



Board of Research Studies
VSPM Dental College and Research Centre
Digdoh Hills, Hingna Road, Nagpur-440019

Research Policy Document



Website: <https://vspmdcrc.edu.in/research-and-development/>

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Contents:

1. Vision, Mission and Objectives
2. Committees
3. Institutional Ethics Committee
4. Policy for providing incentive for publication of Research Papers, Books and Intellectual Property Rights (Copyright & Patents)
5. Policy for financial support for attending Conferences
6. Policy for providing Financial support for implementation of Research Projects for staff and students
7. Policy for Research awards
8. Policy for Pre-incubation Centre
9. Policy for providing R D Research Innovation award
10. Study / Sabbatical Leave Policy
11. Annexure- Proformas

Vision

To emerge as a centre for fostering good quality, interdisciplinary, innovative, basic as well as translational research with implications to enhance oral health of community

Mission

- To encourage research in accordance with needs of the population as per National Oral Health Policy
- To collaborate with national and international research institutes for conducting good quality research to provide solutions to the problems faced by the community at local as well as state, National and International level

Objectives

- To encourage and facilitate innovations in terms of new research ideas amongst staff and students
- To collaborate with associated Incubation centres for developing the prototypes and start ups
- To conduct Training workshops (Research Methodology, IPR, GCP, GCLP)
- To decide and disseminate research thrust areas
- To evaluate and scrutinize all research proposals
- To grant approval from IEC for all research projects
- To sanction funds for implementation of research proposals
- To monitor the quality of research work continuously
- To facilitate researchers to obtain funds from external agencies
- To increase the research impact in the form of publications in the reputed, indexed journals
- To encourage & help staff members to apply for patents & copy rights
- To encourage students & staff to organize & participate in Conferences & Workshops
- To encourage staff to contribute in scholarly work such as books & book chapters
- To publish quarterly Central India Journal of Dental Sciences

Constituent sub-committees

1. Board of Research Studies- BORS
2. Institutional Ethics Committee- IEC
3. Pre-incubation centre

Institutional Ethics Committee, VSPM'S DCRC, Nagpur

The Institutional Ethics Committee (IEC) was formed in 2008.

The constitution of IEC is as per ICMR guidelines.

IEC is registered with Central Drugs Standard Control Organization, Director General of Health Services, Ministry of Health and Family Welfare, Government of India with registration no ECR/885/Inst/MH/2017.

Objectives

IEC works with the following objectives,

1. To promote a democratic exchange of scientific and ethical values and concerns, and to critically analyze them while looking for opportunities to enhance the scientific and ethical integrity of the institution
2. To ensure competent review and appraisal of all scientific and ethical aspects of research projects received in accordance with the appropriate laws and welfare of participants.
3. Consultations for ethics in clinical research.

Functions

The terms of reference for the IEC is to ensure the highest scientific and ethical standards of research at VSPMDCRC. The IEC has the following functions

1. To maintain a consistent scientific and ethical framework for patient care and research, and for integrating ethical values into practice, policy relationships, and organizational activities.
2. To review and approve proposals for clinical, basic or translational research for scientific and ethical content.
3. To improve ethical standards and issue guidelines on ethical dilemmas related to patient care services.
4. To work as a forum to advise the administration in case of any ethical issues that may arise from patients, families or public.

Standard Operating Procedure

The objective of this SOP is to contribute to the effective functioning of the IEC at the VSPM'S Dental College and Research Centre, Nagpur so that a quality and consistent ethical review mechanism for health and biomedical research is put in place to all proposals dealt by the Committee.

IEC will review and approve all types of research proposals involving human participants with a view to safeguard the dignity, rights, safety and well being of actual or potential research participants. The goal of the research, however important, should never be permitted to override the health and well being of the research subject

The research protocol should be submitted in the prescribed format of the IEC in triplicate along with the suggested enclosures till the 7th of every month. IEC meetings are scheduled once monthly, including 2 meetings for approval of synopsis of final dissertation of first year PG students. Synopsis presentation of dissertation topics of PhD scholars also carried out before the submission to MUHS University, Nashik. Subject experts are invited to enrich and validate the research protocol whenever required. According to committee decision, all research projects in the institution are undertaken only after written approval from the IEC. It is mandatory that all research projects by staff, PhD scholars, PG, UG students and interns should be approved by the IEC. The principal investigator of the research project has to give brief audio-visual presentation of the research project. Certificate of the approval of the research project is issued to the principal investigator. The ongoing research projects are reviewed at regular intervals. The principal investigator has to provide a justification if the research project is not completed in the time period mentioned in the synopsis. All research documents are preserved for a minimum of 5 years after completion of the study. A completed report of the research project has to be submitted to the IEC of all completed research projects in the departments.

The IEC will take care that all the cardinal principles of research ethics viz. Autonomy, Beneficence, Non-maleficence and Justice. For this purpose, it will look into the aspect of informed consent process, risk benefit ratio, distribution of burden and benefit and provisions for appropriate compensation whatever required. It will review the proposals before start of the studies as well as monitor the research throughout the study until and after completion by examining the annual report and final reports. The committee will also examine whether all regulatory requirements and laws are compiled with or not. Institutional ethics committee of Dental College and Research Centre, Nagpur functions as per Schedule 'Y' & ICH & GCP (International Council of Harmonization and Good Clinical Practices) guide lines

Policy for providing incentive for publication of Research Papers

I. Intent :

Incentive Policy for publication of Research Papers is formulated for the purpose of promoting dissemination of research carried out by the staff of the institute in reputed peer reviewed journals and enhance research impact.

II. Eligibility :

1. Individual publishing his /her own original research work only is eligible.
2. Only the first author is entitled for incentive for the publication.
3. For collaborative research published in PubMed indexed journal the incentive will be given even if the staff is second author.
4. The proposals to be submitted in prescribed format to the BORS through HOD

III. Terms of Incentive for Publication of papers :

Sr. No.	Incentive	Amount
1.	Original article in PubMed indexed journal	Rs.13,000/-
2.	Case report in PubMed indexed journal	Rs.4000/-
3.	Review article in PubMed indexed journal	Rs.3000/-
4.	Original article in non indexed journal	Rs.5000/-
5.	Case report in non indexed journal	Rs.2000/-
6.	Book/textbook related to health sciences	Rs.2000/-
7.	Chapter in book / textbook related to health sciences	Rs.2000/-
8.	Owner of "patent" of issues related to health sciences	Rs.10,000/-
9.	In case PG/UG student's research work is published in a journal, then the guide is entitled for incentive even if his / her name is as second author. The incentive would be as mentioned above.	

The above mentioned incentive would be awarded for a maximum of 5 articles in any category per financial year for eligible staff member.

Policy for financial assistance for attending Conferences

I. Intent:

Scientific activities like Conferences are important as specialists from all over the region / nation / world come together and there is an exchange of scientific information. These scientific activities relate

to professional development programme of the University, it therefore encourages attending of various scientific activities.

II. Entitlement:

- Leave

A special casual leave will be granted for the period of activity and travel for such participation.

III. Criteria:

1. National Conference grant:

- Applications should be addressed to Dean forwarded through Research Committee in the prescribed format entitled “Request for Prior Permission to Attend Conference” and “Request for Reimbursement of Conference expenses (after attending)”.
- All teaching staff to take prior permission at least 4 weeks before the conference in the prescribed format.
- For the year 2020-22 owing to pandemic situation, conference expenditure will be granted for Virtual conferences as well.

Criteria

- Who have completed at least 2 years of continued full time service in the institute with good academic records.
- Who are presenting paper or poster in a conference
- And / or who are invited as faculties or guest speakers (excluding chairpersons or co-chairpersons) and if the grants are not already provided by the conference committee.
- All teaching staff members will have to give an undertaking that they have not received any grants for the same conference from any other agency.
- No refund for conference will be granted in case the faculty does not attend the conference due to any reasons other than DCI/MUHS inspection.

2. Overseas travel – 50% travel and registration expenses to a maximum of Rs. 30,000/-.

- i. Applications should be addressed to Secretary VAHE forwarded through Research Committee & Dean in the prescribed format entitled “Request for Prior Permission to Attend Conference (Overseas)” and “Request for Reimbursement of Conference Expenses (after attending)”.
- ii. All teaching staff to take prior permission at least 4 weeks before the conference in prescribed format.
- iii. Professor to get overseas travel grant once in a year, Associate Professor and Lecturer once in two years.

Criteria

- a. Who have completed at least 2 years of continued full time service in the institute with good academic records.
- b. Who are presenting paper or poster in a conference
- c. And / or who are invited as faculties or guest speakers (excluding chairpersons or co-chairpersons) and if the grants are not already provided by the conference committee.
- d. All teaching staff members will have to give an undertaking that they have not received any grants for the same conference from any other agency.
- e. No refund for conference will be granted in case the faculty does not attend the conference due to any reasons other than DCI/MUHS inspection.
- f. The teaching staff before seeking the approval for funding from the institute should explore all other avenues of funding like ICMR etc.
- g. If the teaching staff gets full funding from any other agency, then he / she will not be entitled for this grant.

Policy for providing financial assistance for conducting Research projects

Annual Study Allowance:

I. FOR TEACHING STAFF

- a. Rs. 7500/- each for principal investigator and first co-investigator for projects (once a year) as scrutinized and recommended by the Research committee and forwarded to Secretary, VAHE through Dean in the prescribed format entitled “Request for Annual Study Allowance”.
- b. Tentative Budget to be submitted at the time of application with details such as duration of the study and likely date of completion.
- c. After approval,
 - 25% of the amount would be released at start of project after clearance from IEC
 - 50% on completion within stipulated time and after presentation of the completed work alongwith bills and self-completion report endorsed by HOD.
 - 25% on publication of the same study.

II. FOR PG STUDENTS

- a. Rs. 15,000/- per PG student for their thesis research projects only for chemicals/ kits in the prescribed format entitled “Request for PG Thesis Research Allowance”

The PG student has to

- Apply for the above to Research committee for sanction.
 - Once sanctioned the PG student will initially bear the amount for the same, which will be reimbursed on submission of relevant bills after completion of his / her thesis work and when the related work has been sent for publication.
- b. Study allowance for Short term project apart from main dissertation
 - Rs. 10000/- for principal investigator for project as scrutinized and recommended by the Research Committee and forwarded to Secretary, VAHE through Dean in the prescribed format entitled “Request for PG Students’ Research Allowance”.
 - Tentative Budget to be submitted at the time of application with details such as duration of the study and likely date of completion.

- After approval,
 - 25% of the amount would be released at start of project after clearance from IEC.
 - 50% on completion within stipulated time and after presentation of the completed work alongwith bills and self-completion report endorsed by HOD.
 - 25% on publication of the same study.

III) FOR UG STUDENTS

a. Study allowance for Short term project

- Rs. 3000/- for principal investigator for project as scrutinized and recommended by the Research Committee and forwarded to Secretary, VAHE through Dean in the prescribed format entitled “Request for UG Students’ Research Allowance”.
- Tentative Budget to be submitted at the time of application with details such as duration of the study and likely date of completion.
- After approval,
 - 25% of the amount would be released at start of project after clearance from IEC.
 - 50% on completion within stipulated time and after presentation of the completed work alongwith bills and self-completion report endorsed by HOD.
 - 25% on publication of the same study.

Research award: every year best UG student research project will be awarded Rs 5000/- cash prize after completion of the project. The students have to apply in prescribed format to the BORS with recommendation of the teacher-in charge.

3. Collaborative project

- a. Rs. 8000/- for principal investigator as scrutinized and recommended by the Research committee and forwarded to Secretary, VAHE through Dean in the prescribed format entitled “Request for Collaborative project grant”.
- b. Tentative Budget to be submitted at the time of application with details such as duration of the study and likely date of completion.

c. After approval,

- 25% of the amount would be released at start of project after clearance from IEC.
- 50% on completion within stipulated time and after presentation of the completed work along-with bills and self-completion report endorsed by HOD.
- 25% on publication of the same study.

Policy for Pre-incubation Centre

Intent:

To promote generation of innovative research ideas and to facilitate their translation into practice in association with Incubation centre of associated institutes viz., BeTiC at GH Rasoni College of Engineering, Nagpur

Protocol

- Principle Investigator (Staff as well UG, PG and PhD students of the institute) can submit their idea in the prescribed format through HOD.
- After presentation to the committee selected proposals will be forwarded for further action to BeTiC
- The committee reserves the rights to grant funds for the proposals based on their merit and proposed budget

RD innovation fund for clinical/academic research and development for teaching staff

- a. Applications should be addressed to Dean forwarded through Research

Committee in the prescribed format entitled “RD innovation fund for clinical/academic research and development” by 15th June every year for Projects other than Thesis/PhDdissertation/fellowship.

- b. Once grant is availed, the same applicant will not be eligible again.
- c. Teaching staff to get RD innovation fund for clinical/academic research and development once in two years.
- d. Tentative Budget to be submitted at the time of application with details such as duration of the study and likely date of completion.
- e. After approval,
 - 50% of the amount would be released on completion within stipulated time and after presentation of the completed work along with bills and self-completion report endorsed by HOD.
 - 50% on publication of the same study in PubMed indexed journal.

Intellectual Property (IPR). All outputs of creative endeavour in any field at the institution for which legal rights may be obtained or enforced according to the law. IPR may include:

- a. literary works, including publications in respect of Research results, and associated materials, including drafts, data sets and laboratory notebooks;
- b. teaching and learning materials;
- c. other original literary, dramatic, musical or artistic works, sound recordings, films, broadcasts, and typographical arrangements, multimedia works, photographs, drawings, and other works created with the aid of University resources or facilities;
- d. databases, tables or compilations, computer software, preparatory

design material for a computer program, firmware, courseware, and related material;

- e. patentable and non-patentable technical information;
- f. designs including layout designs (topographies) of integrated circuits;
- g. plant varieties and related information;
- h. trade secrets;
- i. know-how, information and data associated with the above; and
- j. Any other University-commissioned works not included above.

IPR Cell. The administrative unit established responsible for the day-to-day management of all IPR- related activities of the institute.

The IPR generated from the work that has resulted from utilization of resources of the institute and/or funds will be jointly shared by the primary investigator and the institute.

Study / Sabbatical Leave Policy

I Intent:

A study / sabbatical leave reward for faculty will be a leave for the purpose of professional development and enrichment of the faculty members knowledge and for enhancement of his/her skills to further the ability in contributing to objectives of the institute.

II Eligibility:

- a. Members of the faculty holding the positions of Assistant Professor, Associate Professor or Professors of the institute who have completed five years continuous full time service will be eligible for the sabbatical leave.
- b. Study / Sabbatical leave can be taken for a period of upto 6 months at a time and a maximum of up to 2 times during his/her service.
- c. Once a faculty member avails of the leave he/she will not be eligible for the subsequent 7 years.

III Terms of Study / Sabbatical leave:

- a. Study / Sabbatical leave will be without pay.
- b. The staff who is awarded study / sabbatical leave will have to submit an undertaking that after the end of leave he/she will report to work on the same terms and conditions, and to the same position of employment that he/she had occupied prior to the leave.

- c. It is presumed that the staff will return to the same incremental point at which he/she left, unless the experience is of distinct institutional benefit, such as to justify progression.
- d. The faculty member granted a study / sabbatical must submit a written report at the conclusion of the leave outlining the activities and achievements of the study / sabbatical as they relate to the plans and objectives stated in the proposal.
- e. The University reserves the right to deny a request for a leave, under exceptional circumstances when the services of the staff member are essential for the benefit of the University either for financial or educational reasons, even if the faculty member is eligible and the purpose of the leave is valid.

IV Procedure:

- a. A formal letter of intent must be made in writing to the Dean through the HoD with a copy to BORS.
- b. The application should be made six months in advance of the desired academic year for sabbatical.
- c. Each application will be judged on its merit with reference to the criteria indicated below.
- d. Dean will notify the decision to the applicant within one month's time of receipt of the application.

- e. The terms of any study / sabbatical leave which is granted will be set by the institute and will include an agreed date for confirmation of return to the same post unless specified otherwise.

V. Criteria:

The institute will judge applications for study / sabbatical leave against the following criteria:

- a. The merit/ genuinity of study / sabbatical leave for the member of staff concerned
- b. Feasibility of work re-distribution at the institute and departmental work
- c. Recommendation from the dean and concerned HOD.

Dr. Abhay P. Kolte

Chairperson Research Committee

Dr. Usha Radke

Dean

VSPMDCRC, Nagpur

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Copy to:

Hon'ble Chairman VSPMAHE

AO VSPMDCRC

All HODs for information

Annexure:
Proformas for applications

To,
The Dean, VSPM'S DCRC, Nagpur.
Through: Research Committee

REQUEST FOR PRIOR PERMISSION TO ATTEND CONFERENCE

1	Name of Teaching Staff Member	
2	Designation	
3	Department	
4	Name of Conference	
5	Dates of the conference	
6	Oral/ Poster presentation (as presenter)/ guest speaker/ faculty	
7	Title of Presentation	
8	Date of joining the present institute	

Signature of staff member

Date: / /

Signature of HOD

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May be sanctioned for prior permission only:

Dean

Enclosure: Invitation letter as guest speaker/paper or poster presentation

acceptance where applicable Note:

- 1) This permission is only for the purpose of records with Research Committee. Hence leave application should be submitted separately to Dean office, DCRC.
- 2) Staff members should submit all relevant bills and documents within 10 days of their return from the conference to research committee (in R.C. form 2) along with copy of prior permission (R.C. Form 1) for availing travel grants.

To,
The Dean, VSPM'S DCRC, Nagpur.
Through: Research Committee

REQUEST FOR REIMBURSEMENT OF CONFERENCE EXPENSES (after attending)

1	Name of Teaching Staff Member	
2	Designation	
3	Department	
4	Name of Conference	
5	Dates of the conference	
6	Oral/ Poster presentation (as presenter)/ guest speaker/ faculty	
7	Title of Presentation	
8	Details of amount requested i) Registration fees: ii) Travel: iii) Accommodation iv) Total	
9	Have you availed any amount earlier in the calendar year for conference: if yes, amount.....	

In hereby declare that I have not received any funds for the same conference from any other agency

Signature of staff member

Signature of HOD

Date: / /

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Admissible amount:	
Earlier grant availed:	
Amount that can be sanctioned:	

Chairperson, Research Committee

Sanction

edDean

To,
The Dean, VSPM'S DCRC, Nagpur.
Through: Research Committee

Enclosure: Invitation letter as guest speaker/paper or poster presentation acceptance where applicable

Note:

- 1) Staff members should submit this form along with all relevant bills and documents within 10 days of their return from the conference to Research Committee along with copy of prior permission for availing grant.

To,
The
Secretary,
VAHE, Nagpur.

Through: The Dean, VSPM'S DCRC, Nagpur.

REQUEST FOR PRIOR PERMISSION TO ATTEND CONFERENCE / WORKSHOP.
(Overseas)

1	Name of Teaching Staff Member	
2	Designation	
3	Department	
4	Name of Conference	
5	Dates of the conference	
6	Oral/ Poster presentation (as presenter)/ guest speaker/ faculty/workshop participant	
7	Title of Presentation	
8	How your attending this conference will be useful to the department / institute.	
9	Have you availed any amount earlier in the calendar year for conference: if yes, amount.....	

In hereby declare that I have not received any funds for the same conference from

any other agency
Signature of staff member

Signature of

HOD

Date: / /

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Chairperson, Research Committee

Signature of the Dean

Remark

Secretary VAHE

Note:

- 1) Staff members should submit in RC form 2 all relevant bills and documents within 10 days of their return from the conference to Research committee along with copy of prior permission for availing grant.

To,
The Dean, VSPM'S DCRC,
Nagpur.

Through: Research Committee

REQUEST FOR PUBLICATION INCENTIVE

1	Name of Teaching Staff Member	
2	Designation	
3	Department	
4	Details of publication with title, Authors, co authors, journal, year, volume, page no and index	
5	Whether Thesis publication? Yes/No	

Signature of staff member
Date: / /

Signature of HOD

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For Office Use

Chairperson, Research Committee

Sanction

edDean

Enclosure: Copy of publication

To,
The Dean, VSPM'S DCRC,
Nagpur.
Through: Research Committee

REQUEST FOR ANNUAL STUDY ALLOWANCE

1	Name of Teaching Staff Member	
2	Designation	
3	Department	
4	Study title	
5	Principal investigator	
6	Co-investigator	
7	IEC approval detail	
8	Budget with details, duration of the study and likely date of completion.	
9	Have you availed any amount earlier for annual study allowance, if yes, amount and date.....	

Signature of staff member

Date: / /

Signature of HOD

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Chairperson, Research Committee

Signature of the Dean

Remark

To,
 The Dean, VSPM'S DCRC,
 Nagpur.
 Through: Research Committee

REQUEST FOR PG THESIS RESEARCH ALLOWANCE

1	Name of PG student	
2	Name of the guide	
3	Department	
4	Study title	
5	Principal investigator	
6	Co-investigator	
7	IEC approval detail	
8	Budget with details, duration of the study and likely date of completion.	

Signature of PG student
 Date: / /

Signature of HOD

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Chairperson, Research Committee

Signature of the Dean

Remark

To,
 The Dean, VSPM'S DCRC,
 Nagpur.
 Through: Research Committee

REQUEST FOR PG STUDENTS' RESEARCH ALLOWANCE

1	Name of PG student	
3	Department	
4	Study title	
5	Principal investigator	
6	Co-investigator	
7	IEC approval detail	
8	Budget with details, duration of the study and likely date of completion.	

Signature of PG student
 Date: / /

Signature of HOD

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Chairperson, Research Committee

Signature of the Dean

Remark

To,
The Dean, VSPM'S DCRC,
Nagpur.
Through: Research Committee

REQUEST FOR UG STUDENTS' RESEARCH ALLOWANCE

1	Name of UG student	
3	Department	
4	Study title	
5	Principal investigator	
6	Co-investigator	
7	IEC approval detail	
8	Budget with details, duration of the study and likely date of completion.	

Signature of PG student

Date: / /

Signature of HOD

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Chairperson, Research Committee

Signature of the Dean

Remark

To,
 The Dean, VSPM'S DCRC,
 Nagpur.
 Through: Research Committee

REQUEST FOR COLLABORATIVE PROJECT GRANT

1	Name of Teaching Staff Member	
2	Designation	
3	Department	
5	Study title	
6	Principal investigator	
7	Co investigator	
8	Details of Collaborating institute/department	
9	IEC approval detail	
10	Budget with details, duration of the study and likely date of completion.	

Signature of staff member

Date: / /

Signature of HOD

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For Office Use

Chairperson, Research Committee

Signature of the Dean

Remark

To,
 The Dean, VSPM'S DCRC,
 Nagpur.
 Through: Research Committee

REQUEST FOR RD INNOVATION FUND FOR CLINICAL/ACADEMIC RESEARCH AND DEVELOPMENT

1	Name of Teaching Staff Member	
2	Designation	
3	Department	
4	Study title	
5	Principal investigator	
6	Co-investigator	
7	IEC approval detail	
8	Budget with details, duration of the study and likely date of completion.	
9	Have you availed any amount earlier for RD INNOVATIONFUND, if yes, amount and date.....	

Signature of staff member
 Date: / /

Signature of HOD

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Chairperson, Research Committee

Signature of the Dean

Remark