

## Regulations and Guidelines of SAN Research Grant

### A. Guidelines for the applicants of the SAN Research Grant Proposal

1. The principle investigator (PI) should apply with a covering letter addressed to the SAN Research Grant Committee indicating the submission of the proposal for call for grant.
2. The application should be according to the approved format.
3. The applicant should clearly indicate the category of the grant (life member or Associate member) in the application form
4. Both printed and electronic version of the proposal should be submitted.
5. Curriculum Vitae of the principal investigator & co-investigators of the research team should be submitted.
6. The principal investigator should be of Nepali Citizen and a document of its proof (a photocopy of citizenship/passport) should be submitted.
7. The principle investigator should be a life-member of SAN for life member category and associate member of SAN for Associate member category. Life membership number or Associate membership number should be clearly mentioned in the application. The membership number will be verified with SAN before including the study for assessment.
8. Letter from the Head of the department clearly mentioning the status of the resident should be submitted for the Associate member Grant category.
9. The research should be related to Anaesthesia, Perioperative medicine, Pain medicine, Critical care medicine or subspecialties of Anaesthesia. The study may be clinical or nonclinical.
10. The research proposal should be approved by affiliated Institutional Review Committee or Nepal Health Research Council and necessary document of it should be submitted. If the approval is pending during the submission of application, the approval letter should be provided within 30 days after submission of the proposal. Failing to submit the IRC approval will cancel the grant even if the proposal was selected and it will be provided to the next selected study.
11. Ongoing research study can also apply for the grant provided the sample collection has not crossed 25% of the sample size.
12. Expected date of starting and finishing of the study should be clearly mentioned.
13. Detail breakdown of the proposed budget according to the guidelines should be submitted.
14. If the research study is to be conducted in any hospitals/organization or institution apart from that of PI's own institute, a letter of approval from the related institute /concerned authority should be provided (All the study sites in cases of multicenter study).
15. Information sheet and Consent form should be both in English and Nepali language.
16. Data collection tools should be in English and Nepali language including interview guideline, observation checklist, questionnaires etc.
17. Style of referencing should be in Vancouver style.
18. List of abbreviations / acronyms should be provided.
19. The PI should inform whether he/she has received or applied for grant from other sources.
20. The incomplete application or application after the deadline will not be entertained.
21. The principle investigator should acknowledge SAN for getting the grant.
22. Research should be presented in one of the SAN CME or Annual Conference.

**Submit the application for the grant through email at: [researchgrant.san@gmail.com](mailto:researchgrant.san@gmail.com) and hard copy at SAN office (NMA Building, Kathmandu)**

## **B. Regulations for issuing the SAN Research Grant**

1. The proposal for grant will be assessed based on Research grant proposal evaluation criteria.
2. The selected study would be announced by SAN.
3. The PI of the selected study will require to sign the agreement with the SAN Research Grant committee and SAN.
4. The approved grant will be issued in three installments.
5. The first installment grant will be 30% of the total amount and will be delivered after approval from the SAN research grant committee and signing of agreement.
6. Second installment (30%) of the grant will be provided after submission of midterm analysis report.
7. The final installment (40%) of the total amount will be delivered only after fulfilling the below mentioned criteria:
  - a. Completion of the research
  - b. Submission of the final research report
  - c. Submission of the certified financial report
  - d. Presentation in SAN CME, SAN Conference or on acceptance of publication in national or international journal.
8. Payment of installment will be through A/C payee cheque drawn in the name of PI.
9. If the investigators do not or could not complete the research within scheduled time, they should report it to SAN with valid reason. On failing to do so, necessary action will be taken including blacklisting of the investigators and notification to NHRC/SAN life members and/or refund of the grant money.