



**CIRCULAR**

No. JIP/D(R)/JSAC-1/CR.1/1224

Date: 05/12/2024

**Sub: Submission of proposals to the 1<sup>st</sup> JIPMER Scientific Advisory Committee meeting (JSAC) for the year 2025, tentatively to be held on 09/01/2025 – last date of submission is 14/12/2024 - Reg.**

1. The First meeting of the JIPMER Scientific Advisory Committee (JSAC) will be held tentatively on **9<sup>th</sup> January 2025 (Thursday) at Board Room, 3<sup>rd</sup> Floor, Administrative Block, JIPMER, Puducherry 06.**
2. Please use the combined format comprising Section - 1 (for JSAC), Section - 2 (for Intramural Research Fund Committee). Please fill both Sections. The combined format (<https://jipmer.edu.in/research-proposal-format-jipmer-scientific-advisory-committee-jsac-and-intramural-research-fund>) is available on the JIPMER website under Research.
3. **An original hard copy of the research proposal and a photocopy of the same** along with covering letter addressed to Dean (Research) have to be submitted. The hard copy should be typed using both sides of A4 size paper, in 11 font size with 1.5 spacing and page numbering.
4. **Scanned copy of the proposal (with all required signatures) in “.pdf format” and Microsoft word file of the proposal in “.docx format” (2 attachments)** should be mailed to [jipmerjsac@gmail.com](mailto:jipmerjsac@gmail.com) with subject as **“Submission of Initial / Revised proposal by <<Name of Principal Investigator>> for First JSAC 2025 meeting on 09/01/2025”**.
5. The last date for the above said submission of proposal (by mail and hard copy) is **14<sup>th</sup> December 2024 (12:00 PM), please note that the proposals submitted beyond the said last date will be taken up for the next meeting.**
6. There can be only one co-investigator from the same department to discourage gift co-investigator ship. It applies to both the department of primary investigator and the department of collaborating investigator.
7. Research proposals deviating from the format will not be accepted. No subsequent modification of the proposals will be accepted.
8. **Only citing and listing of references as per ICMJE (International Committee of Medical Journal Editors) style will be accepted.**

Dr. Mahalakshmy T,  
Member Secretary,  
JSAC, JIPMER, Puducherry 06.

To,

1. All heads of the departments with a request to circulate among all faculty members
2. **The Officer-in-charge, AIS Unit – To publish in both Internal Website and Official General Website, and send this circular as attachment in “.pdf format” through registered e-mail IDs of JIPMER Faculty, residents, staff etc...**