

### Guidelines on Stages of Project Lifecycle: From Conceptualization to Closure

To ensure uniformity in the monitoring, documentation, and reporting of research projects, the following definitions are issued for standardizing the stages of a project lifecycle from conceptualization to closure. These stages will be used for administrative tracking, financial management, and reporting purposes.

Stage Code	Stage Name	Definition
C1	<b>Conceptualization</b>	<ul style="list-style-type: none"> <li>• The stage involving development of the research idea and preparation of the project proposal, including protocol development, internal review by ISC/ review by PEMC</li> <li>• This stage culminates with evaluation and approval by the Project Evaluation and Monitoring Committee (PEMC).</li> </ul>
C2	<b>Committed</b>	<ul style="list-style-type: none"> <li>• The stage at which the project has been formally / sanctioned by the competent authority and the sanction order has been issued, but project implementation has not yet begun.</li> <li>• Administrative preparations such as regulatory approvals, site readiness, and logistical arrangements would be undertaken during this stage.</li> </ul>
C3	<b>Commencement &amp; Continuation</b>	<p><b>Commencement:</b></p> <ul style="list-style-type: none"> <li>• The Commencement stage shall be defined as the formal initiation of the project, marked by the date of receipt of the first installment of the sanctioned budget at the study site or implementing institution.</li> <li>• This date shall be treated as the official start date for all administrative, financial, and research activities under the project.</li> </ul> <p><b>Continuation:</b></p> <ul style="list-style-type: none"> <li>• Upon commencement, the project shall enter the Continuation stage, which shall encompass the ongoing execution of approved activities, including implementation, monitoring, and reporting, in accordance with the sanctioned protocol and applicable guidelines, until completion or closure of the project.</li> </ul>
C4	<b>Conclusion</b>	<ul style="list-style-type: none"> <li>• The stage when the core scientific activities of the project are concluded, including participant recruitment, follow-up, laboratory investigations, field work, or other study procedures as defined in the study protocol.</li> </ul>
C5	<b>Completion</b>	<ul style="list-style-type: none"> <li>• The stage when all study-related activities are completed, including completion of data analysis, submission of final reports, and settlement of financial accounts including <b>Utilization Certificates (UC)</b>.</li> </ul>
C6	<b>Project Closure</b>	<ul style="list-style-type: none"> <li>• The final stage when all administrative, scientific, and dissemination-related activities are concluded, including publication of the study findings in the form of research</li> </ul>

- articles, monographs, or technical reports, as applicable. In cases where publication is not anticipated, the project may be deemed closed upon approval by the competent authority at Headquarters after completion of all required documentation.

## **Format for Submission of Monthly and Annual Progress Reports of Research Projects**

In order to ensure uniform monitoring, tracking, and reporting of research projects, all Institutes/Centres shall incorporate the standardized C1-C6 project lifecycle stages in their Monthly Progress Reports (MPR) and Annual Progress Reports (APR). The classification of projects according to these stages will facilitate clear identification of project status, timely monitoring of progress, and effective administrative and financial oversight.

### **1. Procedure for Submission of Monthly Progress Reports**

1. Each Institute/Centre shall submit a Monthly Progress Report covering all ongoing research projects.
2. The report shall be submitted by the last working day of the respective month.
3. The report shall be compiled and forwarded by the Head of the Institute/Centre to Headquarters.
4. The report shall include project-wise updates on scientific progress, financial status, and any challenges faced.
5. Any deviation from the approved protocol, delay in milestones, or administrative issues shall be clearly indicated.
6. Each research project shall be assigned a current stage code (C1-C6) reflecting its status during the reporting month.
7. Institutes/Centres shall indicate the project stage in the designated column of the Monthly Progress Report.
8. If a project transitions from one stage to another during the reporting month (e.g., C2 to C3 or C4 to C5), the change shall be clearly indicated in the report.
9. Monthly reports should specifically highlight:
  1. **Projects newly entering a stage** during the month
  2. **Projects progressing to the next stage**
  3. **Projects that remain in the same stage due to delays or pending actions**
10. Any delay in progression between stages shall be accompanied by a brief explanation and proposed corrective action.
11. The report shall be submitted in the **prescribed format (Annexure I)**.

This stage-wise tracking will allow Headquarters to monitor project implementation timelines and identify bottlenecks in real time.

## 2. Procedure for Submission of Annual Progress Reports

1. Each Institute/Centre shall submit an **Annual Progress Report (APR)** summarizing the activities of the preceding financial year.
2. The report shall be submitted by 30 March of the following financial year.
3. The Annual Report shall include:
  - Summary of research activities
  - Major achievements
  - Publications and dissemination outputs
  - Status of ongoing and completed projects
  - Financial utilization
4. The Annual Progress Report shall include a summary of projects categorized according to the C1–C6 stages during the reporting year.
5. Institutes/Centres shall provide:
  - Number of projects in each stage at the beginning of the year
  - Projects that progressed to the next stages during the year
  - Projects concluded, completed, or closed during the year
6. The APR should also include a stage-wise overview table showing the movement of projects across the lifecycle stages.
7. Projects that remain in the same stage for extended periods should be highlighted with justification.
8. Special emphasis should be given to:
  - **Projects that moved from Conceptualization to Commencement**
  - **Projects that reached Completion or Closure**
  - **Projects facing administrative, financial, or scientific delays**
9. The report shall be reviewed and approved by the Head of the Institute/Centre before submission.
10. The report shall be submitted in the **prescribed format (Annexure II)**.

**Format for Monthly Progress Report (MPR)****Institute/Centre:****Reporting Month:**

Sl. No	Project Title	Principal Investigator	Stage Code (C2-C6)	Stage During Previous Month	Key Activities During the Month	Project status (Recruitment / Field / Lab work etc)	Financial Status (utilization in present month)	Issues / Constraints	Stage Change (if any)
1.					<b>CLINICAL RESEARCH</b>				
2.					<b>PUBLIC HEALTH RESEARCH</b>				
3.					<b>PHARMACOLOGY</b>				
4.					<b>MEDICINAL PLANT RESEARCH</b>				
5.					<b>DRUG DEVELOPMENT</b>				
6.					<b>PHARMACEUTICAL RESEARCH</b>				
7.					<b>FUNDAMENTAL RESEARCH</b>				
8.					<b>LITERARY RESEARCH</b>				

\*May be categorized domain wise and as modes (collaborative/IMR separately)-Similar table for collaborative and IMR separately

## 2. Projects in Conceptualization stage

Sl. No	Project Title	Principal Investigator	Domain	Key Activities During the Month	Project status ( Approved by PEMC, Under Sanction Process, Sanction order issued)	Tentative Budget (overall)	Remarks

\*May be categorized domain wise and as modes (collaborative/IMR separately)-Similar table for collaborative and IMR separately

## 3. Stage wise summary

Project Stage	Number of Projects	Clinical	Public Health	Literary	Fundamental	MPR	Drug	Pharmaceutical	Others
C1 – Conceptualization									
C2 – Committed									
C3 – Commencement									
C4 – Concluded									
C5 – Completed									
C6 – Closure									

## Additional Information

- Projects newly commenced (C3):
- Publications submitted/published during the month:[Annex details]



Projects initiated during the year								
Projects concluded during the year								
Projects completed during the year								
Projects closed during the year								

## 2. Project details

Sl. No	Project Title	Principal Investigator	Study site(s)	Stage Code (C2-C6)	Total budget allocation	Duration	Budget utilization in the present year	Current Status
<b>COLLABORATIVE</b>								
<b>Clinical Research</b>								
<b>Public health</b>								
<b>Pharmacology</b>								
<b>Medicinal Plant Research</b>								
<b>Drug Research</b>								
<b>Pharmaceutical Research</b>								
<b>Fundamental Research</b>								
<b>Literary Research</b>								
<b>INTRAMURAL</b>								
<b>Clinical Research</b>								

