatory PG dissertation
28. Mentor/ Guide can guide only one PG student in one RISE Call
29. Preference will be given to students who haven't received any external agency grant yet.
30. A project that has already received/sanctioned funding from any external funding agency shall not be eligible for RISE-IRGP funding.

5.4 Co-Investigators

For Faculty proposals, up to two Co-Investigators may ordinarily be included. Interdepartmental projects will be preferred with appropriate justification.

6. FUNDING LIMITS

The maximum grant ceilings are ₹10,000 for UG, ₹25,000 for PG and ₹50,000 for Faculty projects. The IRC may sanction a lower amount after scientific and budgetary scrutiny.

The grant is a project-specific institutional allocation. Unspent funds do not automatically become transferable to another project.

7. DURATION

Category	Standard approved period	Extension
UG	Up to 6 months, consistent with the legacy institutional IRGP policy; annual RISE notification may specify a shorter operational period.	Exceptional extension only with written approval.
PG	Ordinarily 6 months; may be extended up to 1 year from sanction.	Exceptional extension with Guide + HOD and competent approval.
Faculty	1 year from sanction; may be extended up to 2 years from sanction	Exceptional extension with written approval of competent authority.

If the annual RISE notification specifies a revised duration for a particular call, that notification shall prevail for that call.

8. RESEARCH AREAS / PRIORITIES

- Clinical and translational research.
- Community medicine and public health.
- Preventive and promotive health.
- Medical education and health-professions education.
- Patient safety and quality improvement.
- Maternal, child and adolescent health.
- Communicable and non-communicable diseases.
- Nutrition, environmental and occupational health.
- Digital health, artificial intelligence and health informatics.
- Laboratory and diagnostic research.
- Interdisciplinary and collaborative research.
- Research addressing locally relevant clinical, community or healthcare challenges.

Preference may be given to innovative, collaborative, interdisciplinary and institutionally relevant projects, consistent with the RISE 2026 call.

9. APPLICATION PROCESS

- The Department may prescribe electronic document retention, naming, folder structure and archival procedures for RISE projects to ensure traceability and auditability.
- For sanctioned projects, the Department may maintain a signed hard-copy file containing the sanction letter, approved proposal, budget, undertakings, ethical approvals, financial documents and major monitoring records, as considered necessary.
- The Department of Research shall maintain the electronic application record as the primary administrative record.

9.1 Hard-Copy Record and Document Retention

9.1.1 Applicants shall be responsible for providing a valid email address and mobile number and for checking institutional communications within the prescribed timelines.

9.1.2 Official communication regarding RISE-IRGP shall ordinarily be made through the institutional email / designated submission mechanism and/or other official communication channel notified by the Department of Research.

9.2 Communication with Applicants

9.2.1 Grant release or project activation may be made conditional upon submission of the required ethical/regulatory documentation.

9.2.2 Where applicable, the investigator shall obtain approval from the Institutional Ethics Committee or other competent regulatory authority before commencement of the relevant research activities, in accordance with institutional requirements and applicable regulations.

9.2.3 Submission of an application to RISE-IRGP does not constitute ethical approval or permission to commence human participant research, animal research, or any other activity requiring regulatory/ethics approval.

9.3 IEC and Regulatory Requirements Before Commencement

9.3.1 Issue of Grant Sanction / Activation Letter to approved investigators.

- 9.3.2 Approval by the competent institutional authority / Dean.
- 9.3.3 IRC recommendation for funding or non-funding.
- 9.3.4 Finalization of reviewer recommendations and placement before the IRC.
- 9.3.5 Request for clarification or revision, where required.
- 9.3.6 Scoring and assessment using the prescribed evaluation criteria.
- 9.3.7 Scientific and methodological review by designated reviewers / Scientific Research Committee / IRC as applicable.
- 9.3.8 Administrative screening and plagiarism/similarity screening, where applicable.

9.4 Scientific Review and Decision Pathway

- 9.4.1 Incomplete applications or applications that do not comply with the prescribed requirements may be returned for correction, deferred, or not considered for scientific review, depending on the nature and timing of the deficiency.
- 9.4.2 Plagiarism/similarity screening of the proposal shall be undertaken before scientific review, as applicable under institutional policy.
- 9.4.3 Preliminary scrutiny shall include verification of eligibility, completeness of the application, required endorsements, budget completeness, duplicate-funding declaration and other administrative requirements.

9.5 Preliminary Scrutiny

- 9.5.1 Applicants shall quote the RISE application number in subsequent correspondence, revisions, clarifications, progress reports and other project-related communications.
- 9.5.2 Acknowledgement and, where operationally feasible, a unique RISE application number shall be issued for applications that satisfy the basic submission requirements.
- 9.5.3 The Department of Research shall undertake an administrative completeness check after receipt of the application.

9.6 Acknowledgement and Application Number

- 9.6.1 The HOD/Guide/Mentor endorsement shall confirm that the proposed research is feasible within the department, that necessary institutional facilities/support are available or proposed, and that the applicant will comply with applicable institutional research, ethical and financial requirements.
- 9.6.2 UG/PG applications shall ordinarily be routed through the Student Investigator → Guide/Mentor/PG Guide → Head of Department → Department of Research.
- 9.6.3 Faculty applications shall ordinarily be routed through the Principal Investigator → Head of Department → Department of Research.

9.7 Institutional Endorsement and Proper Channel

- 9.7.1 Where the institutional submission mechanism requires separate uploads, the same documents shall be uploaded in the sequence and file format specified by the Department of Research.
- 9.7.2 The recommended file-naming convention shall be: RISE_[Year]_[PI Name]_[Department]_[Category].pdf
- 9.7.3 Applicants shall preferably combine the complete application package into one consolidated, legible PDF file in the prescribed order.

9.8 Consolidated PDF Submission

- Any other supporting document specifically required by the annual Call for Applications.
- IEC approval, IEC application/undertaking, or declaration of non-applicability, as applicable.
- HOD Endorsement / recommendation through the prescribed institutional channel.
- Guide/Mentor Certification for UG/PG applications, wherever applicable.
- PI Undertaking and Declaration.
- Detailed Financial Assistance/Budget Form with item-wise justification.
- Research Proposal/Synopsis in the prescribed format.
- Completed RISE–IRGP Application Form.

Each application shall comprise the following documents, as applicable:

9.9 Application Package

9.9.1 The electronic submission shall be the primary application record for the purpose of preliminary scrutiny, scientific review, scoring, communication and tracking.

9.9.2 Applications shall be submitted electronically and in the form of a hard copy to the Department of Research through the designated institutional RISE submission mechanism or official RISE email address notified in the annual Call for Applications.

9.10 Mode of Submission

9.10.1 The annual Call shall be the authoritative document for the operational dates and submission instructions for that particular grant cycle.

9.10.2 The Department of Research shall issue an annual Call for Applications for RISE–IRGP, specifying the eligible categories, funding limits, submission deadline, application mechanism, and any priority areas or special conditions applicable for that cycle.

10. PROPOSAL FORMAT

The prescribed RISE proposal shall contain the following minimum components:

- General information: title, category, PI, designation/year, department, contact details, Co-Is, Guide/Mentor, duration and total budget.
- Background and rationale.
- Research question.
- Aim and objectives.
- Methodology: design, setting, population, sample size, sampling, eligibility criteria, procedure/data collection, variables and data analysis plan.
- Expected outcomes.
- Innovation/novelty.
- Ethical considerations and IEC status.
- AI Declaration
- Timeline/work plan.
- References in Vancouver style.
- PI declaration and Guide/Mentor certification.

11. GRANT-WRITING REQUIREMENTS

11.1 Problem

Clearly define the problem and why it matters.

11.2 Literature and gap

Summarise relevant evidence and identify the specific knowledge gap.

11.3 Question and objectives

Ensure the question is answerable and objectives are specific, measurable and aligned with the design.

11.4 Methodology

Demonstrate methodological appropriateness, internal coherence and feasibility.

11.5 Sample size and statistics

Provide an appropriate sample-size justification and pre-specified analysis plan.

11.6 Innovation

State what is new, improved, locally relevant or potentially scalable.

11.7 Feasibility

Demonstrate access to participants, data, facilities, expertise, time and approvals.

11.8 Budget

Justify every requested cost against a defined research activity.

12. EVALUATION CRITERIA AND 100-POINT SCORING SYSTEM

The institutional Research Policy identifies five broad evaluation domains: scientific merit, feasibility, ethical soundness, relevance to local health needs and publication potential. The following expanded 100-point tool is proposed for RISE 2026 onward to improve transparency and structured appraisal.

Domain	Marks
1. Significance and relevance of problem	10
2. Literature review and knowledge gap	10
3. Originality / novelty / innovation	10
4. Research question and objectives	10
5. Methodology and study design	15
6. Sample size / sampling / statistical plan	10
7. Feasibility and institutional resources	10
8. Ethical soundness and participant protection	10
9. Expected outcomes / impact / dissemination	5
10. Budget justification / value for money	10
TOTAL	100

Suggested decision bands for administrative use (not an automatic entitlement): ≥ 75 : generally fundable; 65–74: fundable after revision where required; 50–64: substantial revision/reconsideration;

<50: ordinarily not recommended. The IRC may consider strategic priorities, ethical/regulatory concerns, duplication, feasibility and budget availability in addition to score.

13. IRC CONSTITUTION AND REVIEWER PROCESS

The institutional Research Policy provides for an IRC chaired by the Dean, with the Research Coordinator, Member Secretary and research-experienced faculty members as members. The committee duration is two years.

Role	Proposed composition / function
Chairperson	Dean
Member Secretary	Research Coordinator
Members	Core IRC members / research-experienced faculty representing relevant disciplines
Co-opted / expert reviewer	Subject expert, biostatistician/methodologist or other expert as required
Technical input	Central Research Laboratory / Research Guidance Unit or other institutional expert, where relevant

Reviewers shall independently assess scientific merit, methodology, feasibility, ethics, budget and expected outputs. The IRC may approve, reject, request modifications or seek expert advice. All decisions shall be documented.

14. CONFLICT OF INTEREST

- All reviewers and IRC members shall declare actual, potential or perceived conflicts.
- A reviewer shall recuse themselves where they are PI/Co-I, have a significant supervisory or personal relationship, have a financial interest, or where impartiality may reasonably be questioned.
- Recused members shall not score, participate in discussion or influence the decision.
- Conflict declarations shall be recorded in the review documentation.

15. IEC / ETHICAL REQUIREMENTS

- Research involving human participants, identifiable human data, human biological material or other activities requiring ethics review shall not commence without the required IEC approval.
- Where permitted by the institutional process, an undertaking may be submitted at application stage when IEC approval is under process; approval must be obtained before commencement of the relevant research activity.
- RISE grant sanction does not itself constitute IEC approval.
- Investigators shall comply with applicable ethical, regulatory and institutional requirements.
- Any major protocol amendment requiring IEC review shall be approved before implementation wherever practicable.

The institutional Research Policy records an operational IEC and refers to ICMR ethical guidance and applicable clinical-trial/new-drug regulatory requirements. Investigators shall follow the current IEC SOPs and applicable regulations in force at the time of the study.

16. BUDGET AND PERMISSIBLE EXPENDITURE

The approved budget shall be project-specific and shall remain within the sanctioned amount unless prior written approval is obtained.

16.1 Permissible expenditure

- Consumables and reagents
- Minor equipment essential to the project
- Patient-related investigations/procedures
- Laboratory investigations
- Data collection and data management
- Research-related printing/photocopying/stationery where justified
- Research-related travel where specifically justified and approved

16.2 Non-permissible expenditure

- Conference/seminar/workshop registration
- Publication/article processing charges under the IRGP grant
- Personal expenses
- Non-essential equipment
- Routine non-research departmental expenditure
- Any expenditure unrelated to the approved project

17. PROCUREMENT

- All procurement shall follow institutional Stores and Finance procedures.
- The researcher shall submit the approved material list and quantities through the department.
- Rates and total estimated costs shall be obtained through the designated Stores/Finance process.
- Expenditure shall not exceed the sanctioned amount.
- Additional budget requires prior approval of the competent authority.
- Original bills, invoices, vouchers and supporting documents shall be retained.
- Equipment purchased through grant funds shall be treated as institutional property and entered in the appropriate asset register.

The existing institutional Research Policy specifies that Stores procurement should be initiated after approval, that the amount should not exceed the sanctioned budget, and that an individual project ledger shall be maintained.

18. RELEASE OF FUNDS

Category	First instalment	Final instalment
UG	50% after required approval/compliance	50% after final report and required manuscript/dissemination

		documentation
PG	70% after approval and completion of necessary ethical/administrative requirements	30% after final report, financial documentation and evidence of manuscript submission/dissemination
Faculty	70% during project implementation after approval/compliance	30% after final report, financial documentation and manuscript submission/dissemination evidence

Submission to a predatory or unethical journal shall not be accepted as evidence for release of the final instalment.

19. MONITORING

The Department of Research shall maintain a central RISE project register and monitor scientific, ethical, financial and output milestones.

Category	Minimum monitoring requirement
UG	At least one interim progress report during the approved project period
PG	Three-monthly progress report
Faculty	Six-monthly progress report

Monitoring may include document review, meetings with PI/Guide, budget review and verification of project progress. The IRC may request additional information.

20. PROGRESS REPORTING

- Project identification and reporting period
- Work completed during the period
- Objective-wise progress
- Sample recruitment / data collection status
- Preliminary findings where available
- Expenditure incurred
- Protocol deviations
- Ethical/regulatory issues
- Problems and corrective actions
- Plan for next reporting period
- PI/Guide certification

21. PROTOCOL DEVIATIONS

Any departure from the approved protocol shall be documented. Significant deviations affecting participant safety, rights, scientific validity, primary outcomes, eligibility, consent or data integrity shall be reported promptly and handled through the appropriate approval pathway.

Minor deviations may be documented in the progress/final report where they do not materially affect safety, scientific validity or ethical acceptability.

22. FINAL REPORT

- Executive summary
- Background and rationale
- Research question and objectives
- Methodology
- Results and statistical analysis
- Objective-wise achievement
- Discussion and conclusion
- Limitations
- Key findings and implications
- Protocol deviations
- Ethical/regulatory compliance
- Publication/dissemination
- Financial statement and utilisation certificate
- Future research / external grant potential

The final report shall be submitted within the approved project duration or within one month of project completion, whichever is earlier, unless an approved extension applies.

23. PUBLICATION / DISSEMINATION

At least one appropriate scholarly output or dissemination activity is expected from each funded project, taking into account project duration and category.

- Peer-reviewed manuscript / publication
- Scientific poster
- Oral presentation
- Research competition
- Conference abstract
- Innovation / prototype
- Patent or other IP activity
- Dataset / software / technical report

Mandatory acknowledgement:

"This work was supported by the Intramural Research Grant Program (IRGP), Dr. Vasant Rao Pawar Medical College, Hospital and Research Centre, Nashik."

24. AUTHORSHIP

- Authorship shall be based on substantive intellectual and scholarly contribution and shall follow accepted publication-ethics principles and institutional policy.
- Grant funding alone does not confer authorship.
- Authorship and contribution expectations should be discussed early in the project and revised if contributions change.
- Ghost, guest or honorary authorship shall not be permitted.

25. DATA MANAGEMENT

- Identify data sources and ownership.
- Use appropriate coding/de-identification or pseudonymisation where applicable.
- Restrict access to authorised research personnel.
- Maintain secure storage and appropriate backups.
- Maintain a record of data versions and analysis datasets.
- Specify retention, archiving and destruction procedures.
- Share data only where ethically, legally and institutionally permissible.

26. AI / DATA GOVERNANCE

Projects involving artificial intelligence, machine learning, generative AI, electronic health records or other high-volume digital datasets shall additionally address:

- Data source, ownership and access permissions
- De-identification and privacy protection
- Training/validation/test strategy
- Missing-data handling
- Bias and fairness considerations
- Model performance and validation
- Explainability / interpretability where relevant
- Human oversight and intended use
- Cybersecurity and data protection
- Disclosure of AI-assisted methods and content where relevant
- Limitations and risks of automated outputs
- IP ownership and publication considerations

27. INTELLECTUAL PROPERTY

Intellectual property arising from RISE-funded research shall be handled in accordance with the institutional IPR Policy of Maratha Vidya Prasarak Samaj, Nashik and the institutional IPR Cell.

- Patent
- Copyright / software
- Industrial design
- Trademark
- Other protectable research outputs

Investigators shall inform the IPR Cell before public disclosure when disclosure may prejudice protection of potentially patentable or otherwise protectable intellectual property.

28. MISCONDUCT / PLAGIARISM

RISE-supported research shall comply with responsible conduct of research and institutional academic-integrity requirements.

- Fabrication
- Falsification
- Plagiarism
- Duplicate or redundant publication
- Manipulation or selective suppression of data
- Unethical authorship
- Misrepresentation of findings
- Financial irregularity or misuse of funds
- Failure to disclose conflicts of interest
- Unauthorised use or disclosure of protected data

Allegations shall be handled through the applicable institutional mechanism, including the Departmental / Institutional Academic Integrity Panels where relevant. Due process and principles of natural justice shall be followed.

29. GRANT CLOSURE

31. Scientific final report submitted and accepted.
32. Financial statement / utilisation certificate submitted and reconciled.
33. Required dissemination/manuscript evidence submitted.
34. All protocol deviations and outstanding queries resolved.
35. Institutional assets/records appropriately documented.
36. Project register updated.
37. Completion certificate issued by the Department of Research / competent authority.

30. EXTENSION POLICY

Extension is an exception and not an entitlement. Applications shall be submitted before expiry of the approved project period and shall include reasons, progress achieved, expenditure, revised work plan and revised completion date.

Permissible reasons may include documented recruitment difficulties, procurement delays, infrastructure/equipment issues, regulatory delays, force majeure or other circumstances accepted by the competent authority.

31. FAILURE / DEFAULT AND RECOVERY

- Failure to submit progress/final reports
- Failure to complete without approved extension
- Misuse of grant funds
- Unauthorised research activity

- Material protocol deviation without appropriate approval
- Fabrication/falsification/plagiarism
- Failure to provide financial documentation
- Failure to return or account for institutional assets

Depending on severity, action may include reminder, warning, withholding of pending funds, suspension, termination, recovery of funds, non-issuance of completion certificate, disqualification from future RISE funding and referral under institutional disciplinary procedures.

CHANGE IN STATUS OF PRINCIPAL INVESTIGATOR / LEAVING THE INSTITUTION

31.1 General Provision

1. The Principal Investigator (PI) of a RISE-IRGP project is expected to conduct and complete the sanctioned project at **Dr. Vasantrao Pawar Medical College, Hospital & Research Centre** within the approved project period.
2. If the PI resigns, retires, is transferred, is relieved from the institution, or otherwise ceases to be associated with the institution before completion of the project, the PI shall immediately inform the **Department of Research in writing**.
3. The PI shall not discontinue the project or stop submission of required reports merely on account of leaving the institution. The status of the project shall be reviewed by the Department of Research and/or IRC.

31.2 Intimation and Project Review

On receiving information that the PI is leaving the institution; the Department of Research shall review:

- The progress of the project
- Work completed and work remaining
- Grant amount released and expenditure incurred
- Unspent balance
- Equipment/materials purchased from the grant
- Research data and records
- Pending ethical/regulatory requirements
- Possibility of completing the project within the institution

31.3 Transfer of Responsibility to an Internal Co-Investigator

1. Where an eligible Co-Investigator from the institution is available and is willing to continue the project, the IRC may recommend transfer of responsibility of the project to that Co-Investigator.
2. Such transfer shall require approval of the **Dean/Competent Authority**.
3. The Co-Investigator taking over the project shall become responsible for:
 - Completion of the approved research activities
 - Compliance with IEC and other applicable requirements
 - Proper utilisation of the remaining grant
 - Maintenance of research records and data
 - Submission of progress and final reports
 - Submission of Statement of Expenditure and Utilisation Certificate
 - Dissemination/publication of the research findings, wherever applicable

4. Transfer of responsibility shall **not result in any increase in the sanctioned grant amount or extension of the project period**, unless specifically approved under the applicable RISE–IRGP provisions.

31.4 When Continuation of the Project is Not Feasible If:

- No suitable Co-Investigator is available;
- The remaining work cannot reasonably be completed at the institution; or
- The IRC/competent authority considers continuation of the project inappropriate, the project may be **closed/terminated**.

The PI shall then submit the following to the Department of Research:

1. Project Completion/Closure Report
2. Progress report describing work completed
3. Statement of Expenditure
4. Utilisation Certificate
5. Details of unspent funds
6. Details of equipment/materials purchased
7. Research data and other project records, as applicable

31.5 Financial Settlement

1. No further expenditure shall ordinarily be incurred from the RISE–IRGP grant after the PI is formally relieved from the institution.
2. Any **unspent balance shall remain with/return to the institution** and shall be dealt with according to institutional financial rules.
3. Any expenditure incurred after the PI's relieving date without prior written approval may not be considered admissible under the grant.
4. In case of incomplete or improperly accounted expenditure, the institution may take appropriate action as per the RISE–IRGP financial rules.

31.6 Equipment, Materials and Research Records

1. Equipment, instruments, materials or other items purchased from RISE–IRGP funds shall remain the **property of the institution**.
2. The PI shall not remove or transfer such institutional assets to another institution without prior written permission of the Dean/Competent Authority.
3. Research data, records, documents and other materials generated using institutional resources or RISE–IRGP funding shall be handled in accordance with the institution's **Data Management, Research Governance, Confidentiality and applicable ethical requirements**.
4. Patient-identifiable or confidential information shall not be transferred outside the institution except in accordance with applicable approvals, institutional policies and legal/ethical requirements.

31.7 Transfer to Another Institution

1. **RISE–IRGP grants shall ordinarily not be transferable to another institution.**

2. A PI leaving the institution shall not automatically be permitted to take the sanctioned balance of the grant, equipment, institutional research data or other project resources to the new institution.
3. Any exceptional request for transfer of a project shall require specific consideration and written approval of the **Dean/Competent Authority**, based on the recommendation of the IRC and subject to applicable institutional, ethical, financial and regulatory requirements.

31.8 Publication and Acknowledgement

Where research work has been completed substantially before the PI leaves the institution, the research output should appropriately acknowledge:

“This research was supported by the RISE–IRGP (Research and Innovation Support for Excellence – Institutional Intramural Research Grant Programme), Dr. Vasantrao Pawar Medical College, Hospital & Research Centre, Nashik.”

Authorship shall be determined according to the approved institutional authorship policy and accepted authorship standards.

32. EXTERNAL GRANT CONVERSION

RISE is intended to function as seed support that can enable investigators to generate preliminary data and develop stronger applications to external agencies.

- MUHS
- ICMR
- DHR
- ANRF
- DBT / BIRAC
- CSIR
- Other national or international agencies
- Industry / collaborative research programmes

Investigators shall disclose RISE support in subsequent applications where required and shall inform the Department of Research about significant external grant outcomes arising from RISE-funded work.

33. INSTITUTIONAL RESEARCH KPIs

KPI domain	Examples of indicators
Input	Applications, projects funded, departments participating, amount requested/sanctioned
Process	Timely activation, IEC compliance, progress-report compliance, budget utilisation
Output	Manuscripts, publications, posters, oral presentations, patents/IP, innovations
Outcome	External grant applications, external grants sanctioned, collaborations, translation/application

Strategic	First-time investigators supported, interdisciplinary projects, RISE-to-external-grant conversion
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Suggested annual strategic metric: RISE External Grant Leverage Ratio = External research funding generated from RISE-supported projects ÷ total RISE funding invested.

34. ANNEXURES / FORMS

The following annexures form an integral part of these Guidelines and shall be used for administration, review, monitoring and closure of RISE–IRGP projects.

- Annexure 1 – Application for RISE–IRGP Funding
- Annexure 2 – Research Proposal / Synopsis Format
- Annexure 3 – Detailed Financial Assistance / Budget Form
- Annexure 4 – PI Undertaking and Declaration
- Annexure 5 – Guide / Mentor Certification
- Annexure 6 – IRC Reviewer Evaluation Sheet (100 points)
- Annexure 7 – Conflict of Interest Declaration
- Annexure 8 – IEC / Ethical Compliance Declaration
- Annexure 9 – Grant Sanction / Activation Letter
- Annexure 10 – Progress Report
- Annexure 11 – Protocol Deviation / Amendment Report
- Annexure 12 – Final Project Completion Report
- Annexure 13 – Statement of Expenditure and Utilisation Certificate
- Annexure 14 – Extension Request Form
- Annexure 15 – Project Completion Certificate
- Annexure 16 – External Grant Conversion / Outcome Form
- Annexure 17 – Annual RISE Institutional KPI Dashboard

ANNEXURE 1 – APPLICATION FOR RISE-IRGP FUNDING

Particular	Details
Project ID (office use)	
Category	☐ Faculty ☐ Postgraduate ☐ Undergraduate
Project title	
Principal Investigator	
Designation / Year of study	
Department	
Mobile and Email	
Co-Investigator(s)	
Guide / Mentor (UG/PG)	
Proposed duration	
Budget requested	₹

Documents enclosed: ☐ Proposal ☐ Detailed budget ☐ IEC approval / undertaking ☐ Required signatures ☐ COI declaration ☐ Other approvals

Name / Designation	Signature	Date
PI		
Guide / Mentor (where applicable)		
Head of Department		
Research Coordinator		
Dean / Competent Authority		

ANNEXURE 2

RISE-IRGP RESEARCH PROPOSAL / SYNOPSIS FORMAT

BLINDED VERSION FOR EXPERT SCIENTIFIC REVIEW

Instructions to Applicants

- 1. The research proposal submitted for expert scientific review shall be blinded.**
- 2. The proposal shall contain only the RISE Proposal ID and shall not contain the name, designation, department, contact details, Guide/Mentor name, or other information that may directly identify the investigators.**
- 3. The Department of Research shall maintain the investigator-identification details separately from the blinded proposal.**
- 4. Applicants should also avoid indirect identification of the investigators or institution within the scientific proposal.**
- 5. The prescribed word limits should be followed. Proposals substantially exceeding the prescribed limits may be returned for revision or may not be considered for review.**
- 6. The overall word limit for the proposal is approximately 2,200 words, excluding the title, objectives, tables, budget, timeline/work plan and references.**
- 7. The Methodology has an overall word limit of 800 words. There is no separate word limit for individual components of the methodology.**
- 8. References should be provided in Vancouver style, with a maximum of 15 references.**

1. Title of Research Project

Maximum: 25 words

2. Background and Rationale

Maximum: 300 words

Briefly describe the background of the research problem, existing knowledge, identified gap and justification for undertaking the proposed research.

3. Research Question

Maximum: 50 words

4. Aim

Maximum: 30 words

5. Primary Objective

Maximum: 50 words

6. Secondary Objectives

Maximum: 100 words

7. Methodology

Overall maximum: 800 words

The methodology should provide sufficient information to allow the reviewer to assess the scientific validity, feasibility and appropriateness of the proposed study.

The following components should be addressed, as applicable:

- a. Study Design**
- b. Study Setting**
- c. Study Population**
- d. Sample Size and Justification**
- e. Sampling Technique**
- f. Inclusion Criteria**
- g. Exclusion Criteria**
- h. Study Procedure / Data Collection**
- i. Study Variables**
- j. Outcome Measures**
- k. Data Analysis Plan**

Applicants may distribute the 800 words among these components according to the requirements of their study. No separate word limit will apply to individual components.

8. Expected Outcomes

Maximum: 150 words

Clearly state the expected findings, outputs or outcomes of the proposed research.

9. Innovation / Novelty

Maximum: 150 words

Describe what is new, innovative or different about the proposed research.

10. Ethical Considerations

Maximum: 150 words

Briefly describe the relevant ethical issues, including informed consent, confidentiality, privacy, risks and benefits, as applicable.

Do not mention the name of the investigators in the blinded proposal.

11. Timeline / Work Plan

Maximum: 100 words, excluding the timeline table

Activity	Month 1–3	Month 4–6	Month 7–9	Month 10–12
Ethical/Regulatory Approval	☐	☐	☐	☐
Data Collection	☐	☐	☐	☐
Data Analysis	☐	☐	☐	☐
Report Writing	☐	☐	☐	☐
Manuscript Preparation	☐	☐	☐	☐

The timeline should be modified according to the proposed duration of the project.

12. Future Research / External Grant Potential

Maximum: 150 words

Briefly describe the potential of the proposed research for further studies, larger projects, innovation, collaboration or application for external research funding.

13. References

Maximum: 15 references

References should be cited and listed in Vancouver style.

PI Declaration: I hereby declare that the information provided is true and correct, that the proposed research has not received duplicate funding from another internal or external agency, and that I agree to abide by RISE–IRGP rules.

Name / Designation	Signature	Date
Principal Investigator		
Guide / Mentor		

ANNEXURE 3 – DETAILED FINANCIAL ASSISTANCE / BUDGET FORM

Sr.	Budget Head	Item / Description	Qty.	Unit Cost	Total	Justification
1	Consumables / Reagents					
2	Minor Equipment					
3	Patient / Laboratory Investigations					
4	Data Collection / Data Management					
5	Printing / Stationery					
6	Research-related Travel					
7	Other (with justification)					
		TOTAL			₹	

Certification: I certify that the above expenditure is essential for the approved research project and is in accordance with RISE-IRGP rules and institutional financial procedures.

Name / Designation	Signature	Date
PI		
Guide / Mentor (where applicable)		
Head of Department		
Research Coordinator		

ANNEXURE 4 – PI UNDERTAKING AND DECLARATION

I, _____, Principal Investigator of the project titled
“ _____”, undertake that:

1. The information in the proposal is true and complete.
2. The project will be conducted according to the approved protocol and applicable ethical/regulatory requirements.
3. The proposed research has not received duplicate funding from another internal or external agency, and that I agree to abide by RISE–IRGP rules.
4. No duplicate funding will be claimed for the same work.
5. Grant funds will be used only for approved research expenditure.
6. Original bills and records will be maintained.
7. Progress and final reports will be submitted within the prescribed timelines.
8. Any significant protocol deviation will be reported through the appropriate mechanism.
9. All publications/presentations will acknowledge RISE–IRGP support.
10. Any potential intellectual property will be disclosed to the institutional IPR Cell before public disclosure where appropriate.
11. Research misconduct will not be tolerated.

Name / Designation	Signature	Date
Principal Investigator		
Guide / Mentor		
Head of Department		

ANNEXURE 5 – GUIDE / MENTOR CERTIFICATION

I certify that I have reviewed the proposed research project and agree to guide/supervise the project. I undertake to provide appropriate scientific, methodological, ethical and financial guidance and to facilitate timely progress and completion.

Particular	Details
Name	
Designation	
Department	
Project title	
Signature	
Date	

ANNEXURE 6 – IRC REVIEWER EVALUATION SHEET (100 POINTS)

Domain	Maximum	Score
Significance and relevance	10	
Literature / knowledge gap	10	
Originality / innovation	10	
Research question / objectives	10	
Methodology / design	15	
Sample size / sampling / statistics	10	
Feasibility / institutional resources	10	
Ethics / participant protection	10	
Outcomes / impact / dissemination	5	
Budget / value for money	10	
TOTAL	100	

Recommendation: ☐ Recommended ☐ Recommended after revision ☐ Major revision ☐ Not recommended

Major reviewer comments:

Name / Designation	Signature	Date
Reviewer Name / Designation		
Signature		
Date		

ANNEXURE 7 – CONFLICT OF INTEREST DECLARATION

Project title: _____ Project ID: _____

I declare: ☐ No conflict of interest ☐ Potential / actual conflict – details below

Details:

Where a conflict exists, I agree to recuse myself from review, discussion and decision-making as applicable.

Name / Designation	Signature		Date
Reviewer / IRC Member			
Chairperson / Member Secretary (record)			

ANNEXURE 8 – IEC / ETHICAL COMPLIANCE DECLARATION

Project title: _____

- ☐ IEC approval obtained Approval No.: _____
- ☐ IEC application under process

Undertaking: Where IEC approval is required and is pending, the PI undertakes not to commence the relevant ethically regulated research activity until approval is obtained.

Name / Designation	Signature	Date
PI		
Guide / Mentor		
HOD		
IEC / Department of Research (where applicable)		

ANNEXURE 9 – GRANT SANCTION / ACTIVATION LETTER

Project ID: _____ Date: _____

Principal Investigator: _____

Project title: _____

Category: _____ Sanctioned amount: ₹ _____

Approved duration: _____

The project is sanctioned subject to compliance with RISE–IRGP Guidelines, institutional financial procedures, required IEC/regulatory approvals and submission of prescribed reports.

First instalment approved: ₹ _____ Final instalment: ₹ _____

Name / Designation	Signature		Date
Research Coordinator			
Finance Officer / Designated Officer			
Dean			

ANNEXURE 10 – PROGRESS REPORT

Particular	Response
Project ID / Title	
PI / Department	
Reporting period	
Work completed	
Objective-wise progress	
Sample / data collected	
Preliminary findings	
Expenditure to date	₹
Protocol deviations	
Ethical / regulatory issues	
Problems encountered	
Corrective action	
Plan for next period	

Name / Designation	Signature	Date
PI		
Guide / Mentor		
HOD		
Research Coordinator		

ANNEXURE II – PROTOCOL DEVIATION / AMENDMENT REPORT

Field	Details
Project ID / Title	
Date of deviation	
Description of deviation	
Reason	
Participants affected (if any)	
Effect on safety / rights	
Effect on scientific validity	
Corrective / preventive action	
IEC / IRC notification or approval	
Supporting documents	

Name / Designation	Signature	Date
PI		
Guide / Mentor		
HOD		
Research Coordinator / IEC as applicable		

ANNEXURE 12 – FINAL PROJECT COMPLETION REPORT

Project summary

Background and rationale

Objectives and objective-wise achievement

Methodology

Results

Statistical analysis

Discussion

Conclusion

Limitations

Key findings / impact

Protocol deviations

Ethical compliance

Publication / dissemination

Future research

External grant potential

Financial statement / utilisation

Name / Designation	Signature		Date
PI			
Guide / Mentor			
HOD			
Research Coordinator			

ANNEXURE 13 – STATEMENT OF EXPENDITURE AND UTILISATION CERTIFICATE

Date	Bill / Voucher No.	Particulars	Budget Head	Amount (₹)
		TOTAL		₹

Certification: Certified that the expenditure shown above has been incurred for the approved RISE-IRGP research project and is supported by appropriate records/bills/vouchers.

Name / Designation	Signature	Date
Principal Investigator		
Finance / Accounts Officer		
Research Coordinator		
Dean / Competent Authority		

ANNEXURE 14 – EXTENSION REQUEST FORM

Particular	Details	
Project ID / Title		
PI		
Original completion date		
Extension requested up to		
Reason for extension		
Work completed (%)		
Expenditure incurred	₹	
Balance available	₹	
Revised work plan		

PI justification: _____

Guide / HOD recommendation: _____

Name / Designation	Signature		Date
PI			
Guide / Mentor			
HOD			
Research Coordinator			
Competent Authority			

ANNEXURE 15 – PROJECT COMPLETION CERTIFICATE

This is to certify that the RISE–IRGP project:

Particular	Details
Project ID	
Title	
PI	
Category	
Department	
Approved grant	₹
Completion date	

has completed the approved research activities and submitted the required scientific, ethical and financial documentation, subject to institutional records.

Name / Designation	Signature	Date
Research Coordinator		
Finance / Accounts Officer		
Dean / Competent Authority		

ANNEXURE 16 – EXTERNAL GRANT CONVERSION / OUTCOME FORM

Particular	Response
RISE Project ID / Title	
External grant agency	
Scheme	
Application submitted?	☐ Yes ☐ No
Date of submission	
Amount requested	₹
Grant sanctioned?	☐ Yes ☐ No ☐ Under review
Amount sanctioned	₹
Research output generated	
Collaborations generated	
Further action planned	

Name / Designation	Signature	Date
PI		
Research Coordinator		

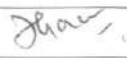
ANNEXURE 17 – ANNUAL RISE INSTITUTIONAL KPI DASHBOARD

Indicator	Target / Number	Actual	Remarks
Applications received			
UG projects funded			
PG projects funded			
Faculty projects funded			
Total RISE amount sanctioned	₹		
Total expenditure / utilization	₹		
Projects completed on time			
IEC compliance rate			
Manuscripts submitted			
Publications			
Posters / oral presentations			
Patents / IP outputs			
External grant applications			
External grants sanctioned	₹		
Interdepartmental projects			
New investigators supported			
RISE External Grant Leverage Ratio			

FINAL GOVERNANCE PROVISIONS

1. These Guidelines shall be read with the approved institutional Research Policy and applicable institutional SOPs.
38. Ethical requirements shall be governed by the Institutional Ethics Committee and applicable ethical/regulatory requirements.
39. Financial and procurement matters shall be governed by institutional Finance and Stores procedures.
40. Academic integrity and plagiarism matters shall be handled through the applicable institutional mechanism.
41. Intellectual property shall be governed by the institutional IPR Policy and IPR Cell.
42. Where a legacy IRGP document conflicts with this approved RISE-IRGP document, the approved RISE-IRGP provisions shall prevail prospectively from their effective date, unless otherwise stated by the competent authority.
43. The IRC may recommend modification, revision, approval, rejection, suspension or closure of a project based on scientific, ethical, administrative or financial considerations.
44. The competent authority shall have final administrative authority regarding interpretation of these institutional grant provisions.

SIGNATURE / APPROVAL

Name / Designation	Signature	Date
Research Coordinator – Dr. Ashok Vankudre		15.09.2026
Chairperson, Institutional Research Committee / Dean		16.09.2026
Dean – Dr. Sudhir Bhamre		16.09.2026
Date of Approval	22.09.2026	

Research Coordinator
M.V.P.S. Dr. Vasantrao Pawar Medical College
Hospital & Research Centre, Nashik-3

DEAN
M.V.P.S. Dr. Vasantrao Pawar Medical College
Hospital & Research Centre, Nashik-3