

APPLICATION PROCESS FOR STS 2015

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

STS is a paperless ONLINE program of the Council. Submission of STS 2015 application/proposal is a two step process:

- I. Registration of student details and e-mail address between **-10th December 2014– 10th January 2015 (Fill in Part A of ONLINE form).**
- II. Submission of application/proposal along with other details between **11th January – 27th January 2015 (Fill in Part B,C & D of ONLINE form) by 05.00 pm. This date and time will not be extended.**

I. REGISTRATION OF STUDENT DETAILS FOR STS – ONLINE FORM PART - A

Student Details (ONLINE Form Part-A)

1. Interested students should register their e-mail address and other details between 10th December 2014 –10th January 2015.
2. One student should **register only once**, duplicate registration will be treated as disqualification.
3. The student must provide information with due care. Request for changes in student information at a later date will not be acceptable.
4. The student should write his/ her name in sentence case. Kindly do not prefix Mr/Ms. with your name. If selected, the stipend and certificate will be issued in the name of student as mentioned in the form.
5. Kindly give the complete postal address in the application form on which stipend can be received from ICMR during 2016 in case the student is selected. Changes in address at a later date will not be allowed.
6. The students should also provide their contact telephone no./ mobile/ e-mail to facilitate communication.
7. After registration a password and Reference No. will be generated automatically and will be sent to the student by e-mail.
8. The student will require Reference No. and e-mail id at the time of submission of project. Therefore, these 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.

II. SUBMISSION OF APPLICATION/ PROPOSAL – ONLINE FORM PART B, C, D

1. Application/ submission form & research proposal must be submitted ONLINE to the Council between 11th January 2015 – 27th January, 2015 by 5:00 pm.
2. Each STS application and research proposal should be submitted along with duly filled in and attested Application Attestation Form (AAF).
3. The Application Attestation Form should be 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 proposals will be automatically rejected.

Particulars of Guide (ONLINE Form Part-B)

Complete details including Name, Designation, Department, Medical College, Contact details including current email address to be provided. The guide may forward the application of **only ONE student** each year for STS program.

STS Application/Proposal (ONLINE Form Part-C)

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 300 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 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. 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 project:

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

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

Enclosures/ Attachments (ONLINE Form Part-D)

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

- Compulsory attachment:** Submission of '**Application Attestation Form**' 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 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 (AFF).**
- Optional Enclosures:** IEC and IAEC submission at the time of application submission is optional however mandatory alongwith the final report. 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 at 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. In addition, if there are plans to use an Informed Consent Form or any Case Study Form or Questionnaire, the same may also be enclosed. 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.

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