

Psychiatric Society of Western Zone

2025-26

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TERMS AND CONDITIONS FOR GRANT-IN-AID FOR RESEARCH PROJECTS BY IPSWZB

Research is an essential aspect of the development of our field. However, after graduation, research loses priority. This results in a scant generation of evidence that is contextual and relevant. Realizing this lacuna, IPS WZB would like to encourage and support research from our members in our zone by offering research grants.

RULES

- Proposals will be invited from members of IPS WZB for an original research project primarily based on clinical practice relevant to our context.
- Please submit TWO PDF files as attachment by email to Hon Secretary IPSWZB(ipswzbsecretaryoffice@gmail.com) and cc to Chairperson of subcommittee (dr.manik.bhise@gmail.com):
 - Title File: Application by PI for grant, followed by project details: Tittle, details of PIs and all centres for the study.
 - Protocol File: This file shall be ANONYMOUS without names of investigators or centres (Only name of city/state can be stated).
- Multicentric proposals* across states and Union Territories of West Zone would be preferred. Centres could be tertiary care settings, GHPUs, or private hospitals.
- Individual/institute-based proposals would also be considered as per the merit of protocol.

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- Study should not be a part of any other funded/non-funded research ongoing or submitted for funding support to other agencies. Same should be clearly pledged in the Title file.
- IPSWZB will NOT permit grant in aid for student's thesis.
- Grant of Rs 25,000/- will be awarded to the *each of the three* best proposals.
- The proposals submitted shall be reviewed for by a panel of judges decided by the Research Subcommittee of IPSWZB. The judge panel will be anonymous and blinded to the applicants & their affiliations.
- Principal Investigator (PI) will be responsible for the successful completion of the research project. PI can't be changed once project is submitted for approval.
- The grant will be released *only after* submission of letter of approval by Ethics Committee for the protocol. If some center fails to get approval within 3 months of intimation of selection for research grant, that center and researcher there should be excluded from the study. Sample size should be achieved by other centers. This should be clearly communicated by PI to the Chairperson of Research subcommittee and Hon Secretary of IPS WZ Branch. If this happens with PI and his center, then the whole project will not be considered for the grant.
- The institution or individual departments should provide all the basic infrastructural facilities required for research work like basic equipment, laboratory chemicals, glassware etc.
- **Grant can be utilised for:**
 1. Institutional Ethics committee fees
 2. Staff payment: The grant for staff (clinical or para clinical staff e.g. data entry operator, biostatistician etc.) should be only as an additional incentive & not as salary for doing the research work and hence the person will get only a subsidized amount decided by the Principal Investigator. This amount should be mentioned in the budget requirements under the respective heads in the application

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format.

3. Travel: The grant can be utilized for travel of the PI, co-investigator or of research fellow/associates working on the project for taking up field work/travel connected with the research work / data collection as TA-DA. Travel Expenditure up to maximum Rs. 10000, through 2 Tier Rail / Bus / Taxi travel can be utilized.
4. Contingent Grant: A contingent grant is given to meet petty expenditure on purchase of stationary, scales, kits etc related to the study proposal. This amount should be mentioned in the budget requirements under the respective heads in the application. This guideline is meant for recurring as well as non-recurring expenditure under the contingency grant. Total expenditure under *contingency grant should not exceed Rs. 10000/-*
 - a) The contingent grant can be utilized for purposes like, but not limited to: Acquisition of books and documents of relevance to the research topic in case these are not available in the library. These would be treated as the property of the Institution's library / IPS WZ and after purchase and accession, may be issued to the concerned Department/PI as per institutional rules.
 - b) Chemicals/consumable items required for research work
 - c) Charges for specialized investigations for which facilities do not exist in the Host Institute
 - d) Data-entry charges
 - e) Printing of questionnaire/s, reports and articles etc
 - f) Computer utilities, charges for analysis of data (computer charges)
 - g) Typing of research reports
 - h) Expenses in connection with the preparation of the final reportGrant CANNOT be used for purchase of furniture items/office equipment

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5. Equipment/ Non-Consumables: All items are to be purchased according, to the rules of the institution where research is carried out. This amount should be mentioned in the budget requirements under the respective heads in the application format. Equipment cost can be incurred up to maximum Rs. 10000.

- **Statement of Expenditure**

- a. A simple statement of accounts, giving the funds received and expenditure incurred, at the completion of the project, needs to be submitted for release of the final instalment & successful closure of the project work.
- b. Item-wise expenditure details should be substantiated with invoices of the same.
- c. List of equipment procured from the project, mentioning the cost, date of purchase and suggestions for disposal of all items purchased under equipment, should be submitted.

- **Duration of the Project:** Research projects will be approved for a period of one year. The Research Subcommittee may review extension of the project if it has not been completed. The PI should submit a letter asking for extension if needed to the Chair, Research Subcommittee (dr.manik.bhise@gmail.com) and the Hon Secretary at ipswzbsecretaryoffice@gmail.com.

- **Report of Work Done.** Reports of progress of the work done under the research project should be submitted **3 monthly** after grant disbursement. A final completion report has to be submitted before **30th September**, so that same can be included in Secretary's report for the ACIPSWZB conference of that year.

- **Presentation in Conference:** It is mandatory to present the research work carried out with the help of research grant provided by IPSWZB in the Annual Conference of the IPSWZB or IPS in the form of paper or poster with due acknowledgement given to the Zone. Even if it's an interim analysis, the findings have to be presented. The specific

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time slot will be provided for these papers during the conference.

- **Publication:** Investigator will be obliged to publish at least one paper from the study's data in IPSWZB journal. The grant assistance given by IPSWZB should also be acknowledged in any published work. Any publication elsewhere, a re-print of the publication should be submitted to the Secretary IPSWZB.
- **Maximum funding:** support will be up to Rs.25000, 50% of which will be released only after obtaining ethical clearance and the remaining 50% after submission of the **Completion report to the Secretary IPS West zone and the Chairperson, Research Subcommittee.** Final Payment will only be made by cheque after submission of original bills and invoices properly endorsed by the concerned investigators.
- A member can apply as PI only up to twice consecutively.
- The best proposal shall be selected for support through a laid-out selection process.
- The decision of the research grant by the Research Subcommittee will be final and binding on all applicants and no complaints will be entertained.
- **Time line of the Research Proposals**
- Invitation of the proposals for Grant in Aid will be notified from the Secretary office. The information will be available on the IPSWZB website, by 15th January every year.
- The investigators will be allowed to submit proposals till 31st January 2026.
- Review of proposals will be done from 1st to 10th February by a panel of judges and the proposals approved for the Research Grants will be intimated by Secretary Office to the respective investigators.
- Investigators would then submit proposals for Ethics Approval and inform the Secretary office at ipswzbsecretaryoffice@gmail.com and Chairperson Research Subcommittee (dr.manik.bhise@gmail.com) after

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- approval is received. So that 1st instalment of grant can be released.
- Release of the first half of the Grant with announcement of the names will be done during the Midterm CME of IPSWZB.
- Completion of the project with final submission and presentation of the same should be done in the Annual Conference of IPSWZB.
- Proposals will be evaluated using following criteria by judges
- Marks will be allotted as below:

Feasibility: 05 marks

Novelty: 05 marks

Ethical aspects: 05 marks

Wide representation (multicentric): 05 marks

Material and methods: 25 marks

Clinical implications: 05 marks

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FORMAT FOR SUBMISSION OF PROTOCOL FOR IPSWZB RESEARCH GRANT

1. TITLE File:

- Covering application for grant by Principal Investigator
- Details of Co-investigators
- Details of the centres

2. Protocol File: This file should be anonymous file.

a. Summary of Protocol (300 words)

General format should include: Background, novelty, objectives, Methods, Individual / Single Institute based / Multicentric (don't Mention the name of Institute)
Expected Outcomes and Keywords

b. Protocol (Up to 1500 words)

This should include: Abbreviations used in study, background literature review, rationale and novelty of the study, identified research gap in existing literature, how it will be filled by this study with aim & objectives.

Methodology should be detailed with study design, study start date after EC approval, expected study completion date, sample size, description of study centres, inclusion and exclusion criteria, tools used, procedure of data collection and handling of drop outs, missing data, ethical concerns etc. EC Submission and approval date (if multicentric, then provide for all centres). A detailed plan of statistical analysis, expected outcomes, limitations and future implications based on expected outcomes and references.

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DR. ABHIJEET FAYE
Hon. Secretary

Psychiatric Society of Western Zone

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- c. Provide a detailed project implementation plan and budget allocation: Expenditure subheadings (Rs 25,000) under: IEC fees/ staff payment/ travel/ equipment, tools, kits/ contingent grant/ other as mentioned here.

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Dr Manik Bhise

Dr Nimesh Parikh

Dr Gaurav Haldankar

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