



All India Institute of Speech and Hearing, Manasagangotri, Mysore – 570 006
Guidelines for AIISH Research Funding (ARF) Scheme (Version 3; w.e.f : 20.02.2024)

Sl.No.	
1.	Preamble
	<p>AIISH Research Fund (ARF) was established in 2000-01 to encourage the faculty/technical staff of the institute to do research. ARF was visualized to address the following satisfactorily:</p> <ul style="list-style-type: none">a) Not much extramural funding was available for research in the field of speech and hearing in those days. Hence, the staff of the institute needed funds for research.b) Many a time, it is necessary to conduct a pilot study before submitting a comprehensive research proposal to an external funding agency. Getting funds for such pilot studies was otherwise impossible.c) It was also necessary for AIISH to involve professionals in speech and hearing related fields, particularly those working in public institutions, and encourage interdisciplinary research. <p>The new guidelines of the scheme shall be as follows:</p>
2.	Objectives
	<p>The objectives of the ARF funding scheme are to promote</p> <ul style="list-style-type: none">a) Basic and applied interdisciplinary research in the field of communication sciences and disorders, through funding and collaborative, interdisciplinary and multidisciplinary research within and outside countryb) Translational research in the area of communication sciences and disordersc) Indigenous Research in the context of multilingualism, diverse culture, literacy, economic status and habits etc.d) Pooling of technology and expertise available in the Indian and global contexts in the areas of communication sciences and disorders.

M. P. Pankaj

	<p>e) Research to advance knowledge and information base in the field.</p> <p>f) Evidence-based practice in the field communication sciences and disorders</p> <p>g) Dissemination of information through scientific publications and conferences at national and international level.</p> <p>h) Development of Indigenous tools, tests, Products, Service Models, Protocols and Strategies.</p>
3.	Eligibility
	<p>a) Group A and technical staff of AIISH and other professionals possessing a minimum of post-graduation and working in educational / research institutions in the area of communication sciences and disorders and its related fields are eligible to apply for research grants from ARF.</p> <p>b) Members of the faculty from institutions other than AIISH must have a member of the faculty or clinical/research staff at AIISH, Mysore as a principal investigator (PI) while applying for grants.</p> <p>c) Members of the faculty can have a maximum of three ARF Sanctioned/Initiated projects at any point of time. They can serve as PI for a maximum of two ARF projects at a time. The project is deemed to be completed only after the submission of the initial/first completion report.</p> <p>d) No New ARF Proposals will be entertained, if the PI at AIISH is left with less than 3 years of regular service.</p>
4.	Grants
	<p>1. Duration and value of grants</p> <p>a) The duration of the projects undertaken under this fund can be maximum up to three years</p> <p>b) The grant for each project shall not exceed Rs. 10 lakhs per year and the total amount for each project shall not exceed Rs. 30 lakhs. Further, the overall grants for ARF projects shall not exceed Rs. 2 crores in a financial year.</p> <p>c) Grants will be allocated under the following heads only:</p> <ul style="list-style-type: none"> (i) Man power (research officer/ associate salaries) (ii) Spares/Accessories/Consumables/software/licensing (iii) Travel for collecting data outside AIISH (iv) Software development/consultation/honorarium/ products, (v) Article processing charges (APC) (vi) Contingencies (vii) Conferences/seminar participation (TA/DA/Registration fees) for PI and co-investigator (CI) from AIISH

M. P. Prabhakar

- d) PI can request for the re-appropriation of the grants within the sanctioned budget.

2. Scope of the grant

- a) Provision can be made for payment of Rs.20000/- p.m. as fellowship for a maximum period of two months to the principal investigator during the course of the project provided, they stay and work at AIISH. The above amount shall be part of the salary component in the project budget and no additional grants would be made available for this purpose.
- b) Total consultancy/honorarium paid to professionals cannot exceed 15 percent of the total project grants.
- d) No "Institute overhead" will be provided from AIISH Research Fund.

3. Processing of grant applications

- a) Applications, in the prescribed format (Enclosure 1 with Part A & part B), shall be submitted to the office of the Director, AIISH, Mysore whenever it is called for. There is no need to submit an ethical clearance certificate at the proposal stage. The application with research proposal submitted under the funding scheme is strictly routed through proper channels, failing which the application is deemed to be rejected for the scheme
- b) Applications that are incomplete or unsatisfactory in any regard shall be rejected and returned to the applicant for rectification and resubmission.
- c) Applications shall be submitted by the investigator with an understanding that the same proposal has not been or will not be simultaneously submitted for funding to another agency.
- d) The investigators should wait for 4-6 months from the date of submission to get a final decision on the proposal.
- e) The proposals will be subjected to peer review by a panel of internal and external experts. The comments suggested by them will be verified for compliance by the Committee for Product Development, Monitoring, and Commercialization at AIISH.
- f) Based on the revised proposal, the monitoring committee will make a recommendation on acceptance or non-acceptance of the proposal for funding. External reviewers will be paid an honorarium from the ARF funds.
- h) Recommended proposals will be placed for ethical approval. The investigator should submit all the required material as stipulated by the Ethical guidelines of the institute.

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	<p>i) The project proposal should be also verified with AIISH Patent cell for IP Identification/verification. PI of the Proposal can discuss with the Patent cell of AIISH to know the potential IP from the proposed proposal. This information should be provided to the Research and Development Cell (RDC).</p> <p>j) Project initiation would begin with the date of joining of the research officer.</p>
5.	Evaluation
	<p>a) Quarterly reports shall be submitted by the PI of the project</p> <p>b) The PI is required to submit the initial project report of the project within 60 days from the closure of the Project. The investigators at AIISH shall be held fully responsible for complying with this condition.</p> <p>c) The PI should also submit the data of the project along with the initial project report.</p> <p>d) The PI shall do a presentation of the completed project report to the Committee for Product Development, Monitoring, and Commercialization at AIISH.</p> <p>e) The committee would provide their comments/suggestions on the project after the presentation. The PI should submit the revised project report along with the compliance report.</p> <p>f) The revised project report will be checked for the compliance by the Committee for Product Development, Monitoring, and Commercialization at AIISH.</p> <p>g) The project report may be sent back to PI for further revisions, if any, before it is accepted.</p> <p>h) Along with the final report, the PI shall also submit the checklist (Enclosure 2) in order to ensure that all required documents are submitted. A blueprint of a scheme(s) to implement and make use of the results of the study is also to be submitted. However, AIISH, Mysore has absolute rights to decide on the manner in which the result of the study shall be disseminated or used keeping in view the larger interests of the public and the institute.</p>
6.	Publications
	<p>a) In the case of collaborative research, the patent clause as in the Collaborative Research Agreement-CRA (F/NF) is applicable.</p>

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	<p>b) It is mandatory to publish or at least two attempts to publish one research paper in a peer-reviewed journal or at least one IP filing (Patent/Copyright filing) from the project. Project completion certificate shall be issued only after fulfilling the above mentioned conditions. If not, the PI and Co-PI will not be allowed to submit another project proposal.</p> <p>c) The investigators are required to take prior permission from the competent authority for conference presentations resulting out of the project proposal.</p> <p>d) Publications based on work carried out through intramural funding should acknowledge the support received from AIISH.</p>
7.	Interpretation
	The decision of the Director, All India Institute of Speech and Hearing, Mysore is final and binding in the interpretation of these rules and regulations. Similarly, on all other issues not mentioned in these rules and regulations, the decision of the Director of AIISH, Mysore shall be final and binding on all.
8.	Responsibilities of the Principal investigator and/or collaborating institution
	<p>a) The PI/CI/Research Officer is also required to sign the Non-Disclosure Agreement (NDA) in the prescribed format (Enclosure 3) before initiating the project.</p> <p>b) In case PI/CI discontinues, respective PI/CI to assign the responsibility to another investigator, with approval from heads of both institutes.</p> <p>c) The collaborating institution (institution where CI works) shall give an undertaking, at the time of application (Enclosure 4), that it will extend all support as well as additional infrastructure for completion of the study.</p> <p>d) The collaborating institution should do everything possible to disseminate the results of the study and implement schemes/projects to utilize the results of the study, wherever applicable.</p> <p>e) The collaborating institute should sign a Collaborative Research Agreement - CRA(F/NF) with AIISH specifying the guidelines and roles and responsibilities. (Enclosures 5 with Instructions, CRA-F and CRA-NF)</p>
9.	Miscellaneous
	<p>a) The Institute retains ownership of the results of, and the products of the study, including all forms of IP, publications, thereof and the benefits would be shared between the collaborating institute as mentioned in the collaborative Research Agreement (CRA-F/NF)</p> <p>b) These modified guidelines shall come into force with effect from 20th February 2024.</p>

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DIRECTOR — 16/2
AIISH, Mysore
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Format for preparation of research proposal
(Give all your answers / information in the boxes provided)

Part A: Proposal

1.0 Investigators and project title

- 1.1 Title of the project
- 1.2 Name and affiliation of the principal investigator
- 1.3 Name and affiliation of the co-investigator(s)
- 1.4 Collaborating institution
- 1.5 Total grants requested
- 1.6 Duration of the project
- 1.7 Details of the last project grants received from AIISH Research Funds
 - 1.7.1 Utilization / use of the outcome this study
- 1.8 How did you use / apply the outcome of the previous project from ARF?

2.0 Abstract of the present proposal (<250 words: covering the following aspects)

- 2.1 Statement of the problem
- 2.2 Justification for the study
- 2.3 Methods
- 2.4 Utilization/application of the results of the study

3.0 Details of the present study

- 3.1 Introduction
 - 3.11 Development of the problem (present status, lacunae in information etc.)
 - 3.12 Justification
 - 3.13 Statement of the problem
- 3.2 Objectives
- 3.3 Methods
 - 3.31 Participants
 - 3.32 Material / instrumentation etc.
 - 3.33 Procedure
 - 3.34 Analyses

4.0 Plan for utilization / use of the results of the study

(PI has to list out the specific ways the outcome of the study will be applied/used, and the time frame for the same (for example, within 3 months from the date of completion of the study). This section will have a significant bearing on the final decision to accept / reject the proposal).

5.0 Time frame of the study

(Give a PERT chart. Include finalization of the methods of the study, recruitment of personnel, training of project personnel, selection and inclusion of participants, procurement of equipment, development of test material, data collection, statistical analysis, preparation of project report, different aspects of the utilization of the results of the study, among others, in the PERT chart)

6.0 Budget

(Personnel, equipment and accessories, test material, contingency, travel, and other items)

7.0 Collaboration with other institutions

If you are collaborating with any other institution, then give particulars of work sharing between the institutions, details of IPR (if any), and the responsibility of each institution. Issues related to IPR and patent etc. must have been worked out before the proposal is submitted.

8.0 References (in APA 7 style)

Name & signature of all the investigators

1

2

3

Part B: Personal profile of investigators

Principal as well as co-investigator(s) separately

- 1 Name
- 2 Age and date of birth
- 3 Complete contact details
- 4 Present Position
- 5 Institution
- 6 Number of years of service remaining
- 7 Academic and professional career
 - a) Highest academic degree obtained, area, year and institution
 - b) Are you working for any degree at present?
- 8 Research projects completed as principal investigator and co-investigator (give information about each completed project as follows)
 - a) Title
 - b) Sponsor
 - c) Budget
 - d) Year of completion
 - e) Utilization of outcome of the results of the study
- 9 Are you expecting funds for any other project at present? If yes, list the projects and sponsors
- 10 Doctoral theses guided/(in the last 5 years)
- 11 Doctoral theses ongoing
- 12 Master's dissertation (ongoing)
- 13 Publications (last 5 years: Give complete references in APA style)
 - a) National journals
 - b) International journals
 - c) Monographs
 - d) Chapters in books
 - e) Books

ALL INDIA INSTITUTE OF SPEECH & HEARING: MYSORE - 570 006
अखिलभारतीय वाक्श्रवणसंस्थान, मैसूर - 06

Research and Development Cell

Checklist for submitting Initial Project report of ARF funded project

1. Title of the project and ARF Project No. :
2. Principal Investigator and Co-Investigator(s)
3. Implementing Institution and other collaborating institutions (Details of MoU/MoA/CRA-NF/CRA-F/NDA to be specified)
4. Duration of the Project
5. Date of Approval / Sanction of the Project
6. Date of commencement of the project
7. Date of completion
8. Extension of the project term, if any citing references to OMs conveying such extension(s)
9. Remarks received during Mid-term review of project progress(Copy of the remarks from research and development cell to be enclosed)
10. List of research publication/s with complete details (First page to be enclosed):

Title of paper, Authors, Year, Name of Journal, Vol. (No.), Page.
11. Dates of submission of Quarterly report 1, 2 and 3
12. List of conference presentation/s with complete details (certificate of presentation/awards, if any, to be enclosed):
13. Products developed, if any
Details to be provided
14. IPRs (Copyright, patents etc.) applied/taken (if any)
Copy to be enclosed
15. Copy of Ethical Committee Report, if any, to be enclosed
16. Plagiarism report to be enclosed
17. Statement of expenditure of the project to be enclosed

Signature of the Principal Investigator with date

NON-DISCLOSURE AGREEMENT

This Agreement made on this _____ day of _____, _____ date, month and year (the 'Effective Date')

BETWEEN:

- (1) **All India Institute of Speech & Hearing (AIISH), Manasagangotri**, an autonomous institute funded by Ministry of Health and Family Welfare, Government of India, having its Office at AIISH, Manasagangotri, Mysore – 570006.

(Hereinafter called the 'I Party') of the one part;

AND

- (2) Dr/Ms./Mr.: _____
Aged about _____
S/o, D/o, W/o: _____
(PRINCIPAL INVESTIGATOR)
Designation: _____
- (3) Dr/Ms./Mr.: _____
Aged about _____
S/o, D/o, W/o: _____
(PRINCIPAL INVESTIGATOR)
Designation: _____
- (4) Dr/Ms./Mr.: _____
Aged about _____
S/o, D/o, W/o: _____
(CO-INVESTIGATOR)
Designation: _____
- (5) Dr/Ms./Mr.: _____
Aged about _____
S/o, D/o, W/o: _____
(CO-INVESTIGATOR)
Designation: _____
- (6) Dr/Ms./Mr.: _____
Aged about _____
S/o, D/o, W/o: _____
(RESEARCH OFFICER)
Designation: _____

(Hereinafter referred to, individually, as the 'Party' and collectively, as the 'II Party') of the other part;

WHEREAS;

Background:

- i) The I Party has a Research Fund (AIISH Research Fund) established to promote multidisciplinary research in the area of Speech and Hearing and towards the said objective, has agreed to grant funds to the research project of the Second Party.
- ii) The II Party are, or will be exchanging information concerning the ARF Research Project Titled: _____ (the 'Project') and while doing so, the parties may disclose to each other information that is technically and/or commercially confidential.
- iii) The Parties have agreed that disclosure and use of such technical and/or commercial confidential information shall be made and, on the terms and conditions of this Agreement.

NOW IT IS AGREED AS FOLLOWS:

1.0 Definitions:

In this agreement the following terms shall, unless the context otherwise requires, have the following meanings:

- 1.1 'Disclosing Party' means the Party disclosing Confidential Information to the other Party under this Agreement
- 1.2 'Receiving Party' means the Party receiving Confidential Information from the other Party under this Agreement.
- 1.3 'Confidential Information' means any information, which shall include but is not limited to, design, fabrication & assembly drawings, know-how, processes, product specifications, raw materials, trade secrets, market opportunities, or business or financial affairs of the Parties or their customers, product samples, inventions, concepts and any other technical and/or commercial information, disclosure directly or indirectly and in any form whatsoever (including, but not limited to, disclosure made in writing, oral or in the form of samples, models, computer programs, drawings or other instruments) etc., furnished by the Disclosing Party to the Receiving Party under this Agreement.
 - 1.3.1 Such confidential information shall also include but shall not be limited to:
 - 1.3.1.1 Information disclosed by the Disclosing Party in writing marked as confidential at the time of disclosure;
 - 1.3.1.2 Information disclosed by the Disclosing Party orally which is slated to be confidential at the time of disclosure;
 - 1.3.1.3 Information disclosed in any other manner is designated in writing as Confidential Information at the time of disclosure; or
 - 1.3.1.4 Notwithstanding sub-clauses 1.3.1.1, 1.3.1.2 and 1.3.1.3 of this definition, any information whose nature makes it obvious that it is confidential.

- 1.3.2 Such Confidential Information shall not include any information which:
- 1.3.2.1 Is, at the time of disclosure, publicly known; or
 - 1.3.2.2 Becomes at a later date, publicly available otherwise than a wrongful act or negligence or breach of this Agreement of or by the Receiving Party; or
 - 1.3.2.3 The Receiving Party can demonstrate by its written records in its possession, or known to the Receiving Party, before receipt under this Agreement, and which was not previously acquired under an obligation of confidentiality; or
 - 1.3.2.4 Is legitimately obtained at any time by the Receiving Party from a third party without restrictions in respect of disclosure or use; or
 - 1.3.2.5 The Receiving Party can demonstrate to the satisfaction of the Disclosing Party, has been developed independently of its obligations under this Agreement and without access to the Confidential Information.
- 1.4 **‘Purpose’** means the discussions between the Parties in respect of the Project defined in paragraph (i) of the **Background** section
- 1.5 **‘Affiliate’** means any legal entity which, at the time of disclosure to it on any Confidential Information, is directly or indirectly controlling, controlled by or under common control with any of the Parties.
- 1.6 **‘Contemplated Agreement’** means any future legally binding Agreement between the Parties in respect of the Project envisaged under this Agreement.

2.0 Non-Disclosure of Confidential Information:

- 2.1 In consideration of the disclosure of Confidential Information by the Disclosing Party to the Receiving Party solely for the Purpose, the Receiving Party undertake whether by itself, its successors and heirs, not to disclose Confidential Information to any third party, unless in accordance with Clause 4,
- 2.2 In addition to the undertaking in Clause 2.1, the Receiving Party shall be liable for damages and will be prosecuted for:
- 2.2.1 any loss, theft or other inadvertent disclosure of Confidential Information, and
 - 2.2.2 any unauthorised disclosure of Confidential Information by persons (including, but not limited to, present and former employees) or entities to whom the Receiving Party under this Agreement has the right to disclose Confidential Information, except where, the Receiving Party has used the same degree of care in safeguarding each Confidential Information as it uses for its own Confidential Information of like importance and in no event less than a reasonable degree of care; and upon becoming aware of such inadvertent or unauthorized disclosure the Receiving Party has promptly notified the Disclosing Party thereof and taken all reasonable measures to mitigate the effects of such disclosure and to prevent further disclosure.

2.3 The Receiving Party understands and agrees that:"

2.3.1 any information known only to a few people to whom it might be of commercial interest and not generally known to the public is not public knowledge;

2.3.2 a combination of two or more parts of the Confidential Information is not public knowledge merely because each part is separately available to the public.

2.4 The Receiving Party acknowledges the technical, commercial, and strategic value of the Confidential Information to the Disclosing Party and understands that unauthorized disclosure of such Confidential Information will be injurious to the Disclosing Party.

3.0 Use of Confidential Information:

The Receiving Party is entitled to use the Confidential Information but only for the Purpose.

4.0 Permitted Disclosure of Confidential Information:

4.1 The Receiving Party may disclose in Confidential Information to any of its Affiliates and employees, in which event the Affiliate and employee shall be entitled to use the Confidential Information but only to the same extent the Receiving Party is permitted to do so under this Agreement. The Receiving Party agrees that such Affiliates or employees are subject to confidentiality obligations no less restrictive than those of this Agreement.

4.2 The Receiving Party shall limit the dissemination of Confidential Information of its Affiliates and employees having a need to receive such information to carry out the Purpose.

4.3 Notwithstanding Clause 2.1, the Receiving Party shall not be prevented from disclosing Confidential Information, where (i) such disclosure is in response to a valid order of a court or any other Governmental body having jurisdiction over this Agreement or (ii) such disclosure is otherwise required by law, provided that the Receiving Party, to the extent possible, has first given prior written notice to the Disclosing Party and made reasonable efforts to protest the Confidential Information in connection with such disclosure.

5.0 Copying and Return of Furnished Instruments:

5.1 The Receiving Party shall not be entitled to copy samples, models, computer programs, drawings, documents or other instruments furnished by the Disclosing Party hereunder and containing Confidential Information, unless and to the extent it is necessary for the purpose.

5.2 All samples, models, computer programs, drawings, documents or other instruments furnished hereunder and containing Confidential Information shall remain the Disclosing Party's property.

- 5.3 At any time upon request from the Disclosing Party or upon the conclusion of the Purpose or expiry of this Agreement, the Receiving Party, at its own cost, will return or procure the return, promptly and in any event within 14 days of receipt of such request, of each and every copy of Confidential Information given by the Disclosing Party that it no longer holds any further Confidential Information.

6.0 Non-Disclosure of Negotiations:

Except as provided in Clause 4, each Party agrees that it will not, without the other Party's prior written approval, disclose to any third party the fact that the Parties are discussing the Project. The Parties acknowledge that the provisions of this Agreement shall apply in respect of the content of any such discussions. The undertaking set forth in this Clause 7 shall survive the termination of this Agreement.

7.0 Term and Termination:

- 7.1 This Agreement shall become effective on the Effective Date. The provisions of this Agreement shall however apply retroactively to any Confidential Information, which may have been disclosed in connection with discussions and negotiations regarding the Project prior to the Effective Date.
- 7.2 This Agreement shall remain in force from the Effective Date until the final approval of the project report by the funding agency.
- 7.3 The rights and obligations of each Party will respect to all Confidential Information of the other Party that is received under this Agreement shall remain in effect until the final approval of the project report by the funding agency.

8.0 Intellectual Property Rights:

All Confidential Information disclosed herein shall remain the sole property of the Disclosing Party and the Receiving Party shall obtain no right thereto of any kind by reason of this Agreement.

9.0 Future Agreement:

Nothing in this Agreement shall obligate either Party to enter into any further Agreements.

10.0 Amendments:

Any amendment to this Agreement shall be in writing by both Parties and shall refer to this Agreement.

11.0 Severance:

If any term or provision in this Agreement is held to be either illegal or unenforceable, in whole or in part, under any enactment or rule of law, such term or provision or part shall to that extent be deemed not to form part of this Agreement, but the validity and enforceability of the remainder of this Agreement shall not be affected.

12.0 Governing Law:

This Agreement shall be governed by and construed in accordance with the laws of India and in any dispute arising out of or relating to this Agreement, the Parties submit to the exclusive jurisdiction of the Courts situated at Bangalore, India.

13.0 General:

- 13.1 Upon 45 days written notice, the Disclosing Party may audit the use of the programs, materials, marketing materials, services, and such additional disclosed resources. The Receiving Party agrees to co-operate with the Disclosing Party's audit and to provide reasonable assistance and access to information.
- 13.2 The Disclosing Party shall not have any liability to the Receiving Party for any claims made by third parties arising out of their use of the Disclosing Party's trademarks (including "Logo") or marketing materials. The Receiving Party agrees to indemnify the Disclosing Party for any loss, liability, damages, cost or expense (including attorney's fees) arising out of any claims, which may be made against the Disclosing Party arising out of their use of the Logo or marketing materials where such claim relates to their activities, products or services. Notwithstanding above, the Receiving Party shall have no obligation to indemnify the Disclosing Party with respect to a claim of trademark or copyright infringement based upon their use of the Logo of marketing materials, as expressly permitted under this Agreement.
- 13.3 The Receiving Party shall disclose of any similar Agreements explicit or otherwise, for similar purpose/application with in its own organization, or any other third party.
- 13.4 In the event of a breach or threatened breach by the Receiving Party of any provisions of this Agreement, the Disclosing Party, in addition to and not in limitation of any other rights, remedies or damages available to the Disclosing Party at law or in enquiry, shall be entitles to a temporary restraining order/ preliminary injunction in order to prevent or to retrain any such breach by the Receiving Party, or by any or all persons directly or indirectly acting for, on behalf of, or with the Receiving Party.

IN WITNESS WHEREOF, this Agreement was duly executed on behalf of the Parties on the day and the year first above written.

For and on behalf of

1. All India Institute of Speech and Hearing, Mysore

Sign: _____

Name: Dr. Pushpavathi M

Title: Director

2. Sign: _____ Name: _____ Title: Principal Investigator

3. Sign: _____ Name: _____ Title: Principal Investigator

4. Sign: _____ Name: _____ Title: Co-Investigator

5. Sign: _____ Name: _____ Title: Co-Investigator

6. Sign: _____ Name: _____ Title: Research Officer

ALL INDIA INSTITUTE OF SPEECH & HEARING: MYSORE - 570 006
अखिल भारतीय वाक् श्रवण संस्थान, मैसूर - 06

Research and Development Cell

UNDERTAKING FROM THE CO-INVESTIGATOR/S OF
COLLABORATING INSTITUTE

This is to confirm that the

(Name/s and designation of the coinvestigator/s)

and the

(Name of the institute/s) is willing to extend all the necessary support in terms of

Infrastructure/facilities/intellectual input for the ARF project titled

.....

Submitted under..... cycle of (Year), in case it is approved.

Signature/s of the co-investigator:

Full name/s of the co-investigator:

Head of the Institution:

Name & Signature with Date & Seal:

Address:



ALL INDIA INSTITUTE OF SPEECH AND HEARING, MYSORE

Instructions for Collaborative Research Agreement with (CRA-F) and with no Financial (CRA-NF)

- ✓ The financial value of the non-judicial stamp paper not more than Rs. 100 face value, for each party involved in the agreement, shall be used to print the prescribed agreement.
- ✓ If using Non-Judicial Stamp Paper: On the face of the e-stamp both the parties name has to be printed (**care has to be taken to mention Institute/organisation name rather than the individual's or signatory's name**)
- ✓ Each page of above said agreement documents shall be numbered
- ✓ The matter to be typed on the non-judicial stamp paper is provided as a template of CRA-F and CRA-NF on the Research Webpage hosted on aiishmysore.in
- ✓ Each party shall provide their responsibilities in the terms of agreement.
- ✓ Typing shall be done on the back side of the paper; additional paper is to be used.
- ✓ Agreement copies shall be free from any blank space by deleting or marking through.
- ✓ Print the date of execution in numbers and also in words, hand written Date of execution has to be avoided.
- ✓ Signing, exchanging of the signed (with official seal) agreement to proceed further.
 - The first party shall be the funding centre/ centre where the principal investigator (PI) (first PI) is placed. The signatory shall be the Director / Head of the centre for First / Second party.
 - For the witness at AIISH, the signatories shall be the
 - PI / CI
 - Dean (R&D)

- For the witness at other collaborating centre, the signatories shall be the

- PI / CI
- Head of administrative/ Accounts section

The names, designation and address of the signatories is to be provided.

- ✓ In case of CRA-F (with financial implications), it is mandatory to mention a specific clause 'Financial Concurrence/Implications' to describe the Budget outlay involved in the Project/purpose of the agreement, it should also contain funding party details with amount (head-wise break-up, if any) and account details of the funding party with date and UTR Number details (if the amount is already remitted).
- ✓ All the pages of any Agreement have to signed by signatory of both the parties with date

Approved / Not approved
M. P. Singh
DIRECTOR.

AIISH COLLABORATIVE RESEARCH AGREEMENT (CRA-F)**(with funding from ARF and others)**

This collaborative research agreement (CRA-F) is made on _____ day of _____ 20... (year), between

The Director, All India Institute of Speech and Hearing (AIISH), Mysore (hereinafter referred to as 'First Party'),

And

(Name of the authorized signatory in the collaborating institute) from the collaborating institute
 _____ (hereinafter referred to as 'Second Party')

And

(Name of the authorized signatory in the collaborating institute) from the collaborating institute
 _____ (hereinafter referred to as 'Third Party' and so on)

in connection with the Research Project/activity funded under the _____ titled '
 _____'.

Whereas the above-named institutions recognize that research collaboration would be of mutual benefit and would provide strengths in research and education and their mutual interest in engaging themselves in cooperation with the **All India Institute of Speech and Hearing (AIISH)** and the **Collaborating institute(s)**, it is agreed that:

- a) The research activity shall have a focus on communication disorders, their clinical assessment and rehabilitation aspects covering diagnostics, therapeutics, and rehabilitation.
- b) Each collaborative activity shall be significant from both scientific as well as societal benefit points of view.

1. Research metrics.

Performance of research. Both the Parties shall use good faith with efforts to perform the research in accordance with the Research Plan; and abide by target motives and work towards its completion. Every research activity/ initiative should have a result motive and also target completion dates.

1.2 Principal / Co- Investigators. The part of the Research to be performed by All India Institute of Speech and Hearing (AIISH), Mysuru will be directed and supervised by the AIISH Principal Investigator/ Co-Investigator, who shall have primary responsibility (set in section 2.1) for the performance of such Research at AIISH. The part of the Research to be performed by collaborating institute(s) will be directed and supervised by the collaborating institute(s), and the Principal Investigator/ Co-Investigator, shall have primary responsibility (set in section 2.2) for the performance of such Research. The Principal Investigators/ Co-Investigators shall maintain meet / contact regularly with each other, at least monthly, and shall facilitate the coordination of the Parties' activities under the Research Plan.

The collaborating institute may replace the named Principal Investigator upon prior written notice to AIISH. If the AIISH Principal Investigator ceases to supervise the Research for any reason, the co-investigator (Co-PI) will take over the supervisory role with the approval of Director, AIISH. In case the Co-PI is not named, during the awarding of the project, the PI will notify AIISH and the collaborating institute(s) promptly and shall endeavour to find a substitute acceptable to AIISH as well as the collaborating institute(s). If the PI/ Co-PI at AIISH declines or is unable to find a substitute acceptable to collaborating institute(s) within sixty (60) days after the AIISH Principal Investigator ceases to supervise the Research, the matter shall be resolved in mutual consultation between Director AIISH and the Head/s of the collaborative Institute/s.

1.3. Equipment and Materials. During the Research, collaborating institute(s) or AIISH shall not transfer any materials or equipment specified in Section 3. Such materials or equipment shall only be used by the corresponding organizations based on the requirements at their place, as and when deemed necessary. Together with all progeny and unmodified derivatives thereof shall be deemed "Company Materials" for purposes of this Agreement. Neither AIISH nor the collaborating institute(s) shall sell or transfer any Materials or parts of equipment to any other person or entity without prior written consent from the Director,

AIISH. Both the parties shall comply with all applicable laws and regulations in the use of equipment and materials.

1.4. Collaboration Materials. All materials developed by AIISH and/or collaborating institute(s) during the performance of the Research that constitute or incorporate a design of new test, software, hardware, databases shall be deemed "Collaboration Materials" for purposes of this Agreement. Each party shall use any Collaboration Materials solely for the purpose of performing the Research. Neither party shall sell or transfer any collaboration Materials to any other person or entity without first receiving the other party's prior written consent. Each party shall comply with all applicable laws and regulations in the use of any Collaboration Materials. Neither party shall use any collaboration materials in research that is subject to consulting or licensing obligations to any for profit entity.

1.5. Monitoring mechanisms and bilateral implementation. The PIs from both the parties shall comply to the following research regulation mechanisms. The PIs shall

- a) Meet at least once in a month and to review the implementation of the CRA-F,
- b) Discuss major policy issues and suggest measures for effective implementation of this CRA-F;
- c) Identify and present research work at conferences, seminars, symposia, and other scientific meetings;
- d) Arrange for short-term research visits based on invitation for utilization of major research facilities in each other's institutes as provided in the scope of the project; and
- e) Undertake other co-operative activities mutually agreed upon on a case-to-case basis.

1.6. Expected outcomes of the proposed project

2. Roles and responsibilities

2.1. Responsibilities of First Party:

2.2. Responsibilities of Second Party:

2.3. Responsibilities of third and other Party/parties (if any):

3. Materials and equipment to be used (for Project)

3.1. First Party:

3.2. Second Party:

3.3. Third and Other Party/parties (if any):

4. Intellectual Property Rights- IPR

4.1 Collaborating institutes shall have joint rights on intellectual property and data, including patents, industrial design registration, copyrights and all other proprietary

information (including innovations not patented, designs not registered etc.) which result from this research collaboration.

4.2 Parties shall mutually decide to file intellectual property rights (IPRs) application/s for knowledge, finding/s, invention/s, discovery/ies, study materials/training materials/tool kits either in digital or printed form that will emerge from this collaborative project, including invention (hereinafter referred as KNOWLEDGE).

4.3 If Parties agreed to seek any IPR application for KNOWLEDGE, the same will be filed jointly. All expenses that will be required to be made to prosecute and/or maintain such IPRs will be borne equally by collaborating Institutes. This implies that no Party will apply for any IPRs independently or in collaboration with any third party, or will instigate any third party/ies to do so for KNOWLEDGE, without the written consent of partner institutes (mentioned as parties in this agreement).

4.4 Any revenue, including, but not limited to, training fees, demonstration charges, and royalty, which will be accrued through such licensing or commercialization of potential IP outcomes from this collaborative research assignment arrangements, will be distributed between the partner institutes on an equitable ratio.

4.5 Collaborating institutes can make use of KNOWLEDGE and IPRs as defined in this MoU for their internal research and academic purposes. However, Parties shall not reveal, share, license, transmit, sell KNOWLEDGE/INVENTION, and/or IPRs in part or full to any third party through any direct or indirect arrangements without prior written approval of other partner institutes.

4.6 *Publications:* Collaborating institutes agree that one of the aims of this agreement is to publish by the way of scientific publications and/or conference proceedings that relates with the outcomes of this collaborative research as a result/observation/idea or IP. All such publications and conference appearances will be jointly authored by PIs/Co-PIs from the partner institutes, whereas every other data, information, knowledge that would be generated through project shall follow the rules of confidentiality. Decisions related with first, second and subsequent authorship will be mutually decided between investigators of respective Parties. All publications shall carry due acknowledgement of funding centre.

4.7 *Severability*: This agreement is severable such that should any provision of this MoU be or become invalid or unenforceable, the remaining provisions shall continue to be fully enforceable.

4.8 *Modifications*: The terms set forth in this agreement constitute all the terms and conditions agreed upon by Parties and no other terms or conditions in the future shall be valid and binding on any Party unless reduced to writing and executed by Parties in writing.

4.9. *Termination of Agreement*: Notwithstanding the foregoing, in the event of breach by either Party and should such Party fail to repair its breach within 10 business days from notification by the other Party of existence of the breach, such other Party shall have the right to terminate this agreement forthwith, upon notification to the Party in breach, without prejudice to any remedies possibly due as a result of the breach. Any provisions of this MoU which, by nature or purpose, survive expiration or termination hereof shall remain in full force and effect. However, in the event of termination of this MoU by any Party or Parties, all clauses related to Confidentiality and Intellectual Property Rights (Sub-clause number i ii, iii & iv) will survive for twenty years from the Effective Date (Date of signing).

4.10. *Confidentiality*: Each Party hereby undertakes to keep strictly secret, not to disclose, in part and/or full, to any third party, and to use for the sole purposes hereof, any and all information, data, documents, samples, whatever their nature or form, disclosed between Parties, whether prior to or after signature hereof, or generated in the context of performance hereof, or the results, including the existence and the contents of this MoU, including but not limited to methods, know-how, data, graphs, texts, algorithms, software, experiment methods and results thereof, materials, samples, pictures, photographs, test results, collectively referred in this agreement as "INFORMATION". The said provisions of confidentiality shall not apply to any INFORMATION for which the receiving Party can demonstrate that:

- i) it was or has become part of public knowledge otherwise than by breach of its confidentiality and/or non-use obligations hereunder; or
- ii) It was disclosed to the receiving party by a third party not bound towards the other party by an obligation of confidentiality; or

iii) It is or was developed by the receiving party independently, without reference to the other party's information; or

iv) Is required to be disclosed by statute, government regulation or court order.

The obligations set forth in this clause shall remain in full force and effect until completion of a period of 20 years from the expiration or termination of this agreement.

4.11. *Force Majeure*: Any one or more than one among the collaborating institutes shall be held responsible for the non-fulfilment of their respective obligations under this agreement due to the exigency of one or more of the force majeure events such as but not limited to acts of God, war, floods, earthquake, strikes, lockouts, epidemics, riots, civil commotion, etc., provided that on the occurrence and cessation of any such event the party affected thereby gives a notice in writing to the other party within one month of such occurrence or cessation. If the force majeure condition continues beyond six months, the parties shall then mutually decide about the future course of action.

5. Budget outlay

The first party/second party (retain appropriate term) shall remit the required funds to the bank account of the first/second party (retain appropriate term). The budget allocated for party is Rs excluding the transaction charges. This includes user charges of Rs and salary for the project staff (if applicable). The first party confirms flexibility to modify the budget based on local needs of the second party (as per the budget allocation dated, enclose budget approval, if any).

6. Research agreement duration.

This Agreement shall come into force on the date of the signature by the representatives of the two organizations. It may be amended by mutual agreement of the two parties. This Memorandum will remain valid and is co-terminus with the duration of the research project/activity. Unless a written notice of termination with due reasoning for the same

has been given by either side six months in advance, which shall lie at the sole decision of funding institute. Such a termination will, however, does not affect activities already approved jointly or in progress under the terms of this CRA. .

6.1. Amendment to the CRA-F

During the period of CRA-F, if circumstances arise to call for alteration and modifications of this agreement, then these alterations shall be mutually discussed and agreed upon in writing. The decision of the Director, AIISH shall be final and binding on both the parties.

Both the parties hereby agree to the above said terms and conditions.

(Name, signature, seal with date & Place)

First Party

Second Party

Third Party and
others (if any)

Witnesses

1.

1.

1.

2.

2.

2.

Collaborative Research Agreement (with no financial implications) (CRA-NF)

This Collaborative Research Agreement (with no financial implications) (CRA-NF) is executed on this day,, BY and BETWEEN, ALL INDIA INSTITUTE OF SPEECH AND HEARING (AIISH), an autonomous Institute under the Ministry of Health and Family Welfare, Government of India, Manasagangothri, Mysuru – 570006 represented by its Director (here in after referred to as the **First Party**) on the one part,

AND the represented by its Director/ Head of the institute (hereinafter referred to as the **Second Party**) on the other, witnessed as under:

WHEREAS, the **First Party** was established in the year 1965 and is an autonomous organization under the aegis of Ministry of Health & Family Welfare, Government of India, which is a premier institute providing Training, Research, Clinical Services, and Public Education in the field of Speech and Hearing in the country. The **First Party** has a established clinical service for individuals with communication disorders with state-of-the-art technology having diagnostic and management protocols at the premises of AIISH, and

WHEREAS, **Second Party** established in the year is affiliated to and established for providing clinical service with a team of medical and paramedical professionals including for individuals communication disorders.

WHEREAS, to ensure to co-ordinate & conduct good quality of research in the field of communication disorders, both the **First Party** and the **Second Party** have arrived at an understanding and have resolved to reduce in writing the broad outlines thereof, NOW THEREFORE, this Collaborative Research Agreement (without financial implications) witnessed as here under:

This CRA-NF titled is valid from the date of signature (....., specify the tentative date) to end of this research activity signature (....., specify the tentative date) .

1. The **Second party representative will** visit the **first party** centre and do the required evaluations and/or management of individuals with (ADD THE TARGET POPULATION).

2. The **protocol** for assessment and/or management for individuals with will be finalized by the **First and Second parties**, as per the scope of the research proposal.
3. **Any research outcomes** like research article publications or presentations from the above-mentioned activity shall carry due acknowledgment of AIISH and the collaborating institute. The authors involved from both AIISH and the collaborating institute shall be added as authors/ co-authors based on mutual agreement between the two parties.
4. In instances of violation of the above terms and conditions, the CRA-NF between both parties **will be treated as terminated**. During the period of CRA-NF, if circumstances arise to call for alteration and modifications of this agreement, then these alterations shall be mutually discussed and agreed upon in writing. The decision of the Director, AIISH shall be final and binding on both the parties. This agreement will remain valid and is co-terminus with the duration of the research activity.

The roles and responsibilities of each party are as stated below:

First party:

Second party:

5. Intellectual Property Rights - IPR

Collaborating institutes shall have joint rights on intellectual property and data, including patents, industrial design registration, copyrights and all other proprietary information (including innovations not patented, designs not registered etc.) which result from this research collaboration.

5.1 Parties shall mutually decide to file intellectual property rights (IPRs) application/s for knowledge, finding/s, invention/s, discovery/ies, study materials/training materials/tool kits either in digital or printed form that will emerge from this collaborative project, including invention (hereinafter referred as KNOWLEDGE).

5.2 If Parties agreed to seek any IPR application for KNOWLEDGE, the same will be filed jointly. All expenses that will be required to be made to prosecute and/or maintain such IPRs will be borne equally by collaborating Institutes. This implies that no Party will apply for any IPRs independently or in collaboration with any third party, or will instigate any third party/ies to do so for KNOWLEDGE, without the written consent of partner institutes (mentioned as parties in this agreement).

5.3 Any revenue, including, but not limited to, training fees, demonstration charges, and royalty, which will be accrued through such licensing or commercialization of potential IP outcomes from this collaborative research assignment arrangements, will be distributed between the partner institutes on an equitable ratio.

5.4 Collaborating institutes can make use of KNOWLEDGE and IPRs as defined in this CRA for their internal research and academic purposes. However, Parties shall not reveal, share, license, transmit, sell KNOWLEDGE/INVENTION, and/or IPRs in part or full to any third party through any direct or indirect arrangements without prior written approval of other partner institutes.

5.5 Publications: Collaborating institutes agree that one of the aims of this agreement is to publish by the way of scientific publications and/or conference proceedings that relates with the outcomes of this collaborative research as a result/observation/idea or IP. All such publications and conference appearances will be jointly authored by PIs/Co-PIs from the partner institutes, whereas every other data, information, knowledge that would be

generated through project shall follow the rules of confidentiality. Decisions related with first, second and subsequent authorship will be mutually decided between investigators of respective Parties.

5.6 Confidentiality: Each Party hereby undertakes to keep strictly secret, not to disclose, in part and/or full, to any third party, and to use for the sole purposes hereof, any and all information, data, documents, samples, whatever their nature or form, disclosed between Parties, whether prior to or after signature hereof, or generated in the context of performance hereof, or the results, including the existence and the contents of this CRA, including but not limited to methods, know-how, data, graphs, texts, algorithms, software, experiment methods and results thereof, materials, samples, pictures, photographs, test results, collectively referred in this agreement as "INFORMATION". The said provisions of confidentiality shall not apply to any INFORMATION for which the receiving Party can demonstrate that:

- i) it was or has become part of public knowledge otherwise than by breach of its confidentiality and/or non-use obligations hereunder; or
- ii) It was disclosed to the receiving party by a third party not bound towards the other party by an obligation of confidentiality; or
- iii) It is or was developed by the receiving party independently, without reference to the other party's information; or
- iv) Is required to be disclosed by statute, government regulation or court order.

Both the parties hereby agree to the above said terms and conditions.

IN WITNESS WHEREOF, both the parties have set their hands to this Collaborative Research Agreement (without financial implications) at Mysuru on this day of in the presence of under mentioned witnesses:

(Name, Signature, Seal with Date & Place)

First Party

Second Party

Witnesses

1.

1.

2.

2.