

Revised Procedure for Extramural Programme of ICMR

In order to bring efficiency and transparency in proceeding of Extramural Research Projects and to save time and efforts of the investigators, the Council has decided to adopt online and two stages processing of extramural projects.

The revised procedure is as follows:

1. **Registration :**

In order to submit proposals to ICMR PI's has to first register into the system. To register into the system click on the „Register Now“ link on the home page

Fill in the necessary details – all fields marked by red * are compulsory.

The ‘**user-id**’ and ‘**password**’ provided by the PI's in the registration form is to be used by PI's every time to login into the system.

While filling in the educational details and research experience details, click on the “+ -” buttons on the respective heading rows to add more/delete any details. The uploaded resume should be ONLY 1 page long and in PDF format ONLY. The system will not allow adding a resume longer than 1 page.

The resume should contain information on the recent publications for the last 5 years, with full „Bibliographical Details“. These should not include papers in press. In the resume PI's should also indicate the followings:

Financial support received:

1. From ICMR :	Past	Present	Pending
2. From other sources:	Past	Present	Pending

2. **Initially the investigators are required to submit a concept note (pre-proposal) only, not exceeding 3-5 pages.** This note describes the justification and objectives of the study, novelty, applicability & expected outcomes, benefits, proposed methodology, duration of the project and tentative budget. The investigators may look into the thrust areas of research of the Council, identified by ICMR based on national needs, available on the ICMR website, while preparing the concept note.
3. **The concept note can be submitted any time in the year.** After receiving the concept note a unique project identification number (ID No.) is generated automatically by the system and an acknowledgment would be automatically generated & sent through Email. All future correspondence and sanctions should invariably quote this number. No. Future enquiry/correspondence would be entertained by ICMR without this number.
4. The concept proposals received during the month or within the fixed last date are scrutinized and evaluated by the Council during the following month and decision is communicated to investigators for both selected (shortlisted) and non-selected proposals by email sent through the system.

5. The Principal investigators (PI's) of the shortlisted concept notes are asked to expand their proposal into detailed project in the format of the ICMR *ad-hoc* projects within a period of not more than 6 months (except in the case of called for proposal where specific time is given) and submit to the Council online. One ink signed copy along with 9 photo copies and one soft copy on a CD is required to be submitted failing which the project will not be processed.

The hard copies and the CD should be posted to the address given below only.

6. The detailed project will be also evaluated by the Council within a fixed time and decision would be communicated to investigators online.

Date of effectiveness of the revised procedure:

The revised procedure is effective since January 1, 2012

Link for the online submission <http://icmr.cdacnoida.in/ICMR/>

Contact Address:

Indian Council of Medical Research

Dr.Chanchal Goyal

Scientist D

P&I Division & Coordinator Online Processing & Management System of ICMR Extramural Projects

Indian Council of Medical Research

Ansari Nagar, New Delhi-110029

Phone:011 26588590

E-mail:onlineicmrteam@gmail.com