

Date: 14th Feb 2011

## Memorandum

Sub: Constitution of Planning & Research Advisory Board (PRAB) and Terms of References

- I. **Research projects need to be identified well in advance in accordance with the health systems policies. Identify thrust areas of research, conceive and develop project proposals for funding opportunities. Suggestions from the policy implementing agencies during interaction, meetings should be translated into research topics. Develop new study concepts. Apply to the appropriate sponsors and funding agencies.**
- II. **There shall be a Planning and Research Advisory Board to guide IHS on health systems research to:**
  - A. Provide a road map to IHS on the health systems research strategies.
  - B. Further development of research proposals and opportunities.
  - C. Amplify research potential.
  - D. Advise IHS on the design, methodologies and conduct of research including technological development.
  - E. Advice on the suitability and relevance of the research topics so as to enhance the visibility of IHS activities.
  - F. Suggest new initiatives that will aid the development of research strategy.
  - G. Review and provide expert advice on any research study and consultancy projects conducted by IHS.
  - H. All new study concepts will be reviewed by PRAB, including those where funding is not yet secured or no research is yet proposed.
  - I. Propose additional and/or alternative research projects and suggest probable domain experts
  - J. Advice on training opportunities.
- III. **Composition of the Planning and Research Advisory Board shall be as follows:**
  - A. The committee shall consist of about five members.
  - B. President of IHS will be the Chairman of the PRAB.
  - C. Director of the Institute will be permanent, with members joining it according to the terms of appointment.
  - D. Life of the Board will be permanent, with members joining it according to the terms of appointment.
  - E. Terms of appointment of a member should include the period of validity. If no such period is mentioned, then it shall be assumed that the appointment is valid for a period of three years from the date of first meeting scheduled after communication of the letter of appointment.
- IV. **Rule of business:**
  - A. The Director with the help of faculty will identify the research projects and prepare a strategic plan and make available to the members of PRAB sufficiently in advance.
  - B. The faculty and principal investigators should be available at the time of PRAB meeting to clarify any issue that may arise during the course of discussions on the particular project.



- C. The PRAB shall provide inputs for the plan and proposed strategy.
- D. The PRAB shall review new and existing projects and give necessary advice.
- E. The PRAB will meet once a year or as and when the projects are developed for review.

  
19/11

Prasanta Mahapatra,  
President

