

**Operative Procedures/Guidelines  
for  
Expression of Interest (EoI)  
for  
Collaborative Research  
in  
Unani Medicine**



**CENTRAL COUNCIL FOR RESEARCH IN  
UNANI MEDICINE**

**61-65, Institutional Area, Opposite D block Janakpuri, New Delhi-110058  
(Ministry of Ayurveda, Yoga & Naturopathy, Unani, Siddha and  
Homeopathy (Ayush), Government of India)**

## **General Guidelines**

### **1. Introduction**

Central Council for Research in Unani Medicine (CCRUM) has developed operative procedures and guidelines for the submission and evaluation of Expression of Interest (EoI) for collaborative research in the Unani system of medicine. These guidelines are intended to facilitate high-quality research in the field of Unani medicine and provide a framework for interested researchers and institutions to submit EoIs for funding consideration.

Financial assistance is provided by way of grants to scientists / professionals who have a regular employment in the Universities, Unani Medical Colleges, Postgraduate Institutions recognized research and development laboratories, R&D industries, and Non-Governmental Organizations (NGOs).

**For quality research, CCRUM has adopted following schemes:**

- 1. Collaborative Research Scheme at National level**
- 2. Collaborative Research Scheme at International level**

### **2. Background**

CCRUM is an autonomous organization under the Ministry of Ayush, Government of India. Since its establishment in 1978, the CCRUM as the apex government organization for research in Unani Medicine has been engaged in conducting scientific research on the applied as well as fundamental aspects of Unani medicine. Consequently, over the past four decades of its existence, the Council has made significant strides in clinical research, drug standardization, survey and cultivation of medicinal plants, and literary research. With the pan-India presence of 23 peripheral centers, the work is carried out by a dedicated team of scientists and technical manpower.

Council research programmes are executed through intramural and extramural modes. Research programme include pre-clinical safety and pharmacology, clinical research, cultivation of raw drugs, preparation of compound formulations and their standardization, historical and literary research in Unani medicine. The council undertakes, coordinates, develops, disseminates and promotes the aforementioned research activities on scientific lines.

### **3. Vision**

Unani medicine, a part of Ayush Systems has a rich heritage and an extensive knowledge data base that offers valuable insights for modern healthcare. The EoI Scheme for

Research in Unani Medicine aims to promote and support research that enhance understanding of Unani medicine, its therapeutic potential and its integration into the mainstream healthcare system. This scheme is aligned with the broader objectives of promoting health research and scientific innovation. Proposals exclusively focusing on Unani Medicine in the form of EoI Collaboration are considered.

#### **4. Scope of Collaborative Research**

The collaborative research projects should focus on areas relevant to the Unani medicine which includes, but is not limited to the following:

- A. Preclinical and Clinical studies to assess the safety and efficacy of classic and new Unani Therapeutic Interventions.
- B. Development and standardization of Unani formulations, herbal remedies and treatment modalities.
- C. Research based on Unani diagnostics, preventive healthcare strategies and lifestyle interventions.
- D. Clinical research on Fundamentals of Unani medicine in disease and therapy.
- E. Documentation, digitization, and preservation of Traditional Unani Knowledge including Formulations and Treatment Protocols.
- F. Integration of Unani medicine with Contemporary Healthcare Practices.
- G. Investigating the role of Unani medicine in Preventive Healthcare.
- H. Potential use of Unani therapeutics in treatment of Sub-chronic & Chronic Ailments.

#### **5. The Priority areas of Collaborative Research**

Presently Council encourages collaborative studies in the following identified areas:-

- A. Translating classical/clinical experience through evidence based experimental research in the following areas.

Non-Communicable Health Conditions:

- a) Lifestyle disorders including cardiovascular, obesity and diabetes mellitus
- b) Musculoskeletal disorders
- c) Gastro-Intestinal Tract (Digestive)/Hepatobiliary (Liver) disorder
- d) Respiratory disorders
- e) Skin diseases and Antiageing
- f) Gynaecological disorder
- g) Sexual disorders

- h) Endocrine disorders
  - i) Cognitive disorders
  - j) Neurological disorders
  - k) Autoimmune disease
  - l) Infectious Diseases
  - m) Viral, bacterial, parasitic or fungal infections
  - n) Health conditions originating due to radiation, environmental pollution and climate change
- B. Adjuvant therapies to counter side effects of conventional medicines like cancer chemotherapy, anti-tuberculosis drugs, anti-retroviral drugs, epileptic drugs etc.
  - C. Scientific validation of fundamentals and basic principles of Unani medicine
  - D. Safety and pharmacology of Unani drugs
  - E. Pharmacokinetics and Pharmacodynamics of Unani drugs
  - F. Exploring the mechanism of action and ascertain the physicochemical nature of the drugs
  - G. Molecular and genetic co-relation studies to understand temperament of patients, disease, diet and drugs
  - H. Redesigning of various dosage forms as per need and requirement
  - I. Developing organ-specific immunomodulators
  - J. Co-opting Nano techniques for Unani formulations
  - K. Co-opting Artificial Intelligence, machine learning for various diagnostic and treatment modalities and procedure

## **6. Collaborative Research Team**

- A. Collaborative research team should include members with expertise in Unani medicine as well as experts from relevant scientific and medical disciplines.
- B. Interdisciplinary collaboration and partnership with research organizations, universities and Unani medicine practitioners are highly encouraged. At least one Co-investigator should be from Unani Medicine in the proposed project that discusses the Unani formulation and related aspects field.
- C. Provision for JRF/SRF/RA should be made for Unani Post graduates/MSc in basic sciences/clinical research as per requirement to be associated with collaborative project

## 7. Eligibility Criteria

- A. Researchers from academia and scientific organizations/ institutions including universities, Unani medical colleges and research organizations are eligible to apply.
- B. The lead investigator should have relevant experience and qualifications in Unani medicine or a related field.
- C. Collaborative research involving multidisciplinary teams is encouraged.
- D. The research proposal must align with EOI guidelines for collaborative research.
- E. The research proposal should have translational and IPR valuation.
- F. Those professors/scientists with a remaining superannuation period of less than 3 years are not eligible to apply.

## 8. Submission of Expression of Interest

- A. Interested researchers and institutions should submit the EoI in the prescribed format, for proposal submission (**Annexure I**).
- B. EoIs projects proposal should be submitted physically (**05 set of hard copies**) and **soft copy** on Email ID [unanimedicine@gmail.com](mailto:unanimedicine@gmail.com); [eoiccrrum@gmail.com](mailto:eoiccrrum@gmail.com) to the Director General, CCRUM or Program officer at CCRUM Hqrs, Janakpuri- 110058, New Delhi.
- C. The EoI project proposal submission window and deadline will be communicated through official channels.
- D. The EoI project must include the following components:
  - a. Title and objectives of the collaborative research project.
  - b. Detailed research plan, including the methodology and expected outcomes.
  - c. Prior work undertaken on the project.
  - d. A comprehensive budget estimate, including a breakdown of expenses with justification.
  - e. Expected timeline for the execution of the project.
  - f. The structure and roles of the collaborative research team members.
- E. EoI must be accompanied with the Biodata of PI/Co-I, not exceeding two pages- Short resume format PI/Co-I in the prescribed format (**Annexure II**).

## 9. Budget

The budget with justification is to be submitted in prescribed format (**Annexure III**).

Budget would be sanctioned under broad sub-heads as under

- A. Staff (Pay and allowance of the staff)- as per CCRUM norms

- B. Contingency (Recurring (consumables) and Non-recurring)
- C. Travel (if approved)
- D. Equipment (if approved, less than five lakhs only)
- E. Overhead charges (Maximum 3% of Recurring Budget i.e., except Travel & Non-Recurring).
- i. Declaration & Attestation to be submitted in prescribed format during initial submission of project –**Annexure IV**

## **11. Mechanism of Evaluation, Implementation, and Monitoring**

- A. Submission and Initial Scrutiny: Submitted proposals undergo evaluation by a panel of experts in Unani medicine and related disciplines. Evaluation criteria encompass scientific merit, innovation, feasibility, relevant research experience of PI and potential impact of the proposed Unani Medicine. After internal scrutiny, qualified proposals proceed to the next level.
- B. Three-Tier Technical Review: Qualified proposals are subjected to technical review by peer researchers and subject experts in a structured three-tier system. Project Investigators (PIs) receive comprehensive feedback and are advised to revise proposals, if necessary.
  - a. Project screening committees (PSC): Proposals initially screened by PSC based on priority areas of research by the multidisciplinary internal committee.
  - b. Project Evaluation Committees (PEC): Proposals along with reviewer comments are presented to Project Evaluation Committees (PEC)/ Research Sub-committee (RSC) of CCRUM in respective areas. PEC/RSC shall be constituted by CCRUM consisting of renowned researchers/ subject experts/ domain experts etc. on year to yearly basis or as per recommendation of Competent Authority. Principal Investigators are normally called for presentation before PEC/RSC. The recommended Proposals shall be taken up for financial support depending upon final approvals by the Competent Authority, ratings provided by the PEC and availability of budget after the approval of competent authority.
  - c. Scientific Advisory Committee (SAC): SAC constituted by Ministry of Ayush serves as the ultimate reviewing body. Proposals along with their financial implications are presented to SAC for approval.

- C. Besides, another committee Project Monitoring Committee (PMC): Periodic monitoring is conducted, often on-site, by Project Monitoring Committees (PMC) and/or Group Monitoring Committees at various project stages. PI is advised to take necessary action on the recommendations of the committee. Project Completion Reports (PCR) are sent to experts/PMC for comments. A presentation is also required to be made by PI on completion of the Project for final assessment and identification of future course of action on the Project. Selection is based on scientific merit, potential impact, and alignment with national health research priorities.
- D. In all collaborative projects, the sharing of work component, engagement of manpower, financial liability and IPR issues including publication, marketing etc. will be clearly demarcated and decided before execution of the project. All the participating institutes should strictly adhere to timelines and deliverables as approved in the project.
- E. In all such cases, the MoU has to be signed among collaborating institutes to maintain non-disclosure of data and commitment to own liabilities. A copy of the MoU should be submitted to CCRUM along with the proposal.

## **12. Financial Support and Duration**

The selected collaborative research projects will receive financial support with the funding quantum determined based on the project requirements. Project durations, justified in proposals may range from 1 to 4 years and are time-bound.

## **13. Ethical Considerations**

- A. Collaborative research projects involving human subjects and animal experiments must adhere to National and International Ethical and Regulatory Guidelines issued from time to time.
- B. Informed consent, Ethics Committee approval and relevant permits should be obtained before the initiation of study.

## **14. Project Monitoring, Compliance and Reporting**

- A. Funded projects must adhere to Ethical Guidelines and Regulatory requirements for research.
- B. Regular progress reports on annual basis (**Annexure V**), financial statements UC & SoE and milestones in prescribed formats (**Annexure VI**) should be submitted to the Competent Authority, CCRUM within the financial year.

- C. Investigators or project manpower leaving an ongoing project should inform CCRUM and delegate full responsibility for project execution, submit reports, and provide utilization certificates (UC) to new PI through proper channel.
- D. The Principal Investigator (PI) should collaborate with the Co-investigator and ensure the timely submission of all required reports.
- E. Progress work of projects will be screened on any working day by PMC members to inspect the smooth functioning of projects.

#### **15. Non-Compliance Consequences**

Non-compliance with guidelines may result in the termination of funding. In case of non-compliance, the funded amount shall be required to be returned to the funding agency.

#### **16. Dissemination of Results**

- A. Collaborative research findings should be published in peer-reviewed indexed and high impact factor journals and researchers are encouraged to share their work at relevant conferences and seminars in collaboration with CCRUM as shared authorship, as ethically applicable, in publications. Publication ethics should be followed
- B. Efforts should be made to disseminate research outcomes to facilitate knowledge sharing
- C. Patents should be filed from project in collaboration with CCRUM as per MoU provision.

#### **17. Certificate issued by Department of Scientific and Industrial Research (DSIR)**

- A. Public funded institutions do not require DSIR certificate for applying.
- B. Private academic institutions with valid UGC/AICTE/PCI/NCISM or NMC-approved Medical/Unani colleges also do not require DSIR certificate for applying.
- C. All other institutions must submit DSIR certificate.

#### **18. Project Shortlisting**

CCRUM will inform the PI in case the project is short-listed and is being considered for the next stage of the process. However, this will not indicate an assurance for funding, as funding will depend on final selection. In case a project is shortlisted for funding, PI will have to submit the following documents within three months of receiving the approval letter, failing which the approval may be cancelled. It is therefore recommended that PI may proceed to



prepare the below-listed documents to avoid non-compliance during the specified submission time duration:

- A. Declaration & Attestation (**Annexure IV**)
- B. Acceptance with two hard copies of final project with revised estimate duly signed by PI and Co-Is and forwarded by competent authority (**Annexure VII**).
- C. MoU between CCRUM and collaborating institute on Non-Judicial stamp paper for undertaking collaborative project as per format (**Annexure VIII**).
- D. Bond on Non-Judicial stamp paper (Rs.100/-) as per format (**Annexure IX**).
- E. Institutional Ethics Committee clearance (if applicable) /Declaration with reason if Not Applicable):
  - a) Approvals to be taken from the registered IAEC/IEC of the institute (Format as per collaborating Institute Ethics Committee).
  - b) Certificate issued by Department of Scientific and Industrial Research (DSIR), as applicable.
- F. Undertaking / Certificate as per format (**Annexure X**).
- G. Pre-receipt bill as per format (**Annexure XI**).
- H. Certificate regarding availability of the relevant machinery and equipments with the institute (**Annexure XII**).
- I. Mandate form of the Institute for Transfer of Funds (**Annexure XIII**).
- J. Plagiarism Undertaking for proposal (**Annexure XIV**)
- K. Following documents will be asked to be submitted as per requirement of the project:
  - a. Case Record proforma, study instruments, questionnaires, scales, etc
  - b. Review Committee on Genetic Manipulation (RCGM)- Recombinant DNA technology or declaration that the same is not required
  - c. Clearance from Nuclear Medicine Committee, AERB (if using radio-tagged material)
  - d. Institutional Bio-safety Committee (IBSC) – Recombinant or synthetic DNA/RNA/ Risk group I/II/III organisms and/ or other biohazards
- L. Any other additional document as per project requirements, if applicable

## **19. Plagiarism**

The project proposals before submission should be subjected to plagiarism check by standard software. An undertaking in this regard should be enclosed as per the prescribed format (**Annexure XIV**). Plagiarized proposals are liable to get rejected.

## **20. Auditors**

CCRUM would normally accept audited report from statutory auditors. The CCRUM may also accept statement of accounts audited by Chartered Accountants approved by or registered with CAG and /or Ministry of Ayush. A copy of the resolution is to be submitted if a private firm is engaged.

## **21. Release of grants**

- A. The funds will be released in instalment once in a year. The first instalment is released along with the sanction letter. It would include the entire grant for non-recurring and recurring expenditure for the entire year. Steps to procure the approved consumables should be initiated immediately following the prescribed norms of the host institution.
- B. For the subsequent years, the funds will be released only after receipt of the annual progress report of the project for previous year along with Statement of Expenditure (SoE) duly attested by the Accounting Authority of the Institute. In order to avoid break and continuity of funding, the annual report should be submitted in 11 months of date of sanction of project and UC, SoE should be submitted immediately after the end of year. If the annual report and SoE are not submitted within 1 month after the end of the year, the project is likely to be delayed so timelines should be strictly followed.
- C. The last year fund would be released only after receiving the SoE and provisional UCs for the penultimate year. Last year allocation would be after adjustment of unspent balance as per the SoE & UC. 10% of last year fund is to be kept and will release after final year report, UCs and SoE.

## **22. Re-appropriation of funds**

Expenditure should on no account exceed the budget sanctioned for the project. For re-appropriation of expenditure under the different sub-heads (pay & allowances, contingencies, consumables, equipments, etc.) within the sanctioned budget and for unspent balance, a request may be sent to CCRUM only where appropriation is exceeding 20% of concerned subheads under sanctioned budget for the year. Within this 20%, PIs will have the liberty to re-appropriate the funds with due intimation to CCRUM. However, the overall sanctioned budget should remain the same.

### **23. Down gradation/Up-gradation of approved posts**

For whatever reasons, if an investigator would like to downgrade or upgrade a post or convert it to an equivalent post with another designation, the PI will have to send a request to CCRUM with adequate justification. The justification will be carefully examined by the Technical Division and if approved, Heads of Divisions will communicate the same to the PI. However, the PIs will have to manage such redesignations within the budget and only after appropriate approvals.

CCRUM shall only fund for the project positions, as enumerated in the criteria for engagement of Non-Institutional Project Human Resource Positions, purely on temporary contractual basis. Age relaxation beyond indicated maximum age limit is not permissible. It may be noted that there will be no legal binding or relation of “Employee” and “Employer”, between the project staff and the CCRUM and no claim for any additional emoluments, perquisites, privileges, continuation of project services in any other ongoing project and regularization of service against the regular CCRUM sanctioned posts, shall be entertained.

### **24. Date of Start**

The date of initiation of the project will be the date when the PI receives the grant. This date would have to be communicated by the host collaborative Institute to the CCRUM.

### **25. Utilization of travel grant**

The travel grant can be utilized for travel by the PI, Co-PI or by Research fellow/Associates/ Project Staff (staff) working in the project for:

- A. Visiting the CCRUM Hqrs Office for meeting(s) related to the project.
- B. Attending a training course related to project (mainly for project staff).
- C. Attending seminars/symposia/conference provided the PI himself or the Project Staff/ Fellow/Associate is presenting a research Paper (based on the project work) which has been accepted.
- D. For field work /survey in respect of project related activities
- E. International travels are not permitted under this head

### **26. Contingency grant**

This is meant for recurring as well as non-recurring expenditure. The contingency grant can be utilized for purposes it was sanctioned by the appropriate Expert Committee like, but not limited to:

- A. Acquisition of books and documents of relevance to the research topic in case these are not available in the library, these would become the property of the Institution library and after purchase and accession may be issued to the Department / Scientist till they are needed.
- B. Charges for specialized investigations for which facilities do not exist in the host institute
- C. Publication Charges/Article Processing Fees/ reprints/ off-prints of research papers published as an outcome of the research.
- D. Printing of questionnaire
- E. Preparing software for data management or Apps for data entry
- F. Computer utilities, charges for analysis of data(computer charges)
- G. Expenses in connection with the preparation of the final report
- H. POL - Taking up field work/travel connected with the research work (TA/DA would be as per the entitlement).
- I. Communication Charges
- J. Grant cannot be used for purchase of furniture items/office equipment

For contingency grant exceeding Rs.25000/-per annum, detailed breakdown should be given. All expendable and non-expendable articles acquired for work of the project should be purchased in accordance with GFR and with the procedure in vogue in the host institutions. For permanent and semi-permanent assets acquired solely or mainly out of the grant, a separate audited record in the form of register in prescribed Performa enclosed shall be maintained by the Institute.

## **27. Consumable items required for research work.**

A detailed list of consumables proposed to be utilized in the project should be submitted in case the project is accepted for funding.

## **28. Equipment**

The Council would provide minor equipment(s) for conduct of the study provided it has been approved by the appropriate Expert (PEC) Committee/RSC. There is upper ceiling of Rs 5,00,000/-on the amount to be sanctioned for purchase of equipment (s). All equipments should be purchased according to the GFR and procedures of the Institutions where the project is to be carried out. Equipment procured through the CCRUM grant should bear a label

“CCRUM funded”. Only the equipment recommended by the **PEC/RSC** may be purchased from the Non-recurring head sanctioned for the project.

**29. Biodata of PI and Co-PI-Investigator**

The biodata for the Principal Investigator (PI) and Co-Investigator (Co-I) should be concise, **not exceeding two pages**. Please provide a brief overview of professional background and comprehensive list of publications attached.

**30. Annual Progress Report**

- A. Annual Report is to be submitted annually in the prescribed format. In order to avoid break and continuity of funding, the Annual report and SoE should be submitted immediately after the end of the year.
- B. The progress of the project would be evaluated by the CCRUM either by peer review or by an Expert Committee (PEC/RSC).
- C. The project will not be renewed for the next year unless the Council receives the progress report in time.
- D. A delay in receipt of the report in time for consideration by the Committee may lead to termination of the project.
- E. The PI may be asked to present the progress at the meeting of the Committee, if considered necessary.
- F. The suggestions and views of the Committee and mid-course correction, if any, would be conveyed to the PI from time to time for effective conduct of the project.
- G. On-site review may be conducted by Expert Committee (PEC/RSC) from time to time in collaborating Institutes in consultation with CCRUM to review the onward progress of project. Project progress if found unsatisfactory at any stage will lead to termination.

**31. Annual Financial Statement**

- A. Annual Statement of Account in form of SoE as per the prescribed format duly signed by the Accounts Officer, PI & Head of the host Institute/empanelled auditor for the project giving the funds received and expenditure incurred upon completion of 9 months from date of start of the project needs to be submitted by the PI as provisional UC for releasing the grant for next year.
- B. Unspent balance would be adjusted in the next year instalment.

### **32. Final settlement of the Accounts**

The final settlement of the Accounts will be done only after the receipt of the following:

- A. Full and final utilization certificate
- B. Full and final audited statement of expenditure
- C. List of minor equipments procured from the project along with their cost, date of purchase and suggestions for disposal of all items purchased.
- D. The unspent balance paid by CCRUM shall be refunded by the institution at the end of the project period or as and when the investigator discontinues the project midway or does not follow the detailed technical programme laid down and approved, as noted by the Committee.

### **33. Final Project Completion Report**

- A. At the completion of the project, the final report in the prescribed format has to be submitted.
- B. Submit following documents within three months from the date of completion or termination of the project:
  - a) The Final Report
  - b) A list of articles, both expendable and non-expendable
  - c) Submit all the raw data (along with descriptions) generated from the project to the CCRUM
- H. Submit the Audited Statement of accounts duly audited by the auditors as stipulated by CCRUM.
- I. Submit the publication copies related to the study with acknowledgment and shared authorship as ethically applicable with CCRUM.

### **34. Extension of the project Requests**

The project extension beyond approved duration would not be entertained routinely. However, if interesting/important leads are likely to emerge that need to be followed up, then a valid justification for an extension should be submitted by the PI three months before the expected completion of the project along with progress report, clearly mentioning the period of extension with justification and reasons why the project could not be completed within the stipulated sanctioned period. It can be extended after approval of DG, CCRUM. It will not be necessary to send the same to finance section if extension request is within the approved budget. A proper justification is needed and Head of the concerned division will have to prior-approve

the request before the final decision by DG, CCRUM and Finance section, if additional budget for the extended period is necessary, the details to which are to be provided by the PI in his extension request.

**35. Change of PI**

- A. PIs are encouraged to also have a Co- investigator preferably Unani practitioners in the project apart from allied sciences.
- B. In case the PI leaves the project, an eligible Co- investigator could be considered as the PI subject to recommendation of the PI and the Head of the Institution. Such a request should be sent well in advance, for approval of CCRUM along with consent of the Co-PI that he agrees to carry out the project as per terms and conditions of CCRUM.
- C. In case the PI is shifting to any other institution, the Co--investigator could be made PI or the project could be transferred to the Institutions with prior approval of the CCRUM.
- D. The host institution has an important role to play in the above. The Institute/ Principal Investigator will have to inform CCRUM of any change and in consultation with CCRUM, take steps to ensure successful completion of the project before relieving the original Principal Investigator. Approval of DG, CCRUM for this change is required.

**36. Number of projects with the PI under normal conditions,**

- A. PI should only be implementing one (01) research projects funded by CCRUM, at a given time point and two (02) as Co-I.
- B. While submitting an application for a research project, the PI should give undertaking for all the research projects (completed, on-going).
- C. Fresh research proposal can be considered only after the completion of the previous project.

**37. Intellectual Property Rights**

All new intellectual property viz. patents, copyright, design, etc. generated as part of the research supported by the CCRUM would jointly belong to the Council and host institute of the PI. All raw data should be made available/accessible to CCRUM at the completion of the project along with submission of the final report. CCRUM proceed with the patenting process with applicant as PI in loop.

**38. Overhead expenses**

- A. Will be restricted to maximum ceiling of 3% of the total recurring cost (excluding Travel & Equipment budget) of the project depending upon the type of host Institution.
- B. Overhead expenditure will not be granted on equipment and travel allowances. In case of MoU with the institute, overhead charges will not be granted as per norms.

**39. The grant paid by the CCRUM** shall be refunded by the institution as and when the Investigator discontinues a project before the end of first year or does not follow the detailed technical programme laid down and approved, as recorded by PEC/RSC. Also, upon discontinuation, the PI is obligated to submit the technical report along with UC/ SoE and refund of balance of funds.

**40. Publication of Results/Presentation of Papers**

The research papers and publications based on the results of the research project should acknowledge funding from CCRUM and provide authorship as ethically applicable along with Project ID number, proposal ID as and when published. All authors shall abide by CCRUM publication policies and publication ethics. CCRUM should be informed about the paper acceptance and provided a copy of publication.

**41. Data Sharing**

PI is required to submit all the raw data (along with descriptions) generated from the project to the CCRUM. Any sharing of data should follow the provisions of the Digital Personal Data Protection Act 2023 and relevant policies of the GoI.

**COLLABORATIVE RESEARCH AT INTERNATIONAL LEVEL**

- A. Any international collaboration will be taken up only after approval of Ministry of Ayush as per the norms and procedures prevalent at the particular time.
- B. Before undertaking any collaborative research with foreign academic/research organization, the Memorandum of Understanding should be signed through the Embassy/High Commission of the collaborating country with prior approval of Ministry of Ayush.



- C. The expenditure for collaborative research work in foreign country should be borne by that Country, whereas the expenditure incurred in India should be borne by CCRUM/Ministry of Ayush. The travel expenses of the scientists travelling to the collaborating country from India for implementation/monitoring of the project will be borne by CCRUM/Ministry of Ayush whereas the travel expenses of the scientists of the collaborating country coming to India will be borne by the collaborating country. Local hospitality and transportation should be borne by the respective countries/organizations where visited.
- D. Before any funding, the Research proposal should be approved by DG CCRUM and Competent Authority of Ministry of Ayush. However, for international collaborative research, technical inputs and research drug can be provided by CCRUM on recommendation of the Ministry of Ayush. In case of material transfer the National Biodiversity Act and other prevalent rules should be taken into account.
- E. In all such collaboration with foreign organizations, one MoU should be signed along with Non-Disclosure Agreement to maintain confidentiality of the data.
- F. The ownership of the assets purchased will be decided in the MoU.
- G. The cost of the project will be inclusive of Institutional charges.
- H. For all such projects, there should be a joint monitoring team involving experts from participating organization and CCRUM/Ministry of Ayush who will periodically oversee the research work.
- I. In these collaborative researches, all the IPR issues including publication will be jointly shared between organizations of involved countries on case-to-case basis.

## ANNEXURES

S. No	Annexures	Contents
1	Annexure I	Format for submission of Project Proposal
2	Annexure II	Short resume format PI/Co-I
3	Annexure III	Budget justification
4	Annexure IV	Declaration & Attestation
5	Annexure V	Format for Annual Progress Report & Final year Progress Report
6	Annexure VI	Format for UC & SoE
7	Annexure VII	Format for acceptance with Revised Budget/Revised Proposal, as applicable
8	Annexure VIII	MoU between CCRUM and collaborating institute on Non-Judicial stamp paper for undertaking collaborative project
9	Annexure IX	Bond on Non-Judicial stamp paper (Rs.100/-)
10	Annexure X	Undertaking / Certificate
11	Annexure XI	Pre-receipt bill as per format
12	Annexure XII	Certificate regarding availability of the relevant machinery and equipment with the institute
13	Annexure XIII	Mandate form of the Institute for Transfer of Funds
14	Annexure XIV	Plagiarism Undertaking for proposal

PART-A

1. **Title of the proposed research project (up to 25 words):** should be **specific, concise** and yet sufficiently descriptive and informative.
2. **Summary (up to 250 words):** A structured summary should contain the following subheadings: (i) Rationale/ gaps in existing knowledge, (ii) Novelty, (iii) Objectives, (iv) Methods, and (v) Expected outcomes.
3. Does it cover priority areas of Collaborative Research?
4. **Area of research (Please tick one):**
  - Preclinical and Clinical studies to assess the safety and efficacy of Newer Unani therapeutic interventions.
  - Development and standardization of Unani formulations, herbal remedies, and treatment modalities.
  - Research into Unani diagnostics, preventive healthcare strategies, and lifestyle interventions.
  - Documentation, digitization, and preservation of traditional Unani knowledge, including manuscripts, formulations, and treatment protocols.
  - Integration of Unani medicine into mainstream healthcare, emphasizing its compatibility and synergy with modern medicine.
  - Potential use of Unani therapeutics in treatment of sub-chronic & chronic ailments.
5. **Keywords:** Six keywords separated by comma which best describe your project may be provided.
6. **Abbreviations:** Only standard abbreviations should be used in the text. List of abbreviations maximum of ten may be given as a list.
7. **Problem Statement (up to 500 words):** State the currently available information to adequately present the problem.
8. **Rationale of the study (up to 250 words):** Mention how the research question addresses the critical barrier(s) in scientific knowledge, technical capability, and/or programmatic/clinical/lab practice and its relevance to local, national and international context with relevant bibliography.
9. **Hypothesis/ Research question (up to 100 words):** Please provide details
10. **Study Objectives (up to 25 words/ objective):** Define the objectives clearly and in measurable terms; mention as primary and secondary objectives if necessary. Do not include more than 3-4 objectives.
11. **Methodology:** Include objective-wise work plan under the following sub-headings:
  - a. Study design
  - b. Study site
  - c. Methods (e.g. PICO)
  - d. Sample size
  - e. Implementation strategy
  - f. Statistical analysis
  - g. Ethical issues
12. **Expected outcome/ Deliverables aligned with research question (up to 100 words):**
13. **Future plan based on expected outcomes (up to 100 words):**
14. **Whether the study is going to generate new intellectual property or will be in conflict with the existing one?:** Please provide details
15. **Timelines with achievable targets:** GANTT/ PERT chart to be uploaded.

## PART-B

- 16. Preliminary work done by the PI including the source of funding (up to 250 words):** Proof of concept (if any)
- 17. Skill and experience of the research team:** Highlight only salient points that provides confidence to reviewers that team can implement the project with quality. Include one page brief CV of PI and Co-I-**in prescribed Format- (Annexure II)**
- 18. Institutional Support/ Facilities:** Mention the efforts made to achieve inter-departmental or inter institutional collaboration needed for study implementation, details of coordination between clinical, laboratory and data management procedures, mention:
- 19. Laboratory facilities (*in-vivo/in-vitro*):** institutional resources such as instruments/ equipment and other physical resources available for use in the project proposed animal house etc.
- 20. Budget:** Budget should be as per CCRUM guidelines available on the website. Justifications for all sub-headings under budget (**as per CCRUM format**) is to be provided in detail.
- 21. Conflict of Interest Declaration (if any):** PI should include a statement for conflict of declaration (if any).
- 22.** Additional supplementary information including figures, tables, flow diagrams, etc can be shared as PDF (5 MB).

**Short Resume format (PI/Co-I) (Maximum two pages)****Name:** \_\_\_\_\_

Qualifications: \_\_\_\_\_

Designation: \_\_\_\_\_

Institute: \_\_\_\_\_

Date of Birth	
Domain Expertise	
Articles in Pub Med (Past 10 years)	
H-index	
Fellow of Academies	

- **Maximum of 10 primary research publications related to the proposal**

Publication details in AMA style	Impact factor of journal	Name of policy/programme/ protocol document or patent/commercialization of products where cited.

*(Publications as first, last or corresponding authors may be identified with an asterisk (\*))*

- **Experience as Investigator:**

Short title of project (Max. 10 words)	Role PI/co-investigator	Funding agency	Amount of funding	Reference of main publications

**Budget Justification****(Staff, Equipment, Contingency/Consumables and Travel Allowance)**

<b>Staff/Manpower</b>	
Sl. No.	Salary (As per CCRUM Project Staff guidelines)
Justification of Staff/Manpower(each position)	

<b>Contingency</b>	
Detail	Breakup with Justification
Year 1: Total Amount (e.g. 50,000) (amount is just for reference)	1) Item 1: 20,000/- 2) Item 2: 30,000/-
Year 2:	--
Year 3:	--
Year 4:	--

Sl. No.	Equipment Name	Estimated cost (submit any documentary proof that shows projected cost such as estimate from GeM/E-commerce/ Company website)	Justification

<b>Travel Allowance</b>	
Detail	Justification
Year 1:	
Year 2:	
Year 3:	
Year 4	

<b>Overhead charges(as per rules)</b>	
Year 1:	
Year 2:	
Year 3:	
Year 4	
<b>Grand Total</b>	

Signature of the Principal Investigator  
Institute with Stamp  
Date: \_\_\_\_\_

Accounts Officer of the Institute  
with Stamp

Signature of Head of the  
with Stamp

Ref. CCRUM-Call for Application: \_\_\_\_\_

Title of the project: \_\_\_\_\_

Name of the PI: \_\_\_\_\_

Name of the Institute: \_\_\_\_\_

### **Declaration & Attestation**

**We hereby certify that:**

- i. We have read the terms and conditions for CCRUM Research Grant. All necessary Institutional facilities will be provided if the research project is approved for financial assistance.
- ii. The equipment(s) that is being requested as part of this project is/are not available in the Institute/Department /or these are available and are being used at full capacity (Strike off the inappropriate one)
- iii. The equipment(s) requested as part of this project have not been purchased earlier from the funds provided by CCRUM for previous project(s) in the Institute.
- iv. No utilization certificate (UC)/ statement of expenditure (SoE) final report is pending for earlier CCRUM project(s) under the PI and the final report(s) for earlier projects have been submitted.
- v. The project has not been submitted to any funding agency or institution other than the CCRUM.
- vi. The PI does not have more than 1 (One) CCRUM projects at present as a Principal Investigator and two as Co-I.
- vii. We understand that CCRUM shall only fund for the project positions, as enumerated in the criteria for engagement of Non-Institutional Project Human Resource Positions, purely on temporary contractual basis. CCRUM has apprised us of this rule and we have carefully noted it.
- viii. The name of the Statutory Audit Authority of our Institute is as follows:

\_\_\_\_\_

[Please attach a copy of the resolution if a private firm is engaged]

- ix. Registration/Unique ID no. assigned by NITI Ayog, GoI (on DARPAN Portal) (applicable only for NGOs):  
.....
- x. CV of the investigator and Co-Investigators is/are attached in prescribed format.

	<b>Name</b>	<b>Signature</b>	<b>Date</b>
a) Principal Investigator	_____	_____	_____
b) Co-Investigator(s)	_____	_____	_____
c) Head of the Department	_____	_____	_____

\_\_\_\_\_  
**Signature of the Head of the Institution with seal**

Date

**Format for Annual Progress Report**

1. Project title
2. PI (name & address)
3. Co-I (name & address)
4. Date of start
5. Duration
6. Objectives of the proposal
7. Methodology
8. Interim modification of objectives/methodology (with justifications)
9. Detail progress of the work carried out during the period
10. A summary sheet of not more than two pages under following heads (Title, Introduction, Rationale, Objectives, Methodology, Results, Translational Potential)
11. Research work which remains to be done under the project
12. Applied value of the project
13. Any publications
14. Any patents applied for
15. If additional budget or staff is required for the remaining part of the research work, please give justifications and details.

Date:

Signature:

Designation:



## **Format for Final Report**

1. Title of the Project:
2. Unique ID of the Project (provided by CCRUM)
3. Principal Investigator and Co-Investigators
4. Implementing Institution and other collaborating Institutions
5. Date of commencement
6. Duration
7. Date of completion
8. Objectives as approved
9. Deviation made from original objectives if any, while implementing the project and reasons thereof.
10. Field/ Experimental work giving full details of summary of methods adopted.
11. Supported by necessary tables, charts, diagrams and photographs.
12. Detailed analysis of results.
13. A summary sheet of not more than two pages under following heads (Title, Introduction, Rationale, Objectives, Methodology, Results, Translational Potential)
14. Contributions made towards increasing the state of knowledge in the subject.
15. Conclusions summarizing the achievements and indication of scope for future work.
16. Science and Technology benefits accrued:
  - I. List of research publications with complete details: Authors,  
Title of paper, Name of Journal, Vol., page, year
  - II. Manpower trained in the project:
    - a. Research Scientists or Research Fellows
    - b. No. of PhDs produced
    - c. Other Technical Personnel trained
  - III. Patents taken, if any:
  - IV. Products developed, if any.

17. Abstract (300 words for possible publication in CCRUM Bulletin).

18. a. Procurement/usage of Equipment

S. No	Name of Equipment	Make/ Model	Cost	Date of Installation	Utilization rate%	Remarks regarding maintenance/breakdown

b. Suggestions for disposal of equipment.

Name and signature with date

1. \_\_\_\_\_  
(Principal Investigator)

2. \_\_\_\_\_  
(Co-Investigator)

## Annexure-VI

### Format for Annual Statement of Accounts/Provisional UC

(Period .....)

1. Sanction Letter No. : .....
2. Total Project Cost : Rs.....
3. Sanction/Revised Project cost (if applicable): Rs.....
4. Date of Commencement of Project : .....
5. Proposed Date of Completion : .....
6. Statement of Expenditure : From.....To.....

S. No.	Sanctioned / Heads	Funds Allocated	Expenditure Incurred				Balance as on (Date)	Remarks
			I Year	II Year	III Year	IV Year		
1.	Salaries							
2.	Contingencies							
2.1.	Non-recurring (Equipments)							
2.2	Recurring (Supplies, Materials, Consumables, etc.)							
3.	Travel							
4.	Overhead Expenses							
5.	Interest on Bank Deposit							
	<b>Total</b>							

#### Committed Expenditure (3 months):

S. No.	Heads	Committed Expenditure	Remarks

Signature of Principal Investigator with date

Signature of Accounts Officer with date

Signature and Seal of Head of the Institute

### Format for Final Utilization Certificate

- 1) Title of the Project
- 2) Name of the Institutions
- 3) Principal Investigator
- 4) CCRUM letter No. and date sanctioning the project.
- 5) Head of account as given in the original sanction letter

Certified that out of Rs.....of grants-in-aid sanctioned during the project period .....  
in favour of .....under CCRUM Letter No ..... , a sum of  
Rs ..... has been utilized for the purpose for which it was sanctioned and that the balance of  
Rs ..... remaining unutilized at the end of the project which has been surrendered to CCRUM (vide  
cheque No..... Dated..... ).

**Certified that** I have satisfied myself that the conditions on which grant was sanctioned have been duly fulfilled and that I have exercised required checks to see that the money has been actually utilized for the purpose for which it was sanctioned

- i. The main accounts and other subsidiary accounts and registers (including assets registers) are maintained.
- ii. There exist internal controls for safeguarding public funds/assets watching outcomes and achievements of physical targets against the financial inputs.
- iii. To the best of our knowledge and belief, no transactions have been entered that are in violation relevant Act/Rules/standing instructions and scheme guidelines.
- iv. The expenditure on various components of the scheme was in the proportions authorized as per the scheme guidelines and terms and conditions of the grants-in-aid.

Signature of Principal  
Investigator with date

Signature of Accounts  
Officer of the Institute  
with date

Signature of Registrar/Head of the  
Institute with date

### Format for Final Statement of Expenditure

(to accompany the Final Report)

- 1) Sanction letter No. :
- 2) Total project cost :  
(Sanctioned/revised project cost, if applicable)
- 3) Date of commencement of project :
- 4) Date of completion of project :
- 5) Grant revised in each year (financial) :

S. No.	Sanctioned/ Heads	Funds Allocated	Expenditure Incurred				Balance as on (Date)	Remarks
			I Year	II Year	III Year	IV Year		
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
1.	Salaries							
2.	Contingencies							
2.1.	Non-recurring (Equipments)							
2.2	Recurring (Supplies, Materials, Consumables, etc.)							
3.	Travel							
4.	Overhead Expenses							
5.	Others(if any)							
	<b>Total</b>							

Amount to be refunded/reimbursed (whichever is appropriate): Rs.....

Name & Signature  
Principal Investigator  
With date

Signature of Competent  
Financial/audit authority  
with date

ACCEPTANCE

To

The Director General  
CCRUM, New Delhi – 110058

Dear Sir/Madam,

1. We hereby accept the project entitled ----- (CCRUM Project ID ..... ) with Sanctioned budget- ----- and Duration of ----- years.
2. We agree to submit Annual Report along with and Statement of Expenditure and Provisional Utilization Certificate of the project within three months of prescribed date, failing which the project is likely to be terminated.
3. We agree to submit following documents within three months from the date of completion or termination of the project:
  - a. the Final Report
  - b. a list of articles, both expendable and non-expendable
  - c. submit (online) all the raw data (along with descriptions) generated from the project to the CCRUM
4. We agree to submit the Audited Statement of accounts duly audited by the auditors as stipulated by CCRUM.
5. We agree to acknowledge the CCRUM in all publications related to the study.

\_\_\_\_\_  
Name and signatures of the PI

\_\_\_\_\_  
Signatures and seal of Head of the Institute

Date: \_\_\_\_\_

## Memorandum of Understanding

Title of the study.....

### 1.0 THE AGREEMENT

**1.1 THIS AGREEMENT** made and entered into on - day of -, --, between Central Council Research in Unani Medicine, a Society registered under the Societies Registration Act (XXI of 1860), having its registered office at Jawahar Lal Nehru Bhartiya Chikitsa Avum Unani Medicine, 61-65 Institutional Area opposite D-Block, Janakpuri, New Delhi- 110058 (herein after called CCRUM which expression shall where the context so admits include its successors and permitted assigns) of the one part.

and

**1.2** ..... {Hereinafter called the.....which expression shall where the context so admits include its successors and permitted assigns} of the other part.

### 2.0 PREAMBLE

**2.1 WHEREAS** CCRUM under its research activities conducts various research schemes that include Clinical Verification research, clinical research, Drug Proving, etc.

**2.2 WHEREAS** the CCRUM is desirous of collaborating with the..... on the project entitled “.....” {Hereinafter called the PROJECT} to be carried out at..... .

The period of project shall be for a duration of ..... Months, commencing w.e.f. ....

It will be a collaborative study between the CCRUM and the ..... , the Co-ordination team, and the Investigators in the PROJECT shall be as given below:

## **STUDY TEAM**

**A. Principal Investigators**

**B. Investigators**

**C. Coordination:**

Now, therefore, in consideration of the premises and mutual covenants hereinafter contained, the parties hereto agree as follows:

## **3.0 SCOPE OF THE AGREEMENT**

The agreement details the terms and conditions, financial arrangements, modalities of collaboration, intellectual property right, responsibilities and obligations of both the parties.

3.1 The second party viz ..... shall specify its share in contribution in the project in detail. It shall truthfully disclose the details of manpower, machinery, equipments and laboratories and its facilities available with them, which shall be utilized as its contribution towards the project.

## **4.0 FINANCIAL AGREEMENTS**

**4.1 CCRUM and Collaborating Institution shall bear the financial** inputs under its Collaborative Research Study for the Study entitled “.....” as agreed on the basis of project approved.

**4.2 Financial Support:** CCRUM will provide financial support for staff and contingencies-recurring and non-recurring as approved for the project and duration of study according to terms of release. (4.7).



**4.3 Expenditure on monitoring** of the project to be carried out by independent experts/institutions selected by the CCRUM would be met by the CCRUM and expenditure for monitoring the project by experts selected/nominated by .....shall be borne by them.

#### **4.4 Contingencies**

**4.4.1 Non-recurring:** Essential scientific equipments may be permitted as non-recurring expenditure. However, the quantum of such expenditure will not be more than 25% of the total budget of the project. The equipment though shall be property of the CCRUM, but these will be used for research for future studies too and shall be accessible to CCRUM, whenever required and on completion of the study, all equipment should be transferred to any nearby Institute/unit of CCRUM for its utilization.

**4.4.2 Recurring:** The expenditure of recurring nature such as financial support for staff's salary, medicine, chemicals and glassware's Investigations, animals, printing and stationary, postage, photo copying may be allowed to be purchased as a part of the recurring contingencies.

**4.5 Travelling Allowance:** Travelling Allowance/Daily Allowance (TA/DA) of the Investigators will be permitted for attending the meetings for monitoring and field-work within the sanctioned fund. Foreign tour will not be allowed. TA/DA will be allowed only as per TA rules of Govt. of India.

#### **4.6 Certificate of Non receipt of parallel grants**

The grantee Institution/individual shall furnish a certificate to the effect that the said Institution/individual has not been sanctioned grant for the same purpose from any other Deptt. of Central/State Govt. or agency during the period for which the grant has been sanctioned by CCRUM.

#### **4.7 Release of Funds**

The head-wise grant-in-aid will be released to the Head of the Institution in installments as yearly/half-yearly as per the study proposal. The first installment will be released along with the sanction letter. It would include the grant for non-recurring and recurring expenditure for a period of one year/six months. The next installment would be released after receiving the following documentation in the prescribed Performa.

- Technical Progress Report
- Utilization Certificate & Expenditure Statement
- Mid-term appraisal by monitoring committee or expert(s) after presentation by the Principal Investigator/site visit report.

#### **4.8 Maintenance of Accounts**

The Institution/Individual shall open new A/c and maintain separate account exclusively with the bank in the name of the Institution/Individual and the same should be operated jointly at least by two office bearers. The accounts of the grant shall be maintained properly and separately from the normal activities of the Institution/Individual.

The project becomes operative with effect from the date on which the Draft/Cheque is received by the implementing institution. This date should be intimated by the institution authorities/principal Investigators to the CCRUM within one month.

A set of audited statement of these accounts duly signed by responsible officers as mentioned in para 4.10 shall be furnished to CCRUM after utilization of the financial support from CCRUM. Further, these accounts shall be open to inspection by the sanctioning authority and internal audit by the Accounts Officer of the CCRUM, whenever the grantee Institution is called upon to do so.

#### **4.9 Re-appropriation**

Expenditure incurred should not exceed the sanctioned budget against one or more sub-heads of expenditure such as staff salary, TA/DA, contingency etc. within the overall sanctioned ceiling of that study. Any excess expenditure shall be borne by the second party viz. ....

Re-appropriation of funds from one primary head to another primary head is permissible upto 15% to cover excess of expenditure over authorized limits provided total expenditure does not exceed the total sanctioned budget, only after specific return approval of first party i.e. CCRUM, New Delhi.

No expenditure shall, however, be incurred by re-appropriation of savings on items not sanctioned by the CCRUM, i.e. non-consumable equipment, store etc. savings shall also not be re-appropriated for meeting or incurring expenditure on staff that has not been sanctioned by the CCRUM.

The institute should ensure that while submitting the final UC & expenditure statement, the above norms shall be strictly followed. Excess expenditure, if any, shall be borne by Institute.

#### **4.10 Utilization Certificate & Expenditure Statement**

Utilization Certificate & Head-wise Expenditure Statement is required to be submitted to the CCRUM immediately after utilization of amount released duly certified and signed by the following responsible officers:

- i) UC & ES should be duly certified by the Head of the Finance/Accounts Deptt. i.e. Finance Officer/Account Officer, if it is a Govt. Organization/Institution whose Accounts are being audited by Controller and Auditor General of India (CAG) as per rule 211 (1) (2) of GFR and duly counter **signed** by the Principal Investigator & Head of the Institution; followed by an audit of the accounts by the Accounts Officer, CCRUM, New Delhi.

- ii) UC & ES should be duly **certified** by Chartered Accountants (CA) for all others organization/institution as per rule 211 (3) of GFR and duly **signed** by the Principal Investigator & Head of the Institution; followed by an audit of the accounts by the Accounts Officer, CCRUM, New Delhi.

#### **4.11 Refund of funds**

Unspent Balance, if any, must be refunded to the CCRUM through Demand Draft in favour of Director General, CCRUM, New Delhi on completion/termination of the study, within a period of three months of the date of completion of project, failing which the second party shall be liable to pay interest at 9% per annum from due date till actual date of refund.

The grant released by the CCRUM shall be refunded in full by the institution along with 18% interest per annum when the Investigator discontinues the Study midway or does not follow the detailed technical programs as approved.

The interest earned on financial support from CCRUM in Bank A/c should be reported to the CCRUM and reflected in the Expenditure Statement. The interest earned shall be refunded to CCRUM, New Delhi or will be adjusted towards further installment of grant.

**4.12** The second party viz..... shall execute an indemnity bond in the prescribed Performa in favor of CCRUM, New Delhi.

#### **4.13 General Financial Conditions**

The entire grant should be exclusively utilized only for the research activities for which it has been sanctioned within the specified period. The grant will not be regarded as a subvention towards the normal work of the Institution.

Expenditure should not exceed the sanctioned financial support for the study.

All items (other than sanctioned by CCRUM, for the study) i.e. basic equipment and ordinary laboratory chemicals, glassware, furniture and other assistance, shall be provided by the institute for the smooth working of the research study.

Ten percent (10%) of total sanctioned budget of the study will be retained by CCRUM, New Delhi till satisfactory conclusion of the study and submission of the peer-reviewed report of study for publication in the journal(s). The second party shall strictly comply with all codal formalities as provided in GFR in purchase of equipments, consumables and other items for use in the project.

**The CCRUM, New Delhi reserves the right to terminate the project at any stage, if it is convinced that the grant has not been properly utilized or appropriate progress is not being made.**

\*\*\*

## **5.0 MODALITIES OF COLLABORATION**

**5.1 The responsibilities of the -----**and schedule of fulfillment thereof shall be as per the guidelines of CCRUM. CCRUM will provide the financial assistance based on the project proposal submitted by -----.

**5.2 The execution of the project will be monitored by a PMC/RSC committee** chaired by the Director General, CCRUM or his nominee, every six months. The Investigator(s) will make a presentation before the experts or a site visit may be arranged. The final outcome of the Project will be evaluated by the PEC expert group who will give their recommendation to the CCRUM.

**5.3 There will be a Data Monitoring Committee (DMC)** for the PROJECT. The DMC shall consist of Scientists nominated by CCRUM. The DMC shall review (every six months) the progress of the PROJECT.

## **6.0 RESPONSIBILITIES OF THE -----**

**6.1 Necessary Institutional facilities** will be provided if the research project is approved for financial assistance

**6.2 All records** and reports related to the project shall be shown and furnished to the authorized representatives of the CCRUM or Ministry of AYUSH.

**6.3 Project shall** be open for evaluation of the physical progress and utilization of funds to the discretion of the competent authority. A periodical report of the progress of the project shall be given by the Investigator every month.

**6.4 The grantee organization/Individual** agrees to submit within one month from the date of termination of the project, final report and a list of articles, both expendable and nonexpendable left on the closure of the project.

**6.5 No portion of the grant** will be utilized for furtherance of a political movement, prejudicial to the security of the Nation

**6.6 The grantee will not indulge in corrupt practices.**

### **6.7 Maintenance of Stores**

**6.7.1 The items purchased out of the grant** of the CCRUM shall be entered in the separate stock register maintained for the purpose and the same shall be properly kept in the store and presented to auditors for check and endorsement, as and when desired. The usual forms prescribed for this purpose by the grantee institution should be used for these registers and all purchases made in accordance with the procedure in vogue in the institution. Only such equipment for which provision has been made in the budget shall be purchased. All the non-expendable articles purchased out of the funds of the CCRUM will be the property of the CCRUM. However, the equipment/instruments/machines, etc. purchased out of the grant can be retained, on submission on a term and condition laid down under **4.4.1** of this MoU.

### **General terms and conditions of appointment**

Appointment will be of temporary and contractual nature for a maximum period of the duration of the period; The staff employed for the term of the study will be subject to the rules and administrative control of the institute and will be appointed in accordance with the normal recruitment rules and procedures of the concerned institute. The scales of pay allowances etc. applicable to the staff of the scheme shall not in any circumstance exceed the limit as mentioned in the proposal of the study. The CCRUM will not be liable to bear any expenditure on pension/ provident fund contribution and leave salary contribution incurred or committed by the grantee for persons appointed on deputation from any other organization. Allowance (CCA), Bonus, Leave Travel Concession (LTC) and medical benefits are not admissible to any category of project staff. If the PI to whom a grant for a project has been sanctioned wishes to leave the Institution where the project is based, the Institute/ PI will inform the same to the CCRUM and in consultation with CCRUM, evolve steps to ensure successful completion of the project, before relieving the PI.

## 7.0 COMPLETION

**7.1 The work envisaged** to be done by the -----shall be deemed to have been successfully completed by the ----- (on submission of the Final Report/fulfillment of its/their responsibilities as detailed in their project proposal)

**7.2 The PROJECT** shall be deemed to have been successfully completed on satisfaction of criteria fixed by the DMC or any other criteria mutually agreed by the parties hereto.

## 8.0 RESULTS OF PROJECT

**8.1 The intellectual property** that is copyrights, generated in the collaborative PROJECT shall be jointly owned by the CCRUM and the ----- . The CCRUM will bear all the expenditure involved in patent procedure. However, the technology developed out of the Project is the sole property of CCRUM and it has full rights to transfer the technology to any Industry of its choice. If the results of research are to be legally protected, the results should not be published without action being taken to secure legal protection for the research results.

**8.2 The procedural formalities** for securing and maintaining the intellectual property rights (copyright) if any shall be the joint responsibility of the CCRUM and the -----

**8.3 Publication:** The parties shall consult each other for any publication in respect of the PROJECT and it will be joint publication. These publications (papers, reports etc.) shall be in the names of Principal Investigator and research workers of both CCRUM and -----, wherein it will be duly acknowledged that the work has been carried out under the collaborative programme between the parties.

## 8.4 Patents

The CCRUM shall have the right to file patents in respect of inventions/discoveries made under a scheme/project financed by the CCRUM. The Officer-in-Charge or the staff employed in this project shall not apply or obtain patents for any



invention/discovery made by them without prior written approval of the CCRUM. All patents will be registered with **NRDC** in the name of the Central Council for Research in Unani Medicine, New Delhi, India.

## **8.5 Source Documents**

**8.5.1:** Photocopy of completed case records should be sent to CCRUM Headquarters on monthly basis.

**8.5.2:** At the end of the study, the original source documents should be submitted to the CCRUM. However, a photocopy of these documents may be kept by the PI/-----

## **9.0 CONFIDENTIALITY**

### **9.1 During the tenure of the agreement**

Both CCRUM and the ----- undertake on their behalf and on behalf of their sub-contractors / employees / representatives / associates to maintain strict confidentiality and prevent disclosure thereof, of all the information and data exchanged/ generated pertaining to work under this agreement for purposes other than in accordance with this agreement. Both parties, however, retain the rights to use the R &D results generated during the PROJECT for its own R &D programmes without any obligation to the other.

## **10.0 UTILIZATION OF INTELLECTUAL PROPERTY DEVELOPED**

**10.1** The CCRUM shall have the full rights for commercially exploiting the intellectual property generated in the allotted PROJECT

## **11.0 FORCE MAJEURE**

### **11.1 Neither party**

shall be held responsible for non-fulfillment of their respective obligations under this agreement due to the exigency of one or more of the force major events such as but not

limited to acts of God, war, flood, earthquakes, strike, lockouts, epidemics, riots, civil commotion, etc. provided on the occurrence and cessation of any such events, the party affected thereby shall give a notice in writing to the other party within one month of such occurrence or cessation. If the force-major conditions continue beyond six months, the parties shall then mutually decide about the future course of action.

## **12.0 EFFECTIVE DATE, DURATION & TERMINATION OF THE AGREEMENT**

**12.1 These terms and conditions** will be valid for a period of one year and its extension/continuation or otherwise shall be jointly decided by CCRUM and ----- two months prior to the end of above period. However, the rights/obligations arising from the implementation of this agreement shall survive the termination of the agreement.

**12.2 The agreement shall** be effective from ..... and shall remain in force for a period of one year from the said date. The agreement shall terminate on the expiry of the period, unless extended by both the parties.

**12.3 During the tenure of the agreement,** parties hereto can terminate the agreement either for breach of any of the terms and conditions of this agreement or otherwise by giving three month notice in writing to the defaulting party. Failure of either party to terminate the agreement on account of breach or default by the other shall not constitute a waiver of that party's right to terminate this agreement.

**12.4 In the event of termination on the agreement** vide Clause 12.3, the right and obligations of the parties thereto shall be settled by mutual discussion; the financial settlement shall take into consideration not only the expenditure incurred but also the expenditure committed by the parties hereto.

**12.5 The agreement arrived at between** the parties for the utilization of the intellectual property shall survive the termination of the agreement.

**12.6 That the second party shall** ensure completion of the research work within the specified period and budget indicated in the proposal.

**12.7 Any extension of the time period** of the project shall be at the sole discretion of the Director General, CCRUM, in case the second party for reason beyond its control, is unable to complete the project, within the stipulated period.

### **13 NOTICES**

**13.1 All notices and other communications** required to be served on the -----, under the terms of this agreement shall be considered to be duly served if the same shall have been delivered to, left with or posted by registered mail to the other party. Similarly, any notice to be given to the CCRUM shall be considered as duly served if the same shall have been delivered to, left with or posted by registered mail to the CCRUM at its registered address in New Delhi.

### **14 AMENDMENTS TO THE AGREEMENT**

**14.1 No amendment or modification** of this agreement shall be valid unless the same is made in writing by either the parties or their authorized representatives and specifically stating the same to be an amendment of this agreement. The modifications/changes shall be effective from the date on which they are made / executed, unless otherwise agreed to.

### **15 ASSIGNMENT OF THE AGREEMENT**

**15.1 The rights or/and liabilities** arising to any party to this agreement shall not be assigned except with the written consent of the other party and subject to such terms and conditions as may be mutually agreed upon.

### **16. ARBITRATION**

In the event of any dispute or differences between the parties hereto, such disputes or differences shall be resolved amicably by mutual consultations.

**16.1 If such a resolution is not possible,** then the unresolved disputes or differences shall be referred for attribution, as per the Indian Arbitration and Conciliation Act, 1996. In which, DG, CCRUM or his nominee shall be the arbitrator, whose decision shall be final & binding.

## **17. Jurisdiction**

The courts at New Delhi shall have the exclusive jurisdiction in case of any dispute between the parties

**SEAL OF PARTIES**

In witness whereof parties hereto have signed this agreement on the day, month and year, mentioned hereinbefore.

For and on behalf of .....

For and on behalf of CCRUM

.....

.....

**Signature with Seal**

**Signature with Seal**

**Name:**

**Name:**

**Designation:**

**Designation: Director General**

**Signature Witness**

**Signature Witness**

**(Name & address)**

**(Name & address)**

**1.**

**1.**

**2.**

**2.**

**BOND**

This bond made this the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_  
between \_\_\_\_\_, an association registered under the Societies  
Registration Act, \_\_\_\_\_ and having its office at \_\_\_\_\_ in the  
\_\_\_\_\_ hereinafter called the 'obligor' (Which expression shall unless  
excluded by or repugnant to the context be deemed to include its successors-in-interest) of the First  
part and the President of India hereinafter called 'the Government') of the Second part;  
WHEREAS at the request of the obligor, the Government have sanctioned a grant-in-aid of  
\_\_\_\_\_ vide their letter  
\_\_\_\_\_ (hereinafter referred to as the said letter) which  
forms an integral part of these presents and a copy whereof is annexed hereto and marked with the  
letter 'A' for the purpose of and on condition of the obligor executing a bond in favour of the  
Government on the terms and conditions and the manner hereinafter contained which the obligor  
has agreed to do.

Now, this Bond Witnesseth and it is hereby agreed and declared as follows:

1. That the obligor shall utilise the said grant-in-aid of  
\_\_\_\_\_ only for the purpose of specified in  
the said letter and for no other purpose whatsoever.
2. That the obligor shall abide by all the terms and conditions specified in the said letter and  
the General Financial Rules 1963 and any orders or instructions that may be issued by  
Government from time to time.
3. That in the event of any failure on the part of the obligor to abide any of the terms and  
conditions of the grant-in-aid specified in the said letter or his committing any breach  
thereof, the Government will be at liberty to order the obligor to repay in full (forthwith  
entire grant-in-aid amounting to \_\_\_\_\_ only or any

part thereof with interest thereon at the rate of six percent (6%) per annum and any order made by Government in this respect will be final and binding on the obliger and on receipt of the said order of the obliger forthwith and without any objection pay to the Government such sum not exceeding a sum of \_\_\_\_\_ only plus interest thereon as may be fixed by the Government and the decision of the Secretary to the Government of India in the Ministry of Health and Family Welfare about the amount so to be paid shall be final and conclusive.

4. The society/trust agrees and undertakes to surrender/pay to the Government the monetary value of all such pecuniary or other benefits which it may receive or derive/have received or derived through/upon unauthorised use (such as letting out the premises for adequate or less than adequate consideration or use of the premises for any purpose other than that for which the grant was sanctioned) of the property/building/created/acquired /constructed largely from out of Government grant. The decision of the Secretary the Government of India in the Ministry of Health and Family Welfare as regards to the monetary value afore mentioned to be surrendered/ paid to the Government of India will be final and binding on the Society/Trust.
5. Upon the obliger utilising the grant-in-aid only for the purpose specified in the said letter and abiding by fulfilling and performing all the terms and conditions of the said letter the above written obligation shall be void and no effect but otherwise it shall be and remain in full force effect and virtue.

PROVIDED always and it is hereby agreed and declared that the decision of the Secretary, Ministry of Health and Family Welfare as to whether the obliger has or has not performed and observed the obligations and conditions herein before receive shall be final and binding.

6. The stamp duty on the bond shall be borne by the Government INWITNESS whereof these presents have been signed by \_\_\_\_\_ and \_\_\_\_\_ for and on behalf of the obliger and

\_\_\_\_\_ for and on behalf of the President of India on the  
dates appearing against their respective signatures.

**Signed by:**

1. \_\_\_\_\_ dated \_\_\_\_\_ and

2. \_\_\_\_\_ dated \_\_\_\_\_.

1. Signature \_\_\_\_\_

2. Signature \_\_\_\_\_

1. Witness

Name and Address

2. Witness

Name and Address

Signed by \_\_\_\_\_ dated

\_\_\_\_\_ for and on behalf of the President of India in the presence of:

Signature \_\_\_\_\_

1. Witness

2. Witness

(Each page of the bond has to be signed by the two office bearers of the institution who are authorised to operate upon and bind its funds).



**Undertaking**

**PROFORMA FOR UNDERTAKING/CERTIFICATE**

To

**The Director General,**  
Central Council for Research in Unani Medicine (CCRUM)  
New Delhi

**Subject: Release of grant-in-aid under the EoI Scheme for Collaborative Research of Undertaking/certificate/pre-stamped receipt-reg.**

Sir,

With reference to your letter No. .... dated .....  
..... Sanctioning Rs. .... (In words) as 1<sup>st</sup> instalment of grant-in-aid under the EoI Scheme for Collaborative Research for undertaking the research project titled “.....”, I hereby submit the following undertaking/certificate/document:

1. The terms and conditions of grant-in-aid are acceptable to this Organization;
2. It is certified that Organization is not involved in any proceeding relating to the accounts or conduct of its office bearers;
3. Being Non-Governmental Organization has executed necessary bond;
4. A pre-stamped receipt is enclosed herewith.

It is requested that necessary crossed Demand Draft may be issued in favor of \_\_\_\_\_ at the earliest.

**Signature of PI with date and Stamp**

**Signature of Registrar/Finance Officer/Head of  
Department/Principal/Dean**

**Pre-Receipted Bill**

**PRE- STAMPED RECEIPT**

Received Demand Draft No. \_\_\_\_\_ dated \_\_\_\_\_ for Rs.  
\_\_\_\_\_ (Rupees \_\_\_\_\_ only) from the  
Central Council for Research in Unani Medicine (CCRUM), (Ministry of AYUSH,  
Government of India) towards 1<sup>st</sup> instalment of grant-in-aid under the Collaborative Research  
Programme with CCRUM for undertaking the research project titled  
“ \_\_\_\_\_ ”

Affix one  
rupee  
revenue  
stamp

( \_\_\_\_\_ )  
Signature of the Head of the Organization with official seal

## **NO FINANCIAL ASSISTANCE CERTIFICATE**

**(To be submitted on Institution letter head)**

This is certify that no financial assistance has been received from any other Department of central or state Government/Organisation/Institutions /DBT/DST/CSIR/AIIMS/ICMR etc. for the project entitled “\_\_\_\_\_” to the Principal Investigator (Name)\_\_\_\_\_ of \_\_\_\_\_ (Name of the Institute).

**Signature of  
Principal Investigator  
with date & Seal**

**Signature of Co-  
Investigator with date &  
Seal**

**Signature of Head  
of the Institution with date  
& Seal**

**Certificate regarding availability of the relevant machinery and Equipment**  
**with the institute**  
(On Institute letter head)

Date:

This is to certify that \_\_\_\_\_[Institute Name], located at \_\_\_\_\_[Institute Address], has the necessary machinery and equipment available to support the successful completion of the project titled "\_\_\_\_\_[**Project Title**]", funded by Central Council for Research in Unani Medicine (CCRUM), New Delhi

**Details of Available Machinery and Equipment:**

<b>Name of Equipment/Machinery</b>	<b>Quantity</b>	<b>Model/Specification</b>	<b>Condition</b>
[Equipment/Machinery 1]	[Quantity]	[Model/Specification]	[Condition]
[Equipment/Machinery 2]	[Quantity]	[Model/Specification]	[Condition]
[Equipment/Machinery 3]	[Quantity]	[Model/Specification]	[Condition]

The listed equipment and machinery are in good working condition and are readily available for use in the project. Our institute is committed to ensuring that these resources are maintained and accessible to facilitate the successful execution of the project objectives.

**Signature of**  
**Principal Investigator**  
**with date & Seal**

**Signature of Head**  
**of the Institution with date & Seal**

**BANK & ACCOUNT DETAILS**Electronic Clearing Service (Credit Clearing) / Real Time Gross Settlement (RTGS) Facility for Receiving Payments**B. DETAIL OF ACCOUNT HOLDER:**

1	NAME OF ACCOUNT HOLDER	
2	COMPLETE CONTACT ADDRESS	
3	TELEPHONE NUMBER / FAX / EMAIL	
4	NAME & ADDRESS OF PROJECT INVESTIGATOR	
5	TITLE OF THE PROJECT	

**C. BANK ACCOUNT DETAIL :**

1	BANK NAME	
2	BRANCH NAME WITH COMPLETE ADDRESS, TELEPHONE NUMBER AND EMAIL	
3	WHETHER THE BRANCH IS COMPUTERISED?	
4	WHETHER THE BRANCH IS RTGS ENABLED? IF YES, THEN WHAT IS THE BRANCH'S IFSC CODE	
(i)	IS THE BRANCH ALSO NEFT ENABLED?	
(ii)	TYPE OF BANK ACCOUNT ( ONLY SAVING BANK ACCOUNT/ INTEREST-BEARING ACCOUNT)	
(iii)	COMPLETE BANK ACCOUNT NUMBER (LATEST)	
(iv)	MICR CODE OF BANK	
(v)	COPY OF PFMS MAPPED VENDOR DETAILS (FOR GOVT INSTITUTES)	

I hereby declare that the particulars given above are current and complete. If the transaction is delayed or not effected at all for reasons of incomplete or incorrect information, I would not hold the user Institution responsible.

(Signature & Seal of Project Investigator)

(Signature of Accounts Officer of the Institute)

Date: \_\_\_\_\_

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**Plagiarism Undertaking**

To

The Director General  
CCRUM, New Delhi

Sir

I \_\_\_\_\_ hereby certify that  
the research proposal titled \_\_\_\_\_

\_\_\_\_\_ Submitted for possible funding by CCRUM, New Delhi is my  
original idea and has not been copied/taken verbatim from anyone or from any other sources. I further certify that  
this proposal has been checked for plagiarism through a plagiarism detection tool i.e.

\_\_\_\_\_ and the contents are original and not copied/taken from any one or many  
other sources. I also declare that there are no plagiarism charges established or pending against me in the last five  
years. If the funding agency notices any plagiarism or any other discrepancies in the above proposal of mine, I  
would abide by whatsoever action taken against me by CCRUM, as deemed necessary.

**Signature of PI with date**

Name / designation