



**N.K.P. SALVE INSTITUTE OF MEDICAL SCIENCES &
RESEARCH CENTRE AND LATA MANGESHKAR HOSPITAL**

Digdoh Hills, Hingna Road, Nagpur – 440 019

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NKPSIMS & RC and LMH/Dean/DoR/100/2023

28th February 2023

C I R C U L A R

This is to inform that,

1. All requests for **reimbursement of Article Processing Charges (APC)** for articles published in UGC-approved journals, **copyright processing charges, patent processing charges, and incentives** for the same shall be addressed to the office of the Directorate of Research (DOR).
2. For publications in UGC-approved journals, it is recommended that faculty members who are the second or corresponding authors pay the APCs to the appropriate publishing houses rather than the junior residents (postgraduate students). This will be reimbursed to the faculty members on producing receipt of the paid APCs.
3. The faculty members will receive the publication incentive only after they upload all the required data related to the published articles on **Google Spreadsheets** that have been shared with all departmental research coordinators.
4. All the applications with regards to the **reimbursement of conference/workshop grants** shall be addressed to **Dr. Madhur Gupta, Director MET Cell & Secretary, NKP SIMS Research Cell.**
5. The **soft-copies of application forms** for reimbursement of APCs, copyright processing charges, patent processing charges, conference/workshop grants and incentives for the same will be mailed to the official email addresses of all the departments.



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6. With effect from now, all the **funds for conducting prospective Clinical Trials (CT)** will be paid directly to the institution who shall deduct the charges for institutional overhead expenses and the remaining amount will be paid to the principal investigator. All the CT agreements shall be reviewed and discussed with the office of DOR prior to the finalization of clinical trial agreement with the sponsor.
7. All departmental research coordinators are kindly requested to disseminate **the newly revised Research Policy (December, 2022)** that had been already circulated to all the departments via email. The faculty members and the students are required to conform to these institutional research policy guidelines before proceeding with the payment of publication and grants. The hardcopies for the same will be available with the office of DOR and MET Cell.

Dr. Sushil Pande
Director of Research,
VSPM AHE

Dr. Manoj V. Deosthale
Dean
NKP SIMS & RC, LMH

Copy submitted for information to:

1. The Hon'ble Chairman, VSPM AHE, Nagpur
2. The Hon'ble Working Chairman, VSPM AHE, Nagpur
3. The Hon'ble Secretary, VSPM AHE, Nagpur
4. The Hon'ble Treasurer, VSPM AHE, Nagpur

DEAN
N.K.P. Salve Institute
Of Med. Sciences & RC
and LMH, NAGPUR

Copy to :

1. The Vice Dean (Administration), NKPSIMS&RC&LMH, Digdoh Hills, Nagpur.
2. The Vice Dean (Clinical) / MS, NKPSIMS&RC&LMH, Digdoh Hills, Nagpur.
3. The Director, (General Admn), NKPSIMS&RC&LMH, Digdoh Hills, Nagpur.
4. The Project Director, VSPM AHE, Digdoh Hills, Nagpur.
5. The Director, P.G. Cell, MET Unit / DoR / Research Cell NKPSIMS&RC&LMH, Digdoh Hills, Nagpur.
6. All HOD's (Pre, Para, Clinical), NKPSIMS&RC&LMH, Digdoh Hills, Nagpur.
7. The Chief Account Officer, VSPM AHE, Digdoh Hills, Nagpur.
8. The Chief Account & Finance Officer, VSPM AHE, Digdoh Hills, Nagpur.