

Instructions/ Guidelines for Preparing and Submitting the STS 2011 Report

General Instructions

1. The student must go through the **UPDATED** detailed instructions for report preparation and submission available on ICMR website.
2. The ONLINE Submission Form should be read and filled up carefully before submission. Once submitted, no changes can be made/ allowed.
3. The STS report must be submitted ONLINE by the student directly to the Council. The ONLINE facility to submit the **STS report will be available from 1st August, 2011 to 15th October, 2011 only.**
4. **15th October, 2011** is the last cutoff date for report submission.
5. The Council shall not entertain ANY request regarding extension of last date or acceptance of late reports. **Students/Guides are requested to submit STS reports well in advance. Kindly do not wait for the last date for submission to avoid the last minute rush.**
6. The Council will not be responsible in case the student is unable to submit the report in time due to any reason whatsoever.
7. Students who are unable to complete their projects this year may re-apply for STS 2012 program.
8. STS report sent by e-mail/ hard copy shall not be accepted/considered.
9. In an event of the Guide leaving the Institute/College before completion of the project, the student may continue the research work under the new guide after obtaining permission from Principal/Dean. Permission of Council is not required for the same.
10. The student must obtain an IEC approval from the Institutional ethics committee of the medical college where the student is studying. Ethics committee approval is needed for all kinds of biomedical research involving human participants or their samples or stored data/ clinical records. Kindly note that a scanned copy of IEC approval certificate must be submitted and without this the STS report will not be acceptable to the Council through ONLINE process.
11. If there are any minor changes in title, aims and objectives, sample sizes or methodology of the research, the student should provide adequate reasons/ justification in the report.

The reasons will be evaluated and decision of ICMR regarding acceptance/ rejection of report will be final.

12. The STS report may be rejected under the following circumstances:
 - (a) If the STS report is not prepared as per ICMR format or if any section is not provided (for e.g. review of literature or reference not provided in the report),
 - (b) If two or more sections of ICMR format have been combined together (for e.g., results and discussions presented together, or introduction and review of literature not written separately),
 - (c) Report is incomplete or not in detail (too brief),
 - (d) Sample size is substantially reduced without adequate justification,
 - (e) Major deviations from the proposed study plan,
 - (f) If the work is not found to be original and has been copied/pasted from other sources/ other thesis,
 - (g) If the data presented under results is found to be fictitious/ cooked up or copied,
 - (h) Ethics committee approval has not been obtained,
 - (i) Any other reason/s as found suitable by the reviewers

13. The student must take a print out of the “Report Attestation Form” 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 and Report Attestation Forms are different. Please attach Report Attestation Form with the report.

14. Upon completion of STS research, the Guides must encourage the students to write research papers under their guidance for publication. They can submit their research papers to any good journal without seeking permission from the Council. In the paper the student/Guide must acknowledge the STS program of ICMR which supported the research. Once the paper/ abstract is published, a copy of the same must be sent to the Council.

15. For queries send an email at sts.icmr@gmail.com and please quote the Reference ID in all your e-mail correspondence for quick reference.

16. Please note that upon approval of reports at the Council, the certificates will be issued to the students. The stipend will be paid through ONLINE bank transfer using Electronics Clearance System (ECS) to the account detailed by the student.

XXXXXXXXXX