

**PROFORMA FOR SUBMISSION OF RESEARCH PROPOSAL**  
(To be filled by the applicant)  
**PART I: PROFORMA FOR BIOGRAPHICAL DATA OF APPLICANTS**

**Provide the following information:**

**Name:** .....

**Designation (if employed):**.....

**Department/Institute:** .....

**Date of Birth:** ..... **Sex:** .....

**Caste:** (Tick ✓ ) **General**..... /**SC**...../ST...../OBC.....

**Telephone:** ..... **E-mail:** .....

**A. Qualification (Post-Graduation onwards & chronologically record highest qualification at the top)**

Name of Degree	Name of the Institution	Name of Board/ University	Year of Passing	Percentage of Marks obtained	Remarks, if any

**B. Position/ Employment / Professional Experience/Training (starting with the most recent) relevant to the Project:**

Sl. No.	Position / Designation	Institution / Place	From (Date)	To (date)

\*Service candidates should submit the NO OBJECTION CERTIFICATE from Employer & the Institution where they are working.

**C. Propose to pursue PhD research work as: Full-Time / Part-Time candidate.**

**D. Subject / Department / Faculty in which PhD scholar is applying for enrollment:**

**Name of Subject:** .....

**Name of Faculty:** Medical/ Dental/Ayurveda/Homeopathy/Nursing/Allied & Para Medical Health Sciences.

**Name of Institute:** .....

**Note:** Disclosure of any conflict of interests related to conduction of PhD program of the university: The University expects all Academic members including researchers to observe the highest standards of ethics & integrity in the conduct of their research. Neither any near relation (close relatives/blood relations/spouse) of candidate nor any related member of staff of the university can be assigned as his/her Supervisor.

**PART II: PARTICULARS OF SUPERVISOR / CO-SUPERVISOR**

(One or more co-supervisor is preferred in every project. Use separate page, if more investigators are involved.  
**Inclusion of co-supervisor(s) is mandatory for supervisors retiring before completion of the project)**

**SUPERVISOR:**

**Name:** .....  
**Date of Birth:** ..... **Sex (M/F):** .....  
**Designation:** .....  
**Department:** .....  
**Institute:** .....  
**Address:** .....  
..... **PIN:** .....  
**Telephone:** ..... **E-mail:** .....

\*Subject / Department / Faculty in which PhD scholar is to be enrolled by the Supervisor:

**Subject:** ..... **Department:** ..... **Faculty:** .....

\* Whether the Department / Centre / Institution has already been affiliated as PhD Research Centre under this University:

\*Number of PhD research projects being handled at present: .....

\*List **maximum 5 recent publications** in related field of proposed research work.

\***Consent from Supervisor / Co-Supervisor, Head of the Institute** in prescribed format to be submitted.

**CO-SUPERVISOR**

**Name:** .....  
**Date of Birth:** ..... **Sex (M/F):** .....  
**Designation:** .....  
**Department:** .....  
**Institute/University:** .....  
**Address:** .....  
..... **PIN:** .....  
**Telephone:** ..... **E-mail:** .....

\*Number of PhD Research projects being handled at present: .....

\*List **maximum 5 recent publications** in related field of proposed research work.

**Note:**

Registration shall not be granted under Teachers/Scientists who have retired from the service of the University/affiliated colleges/approved research institutions, adjunct faculty, visiting faculty, technical staff, administrative staff, Library staff and teachers serving outside the geographical jurisdiction of the University.

Neither any near relation (close relatives/blood relations/spouse) of the candidate nor any related member of staff of the university can be assigned as his/her Supervisor.

**PART III: GENERAL INFORMATION OF PROPOSED PHD RESEARCH CENTER**

**Name of the Institute/ Organization for proposed PhD research project:**

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

**Department conducting the proposed research project: .....**

**Affiliated to conduct PG Degree courses in concerned discipline / department: (Yes / No)**

.....

**Name and designation of the Head of the Institute/Organization:**

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

**Expected duration of research project in years: .....**

**Source of funding, if any: NA / Self / Others (Specify).....**

**Is the project Single Institutional or Multi-centric: .....**

**Project Title: .....**

.....  
.....

**\*Whether Institute is affiliated to conduct PG courses under Regulatory bodies in concerned subject: (Yes / No)**

## **PART IV: DETAILS OF PHD RESEARCH PROPOSAL**

### **TECHNICAL DETAILS**

#### **1. Title of the project:**

#### **2. Background:**

Introduction, Origin of the proposal, current status of research and development in the subject (both international and national status).

Outline the importance of the topic and provide enough background information. The introduction as a whole should outline the significance and relevance of the study. The main criterion for a PhD research is its role as an original contribution to knowledge, so the introduction is the space which should very clearly outline the contribution.

Rationale: Rationale of the study supported by cited literature.

Novelty:

Expected outcome & application: The relevance and expected outcome of the proposed study

#### **3. Research question(s):**

#### **4. Research hypothesis (es), if any:**

#### **5. Thesis statement (research problem, aims and objectives):**

Statement of the objectives to be clearly defined, achievable and within the standards expected of the appropriate level of PhD degree by research.

Primary objective(s) & secondary objective(s):

Should be written in a short paragraph indicating the methods to be followed for achieving the objectives and verifiable indicators of progress should follow each specific objective.

**6. Brief review of literature:** Literature review (research questions and the research context) need to clearly & concisely state the research questions, the gaps in the existing literature the proposed study will address and the significance / contribution of the present research.

Discuss the value that the present study brings to the broader field or discipline.

#### **7. Work Plan:**

**a)** Preliminary work done so far.

**b)** The section can be divided according to the specific aims and under each specific aim, the following should be stated clearly as sub headings.

**(i)** Work plan (methodology/experimental design to accomplish the stated aim).

**(ii)** Connectivity of the participating institutions and investigators, Alternate strategies if the proposed Methodology does not work.

**8. Timelines:** Period of study & achievable targets (Please provide quantifiable outputs). Realistic timeline indicating duration of research & clearly defined milestones for monitoring progress.

#### **9. Study participants (humans, animals or both):**

#### **10. Study design / type:**

Research design statement, sample selection, sample size calculation etc.

Satisfactory explanation of research method & its implementation.

Specific methods to be used in data collection, data analysis.

#### **11. For participants, mention:**

**a)** Inclusion criteria:

**b)** Exclusion criteria:

**c)** Withdrawal criteria:

#### **12. Number of groups to be studied, their names and definitions:**

### **13. Sampling:**

- a) Population:
- b) Sampling method:
- c) Sample size in each group and sample size calculation method(s):

### **14. Randomization details:**

- a) Selection of participants:
- b) Allocation to groups:

### **15. Methods:**

- a) Intervention details with standardization techniques (drugs/devices/invasive procedures / noninvasive procedures / others):
- b) Are the drugs/devices to be used approved for these indications by Drug Controller General of India (DCGI)? (Enclose the approval letter from DCGI for trial on humans or give undertaking to get the approval from DCGI; For all drugs and devices submit documents showing DCGI approval for the proposed indication of the study)
- c) Policy implications, if any: Are all procedures to be used professionally acceptable.
- d) List of variables and their measurement methods with standardization techniques.
  - (i) Independent variables:
  - (ii) Dependent variables:
  - (iii) Confounding & interacting variables:
- e) Data collection methods including settings & periodicity:
- f) Instruments of Measurement / recording value of variables, like -
  - Performa, if any:
  - Questionnaire, if any:
  - Scales, if any:
  - Scores, if any:
  - Any other tool, if used:
  - Actual physical instruments, if any:
  - Others, if any:
- g) Plan of Statistical Analysis: List variable-wise statistical tests to be used for data analysis.

**16. Relevant references for the project (Maximum 20):** (In Vancouver style, to be cited sequentially in the text of project)

### **17. Ethical issues:**

Understanding of ethical issues arising from research involving human subjects, if questionnaire or surveys are being conducted, ownership & data retention requirements are considered or not.

### **18. Concluding paragraphs:**

Discussion on the limitations of the study, potential risks & benefits.  
Impact of the research & contributions of the present study to the body of knowledge in the field.

### **19. Enclosures:**

**A. Name and address of 5 experts in the field (Name, Designation, Contact details / Address):** For each expert list maximum of five recent publications relevant to the proposed area of work.

**B. Data collection proforma:**

- C. Questionnaire(s):**
- D. Copy of signed original protocol:**
- E. Copy of signed consent letter from Supervisor/ coordinator/center:**
- F. Service candidates should submit the NO OBJECTION CERTIFICATE from the Institution where they are working.**
- G. Consent forms for research participants (English, Local Language): Consent forms to be identical, checked by translation from one language to other.**
- H. Project Summary not to exceed one page (please use separate sheet).**
- I. Others:** Existing facilities, Itemized budget, Resources and additional information:
  - 1. Laboratory:**
    - a.** Manpower
    - b.** Equipment
  - 2.** Other resources such as clinical material, animal house facility, glass house, Experimental facility etc. Storage & disposal procedures of biological / hazardous material (if needed for your project).

**DECLARATION/CERTIFICATION**

**It is certified that**

- 1.** The research work proposed in the scheme/project entitled "[Project Title]" does not in any way duplicate the work already done or being carried out elsewhere on the subject.
- 2.** The same project proposal has not been submitted to any other institution / university for award/ degree.
- 3.** Necessary provision for the scheme/project will be made in the Institute/Organization budget in anticipation of the sanction of the scheme/project.
- 4.** We also declare that while conducting experiments, the safety Guidelines of concerned Regulatory Bodies / Departments would be followed.
- 5.** If the project involves field trials/experiments/exchange of specimens, etc. we will ensure that ethical clearances would be taken from concerned ethical Committees/ competent authorities and the same would be conveyed to the University before implementing the project.
- 6.** If the Project requires any statutory permission(s) for any authority to carry out the project, the same would be obtained and intimated to University before taking up research activities.
- 7.** The Research Institute agrees that the equipment, basic facilities and such other administrative facilities will be extended to investigator(s) throughout the duration of the project.
- 8.** The Supervisor of PhD scholar(s) involved in the project has sufficient service duration to carry out the project to complete the project for its logical conclusion.
- 9.** The Institute where PhD Research work is proposed to be conducted assumes to undertake the academic, administrative and other management responsibilities of the project.
- 10.** The details & information given in the Project proposal are true & factual.

**Signature of Supervisor**  
**Date:**

**Signature of Head of the Institute**  
**Date:**

**Signature of Co-Supervisor:**  
**Date:**

**Signature of Applicant:**  
**Date:**

## Checklist of documents to be submitted with the Research Proposal

(To be filled and duly signed by the PhD Scholar)

Title of Research proposal:

Name of the PhD Scholar:

Department:

Institution:

Sl. No.	Items	Yes / No
1	Covering Letter	
2	<b>Proforma for submission of Research Proposal (PART- I to IV):</b> To be filled and duly signed by the PhD Scholar, Supervisor, Head of Dept. & Head of PhD Research Institution.	
3	Source of funding mentioned	
4	Informed Consent form (in relevant regional languages) Separate consent form for cases and controls attached (if applicable)	
5	Waiver of consent: Justification for exemption from obtaining informed consent given	
6	Validated questionnaire if study involves interview/ questioning in English	
8	Copy of questionnaire, translated version (in relevant regional languages)	
9	Advertisements or recruitment documents, if any	
10	<p><u>Permission letter(s) from Heads of Departments</u> (if study involves data collection / uses diagnostic and/or imaging services from those departments with Signature of Head of corresponding departments with date):</p> <p>I am forwarding the above project submitted by ..... (PhD Scholar) from my Department. I endorse the project and have 'no objection' for submission for consideration by the IHEC. I concur with the participants / investigators included in the study. The department has adequate facilities to carry out this study. The investigators are permitted to use the facilities available in this department to carry out the study.</p> <p>Name of the Head of the Department: Signature of the Head of the Department with date:</p>	
11	<p><u>Declaration form from Guide</u> (for all PhD projects) regarding overall responsibility for the research:</p> <p>I have reviewed this project proposal and consent to guide this project.</p> <p>Name of the Guide: Designation: Department &amp; Name of the Institution: Signature of the Research Guide with Date:</p>	
12	CV of Guide (including Co-Guide, if any)	
13	<p><u>Undertaking by PhD Scholar:</u></p> <p>I hereby declare that contents of the soft and hard copies of this document submitted to the IHEC are the same.</p> <p>Name: Designation: Department &amp; Name of the Institution: Signature with Date:</p>	

**Signature of PhD Scholar with date**