

## APPLICATION PROCESS FOR STS 2012

**Eligibility:** Please note that this program is only for Indian undergraduate medical & dental students (MBBS/BDS) before they appear in their final exams and therefore interns/ PG students/ foreign students/ students of paramedical/non-medical courses are not eligible to apply.

STS is a paperless ONLINE program of the Council. Submission of STS 2012 application/proposal is a two step process:

- I. Registration of student details and e-mail address between **10<sup>th</sup> December 2011– 10<sup>th</sup> January 2012 (Fill in Part A of ONLINE form).**
- II. Submission of application/proposal along with other details between **11<sup>th</sup> January – 25<sup>th</sup> January 2012 (Fill in Part B,C & D of ONLINE form).**

### I. REGISTRATION OF STUDENT DETAILS FOR STS 2012

#### Student Details (ONLINE Form Part-A)

1. Interested students should register their e-mail address and other details with the Council between 10<sup>th</sup> December 2011 –10<sup>th</sup> January 2012.
2. **E-mail address of the student should be typed accurately.** This will be registered and will serve as the login ID for STS 2012. This will also be used for future correspondence. Change of e-mail ID will not be permitted at any stage.
3. One student should **register only once**, duplicate registration will be treated as disqualification.
4. The student must provide information with due care. Request for changes in student information at a later date will not be acceptable.
5. Kindly give the complete postal address in the application form on which correspondence/ stipend can be received from the Council during 2012 in case the student is selected.
6. After registration of student details for STS 2012, a password and Reference No. will be generated automatically and sent to the student's registered e-mail ID.
7. The student will require Reference No., e-mail ID and password at the time of submission of project. Therefore, these must be noted down carefully.
8. Only registered students will be able to submit the proposals for STS 2012. Students who have participated in STS earlier and fulfill eligibility conditions can re-apply for STS with any topic of their choice.

### II. SUBMISSION OF APPLICATION/ PROPOSAL

1. Application/ submission form & research proposal must be submitted ONLINE to the Council between 11<sup>th</sup> January 2012 – 25<sup>th</sup> January, 2012.
2. Each STS application and research proposal should be submitted along with duly filled in and attested "**Application Attestation Form**" (AAF).
3. The blank Application Attestation Form can be downloaded from ICMR website then, filled up, signed, attested, scanned and saved as a PDF file. ONLINE submissions of application/ research proposal will not be accepted unless accompanied by Application Attestation Form.
4. A student can submit one application on selected topic. In case a student submits more than one proposal, all the proposals will be automatically rejected.

### **Particulars of Guide** (ONLINE Form Part-B)

1. Please provide complete details of the Guide including Name, Designation, Department, Medical College, Contact details including current email address.
2. The Guide should ensure that she/he selects a suitable brief topic for this studentship, which can be completed within 2 months without asking for extension.
3. The guide may forward the application of **only ONE student** each year for STS program.

### **Enclosures/ Attachments** (ONLINE Form Part-C)

The enclosures may be scanned and saved as PDF file for submission.

- i. Compulsory attachment:*** Submission of '**Application Attestation Form (AAF)**' as per format provided is compulsory with the application. The blank form can be downloaded from website and this has to be filled in and passport size photograph should be pasted by the student. This may then be signed by the Guide and attested and forwarded by the Head of the Department and the Head of the Institution/ Principal/ Dean of the Medical College (with stamp/ seal of the institution). Once the Application Attestation Form is signed by all, the student must scan it and save it as a PDF file. This must be uploaded at the time of ONLINE submission. **Application will not be accepted unless accompanied with Application Attestation Form.**
- ii. Optional Enclosures:*** Student is required to obtain clearance from Institutional Ethics Committee (IEC) or an Institutional Animal Ethics Committee (IAEC) for the research. **In case IEC approval is not obtained till the time of submission of application, kindly do not submit any other document instead as submission of wrong documents can lead to disqualification.** If the proposal/project is selected for STS Program, the student must obtain an ethical clearance before initiating research and IEC clearance can be submitted along with the STS report. In case study involves human participants the student can also submit an Informed Consent Form or Case Study Form or Questionnaire that would be used in the study. Please note that submission of IEC/ IAEC certificate is **mandatory** at the time of STS report submission. Any research carried out without appropriate IEC/IAEC approval will be automatically rejected.

### **STS Application/Proposal** (ONLINE Form Part-D)

This should be prepared in brief with the following sections-Title (upto 25 words), Introduction (upto 300 words), Objectives (upto 100 words), Methodology (upto 800 words), Implications (upto 100 words), References (upto 100 words) of the study. The proposal should describe a brief work plan of proposed research giving a short introduction, objectives and also clearly stating the methodology giving sample size and appropriate statistical methodology, which will be used along with implications of the research study. The student may include the case report form, informed consent form or any other questionnaire also as part of project proposal or can submit them as separate attachments. The proposal/ project should not have any identifying information of the student or guide for unbiased review by reviewers. Please remove the following information from the STS research proposal:

- Name of the student/ guide
- Address/ contact details
- Telephone no.
- E-mail ID's

Detailed Guidelines for 'Preparing STS Proposal' are provided on ICMR website and can be used as a guide in writing up a proposal.

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