

Department of Health Research (DHR)

Short Term Studentship (STS) Report Submission Guidelines

Students are required to carefully read the complete detailed instructions for STS report preparation:

1. The selected Students for DHR-STS may carry out the proposed research work and prepare the report as per tentative timeline on DHR website.
2. Guide and the host college must take overall responsibility for the conduct of the research project, preparation and submission of complete report and the required enclosures within the stipulated time period is very important.
3. Research should be done after appropriate Institutional Ethics Committee (IEC) approval has been obtained. The ethical clearance letter has to be submitted along with report.
4. The report will be submitted online only through DHR e-PMS portal.
5. In the event that the Guide leaves the Institute/College before the completion of the project, the student may continue the research work under a new Guide, provided the new Guide meets the eligibility requirements and is from the same college. This change must be made with due permission from the Principal/Dean/Director of the college, and a No Objection Certificate (NOC) must be obtained from the previous Guide.
6. Permission of DHR is not required, however details of new Guide may be intimated to DHR through email at dhricmrsts@gmail.com and the new guide details to be updated in the online portal during report submission along with the letter from the Dean/Principal also to be should be updated. New guide assigned without permission and approvals from the college competent authority will not be accepted. No objection letter also to be submitted from the previous Guide and New Guide.
7. The stipend will be paid only to the student and will be transferred to the student's own bank account (single holder) via RTGS/NEFT, subject to approval of the report by DHR.
8. Mandatory Documents: To receive the stipend, the student must have a single-holder savings bank account (not from a cooperative bank) in their own name, along with a passbook or cheque book issued by the bank.
9. The certificates will be issued online to the selected students only whose report have been approved by DHR and the student can login with their credentials as used for report submission and download the DHR-STS e-certificates.

DHR-STS Terms and Conditions:

DHR-STS Program is intended to encourage and support MBBS/BDS students interested in research and all efforts have been made to provide accurate information. However, DHR will not be responsible for any loss to any person caused due to inaccuracy in the information

available on the website. If, any discrepancy is found, it may please be brought to the notice of DHR.

1. The detailed report should contain the original work carried out by the students under the assigned Guide and should not be copied from earlier research/other sources.
2. The Medical/Dental College must bear the entire cost of the DHR-STs research work done by the student. The stipend issued to the selected students will be his/her own studentship amount.
3. Research carried out without IEC/IAEC approval will not be accepted.
4. With the increasing number of interested students applying for DHR-DHR-STs has taken initiatives to streamline the submission and approval process. The students must follow the updated instructions and updated forms provided on the website.
5. If the submitted report or any enclosures (except the RAF and IEC) contains the name/contact details/address/name of the Institute of the student and guide then the report will be rejected by the DHR.
6. E-Certificate and stipend will be issued only when the reports are approved after a scientific review by Experts. Incomplete submissions of DHR-STs Reports will NOT be considered further for review process or for payment of stipend and e-certificate.
7. DHR reserves the rights to approve/ reject a report or ask for a revised report. The Guides will not be paid or given e-Certificate under DHR-STs Program. However the Guide's name will be printed on the e-certificate issued to the student.
8. The Medical/Dental College must ensure appropriate composition of Ethics Committee. Inappropriate IEC certificates will not be accepted.
9. No Clinical trials are allowed to be carried out under the DHR-STs Program. All regulatory clinical trials fall under the preview of Drugs & Cosmetics Act & Rules and should not be conducted by an undergraduate student. Any proposal/report falling in the category of Clinical trials will be rejected by DHR.
10. Students will have to follow instructions updated on DHR website from time to time.
11. DHR reserves the right for "no further discussion" on rejected/incomplete/late submissions of the DHR-STs reports, due to any reason whatsoever.
12. Request DHR-STs for reconsideration or providing the information *i.e.* reasons for rejection of DHR-STs applications/ DHR-STs reports, names and contact details of students/ guides/ reviewers, any other details of any student/ Guide, titles of DHR-STs projects- approved/ disapproved, scientific details of DHR-STs projects of students, minutes of DHR-STs meetings, marks/ scores or any other confidential information shall not be entertained.
13. DHR-STs Program is only for Indian nationals, students studying in Indian NMC/DCI recognized Medical/Dental Colleges.
14. DHR shall make all efforts to keep the information about participating students/ guides/ scientific reports (soft copies) confidential and in safe custody. However, it will not be

the responsibility of the DHR, if any unintentional loss of any kind due to unforeseen reasons occurred at any time.

Preparation and Submission of DHR-STS Report:

1. The selected MBBS/BDS students must complete their DHR-STS research project and prepare a detailed report in consultation with their Guide.
2. Students are advised to prepare their reports in PDF format for online submission through the DHR-e-PMS portal. Reports sent via email, hard copy, or post will NOT be accepted.
3. The report should detail only the original work carried out by the students under the supervision of the Guide. The report should not give results of Guide's earlier research/other student's research or should not be taken from other sources in which student was not involved. In case it is found that details have been copy pasted, work is not original or plagiarized the report will be rejected.
4. The DHR-STS report and all attached documents must not contain any identifying information, such as the name, contact number, or college name of the student or guide. Only the DHR-STS Reference ID should be mentioned at the top of the report.

Additionally, the name of the medical/dental college must be removed.

To ensure an unbiased review process, all identifying details must be masked or removed from the following documents:

- Questionnaire
- Patient Information Sheet
- Informed Consent Form

Please mask or remove the following information from the report, consent form, questionnaire, and patient information sheet:

- (a) Name of the student/guide
- (b) Address and contact details of the student/guide
- (c) Telephone number(s)
- (d) Email ID(s)

Regarding the study setting:

If it is essential to describe the place of study, use non-identifiable, generic terms such as:

- A tertiary care hospital in [region/state]
- A government medical college in [region/state]
- A rural health centre in [zone]
- An urban private hospital in [geographical area]

DHR-STS Report Writing Guideline:

Writing your DHR-STs report is as important as conducting the research itself. Good science needs good communication. This guide will help you organize and structure your report professionally and effectively.

- i. Reference ID
- ii. Title
- iii. Introduction (Marks=10)
- iv. Review of literature
- v. Aims and Objectives (Marks=10)
- vi. Material and Methods (Marks=25)
- vii. Observations and Results (Marks=25)
- viii. Discussion & Conclusion (Marks=20)
- ix. Summary
- x. References (Vancouver style) (Marks=10)

*** Abstract/Conference/Publications to be mentioned in report.**

1. Introduction (1.5–2 pages)

Explain why your study is important and the rationale behind your research.

- **Significance of the study** – why does this research matter?
- **Justification for model/organism/topic** – what are its advantages/novelty?
- **Research question & hypothesis**
- **Brief experimental design** – how your methods address the objectives
- **Knowledge gaps** – what’s missing in current literature?
- **Citations** – Use current references (avoid textbooks unless essential)

2. Review of Literature

To show what is already known and how your research fits in.

- Perform thorough literature searches (PUBMED, MEDLINE)
- Focus on original research articles, not abstracts
- Summarize, analyze, and synthesize relevant studies
- Compare studies, show methodological differences or findings
- Relate each work to your own study
- Avoid just listing summaries

3. Aims and Objectives

- Overall aim of your study

- Primary and secondary objectives
- Ensure objectives are specific, measurable, and achievable within a 2-month duration

4. Materials and Methods

- Study design (e.g. cross-sectional, experimental, observational)
- Study site, duration, sample size, inclusion/exclusion criteria
- Sampling methods, controls, randomization (if any)
- Ethics approval (mention IEC/IAEC clearance)
- Informed consent procedure
- Laboratory/analysis methods, tools, or kits used
- Statistical tests and software

Attach:

- **Questionnaire, Informed Consent Form (ICF), and Case Report Form (CRF)**
(English only, no identifying information)

5. Observations and Results

- Present your findings objectively
- Use tables and figures for clarity
- Describe your key observations
- Refer to figures/tables clearly in text (e.g. “Figure 1 shows...”)
- Report control observations if applicable
- Include statistical analyses (p-values, confidence intervals, etc.)

6. Discussion

- **Interpret your results** – why did you get these findings?
- Compare with existing literature (cite properly)
- Discuss support or contradiction with other studies
- Evaluate if your hypothesis was supported or not
- Offer alternative explanations for unexpected results
- Suggest limitations of your study
- Propose future research directions

7. Conclusions

- Summarize what you discovered
- Address your objectives
- Emphasize the importance of findings
- Suggest next steps for future work

8. Summary / Abstract

Write this last, though it appears first in the final report.

- Purpose of study / Hypothesis
- Model/organism used
- Key methods used
- Key results (include quantitative/statistical data)
- Major conclusions or follow-up questions

9. References

- Use Vancouver format (numbered, in-text citations)
- Include only:
 - Peer-reviewed journal articles (PUBMED-indexed)
 - Avoid websites/books unless essential
 - If using websites, note access date

10. Optional Sections

Suggestions/Justifications:

- Explain any changes in methodology or adjustments made

Questionnaire / ICF / CRF (Blank Formats Only):

- Include only English translations
- Ensure no identifying data from subjects, students, or guides

Common Mistakes to Avoid

- Plagiarism (use your own words)
- Attaching raw patient data
- Using only textbook summaries
- Including unprocessed results
- Ignoring the ethical guidelines

Final Checklist before submission

Requirement	Completed
Introduction written with rationale and background	☐
Literature review with original, analysed articles	☐
Aims and objectives clearly stated	☐
Ethics approval mentioned & ICF/CRF attached	☐
Results with figures/tables and analysis	☐
Discussion interprets results in context	☐

Requirement	Completed
Conclusion summarizes findings	☐
Summary/Abstract covers key points	☐
References in proper Vancouver style	☐
No identifying info in any forms	☐

The DHR-STs report WILL BE REJECTED under the following circumstances:

- a) If the student uploads identifying information (name, contact nos. and college name of student or guide etc.) in the report/consent form/questionnaire/Patient information sheet.
- b) If the DHR-STs reference ID is missing from the report.
- c) If the DHR-STs report is not prepared as per DHR format or if any section is not provided (for *e.g.* review of literature or reference not provided in the report).
- d) If two or more sections of DHR format have been combined together (for *e.g.*, results and discussions presented together, or introduction and review of literature not written separately).
- e) Report is incomplete or not in detail (too brief).
- f) Sample size is substantially reduced without adequate justification.
- g) Major deviations from the proposed study objectives, sample size or research plan.
- h) If the work is not found to be original and has been copied/pasted from other sources/ other thesis,
- i) If the data presented under results is found to be fictitious/ cooked up or copied
- j) Appropriate and timely Ethics Committee approval has not been obtained for the approved DHR-STs proposal as stated by DHR.
- k) If IEC/IAEC approval letter should be obtained before the start of research, work.
- l) If IEC/IAEC approval is not signed by the Chairperson of committee or if the constitution of the Ethics Committee is not as per DHR Guidelines.
- m) If IEC/IAEC has given a provisional approval.
- n) If the Guide is a Member of the Ethic Committee, then he/she should declare the Conflict of Interest (CoI) and should not be present during the committee meeting which should be clearly stated in the IEC/IAEC letter, if this is not followed then the report will be rejected because the Guide cannot review his/her own project as per ethics standards.
- o) Report Attestation form is incomplete or not signed by competent authorities/not stamped/not dated/mismatch in information.
- p) Any other reason(s) as found suitable by the reviewers and competent authority of DHR.

IEC/IAEC Approval Guidelines-DHR-STs Projects:

1. When is IEC/IAEC Approval Required?

- **IEC (Institutional Ethics Committee):** Required if your research involves **human participants**, their **samples**, or **clinical data**.
- **IAEC (Institutional Animal Ethics Committee):** Required if your research involves **animals**.

2. When to Obtain Approval?

- Approval must be secured before starting the research work.
- You cannot conduct research without approval.

3. Where to Obtain Approval?

- From the **Ethics Committee** of:
 - Your own medical/dental college OR
 - The affiliated university/institution
- If collaborating with other institutions, you need approvals from all participating institutions.

4. Submission Requirements

- IEC/IAEC approval must be submitted with the final report.
- Approval letter must include:
 - **Student's name**
 - **Guide's name**
 - **Project title (as per DHR-STS proposal)**
 - **Approval status**
 - **Signature and seal** of competent authority
- A separate IEC approval is required for each student project — no reused approvals from the guide's previous projects.

5. Other Important Rules

- Research conducted without approval or with late approval (i.e., not allowing minimum two months for research) will be rejected.
- If the project doesn't involve human/animal subjects or their data, the IEC may issue a "Certificate of Exemption", which must be obtained and submitted.
- Only the Ethics Committee (not guide or HOD) can decide if a study is exempt.
- Informed consent is mandatory for any study involving human participants.
- Approval documents must be submitted as a PDF (max 1MB).
- The original document must be kept safe by the student for possible journal publication use.

6. Ethics Committee Composition

- National Guidelines: [DHR/ICMR National Ethical Guidelines 2017](#)

Misconduct or Plagiarism (Not Allowed):

1. **Copying or paraphrasing** text, data, or ideas from:
 - Internet sources
 - Other DHR-STs proposals or reports
 - PG Theses (MD/MS/MDS/DM)
 - Published books, journals, or articles
 - Another student's work
 - Without giving proper credit (citation/reference)
2. **Fabrication** – Making up:
 - Data
 - Observations
 - Results
 - Research findings
3. **Falsification** – Deliberately altering:
 - Research procedures
 - Experimental parameters
 - Findings
 - Results to mislead
4. **Intellectual Theft** – Using someone else's:
 - Ideas
 - Tools
 - Methods
 - Outcomes
 - Without acknowledgment or permission
5. **Self-plagiarism** – Reusing your own previous work (e.g., from earlier reports or proposals) without citing it.
6. **Submitting work not done by the student** – Including data or results from a larger project that were not actually collected or analyzed by the student.

Declaration of DHR-STs Report Results:

1. The DHR-STs reports submitted online will be technically evaluated by a reviewer. If the work is found satisfactory, it will be accepted and approved.

2. In case of any changes in the aims, objectives, or methodology, the justification provided by the student will be reviewed. Only minor changes are permitted. Reports with major modifications may not be approved.
3. The results will be displayed on the DHR website.
4. The decision of DHR regarding the selection and approval of reports is final.
5. Requests for reconsideration or seeking reasons/comments for rejection will not be entertained as per DHR-STs guidelines.
6. The stipend and e-Certificate will be issued only to selected students whose reports have been approved by DHR. To recognize the contribution of the guide, their name will be printed on the e-Certificate. Co-guides, if any, will not be recognized under the DHR-STs program.
7. The stipend will be transferred to the student's OWN bank account (joint accounts are not allowed) through RTGS/NEFT after approval of the report.
8. E-Certificates will be prepared and uploaded on the DHR-STs portal for students to download after necessary approvals from the competent authority.
9. Students will be notified via email (**dhricmrsts@gmail.com**) when the stipend and e-Certificate are issued. Updates will also be available on the DHR/ICMR- website. Students are advised to regularly check the website for updates. DHR will also send timely email notifications to selected students as per the given timelines.

Paper Presentation/Publication:

1. The student and the Guide are free to present the research findings in National or International conferences/seminar/symposium as oral/poster presentations only after the report has been approved by the DHR.
2. Upon completion of DHR-STs research, the guide must encourage the students to write research papers under their guidance for publication of the research work ONLY in PubMed/JCR indexed journals and not in non-indexed predatory journals (*Pl. see the WAME statement in the following link: <http://www.wame.org/identifying-predatory-or-pseudo-journals> for detailed information*) (For reference you may read the reviewarticle:<http://www.ruhsjhs.in/files/issue/2018/V3N2/ReviewArticlePredatoryJournals.pdf>)

Please note: Publication of report is not done automatically by DHR but has to be done by the student in any desired and relevant journal.

3. The student in consultation with guide should identify a suitable JCR/SCI/SCIE indexed journal as per Clarivate Analytics, in any National or International Journals as per the topic of research and relevance of findings for publication of research results.
4. The instructions of the identified journal must be followed to write up the article/ paper and submit to the journal for consideration.

5. **In any such presentation/publication appropriate acknowledgement should be given to DHR-STC program under which the research was carried out and the report was approved.**
6. **Once the paper/abstract is published, a copy of the same must be sent to DHR for information. Similarly if the student receives an award or honor, information should be shared with DHR.**
