

Guidelines for submission and evaluation of research proposals submitted for funding from CSI Kerala chapter.

(Formulated by the research committee as per GBM Decision)

1. The GBM held on Nov 3rd have allotted 30 lakhs for research funding for the year 2014.
2. The last date of submission will be **December 31st of each year.**
3. Proposals should be submitted as two hard copies and one soft copy in a CD for record purposes. In one of the copies, please remove all the identifiers eg. name of the Institution(s), name of the investigator(s) so that it will help in reviewing the projects in a blinded fashion by the committee.
4. The committee will scrutinize the proposals in a blinded fashion and rank them prior to selection. The committee will meet in February/March and decide on the proposals, **before 31st of March.** Tele-conferencing may be used for this purpose. The highest ranking studies will be approved. The number of studies and the amount to be funded can be decided by the committee based on the rankings and the availability of funds.
5. The proposals should reach the CSIK office in Kochi, addressed to the Secretary, CSI Kerala Chapter, Kerala Heart House, 1st Floor, Mampilly Estate, Kundanoor, Maradu P.O, Kochi - 682 304., Tel. LL 0484 2706422, Cell: 09809 210354. Once the proposals are submitted, an acknowledgment with a study number will be provided in two weeks' time. If you are not receiving the acknowledgement in two weeks' time, please contact the office or the secretary at drharikrishnan@outlook.com or 9895125101.
6. Once the study is approved, or need any clarification, the investigators will be informed. They have to submit the clarifications and modify the study proposal if required with a period of two weeks.
7. The funding will be proportionate to the budget. If the budget is thought to be inordinately high/with out proper break up or explanation, the proposal will have to be resubmitted with appropriate modifications in the financial statement.

8. The proposer may have to be satisfied with partial funding and the rest of the fund should be raised by the investigator(s).
9. The Study even if partially funded by other agencies (governmental or industry) cannot have a financial gain to the investigators.
10. The proposal should be relevant to cardiovascular diseases in the state of Kerala and the study should have societal or scientific relevance which is of concern to Kerala CSI
11. The studies should be prospective, preferable multi-centric, either epidemiological, interventional or testing a hypothesis. Registry data collection and analysis also will be acceptable.
12. Newer proposals should not be a repetition of the studies conducted earlier by the CSI Kerala
13. Once approved, the data will be the property of CSI Kerala and it should be acknowledged in all the publications and presentations arising out of the study data.
14. The decision regarding approval and funding by the scientific committee shall be final.
15. The investigator shall present a full audited report of the account within 1 year of completion of the study
16. Guidelines for submission.
 1. Full proposal needs to be submitted (even if it is resubmission, a fresh proposal need to be submitted) which should include:
 - a. Background with literature review.
 - b. A paragraph which states “why Kerala CSI should fund the study”.
 - c. Aims and Objectives – should be clearly defined.
 - d. Sample size calculation and plan and method for Statistical analysis.
 - e. Detailed funding and Detailed break-up of each item.
 - f. Proforma or data collection tools.
 - g. Timelines for each stage of the study.
 2. Multicenter studies will be preferred which involves active participation of CSI members.
 3. Though funded by CSIK, the proforma and the consent of the study should clarify that the investigators who are applying to CSI are considered legally as the sponsors of the study. All the legal issues or compensation issues arising out of the particular study will be the sole responsibility of the investigators and CSIK or its office bearers will not be responsible. (This

is necessitated because the new rules of compensation by DGCA put the responsibility of compensation on the sponsors.)

4. The investigators should sign an agreement that they will work under the existing guidelines and rules proposed by the research committee and the GBM and also the periodic modifications which may happen in the subsequent years.
5. The data generated from this study need to be published within two years of completion of the study. The funding from the CSIK should be acknowledged in all the publications and presentations.
6. Periodic reports about the progress of the study and part accounts (money spent every year) need to be submitted to the GBM during the CSIK Summer conference.

IMPORTANT POINTS TO REMEMBER

Last date for submission of research proposals - **31st of December, 2013.**

Two hard copies and one soft copy in CD need to be submitted.

Please read the guidelines and instructions carefully before submitting. Proposals not complying with the guidelines will be rejected.

This document will be available in our website – **www.csikerala.org**

If you have not received an acknowledgement number two weeks after submission, please contact CSIK office. The address to which the proposals to be submitted.

Secretary, CSI Kerala Chapter,

Kerala Heart House, 1st Floor,

Mampilly Estate, Kundanoor,

Maradu P.O, Kochi - 682304.,

Tel. LL 0484 2706422, Cell: 09809 210354.

drharikrishnan@outlook.com