Clinical/Public Health Research Centres
Application form guidelines

Application guidelines

1. India Alliance (IA) will accept only a single consolidated application as a PDF (size no more than 10 MB) from the designated Principal Investigator (PI) via email at clinical.research@indiaalliance.org. All further correspondence from the IA Office will be with the PI only.
2. There is a prescribed word limit for each question in the application. The applicants must adhere to it. IA reserves the right to truncate responses that exceed the word limit. There will be no communication to the PIs(s) in this regard.
3. Ensure that all sections are addressed, and the information is complete, failing which the application would be treated as "Incomplete" and would not be processed further.
4. Any discrepancies in the budget, which are not in line with IA grants policies, will be "disallowed". The IA, working through its Committees, has the sole right to approve/modify/reject the final budget. Only cost added in the tables will be considered. In case of a cost mismatch, the Office will exercise its discretion and choose the lower cost to be included in the budget calculation.
5. The applicants are required to provide **scientific justification in support of each budgetary request** on the application. Inadequately justified requests may lead to reduction in the budget. The Committee's decision on the budget will be final and binding. There is no guarantee that the budget requested in the application will be approved in its entirety.
6. Handwritten and/or scanned applications are not allowed. The application should be electronically converted to PDF to preserve, access, and share for the purpose of compliance checks and review.
7. Various sections of the form are being provided as separate Word documents. The applicants are expected to combine the duly filled sections and submit this to Office as ONE PDF file. The order of the sections must be followed and confirmed as per the checklist provided in the section "Undertakings from the PIs".
8. Guidelines of the scheme and forms should be followed precisely. Non-compliance would lead to rejection of the application.
9. Any questions about the application process and form should be sent to clinical.research@indiaalliance.org.. It may take up to 3 business days for a response from the Office. Kindly note that the India Alliance's business hours are from Monday to Friday, 9 am – 5 pm IST.

Data Protection Statement

The India Alliance

- Is fully committed to the principles of data protection, as set out in the General Data Protection Regulation (GDPR).
- Relies on legitimate interests as the lawful basis for processing of data.
- Will use your information only for the purposes of reviewing and will not share this with third parties.
- Uses appropriate organisational and technical measures to ensure that your data are secure and protected from loss, misuse and unauthorised access or alteration.

This statement should be read along with our privacy statement.

Proposed Clinical/Public Health Research Centre

Prescribed guidelines for Q6. Details of the project

Please provide full details of the proposal. This should include:

a) Background

b) Aims and key questions;
c) Existing research environment at the host institution(s);
d) Strategy and Work Plan;
e) If you are applying for CRTP, please include
    - Number of fellowships that you wish to administer
    - Details of mentors/trainers involved
    - Selection process of candidates;
f) Availability and details of Clinical Study Design Unit (CSDU);
g) Training and mentorship plan;
h) Expected outcomes;
i) Research management plan;
j) Milestones (refer to the scheme guidelines) and sustainability plan;
k) Timelines: A Gantt chart showing the research plans indicating the location and timelines. Since more than one organisation will be involved in the project, please specify the work that will be undertaken at each organisation. This Gantt chart should be placed just before the references.
l) Full details of the study design for experiments (humans and animals) must be provided. This should include power calculations, sample size justification and, where appropriate, case definition and inclusion/exclusion criteria. The power calculation must be provided in a tabular format indicating the numbers under each group/sub-group that would be used for the project.
m) Funding for clinical trials is not permissible under this scheme.

Guidelines

- *No more than **5,000** words should be used to describe the proposal, excluding graphs, figures, references etc.*
- *Your proposal should be written in 11-point Arial font, single space, and portrait format.*
- *Graphs, figures and supporting unpublished information provided in support of the research proposal, should be placed [immediately after the proposal write-up – this must not exceed the equivalent of **three A4 pages** in length.*
- ***References**: Kindly provide full citation, including title of paper and all authors. "et al" should not be used unless there are more than 06 authors. Please use **Vancouver referencing style.***

Investigator CVs

Note: The details and CV of all Principal Investigators (PI and co-PIs) must be provided in the prescribed format

Prescribed guidelines for Q9. Research output in last 5 years (2014 onwards)

Please list

- **Peer-reviewed publications**. List should include peer reviewed research articles, systematic reviews, and meta-analyses, but exclude abstracts and literature reviews. Please provide PubMed Central ID (PMCID) reference for each.
- **Preprints**. List should include manuscripts that have been submitted to a preprint repository or service. Please provide full citation, including title of paper, all authors, along with repository's name and the article identifier. It is mandatory to mention a permanent identifier such as DOI.
- **Inventions and patents**. Please provide title, authors, granting agency, patent number, year, and status of the application.

Guidelines:

- The author details including the author order and corresponding author information must be accurate and as per the published article. Improper representation of credit or authorship would be considered as a serious misconduct by India Alliance and may lead to rejection of the application.
- *Publications should have names of all authors. "et al" should not be used unless there are more than 06 authors. "et al" should not be used unless there are more than 06 authors. Please use* ***Vancouver referencing style.***
- *All entries should be in chronological order, with most recent first. Use sub-headings to segregate the list (such as research articles, preprints, patents, etc.)*
- *Use asterisks (*) to highlight if you are a corresponding author (along with other co-corresponding authors) and underline if you are a joint-first author.*
- *Please provide number of citations at present in bracket at the end of each entry.*
- *Please* ***do not*** *list the journal Impact Factor*

Budget (with justification)

Guidelines:
While working on the budget please be mindful of our grant costing policies, particularly the disallowed costs. All requests made in this section should be commensurate with the objectives of the proposal and supported with strong justification.

The total costs must be within the amount requested (Z). This includes the direct cost requested on the application (A) and institutional overheads (B).

Salaries

(i) ***Salaries for PIs:** *PIs (PI and co-PIs) must hold an academic or research post and have a salary, or the guarantee of a salary, for the duration of the award period. If your academic or research position requires you to get all/part of your salary from extramural funding, please refer to the scheme guidelines and grant costing policies. For this, you must be based at an eligible Indian host institution and your host institution must confirm in writing that your employment contract requires you to raise your salary from extramural funding.*

(ii) Support Staff and their Salary Justification

Support staff category: Research assistants, technicians, PhD students, junior research fellows, senior research fellows, research associates, senior residents, field workers, nurses etc.
Salaries for support staff should be in line with the recent Government of India guidelines.

Equipment purchase

- The estimated price of the equipment should cover all aspects including delivery, installation, maintenance, and training, where appropriate. Customs Tax is not covered by the India Alliance.
- The India Alliance does not normally supplement support provided by other funding bodies. However, a contribution from the host institution, or other source, will normally be expected where the application includes a substantial equipment request.
- *Maintenance costs:* It is expected that the equipment requested will be covered by the manufacturer's warranty for the first year after it is purchased. A negotiated extended warranty is desirable. The India Alliance will consider funding reasonable maintenance costs for the remaining duration of the award.
- The cost for desktop computers and laptops, if required, must be indicated under Equipment.

Animal associated costs (You cannot request animal attendant or manpower under this head. Such requests have to be added under Support staff heading). *Please provide itemised justification for all animal and animal associated costs. Power calculation/justification for animal numbers must be provided in response to "Details of project" under section 3 of the application and should not be repeated here.*

Miscellaneous *For any cost that do not fall under any other category.*
Travel costs: This can cover cost for lead applicants and support staff employed on the grant to (i) attend research meetings/conferences/symposiums; (ii) collaborative visits; and (iii) fieldwork and sample collection.

India Alliance contributions
Flexible Funding Allowance: The India Alliance recognizes that unanticipated costs might arise during the tenure of the project. Therefore, in addition to the requested costs, the India Alliance will provide contingency funds called **Flexible Funding Allowance**.

Data management and sharing

Guidelines for Q1.
India Alliance policy on data management and sharing is available on its website.
Your plan should be focused on how the outputs will be managed and used to advance potential benefits to the larger community.
For software, material output, please indicate:

- *Significant outputs*
- *When, where and how will you make these outputs available to others? How will these be maintained?*
- *Are there any limitations on sharing your output with others?*

For intellectual property (IP),

- *Significant outputs*
- *How will you protect this IP?*

Any other resource and details thereof.

Research involving human participation

The Wellcome Trust/DBT India Alliance (the 'India Alliance') expects all work involving human participants to be undertaken in accordance with the highest ethical standards. All the research involving human participants should be conducted in accordance with the four basic ethical principles, namely autonomy (respect for person / participant), beneficence, non-maleficence (do no harm) and justice. India Alliance-funded grantholders are responsible for ensuring they are aware of the issues surrounding the use of human subjects in research, comply with relevant legislation and have obtained all necessary approvals.

Institutional ethical committees and administrators should have mechanisms in place for protection of human participants, and assessment and analysis in case a serious adverse event is reported. Grantholders, in consultation with ethics committees, are responsible for determining the healthcare standards that would be provided to the participating human subjects.

The India Alliance will consider applications before the consent of the relevant ethics committee is obtained and before statutory procedures have been completed, but no research should begin until all relevant approvals have been granted. The India Alliance reserves the right to view relevant approval documents.

The India Alliance will not be liable in any manner for the Grantholder's non-compliance with any relevant legislations or rules or for any direct or indirect injury caused to volunteer or any third person during or in relation to a clinical study.

All trials must be registered before the intervention is started, in line with the Declaration of Helsinki 2013. The ethical guidelines on use of human participants from Indian Council of Medical Research (ICMR) are available here.

Important links:

- India's National Apex Committee for Stem Cell Research and Therapy (NAC-SCRT)
- Institutional Committee for Stem Cell Research (IC-SCR)

Research involving animals

- *PIs must refer to the India Alliance's policy on the use of animals in biomedical research. For further information regarding the National Centre for the Replacement, Refinement and Reduction of Animals in Research (NC3Rs), please see www.nc3rs.org.uk.*
- *All applications involving the use of primates, cats, dogs and equidae animals, or their tissue/data will be further reviewed by the NC3Rs.The Office may approach you with additional questions in this regard.*
- *All proposed research involving genetically altered mice are expected to consider the welfare assessment set up on NC3Rs website.*
- *The institution where the animal work is to be carried out must have approval from CPCSEA or SCLA. This should be confirmed in your application.*

Undertakings from PIs

Note: This statement must be signed by all the PIs and co-PIs. ***See Section 13 of Forms***

UNDERTAKING STATEMENT:

It is confirmed that

1. Those providing personal information in the application have read and understood India Alliance Data Protection Statement.
2. To the best of our knowledge, the information provided in this application is accurate and complete and we agree to inform the India Alliance of any changes to this information during the period of the grant.
3. We agree to abide by the conditions set by India Alliance, should an award be made.
4. We are submitting one PDF application (as per the prescribed guidelines) and the duly filled sections are arranged in following order:

	Sections	**Y/N**
1.	Participating institutions	
2.	Investigators	
3.	Proposed Clinical/Public Health Research Centre In response to "Details of project": arrangement is 5000-word write-up, figures and tables, supporting data, timeline, references in prescribed format.	
4.	Investigators CV (must have CVs in the prescribed format from all PIs, co-PIs, programme head, coordinators; arranged in the mentioned order with clear annotation)	
5.	Budget (with justification)	
6.	Data management and sharing	

7.	Public engagement plan	
8.	Research involving human participation	
9.	Research involving animals	
10.	Risks of research misuse	
11.	Conflict of interests	
12.	Reviewers and restrictions	
13.	Undertakings from PIs signed off by all the participating PIs (PIs and co-PIs)	
14.	Undertakings from all the participating institutions	
15.	Additional attachments (Examples: letters of support confirming access to clinical facility outside the host institution if needed for project)	

Institutional undertaking(s)

See Section 14 of Forms

Clinical/Public Health Research Centres are institutional grants and must be signed off by the head (or competent authority) of the host institution(s) who will be designated as sponsors.

They must

- Be in a position to guarantee space and resources at the institution/ department for the duration of the grant;
- Have the administrative authority to sign up to the India Alliance's Award Conditions & Policies.

The undertaking from the sponsor(s) at the host institution(s) should be issued in the format given below. It should be issued on institutional letter head with date, full name of the person who is signing the undertaking along with his/her designation. This undertaking should be provided by sponsors of participating institutions. All the undertakings should be attached with the application at the time of submission.
In case of an award, the funds will be transferred to the lead institution. All the participating institutions would be required to sign a contract/agreement for fund disbursement before activation of the award.

UNDERTAKING STATEMENT:

I confirm that

- I have read and understood the India Alliance's Data Protection Statement
- To the best of my knowledge, the information provided in this application is accurate and complete and I agree to inform India Alliance of any changes to this information during the period of the grant.
- I agree to abide by the conditions set by India Alliance, should an award be made.
- Necessary facilities and support will be made available to conduct the research/activities funded by India Alliance and will continue to be made available for the duration of the grant.
- _____is/are designated as the PI/co-PI(s) on this project. In addition, the designated PI/co-PI(s) has/have guaranteed tenure at the institution for duration of the CRC.
- The designated PI/co-PI has _____ institution as his/her primary affiliation.
- Status and benefits available to PI and co-PIs is similar to that of other academic staff of similar seniority at the institution.

The commitment/contribution that the host institution(s) agree to make to this project (Limit 500 words) beyond usual support for space and utilities.