



महाराष्ट्र आरोग्य विज्ञान विद्यापीठ, नाशिक

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प्राध्यापक तथा विभागप्रमुख

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Ref. No. MUHS/UAW/URD/08/2024

Date: 02/01/2024

Circular No.01/2024

“Call for Proposals: Online Submission of Research Grant applications”

Ref: Notification No. 44/2019 (Amended 2023) dated 12/10/2023- Rules and Regulations Regarding Research for Students, Teachers and Employees of the Maharashtra University of Health Sciences

All the concerned are hereby informed that, University is launching a portal for online applications for Research Grant (LTRG/STRG/IMR) on 03/01/2024.

In continuation of circular no. 27/2023 dated 12/12/2023 and circular no. 28/2023 dated 20/12/2023, Online applications are invited from the desirous Students and Teachers of all faculties of Health Sciences, for LTRG/STRG/IMR projects for the Academic Year 2023-24 through the online portal only till 24th January 2024. The detail instructions for online application are given below.

The process for application through this Portal will consists of following steps:

Step 1	Colleges who are willing to apply for Research Grant shall contact MUHS (8087995883, 9960697883 Email ID- muhs.application.helpdesk@gmail.com) to receive username and password for college / institute, on their email ID through College On - boarding Process. Link for Application URL – https://automation.muhs.ac.in/
Step 2	Once the College is on boarded it must check and validate the existing Student / teacher Data. Check for those students / teachers first who have applied for Research Grants. Later remaining student / teachers must be verified. Validate/Update all relevant eligibility details using College Desk.
Step 3	College shall receive application forms of the Research Grant from students / Teachers manually in hard copy till 10 th January 2024 and shortlist the proposals by 15 th January 2024. Shortlisted proposals should be submitted using online portal through college login. Procedure for online submission of research proposal is as follows: a) Select ‘URD Services’ >> ‘URG Grant’ >> ‘Application for Grants’ from the Menu Pane from left side of the screen.

b) In 'Application for Grants' select type of grant from 'Notification' Dropdown.
c) On selection of 'Short Term Research Grant', the student list will appear. And on selection of 'Long Term Research Grant' / 'IMR', the teachers list will appear.
d) Select the candidate for whom you want to submit application by clicking on checkbox in front of his / her name. Then click on 'Apply Now' Button.
e) Now Application Form will open. Data from all the tabs of application form such as Applicant Details, Research Proposal, Other Documents need to be filled cautiously.
f) On click of 'Save & Next' button the data filled in the current tab will get saved as a draft.
g) Download the given formats in 'Other Documents' tab to prepare and upload yours'.
h) Checklist is to ensure that all the necessary documents are uploaded before final submission.
i) Click on 'Final Save' button to final submit the form. Once final submit is done, the form cannot be modified at all. Hence, make that all the data is modified / updated before clicking on 'Done' button. The status of application will now be changed from Draft to ' Under processing at college'.
j) Kindly note that this is not final stage of submission. User need to use 'Forward to University' menu to submit the applications to university online.
k) To do that, select 'Forward to University' menu from Menu Pane. Select application from the grid and click on 'Verify' button.
l) Enter essential details like 'Out Number', 'Out Date', 'Remark' etc. and click on 'Save' button.
m) Now the application's status will change to 'Sent to University for Processing'. You may view it in 'Processed' status.

The rules and regulations governing this grant are laid down in the University Notification no. 44/2019 (Amended 2023), which is available on the University website www.muhs.ac.in >> Departments >>University Research Department>> Notification.

All the Deans/Principals/Directors of affiliated colleges and institutes are requested to give wide publicity to this announcement and encourage the eligible students and Teachers to actively participate.

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**Head of the Department
URD, MUHS, Nashik**