### SECTION A: ADMINISTRATIVE DETAILS

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<td>1. Title of the Project</td>
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<td>2. Name and Address of Lead Research Institute (LRI)</td>
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<td>3. Name, Address of Participating Research Institute/s (PRI)</td>
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<tr>
<td>Name</td>
<td>Designation and Contact details</td>
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<td>Principal Investigator</td>
<td>Co-Investigators</td>
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<td>LRI</td>
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<td>PRI-1</td>
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<td>PRI-4</td>
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5. Please attach detailed Curriculum Vitae of all Investigators

6. Brief summary of past experience of Institute/s or Investigator/s in conducting similar studies in the area of proposed research, substantiated by reports or publications (limited to previous 5 years), including experience in conducting multi-centric/ collaborative research studies, if applicable
SECTION B: PROJECT DETAILS

1. Title of the project.

2. Background & Rationale for the study and its application with respect to the programme priorities under NACP-IV.

3. Objectives

4. Present knowledge and relevant bibliography including full titles of articles relating to the project.

5. Detailed research plan.
   a) Hypothesis, if any
   b) Sample size
   c) Sampling design
   d) Methodology
   e) Statistical methods to be used
   f) Tools
   g) Implementation/Operational Plan
   h) Quality Assurance and Quality Control Protocols
   i) Ethical considerations & respondent protection measures
   j) Timelines

6. Facilities in terms of equipment, etc, available at the Institutions/Organizations for the proposed investigation.

7. Budget requirement with detailed item-wise break-up and full justification
Format for Data Request

1. Name of the Individual/Institute/Agency Requesting Data:

2. Purpose:
   a. Planning new programme
   b. Program management / evaluation
   c. Research
   d. Publications
   e. Others (Please specify) ___________________________

3. Whether protocol of the study is enclosed: Yes / No

4. Details of data use (Explain how the requested data would be used):
   ___________________________________________________________________
   ___________________________________________________________________
   ___________________________________________________________________

5. Define the data requirement
   a. Component on which information required
   b. Geographical area
   c. Time period
   d. Level of data – Aggregate or individual level
   e. Indicators/Variables required
   f. Any disaggregation required

Date:        Sign:
Name & Designation:
Institution:
UNDERTAKING

I/We,

……………………………………………………………………………. (Name), working as ……………………………………….. (Designation) in ……………………………………………………………………………..
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………………. (Complete Name and Address of Institution/ Organisation), am/are involved in the study/analysis titled “…………………………………………………………………………………………………………………………………………………………………….
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From ……………………….. to ………………………..(time period).

I hereby declare that the data that I am provided access to, under the above-mentioned study/ analysis will be used only for the purpose of the work mentioned hereinabove and only in the manner that Dept. of AIDS Control (DAC) authorizes and permits. I expressly acknowledge and agree that without prejudice to the all available legal remedies, I am also liable to administrative action in case the data is used for any purpose beyond the scope of this study. I will not share the data with any one, or publish the research data without prior written consent/permission from DAC and shall maintain the confidentiality of all Confidential Information. I shall submit a copy of all the data files, analysis papers and reports generated as a part of this research to DAC at the end of the study/analysis. I will acknowledge Department of AIDS Control in all the publications that come out of this analysis/study.

(Signature)

Date: .................................            Place:            

Contact Details:
Mobile & Telephone:-
Email:-

(Signature of the Head of Institution/Organisation)

Name of the Head of Institution/Organisation:

...............................................................

Date: .................................            Place:            Official Seal:
Notes for research proposals

These criteria’s must to be followed by researchers for submission of proposal to GSACS.

- Title of study should be clearly mention.
- Correspondence/ Principal Investigator name and address should be mentioned.
- Kindly mention role of each & every investigator in study.
- Aim of the study objectives and methodology should be clearly explained, which should include population covered under study, Study period with inclusion exclusion criteria, Sample size, Method of sample collection.
- Data variables required in relation to objective of the study with source of the data should be clearly mentioned in the study.
- Consent form / Information sheet must be in local and English language.
- Interview questioner should be relevant to objectives of the research study.
- If researcher going to record interview with PLHIV, Consent must be taken from the participant for the same. Recorded interview must be kept confidentially.
- Details of PLHIV (name, Address, Contact details) should not be requested for confidentiality at any place in proposal or information sheet or consent form (As per HIV/ AIDS prevention & Control Act 2017).
- Analysis method should be described briefly.
- Below mentioned statements should be included in Research study proposal.
  - Ethics statement
  - Data confidentiality statement
  - Specific patients benefit statement
  - Community participation and benefit statement
  - Feedback and discrimination statement.
  - Implication for policy and practice.
  - Collaboration partnership statement.
  - Budget cost should be borne by the patients for the participate in the study, if there is any cost related to travel, food or investigation etc. for the participates for the same that need to be borne by investigator/researcher.
- Gantt chart must be provided for all the activities related to research.
- Dummy tables or figure of analysis should also be submitted.
Data confidentiality should be strictly maintained.

In the project proposal if any information is taken from any other published literature etc. the information provided should have serial number of reference inserted at the end of para, from where the information is taken & the bibliography should be given at the end of proposal.

Final copy of research outcome should be shared with GSACS after completion of the study.

Prior permission must be taken before publishing the research.

The work at any NACP facility should not be suffered.

Required data sorting format must be signed by Investigator of the research project & the data will be collected by the investigator him/herself without affecting work at the NACP facility.

Strict adherence to the data sharing guideline and rules of HIV & AIDS (prevention and control) ACT 2017 of Government of India.

The collected data must be kept secure in computer and/or in hard copy, the author will be responsible for any breach in data confidentiality.

If in any case the personal identifiers collected for the study it should not be used in final analysis, report or any publication.