KUHS Research Appreciation Award

1. Introduction

The **KUHS Research Appreciation Award** is instituted to encourage Under Graduate(UG) students to take up short term research projects during their training. They can engage in hands on research mentored by senior faculty. Applications will be invited from UG students. Students in their First year and Final Year will not be eligible to apply. Applications will be invited once in a year. The KUHS website will publish the details during the call for applications. The protocols and project report will undergo evaluation by the selection committee. The chosen projects will be awarded the prize money & the certificate. The scholarship amount is INR 10000. About 1000 students of KUHS can get the scholarship in a given year.

2. Application Process

Online submission of applications will start every year and will be active for one month. The applications will be evaluated by the selection committee comprising of experts. The list of selected students will be published in the KUHS website, one month after the last date of submission of applications. The selected students will have to complete the project within 6 months, and submit the project report within the date specified by the University. The student will be awarded the prize money & the certificate only if his/her final report is approved by KUHS. Please note that the Institution must provide facilities for carrying out research and should bear the cost of the research work. The money will be transferred directly to the personal bank account of the student.

Eligibility: Please note that this program is only for registered **UG students** from institutions affiliated to KUHS.

The submission of KUHS Research Appreciation Award application/proposal is a two step process. The Online registration & application submission will be open **every year for a period of one month.** Interested students should register with their own e-mail address and other details (mobile number, course details, personal details).

One student can **register only once with a project during the notification period;** duplicate registration will lead to disqualification. A candidate can apply Maximum two times during

their UG course. If a candidate is awarded the scholarship in a year, that student can apply for second time during the course period. If a person is unable to complete the project in the prescribed period, that person can apply with the same project in the succeeding year. If the project gets selected again the student can continue the research and submit the report.

3. General Instructions

- Provide information with due care. Request for change in student information later on will not be accepted.
- Do not prefix Mr./Ms. with your name. If selected, the prize money and certificate will be issued in the name mentioned in the application form.
- The application form shall have complete postal address of the institution.
- Applicants shall provide contact telephone no./mobile/e-mail to facilitate communication.
- After registration a password and reference ID will be generated automatically and that will be sent to the student by e-mail.
- The student will require reference ID and e-mail ID at the time of the submission of final project report also. Therefore, the password and reference ID must be noted down carefully. Change of e-mail **will not be allowed** at any stage. Only registered students will be able to submit the proposals online.
- Online application of the protocol should be accompanied by **Institutional Ethics Committee(IEC) approval letter**.
- Each application and research proposal should be submitted along with duly filled in and attested "**Application Attestation Form (AAF)".**
- The **AAF** should be filled in, signed, attested, scanned and saved as a PDF file. Application/ research proposal will not be accepted unless accompanied by AAF.
- **Please fill up the form carefully and check again before submission.**
- **<u>Particulars of the Guide</u>**: The details including Name, Designation, Department, College, Contact details including Mobile Number and Email address should be provided. A guide

can forward the application of only **ONE student** each year for the KUHS Research Appreciation Award. **If more than one application is forwarded by a guide, all such applications will be rejected forthwith.** The guide should be a regular fulltime faculty with the KUHS FEP ID, working in the same the institution where the applicant is studying. The guide cannot be changed during the period of study. The guide should declare that the same project is not submitted anywhere else (for other awards/scholarships/programs).

__Compulsory Attachments:__ The following two attachments are mandatory.

(1). Application Attestation Form (AAF)

(2). Institutional Ethics Committee(IEC) approval letter

(The enclosures may be scanned and saved as PDF file for submission. Please ensure that the file size does not exceed 1 MB)

The submission/proposal should be duly forwarded by the guide and Head of the Institution. Submission of **'AAF'** as per the format provided is compulsory with the application. The blank form **'AAF'** of can be downloaded from the KUHS website and this has to be filled in. A passport size photograph should be pasted by the student. This photo has to be attested by the Guide and forwarded by the Head of the Institution/Principal/Dean of the College (with stamp/seal of the college). Once the AAF is signed by all, it can be saved as a PDF file. This must be uploaded at the time of ONLINE submission. **Application will not be accepted unless it is accompanied with AAF.**

4. Preparation of Research Protocols

Research Proposal should be prepared in brief with the following sections:

(1) **Title (up to 25 words).** Title should be short, accurate and concise.

(2) Introduction (up to 300 words). Please describe the importance (significance) of the study and the context of research. Describe the gaps in the existing knowledge and the need for new

evidence. Provide the rationale for selecting the objectives. Briefly describe the study design. Appropriate references may be given to support your proposal to undertake the study.

(3) Objectives (up to 100 words) Should specify the kind of knowledge that the study is expected to obtain. It should give a clear notion of what is to be described, determined, identified, compared or confirmed. Hypothesis may be stated and objectives should be specific, to the point and should be achievable.

(4) Methodology (up to 800 words). Describe the procedures that will be used to achieve the objectives of the study. This may include: type of study and study design, study population, sample size and selection criteria, proposed intervention (if applicable), Data collection procedures & instruments used, quality control, confidentiality, plan of analysis/ statistical tools, review of literature and ethical considerations.

(5) Implications (up to 100 words). Describe the outcome of the proposed research in terms of knowledge creation and scientific advancement.

(**6) References (up to 300 words- Vancouver style only).** Provide appropriate references from journals/ literature.

<u>Misconduct in Research and Plagiarism</u>

KUHS does not accept any proposal/ report from students/ guides that involves research misconduct or plagiarism. For e.g., obtaining another person's ideas, information or text, words, outcomes or results, copying from internet sources, earlier KUHS Research Appreciation Award proposal or reports/ PG Thesis/ textbook/ published work/ someone else's research proposal etc. without giving credit/without quoting reference or manipulating or falsifying research procedures or wrongly reporting results. All these are considered as Research Misconduct/Plagiarism/Fraud. **This practice is unacceptable and will be categorized under 'Research Misconduct' and will not be accepted by KUHS. If any Malpractice/Misconduct is detected, Student/Guide will be debarred from submitting research projects in the coming years.**

The plagiarism percentage should be less than 10%. It should be the responsibility of the institution to get plagiarism certified. The guide should forward the plagiarism Certificate.

IMPORTANT:

1. Research Integrity is crucial for good conduct of research and its outcomes
2. Please read available guidance about plagiarism and responsible conduct of research.
3. Conflicts of interest, if any, should also be declared. (Conflicts of interest are situations in which financial or any personal reasons can compromise, an individual's professional judgment in proposing, conducting, supervising or reporting research and therefore can badly affect the quality of research and its reporting and also the scientific objectivity of the proposed research/ report).

All submissions to KUHS must be prepared by the student under guidance.

The Guide is required to sign an undertaking to the effect that it is original work. If at any time point it is detected that the research proposal/ report has been plagiarized, the research proposal/ report will be out rightly rejected. KUHS reserves the right to accept or reject or take other appropriate action if any misconduct or fraud or plagiarism is detected at any point of time.

Ethical Considerations

1. The student should obtain a prior clearance/approval from the Institutional Ethics Committee (IEC) if the proposal involves research on human participants and from Institutional Animal Ethics Committee (IAEC) if the work involves use of animals.
2. Ethics Committee approval should be obtained before submitting the research proposal**.**
3. In the IEC/IAEC approval letter, the name of the student, guide and title of study (as per the proposal submitted) and approval status should clearly be mentioned.
4. **Ethics Committee approval letter for other similar projects of the Guide will not be accepted. A separate IEC approval is required for student's KUHS UG Research Scholarship.**

5. Scanned copy of Ethics Committee Clearance/approval letter and informed consent form should be submitted as PDF file (up to 1 MB). Original document should be safely kept by the student.

5. Kindly note that the composition of Ethics Committee should be as per the "**National Ethical Guidelines for Biomedical and Health Research Involving Human Participants (2017)".** If the composition is inappropriate (for example, if Principal of college is part of Ethics Committee as a Chairperson or the Guide has participated in Ethics Committee meeting decisions as a member, etc.) the ethical clearance will not be accepted and thereby report of student will also not be accepted by KUHS. The registration status of the Ethics Committee with the Department of Health Research(DHR) has to be indicated.

6. Preparation and Submission of Project Report

1. The selected students must complete their research project and prepare a detailed report in consultation with their Guide.
2. Students are advised to prepare soft copies (PDF format) of their reports for **ONLINE submission. Please note that the r**eports sent by e-mail/ hard copy/ post will not be accepted.**
3. The report and attached documents should **NOT HAVE ANY IDENTIFYING INFORMATION**, **only the reference ID may be provided. Identifying information must also be removed from the questionnaire, Patient information sheet and informed consent form as well.** The identifying information should be provided only in the ONLINE submission form.

    Please remove the following information from the text of the report:

    a. Names of student/ guide
    b. Address/ contact details of student/ guide
    c. Name of the Medical College
    d. Tel number/s
    e. Email ID's

      f.   Acknowledgement section with individual names.

The report must be in the given format and should have the following sections.

a. Reference ID

b. Title

c. Introduction

d. Review of literature

e. Aims and Objectives

f. Material and Methods

g. Observations and Results

h. Discussion

i. Conclusion

j. Summary

k. References

After submission of the report you will be able to visualize/ download the submitted details. And the report will get submitted on the online portal only after your click on the final submission button. **Submission/Re-submission is not possible after the last date and time.**

- **The report WILL BE REJECTED under the following circumstances:**

a. **If the student uploads identifying information (name, contact nos. and college name of student or guide) in the report/consent form/questionnaire/Patient information sheet.**

b. **If the ref ID is missing from the report.**

c. If the report is not prepared as per the prescribed format or if any section is not provided (for e.g. review of literature or reference not provided in the report).

d. If two or more sections of KUHS format have been combined together (for e.g., results and discussions presented together, or introduction and review of literature not written separately).

e. Report is incomplete or not in detail (too brief).

f. The final sample size is substantially lower than that of the proposal without adequate justification.

g. If there are major deviations from the proposed study objectives, sample size or research plan.

h. If the work is not found to be original and is plagiarised.

i. Attestation form is not signed by authorities/not stamped/not dated/mismatch in information.

j. Any other reason/s as found suitable by the Reviewers and Competent Authority of KUHS.

7. Declaration of Report results

1. The KUHS Research Appreciation Award reports submitted online will be technically evaluated by a panel of Experts. If the work is found to be satisfactory, it will be accepted and approved.

2. Changes in the aims, objectives or methodology will be reviewed along with the reasons/ justification provided by the student. Only minor changes are permitted and the report may or may not be approved, if there are major modifications.

3. The results will be displayed on KUHS website**.**

4. **The decision of KUHS in regard to selection of students will be final.**

5. **Requests for reconsideration or asking reasons/comments for rejection will not be entertained.**

6. Scholarship and e-Certificate will be issued to the selected students only after the approval of the study report by KUHS. To recognize the contribution of the Guide, his/her name will be printed on the e-Certificate. Co-Guide's if any, will not be recognized for the KUHS UG Research Scholarship.

7. The **e-Certificates will be prepared and uploaded on KUHS portal for the Student to download their respective copies** after due approvals from Competent Authority of KUHS.

8. The students will be notified by email when the Scholarship money and e-Certificate is ready for to be issued. Updates will also be available on KUHS website, students should

keep a regular check on the KUHS website at intervals. University will also send information over email to the selected students.

Online Report Submission Form

Please see the format for online submission and prepare the report in this format. The report must be submitted **ONLINE** by the student. To access the ONLINE system, the student must login using his/her reference ID, registered e-mail address as his/her login name with the same password that was sent by automated e-mail earlier at the time of registration.

1. In case the student does not remember the password, he/she may use the 'forget password' option and password will be automatically resent to the student's registered email account.
2. The students must attach the following **two (02) MANDATORY documents,** failure of enclosing any of one of the below will lead to rejection of report:
   i. **Enclosure-I :** KUHS Research Appreciation Award **Report- MANDATORY –to be submitted as a PDF File only (up to 2Mb).** Format of case report form/ questionnaire/ informed consent form/ other tool may be included in the report. **Please note that there should be no identifying information in all these documents and report.**
   ii. **Enclosure-II : Report Attestation Form (RAF)- MANDATORY** duly signed and forwarded by the Guide, scanned and submitted as a PDF File (upto 1Mb). The student must take a print out of the "Report Attestation Form (RAF)"(given in Appendix II), which must be duly filled in and signed by the student and the guide. This should be scanned and uploaded along with the report. Kindly note that 'Application Attestation Form (AAF)' and 'Report Attestation Form (RAF)' are different documents. **Please attach 'Report Attestation Form (RAF)' along with the report (mandatory).**
   iii. If there is any other document which the student would like to submit, it can be uploaded in this section and submitted as a PDF File (upto 1Mb)

3. Please note that Report Attestation Form (RAF) may not be considered under the following circumstances:

    a. If Report Attestation Form (RAF) is not filled up completely/incorrect information.
    b. If form is not duly signed/ stamped by the guide.
    c. If Application Attestation form (AAF) is submitted instead of Report Attestation form (RAF).

4. Please note that without the two Enclosures stated above (3 (i) (ii)), the report cannot be submitted ONLINE. **Please upload all the attachments very carefully.**

5. The payment of the prize money will be made online to the **student's OWN SINGLE HOLDER bank account only.** The student should also have a cheque book and a scanned copy of a cancelled cheque must be submitted to KUHS to verify account details. A scanned copy of a cancelled cheque is required for verification of Account details. This cheque should not be filled up and should NOT be signed or dated. It should be cancelled so that it cannot be misused. **Attach scanned copies of**

   (1). First page of the passbook (Student's name, Complete account number, Name of the Bank & Branch, IFSC code should be clearly visible)
   (2). cancelled cheque leaf
   (3). Aadhaar Card

8. Paper Presentation/Publication

1. The student and the guide can present the research findings in National or International Conferences or seminars as oral or poster presentations without seeking any approval from KUHS.

2. The Guides must encourage the students to write research papers under their guidance for **publication. Choose ONLY peer reviewed JCR indexed journals for publication. Avoid publication in Non-indexed predatory journals**.

3. Papers can be co-authored by the student and the guide. The student shall be the first author of the paper.

4. **In any such presentation/ publication, there must be appropriate acknowledgement of the KUHS Research Appreciation Award which was awarded to the student.**

5. Once the paper/ abstract is published, a copy of the same must be sent to KUHS for information. Similarly, if the student receives any other award or honour, information should be shared with KUHS by email.

APPENDIX I
APPLICATION ATTESTATION FORM (AAF)

KUHS Research Appreciation Award **Reference ID**:

……………………………………………….……

Name of the Student: ……………………………………………………

Name of the Guide: …………………………………………………..

Name of the Institution: ……………………………………

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Title of the Proposal: ……………………………………….. ..

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Paste recent coloured passport size photograph

Certificate to be signed by the Student

I certify that I am an UG student studying in an institution affiliated to KUHS. And am here by providing true information in the online application form for KUHS Research Appreciation Award 2023 best to my knowledge. I am submitting only one application for KUHS Research Appreciation Award 2023. In the event any information is found to be false, my studentship may be cancelled. I also certify that the research proposal is an original work prepared under the guidance of my Guide. I confirm that I have not committed 'plagiarism' in preparing this proposal. I understand that after evaluation of my proposal, I may or may not be selected and I shall abide by the decision of KUHS.

If selected, I shall follow all instructions provided on KUHS website for carrying out the research, preparation and submission of KUHS Research Appreciation Award report. I also understand that if I am unable to complete my project & submit the report before the last date, no certificate or stipend will be awarded to me. I have gone through all the Instructions and Terms & Conditions for KUHS Research Appreciation Award 2023 provided on KUHS website and will abide by them.

Signature of Student: _____

Name of the Student: _____

Date: _____

Certificate to be signed by the Guide

I agree to accept the applicant Mr./Ms._____ studying in UG -II/III/IV (tick appropriate). I certify that he/she is not an intern or student of other courses and I will

offer him/her all facilities and guidance for carrying out research for KUHS Research Appreciation Award. I also certify that the proposal is an original submission prepared by the student under my guidance. I confirm that neither me and nor my student have committed 'plagiarism' in preparing this proposal. I am forwarding only one KUHS Research Appreciation Award 2023 student application. If my student is selected, I shall provide required facilities to enable early completion of research work, so that the report is submitted before the last date.

Signature of Guide:_____   Name:_____

Designation: _____
Department: _____

Attested By

Signature of Head of Department   **Signature of Head of the Institution**

(Name in Block letters with seal)   **(Name in Block letters with seal)**

_____

fill form completely & check it before submission.

APPENDIX II

REPORT ATTESTATION FORM (RAF)

(To be filled by the Student)

1. Name of the student : _____

2. Reference ID : _____

3. Period of two months research done
   (Date-DD/MM/YYYY)   : **From _____Till_____**

| Paste recent coloured passport size photograph |

4. Personal impressions of the student :_____about the
   Research Appreciation Award program and what has the student gained from it:

   _____
   _____

(To be filled by the Guide)
5. General Remarks of the Guide on student's work & aptitude for research:

   _____
   _____

UNDERTAKING

1. We, _____ (Name of
Student) student of **(tick appropriate)** _____ year & Dr.
_____ (Name of Guide) declare that we have
abided by the Instructions and Terms & Conditions for Research Appreciation Award given on
KUHS website.

2. We had obtained necessary approvals from IEC/IAEC and taken Informed consent from
participants (not applicable for animal studies).

3. We confirm that the data is our own and the report is not plagiarized.

**4. We have read all the Terms and Conditions for the KUHS Research Appreciation
Award 2023 report submission and we agree to all of them.**

5. We are aware that KUHS reserves the right to reject the report/not release stipend/e-certificate without assigning any reason, if the report is not prepared/submitted as per given instructions/incomplete/ incorrect/ not as per objectives/ not as per KUHS format/ submitted after the deadline day/ or any other technical errors/reason deemed suited by KUHS, if not submitted completely within the given deadline.

6. The information/research findings in the report are true to the best of our knowledge. We shall respect the decision of KUHS.

7. We understand that the scientific/personal details of other students/ guides/ copies of projects/titles/reviewers/ decision of reviewers/ minutes of meeting/ marks /scores *etc.* are confidential.

8. For presentation/publication of the scientific findings (oral/poster/abstract/paper) in any conference/ seminar/ meetings/ journals, due acknowledgement would be given to KUHS.

9. We understand that the e-certificate and stipend may be issued to the student only after approval of the report.

Signature of the Student
(With Date)

Signature of the Guide
(With Date)

Name of the Student

Name and Designation
(With Seal)