



SRI BALAJI VIDYAPEETH

Deemed-to-be University
U/S 3 of UGC Act 1956

SBV POLICY FOR RESEARCH PROMOTION - 2015

SRI BALAJI VIDYAPEETH
(DEEMED-TO-BE-UNIVERSITY)
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TITLE AND APPLICABILITY: SBV POLICY FOR RESEARCH PROMOTION - 2015

The policy on Research Promotion at Sri Balaji Vidyapeeth (SBV) will henceforth be known as “**SBV POLICY FOR RESEARCH PROMOTION - 2015**”. This policy is applicable to all the Constituent Colleges and Centers of SBV - both in-campus and off-campus.

1. PREAMBLE

Sri Balaji Vidyapeeth (SBV) is a Health Sciences Deemed-to-be-University. SBV has nearly **four thousand** students pursuing various courses in the **four constituent colleges**, viz., Mahatma Gandhi Medical College and Research Institute (MGMCRI), Shri Sathya Sai Medical College and Research Institute (SSSMCRI), Indira Gandhi Institute of Dental Sciences (IGIDS) and Kasturba Gandhi Nursing College (KGNC) **Five centres** - Skill Lab, Centre for Yoga Therapy, Education and Research (CYTER), Central Inter-disciplinary Research Facility (CIDRF), Centre for Health Professions Education (CHPE), Centre for Music Therapy, Education and Research (CMTER), through the Faculties of Medicine, Dentistry, Nursing, and Allied Health Sciences (AHS).

This policy on Research Promotion elaborated by Sri Balaji Vidyapeeth, in order to nurture and accelerate research in both conventional and emerging areas as detailed in this document, namely “SBV Policy for Research Promotion 2015” will consist of the clause on providing Seed Money, Financial Support to faculty to attend conferences/workshops, providing incentives to faculty, scientists and students, Code of Ethics for research and Publications.

The overall objective of this policy is to **achieve excellence in fundamental as well as applied or translational research** leading to National and International recognition in association with the top Health Care Universities in India. In order to achieve this benchmark, SBV realizes the significance of setting priorities around basic and translational research for development of bench to bedside solutions, quality of research and development of clinically relevant innovative products and protocols for benefit to the community at large.

2. PURPOSE OF THE POLICY

The Research Promotion Policy of SBV is drawn to create a **user-friendly and robust research environment** in our on-campus Institutes/Centers that include MGMCRI, IGIDS, KGNC, CIDRF, CYTER, CMTER, Skill Lab, FAHS, CHPE, and our off-campus institutions, namely SSSMCRI. This will also be applicable to the upcoming institutes under the ambit of SBV in future.

3. SCOPE AND TERMS OF REFERENCE

Setting priorities for research: in the local, regional context, with relevance to National and International trends and development in Health Science and Technology.

Focus on and foster SBV priority areas of high quality translational and applied health services research and innovation where we are, or have the potential to be leading at National and International levels. The activities include:

- Identify strengths and work with all our Constituent Colleges and Centers build critical mass in translational and applied health services research.
- Provide **protected time for planning and execution of research** from out of regular clinical engagements.
- **Provide skilled support and information for grant applications;** navigation of regulatory and approval processes and delivery of studies, including where these span different organizations and sectors.
- Take measures for **promoting recognition regulatory, statutory bodies and funding agencies** of the quality of research, facilities and laboratories through certificates, grants and awards.

Train mentor and support research activities: to deliver high quality translational and applied health services research of direct patient benefit in our priority areas of research. The activities include:

- **Provide state-of-the-art clinical research facilities and infrastructure, and enable them to access.**
- **Increase the participation in Government and Non-Governmental Portfolio clinical studies.**
- **Identify emerging talent and provide academic mentorship.**
- **Promote and develop patient/public involvement for all clinical studies.**

Develop a culture in which research and innovation are embedded in routine clinical services leading to improvements in patient care. The activities include:

- **Provide Seed Money (Intramural Research Grants) active faculty appropriate financial resources to deliver research. Engaged actively in priority research.**
- **Provide handholding support and incentives for publications and research and innovation in high quality clinical care.**
- **Encourage faculty, scientists, research scholars and students to attend National/International conferences/seminars/continuing Education Programs/Workshops for research capacity building.**
- **Encourage and nurture students, research scholars to appear for examinations and national test conducted by various Central and State Government agencies for obtaining research fellowships and young scientist grants for augmenting to research requirements in Ph.D and Post-doctoral studies.**
- **Augment and provide open innovation opportunities by strengthening its innovation ecosystem through transparent and facilitative measures, encouraging collaborations and technology transfer with private sector, competency building, and Seed Money for proof-of-concept R&D, encouraging multidisciplinary and interdisciplinary interaction among basic science researchers and clinicians and AYUSH system of Medicine.**
- **Guiding and facilitating IPR related activities amongst faculty and students of SBV (copyrights, patents and technology transfer).**
- **Providing guidelines for publications and Code of Ethics for research.**

Promote partnerships and networks within Constituent Colleges and Center of SBV and also with local, regional, national and international research institutions and universities and hospitals in the public and the private sector to strategically and operationally align our research and clinical strengths and support the delivery the overall objectives of this policy.

The activities include:

- Generate critical mass by aiming for closer integration across the partnerships by aligning our research infrastructure and investment priorities.
- **Handholding and facilitating** faculty, research scholars, scientists and students in Grant writing for submitting proposals (concept proposals as well as full proposals) for **Extramural Funds (EMR)** to maximize external funding for research and innovation.
- Establish agreements with all kinds of mentioned above partners to ensure efficient and seamless working, maximizing research productivity and income and removing bottlenecks and delays at project start-up.

Promote outreach activities of providing information, education, and communication to a large section of community around the Constituent Hospitals and in the region aligning with the mission statement of SBV “To be inclusive and committed to promoting wellness and empowerment of the society”, the outreach department at SBV committed to enablers.

4. IMPLEMENTATION OF POLICY AND GUIDELINES

The above scope and terms of reference are implemented through effective enabling mechanisms, committees, expert consultations and voluntary code of conduct and **obligations of faculty and researchers as given below:**

- **CUSTODIAN OF RESEARCH POLICY**

- SBV has established a Deanery of Research headed by the Dean Research. The Deanery Research formulates implements and periodically updates the research policy of SBV continuously.

Deanery Research functions under the guidance of the Vice-Chancellor of SBV.

- The Dean - Research is the custodian of Research Policy and the Appellate

Authority will be the Vice Chancellor.

- **SETTING PRIORITIES**

- i. Currently the priority areas fall in three groups: **Infectious and neglected diseases, metabolic syndrome and diseases, and inflammation and immunology.**
- ii. Research is already ongoing in these areas for example researches on **tuberculosis, parasitic diseases, dengue, diabetes, hypertension, cancer and hematological disorders.**
- iii. New technologies such as **genomics, genetic engineering, computation biology, and bioinformatics, molecular diagnostics, stem cell biology, repurposing of drugs, bio-design epidemiology and evidence-based AUYUSH system of medicine** are employed in understanding these diseases and disorders.

- **INCULCATION OF SCIENTIFIC TEMPER IN FACULTY**

In order to institutionalize and promote quality research and innovation and performance as envisaged in the scope of the policy the following measures are taken:

- **SBV faculty** and research scientists are expected to undertake research, leading to **quality publications (minimum one per year)**, and presentations in **National/International conferences of repute**, generation of Intellectual property (**copyright, patent, and technology transfer**) with potential for commercialization and benefit society. Research should be published in journals approved by the respective statutory/regulatory bodies/agencies and preferably in high Impact Factor journals.
- **Code of Ethics for Research:** SBV has registered committees for Human Ethics and Animal Ethics.
- **Research Methodology & Ethics, Plagiarism and Publication oversight:** Every academic year SBV will continue to conduct Research Methodology and Ethics course for Ph.D and M.Phil Students.

- A mechanism has been institutionalized for recommending and sanctioning of **Seed money from the revolving SBV research fund** to faculty for carrying out research work to enable them to generate primary data and knowledge so as to apply and seek grants from extramural funding agencies.
- Constitution of Working of **Research Advisory Board (RAB)** as per the guidelines of the regulatory agencies (UGC and MCI) to facilitate research promotion and quality research the approach through the guiding and supervising for and enabling quality research through Ph.D. and M.Phil research programs and monitoring by duly constituted **Doctoral Committee (DC)**.
- Promoting and financial assistance of short term **research projects for undergraduate students** under the guidance of faculty members (**SBV STS**).

- **FACILITATION, INCENTIVES AND AWARDS TO FACULTY AND RESEARCHERS**

- **SBV facilitates** faculty, research scholars, scientists and students to **publish their research** findings in peer-reviewed indexed journals.
- To provide one time Contingency grant as SBV Research Assistant Fellowship for Ph.D Scholars.
- Provides recognition and **incentives for publishing** in journals with **high impact factor**.
- Implementation of a performance-linked incentive system to faculty on the basis of annual research outcome.
- Bibliometrics of Publications and h-index of the Institution is facilitated by Statistician of SBV and releases quarterly updates.
- **IPR facilitation: All the expenses incurred towards Patents, Copyrights & Technology transfer are fully funded by SBV.**
- SBV has a **consultancy policy** for revenue sharing between the consultant and University.
- **Promotion of substantial industry collaboration and consultancy**
 - **Research Facilities - augmentation and access**
- As a policy SBV would facilitate from time to time depending upon need and services are made available for R&D to all its constituents. To be effective, for

this purpose, SBV has a Central Inter-Disciplinary Research Facility (CIDRF), Animal House, Museum, Media Lab and Health Informatics Wing.

- The Central Inter-Disciplinary Research Facility (CIDRF) has state-of-art research facilities in the field of modern and new generation biology. It bridges the gap between basic and translational research and serves to the needs by offering research training for students, young and mid-level faculty from SBV and other institutes to initiate independent and collaborative research projects.

- **Recognition of Departments by Regulatory Councils**

- CIDRF is recognized by Scientific and Industrial Research Organization (SIRO), Department of Scientific and Industrial Research of Ministry of Science and Technology (MOST), Government of India.
- International agencies have recognized few centers like Skill Lab and CYTER (Centre for Yoga Therapy, Education and Research)

- **Innovation ecosystem**

- SBV is strengthening its innovation ecosystem through transparent and facilitative measures encouraging collaborations, competency building, and seed money for proof-of-concept. R&D, multidisciplinary and interdisciplinary interaction among basic science researchers of CIDRF, and clinicians and AYUSH system.

5. CLAUSE ON PROVIDING SEED MONEY TO FACULTY:

- 1) Intramural Research (IMR) grants/Seed Money will be available for all the regular Faculty of SBV.
- 2) All requests for IMR will be initiated by the Principal Investigator and forwarded to the Office of the Dean (Research) through the Dean/Principal/Director of respective institutions.
- 3) One Faculty Member can receive a maximum of two research proposals at any given time, as Principal Investigator.
- 4) Faculty's new research proposals which are cleared by the Institute Research Committee and relevant Ethical Committee will be considered
- 5) Applicants are required to submit 2 Sets of applications in the prescribed format and the soft copy (CD) of the project.

- 6) Duration of each project is normally 2 years only. It may be extended by another 6 months for valid and essential reasons.
- 7) It is expected that every research proposal financially supported by SBV will result in at least one research publication in high impact journals.
- 8) Faculty who did not publish research papers from previous grant will not be eligible for subsequent grants.
- 9) High Impact Factor Studies will be recognized by SBV for reward as per University norms.

RESEARCH GRANT

- 10) Indicates assistance for research proposal which are entirely intra-institutional and which are not submitted to any external agency for funding. The maximum amount against this head will be Rs. 2.5 lakhs per proposal. This can be used to cover the cost of purchase of kits and chemicals and stationary (only for epidemiological study). Amounts in excess of Rs. 2.5 lakhs and additional request for enhancement will require sanction of the Research Grants Commission.
- 11) All routine investigations will be free for research purposes. Requests for waiver of investigation cost for costly investigations purely for research purposes will be considered on a case by case basis.

SEED MONEY

- 12) Refers to grant for preliminary work on a research proposal which is being prepared for submission for funding to an external agency. The financial limit is Rs. 2.5 lakhs and the rules would be same as per research grants.

PROCESS OF APPROVAL

- 13) Decision on sanction of grants for research will be made by a Committee headed by the Dean (Research). Sanctioning order will be issued by the Dean (Research) to the PI.

PROCEDURE FOR PURCHASE OF KITS AND OTHER MATERIALS FROM RESEARCH FUND/SEED MONEY

- 14) The Principal Investigator (PI/Faculty) should submit their proposal for purchase of kits/other materials to Dean (Research) through their respective HOD & Heads of Institution for approval. The proposal should have - (a) PI name, office address, email id and contact phone number (mobile and office number) (b) project name and amount required (c) minimum three

quotations and a comparative statement certified and approved by the Lab-in-Charge (d) Selected supplier name, address and contact details.

- 15) The Purchase Department will issue PO based on the lowest quotation as recommended by the Lab-in-charge to the supplier concerned with intimation to the concerned PI/Accounts Section/Central Stores of the respective College/Dean (Research).
- 16) The supplier will deliver the kits/materials to the Central Stores of the respective college according to PO.
- 17) The In-charge of Central Stores of the respective college will intimate to the PI after receiving the materials. PI will check the materials and to certify that they have received the goods as per PO.
- 18) The payment for purchase of items will be made directly to the supplier. Money will not be pay to the Principal Investigator (PI).
- 19) Sanctioned research grants shall be utilized properly to complete the project as per schedule without fail. Any Violation will be viewed seriously.
- 20) The PI of SSSMCRI should get sanction orders from Dean (Research) for their projects. The PI of SSSMCRI will get their kits/materials through the Purchase department and Central Stores of SSSMCRI and the payment will be settled by the Accounts Department of SSSMCRI. The PI of SSSMCRI will follow the same procedure applicable in MGMCRI. Accounts Department of SSSMCRI should maintain a separate account for Research Grants of SBV.

COMMITTEE FOR APPROVAL OF SEED MONEY TO FACULTY

The following Committee will consider allotment of seed money for research

- | | |
|------------------------------|--------------------|
| a) Vice Chancellor | - Chairman |
| b) Dean (Research & AHS) | - Member Secretary |
| c) General Manager (Finance) | - Member |

6. CLAUSE ON PROVIDING FINANCIAL SUPPORT TO FACULTY TO

ATTEND CONFERENCES/WORKSHOPS:

SCOPE

Faculty

- a) All faculty (Asst. Professor and above) who are in regular service and completed one year of service.

- b) The faculty will be eligible for one reimbursement claim per year for National Conference and once in two years for International Conference as per Calendar Year (January to December).
- c) The Faculty should be the presenter of the paper/invited speaker/orator/ chairing a session/member of panel discussion or judge for a prize session, provided no other agency has given financial help for the same. The research work should be the outcome of the research done in the SBV. Presentation of single case report either as an oral or poster presentation is not eligible for full financial support.
- d) If a faculty does not fulfill any of the above criteria, if they produce evidence of attending National/International/regional conferences/ workshops, they will be given a fixed amount of Rs.1000.

FUNDING

Faculty

- a) Registration fee: Only Early Bird registration fee will be paid and restricted to Rs. 5000 only.
- b) TA will be payable to those faculty who are principal author of a paper/poster presented at the conference.
- c) TA will be paid at the cheapest (shortest route) economy air fare rates if the distance to the conference venue is more than 600 kms from headquarters. If the distance is less than 600 kms, TA will be paid at First Class Rail fare.
- d) Air ticket should be booked at least 15 days before the travel.
- e) Taxi fare of Rs. 3,000/- (Rupees Three thousand only) will be sanctioned for the to and fro journey from Pondicherry to Chennai (for SBV campus).
- f) For SSSMCRI, Taxi fare to Chennai airport drop or pick up one way fare is Rs.1150/- (to & fro: Rs. 2300/- and after 10.00 p.m., it is Rs. 1500.(to & fro: Rs. 3000/-).
- g) Those who are travelling by own care/Taxi, the TA will be restricted to Rs. 8/- per km. Road travel is limited to a maximum of 600 km (includes to and fro distance).
- a) Travel support will be restricted to the second class AC train fare or Bus fare by shortest route.
- a) For PG and Ph.D students, only early bird registration fee will be paid and restricted to Rs. 2,000/- only.
- b) For ICMR-STs (UG), Rs. 2,000/- towards registration fee.

FOR INTERNATIONAL CONFERENCE

Delegation fee (limited to a maximum of Rs. 15,000) and 50% of cheapest airfare maybe sanctioned to those Faculty who have completed 3 years of regular service and those who fulfill the following requirements:

- i) The faculty will be eligible for one international reimbursement claim every 2 years.
- ii) Their papers should be of a high quality based on work done at SBV and invited specifically by the organizers to the conferences for presentation in view of the importance of the paper.
- iii) Routine submission by the authors and acceptance as Poster or Paper without a specific invitation in their name will not qualify.
- iv) The claimant should be the first author in the Podium or Poster presentation.
- v) Further, those who receive awards for best papers at the Conferences will also qualify for reimbursement of delegation fee (Rs. 15,000 maximum) and 50% of travel expenses, provided they do not receive any other financial support for attending conferences
- vi) Air fare will be restricted to cheapest economy class. It should not exceed Air India fare on the day of booking. Air ticket booking should be done at least one month in advance.
- vii) The decision is on reimbursement of delegation fee and travel expenses to participants for international conferences are made personally by the Chairman of the SBV Trust.

PROCEDURE FOR GETTING PRIOR PERMISSION AND REIMBURSEMENT

Along with the request for reimbursement of TA/Delegation fees, the following should be submitted:

- a) Prior permission should be obtained from the supervising authority (HOD and Dean) at least 15 days before attending the Conference/Workshop. A copy of this is to be sent to the Office of Dean (Research).
- b) The Supervising Officers should mention in the approval letter that such an attendance or training or workshop is beneficial to the Institute.
- c) Prior sanction to be obtained from the undersigned for quantum of refund against delegation fee, TA, etc., at least 15 days before attending the Conference.
- d) Certificate of attendance (Original).

- e) Proof of presenting scientific papers/ posters and giving Guest Lectures, etc., in the CME program, Conferences.
- f) Delegation fee receipt (Original).
- g) Air-ticket and boarding pass for air travel and original tickets of train, bus and taxi receipt to be submitted.
- h) Prescribed format should be submitted for prior permission and reimbursement.

COMMITTEE FOR APPROVAL OF FINANCIAL SUPPORT TO FACULTY TO ATTEND CONFERENCES/WORKSHOPS

The following Committee will consider allotment of seed money for research and the reimbursement request (for attending Workshops/Conferences) approval:

- | | | |
|-------|---------------------------|--------------------|
| (I) | Vice Chancellor | - Chairman |
| (II) | Dean (Research& AHS) | - Member Secretary |
| (III) | General Manager (FINANCE) | - Member |

7. CLAUSE ON INCENTIVES FOR FACULTY, SCIENTISTS & STUDENTS

SCHEME - I - SBV STARTER GRANT

Guidelines:

1. Entry level regular faculty members of all faculties of SBV at the level of Lecturers/Assistant Professors alone are eligible for this scheme, for SBV Starter Grant.
2. This SBV Starter Grant Scheme is for young faculty members who start their teaching and research career to develop preliminary research data based on which, the awardees would be encouraged to submit major research proposals to National and International funding agencies in future.
3. The call for research proposals would be made by the Dean Research, SBV in the months of January and July every year.
4. All proposals received would be evaluated for their quality by a committee headed by Dean of Research, SBV. The recommendations of the Committee need to be approved by the Vice-chancellor, SBV.
5. All the faculty members (Lecturer/Assistant Professor) who joined the institute for a period not less than 6 months and not more than 12 months basically become eligible for applying for this SBV Starter Grant.

6. The Project period is one year from the date of sanction and is expected to be conducted by the faculty member himself or herself. Hence no manpower would be supported in the Grant.
7. The budget for the Grant is Rs. 2,00,000/- is for a period of one year. However the PI can apportion the quantum under each head as per the requirement with suitable justification within the maximum limit of Rs. 2.0 lakhs.
8. It is expected that the grantee shall submit the report of the research done, in duplicate copies to the Dean - Research, SBV and also publish the outcome of research in an UGC-CARE listed journal.

SCHEME - II - CASH AWARDS FOR PUBLICATIONS

1. In order to honor the research contributions of the faculty, scientists and students, SBV provides cash awards and commendation certificates for the eligible persons.
2. The cash award for the publications depends on the **Impact Factor** as per **Thomson Reuters**.
3. Original research articles, invited reviews (with proof) and meta-analysis published in indexed journals with Thomson Reuters Impact Factor will be considered for awards to Faculty and Research Scientists.
4. The author should be first or corresponding author and the cash award will be shared by both,

Thomson Reuter Impact Fact	Cash Award
<1	Rs. 2000/-
1-2	Rs. 3000/-
>2	Rs. 5000/-

SCHEME - III - ICMR - STS AWARDS

1. The main objective of ICMR - STS provides opportunity to undergraduate medical and dental students to familiarize themselves with research methodology and techniques.
2. In order to further encourage the Undergraduate medical and dental students whose project reports have been accepted by ICMR for ICMR - STS project upon completion will be awarded Rs. 5000/- per student. Also, their respective guides will be awarded Rs. 5000/- by SBV.
3. For such of those students whose submitted protocols have been rejected by ICMR, SBV awards them Rs. 5000/-, in order to encourage the students to

pursue their research. This will be given only upon a proper application from the student desirous of continuing the research. The application has to be forwarded by their respective guides and Dean/Principal of their colleges concerned and addressed to Dean Research, SBV.

SCHEME - IV - SBV - STS AWARDS

1. A cash award of Rs. 5000/- each for the student and the Guide is awarded for submission of project completion report and manuscript publication/ acceptance for publication in indexed journals.

SCHEME - V - RECOGNISING THE AWARDEES BY SALARY INCREMENT AND CAREER ADVANCEMENT

1. SBV will recognize the faculty members who are the recipients of State/ National/International awards with salary increments.
2. The faculty of SBV who are recipients of awards at State/National/International level will be considered for out of turn career advancement but as per guidelines laid down by the respective statutory council concerned.

8. CLAUSE ON CODE OF ETHICS FOR RESEARCH:

To ensure highest professional and ethical standards for biomedical and health research at all stages right from its inception, honesty in conduct of research, obtaining relevant approvals, efficiency, judicious use of resources, ensuring accountability, transparency, declaration and management of Conflict of Interest (COI), justice, reliable data collection, handling, interpretation, integrity in analysis, reporting, publication and translation for the benefit of population. Research must abide by ICMR national ethical guidelines.

This applies to research (UG/PG/M.Phil./Ph.D or any other) undertaken in all Constituent Colleges/Centres of SBV University. It provides a roadmap to overcome/eliminate any sort of misconduct which may happen at any stage of research and improve the quality for better outcomes.

RESPONSIBILITY

All stakeholders involved in the conduct, review or reporting of research such as researchers, institutions, scientific review committees and ethics committees must ensure research integrity and quality, thereby upholding the reputation, trust of research participants and meaningful translation of research findings for public health benefits, while ensuring judicious use of resources

FRAMEWORK

- The Institute Human Ethics Committee, Institutional Animal Ethics Committee and other committees involved in approving a research proposal should ensure responsible conduct of research in SBV.
- The member secretary of above Committees of the respective Constituent College of SBV, with the consensus of Chairperson/Deputy Chairperson and other members of committees will monitor research projects for a) participant/animal enrolment b) Serious adverse effects, if any, c) Annual progress report of the project, and d) Study completion.

RESPONSIBLE CONDUCT OF RESEARCH

1. All biomedical and health research must follow ICMR National Ethical Guidelines and maintain research integrity in the conduct of research while ensuring safety of research participants. Other applicable guidelines and regulations must also be followed and required approvals be obtained before initiating research, such as Ethics Committee (EC), Institutional Animal Ethics Committee (IAEC), Institutional Committee for Stem Cell Research (IC-SCR), Institutional Bio-safety Committee (IBSC) etc.
2. Researcher/s should obtain approval of Institutional Research Committee as per norms and declare Conflict of Interest (COI), if any. Registration with Clinical Trial Registry-India (CTRI) is mandatory for clinical trials but desirable for other types of research to maintain transparency and accountability.

3. Research should be undertaken by persons who are competent with qualifications, having relevant experience/training to collect reliable data, undertake accurate analysis, interpretation and publication.
4. Research should undergo peer review in a time bound manner following principles of fairness, honesty and maintaining confidentiality and undertaken by competent reviewers.
5. Researchers should be sensitive to societal and cultural values, engage and improve public trust, undertake meaningful research, be accountable to outcomes and take needful steps to protect participants from harm or risks.
6. Mentors should lead by example and devote sufficient time to guide and ensure that their trainees (Research Fellows, Associates, Post-doctoral Researchers, students and others) conduct research honestly.
7. All raw data should be available and securely kept by the lead investigator as required by the institute guidelines that could be presented later (if needed).
8. There should be due considerations for data collection and ownership, plan for publication, translation of outcomes and preservation of data for at least 3-5 years after study completion as it may be needed to confirm research findings, establish priority or be re-analyzed by other researchers or for monitoring by sponsors or regulators. Present requirement is to maintain research records for 3 years in case of biomedical and health research and 5 years for clinical trials as per regulatory requirements.
9. For collaborative research there may be requirement for having appropriate Memorandums of Understanding (MoU) and material transfer agreements (MTA) in place.

REPORTING AND PUBLICATION

1. Completed research irrespective of results must be published and shared on public databases such as CTRI, institute websites or other available relevant platforms.

2. Plagiarism or any form of research misconduct is unethical, and this includes self-plagiarism, fabrication, falsification, manipulation of data or images/digital image/use of unreliable or duplicate images, exaggeration on part of results and interpretation, use of wrong statistical tools, gift/ghost authorship etc. Researcher must ensure authenticity of research results before publishing or disseminating information out of the Institution.
3. The researcher in case of possible patentability of the research outcome should consult IPR MIPTECH Unit SBV, before publication, if applicable.
4. The research documents with acceptable level of plagiarism (<10%) or without identified misconduct shall be approved for publication/dissemination.

REPORTING AND REVIEW OF RESEARCH MISCONDUCT AND ALLEGATIONS

1. The allegations regarding research misconduct can be reported directly to Member Secretary of respective College of SBV. Complainant can reveal her/his details or can request to anonymous identity but provide description of misconduct along with supporting documents.
2. The member secretary will inform the respective committee members of the issue and a copy will be forwarded to the respondent who will be given an opportunity to provide explanation within a limited time period (15 days).

SENSITIZATION AND TRAINING

1. Needful trainings/workshops should be held periodically for newly recruited/appointed scientific/research/technical staff as an orientation and induction practice to create awareness towards research integrity. Continued education and training are also necessary to keep researchers apprised of contemporary issues related to research integrity and publication ethics.
2. The Dean Research and Heads of Institute would facilitate initiatives to organize training programs on regular basis for bringing awareness and updating the skills/knowledge of the researchers regarding the research integrity.

9. CLAUSE ON PUBLICATIONS

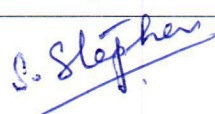

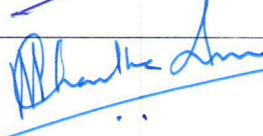
1. Completed research irrespective of results must be published and shared on public databases such as Clinical Trial Registry-India (CTRI), Institute websites or other available relevant platforms.
2. Authors must use a Standardized Institutional affiliation “Sri Balaji Vidyapeeth (SBV) - Deemed-to-be-University” in all research outputs to ensure clear affiliation with the University.
3. Authors should register for an individual ORCID identifier and should include it on a personal webpage, when submitting publications, when applying for grants, and in any research workflow to ensure that the individual is credited for their work and that the correct institutional affiliation is present.
4. Authors must acknowledge the source of grant funding associated with a research output in the publication itself.
5. The policy applies to all research outputs, including those published by Faculty, Ph.D students, PG and UG students and others.
6. Researcher must ensure authenticity of research results before publishing or disseminating information out of the Institution.
7. Researchers should follow guidelines of International Committee of Medical Journal Editors (ICMJE), Committee on Publication Ethics (COPE) on publication ethics, research integrity and authorship and ensure substantial intellectual role of all authors who are included in the publication or presentation. The articles should not be submitted to any predatory journal for publication.
8. The investigators undertaking research projects in SBV are expected to publish articles in high quality peer reviewed journals indexed with Scopus, PUBMED, WOS and those recommended in UGC-CARE list.
9. The research documents with acceptable level of plagiarism (<10%).
10. Role of all authors should be clearly identified/justified. Authorship should be duly given to all those who have substantially scientifically contributed to the research and may include permanent as well as contractual/ temporary staff.

The ICMJE recommends that authorship be based on the following 4 criteria:

- i) Substantial contributions to the conception or design of the work; or the acquisition, analysis, or interpretation of data for the work;
- ii) Drafting the work or revising it critically for important intellectual content;
- iii) Final approval of the version to be published;

- iv) Agreement to be accountable for all aspects of the work in ensuring that questions related to the accuracy or integrity of any part of the work are appropriately investigated and resolved.
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 13. All Constituent Colleges of SBV should be provided with access to anti-plagiarism software.

To sum up notwithstanding the above policy statement, **SBV University** is **dynamic** and **flexible** **its strategy** and approach to accommodate any new areas of research, collaboration, research for quick solutions to emerging needs of national and community and public health at large.

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