

**USI Centre For Military History and Conflict Studies (CMHCS)**  
**(Formerly known as Centre for Armed Forces Historical Research)**

**Conduct of Research**

**General**

1. A synopsis of a research proposal, in the laid down format, is to be submitted in quadruplicate to the Director General USI by 31 December. In the case of serving officers, the proposal should be routed through the concerned Service Headquarters (Training Directorate). Retired officers should submit their proposals directly to the Director General USI. Applicants may be called to make a presentation to the Board of Management (BOM) before a decision is taken. Decision of the BOM will be final.
2. The proposal should contain:
  - (a) The focus and scope of the project.
  - (b) A framework in the form of tentative chapterisations.
  - (c) A suggested bibliography.
  - (d) Details of proposed field work required, if any.
  - (e) The methodology of research.
3. Guidelines for the formulation of research proposals are given below:-
  - (a) The Title of the Research Proposal.
  - (b) Statement of the Problem. In the opening paragraphs of the research proposal, areas to be addressed should be stated clearly and briefly. The significance of the problem, the contribution which the proposed study is expected to make, historical facts and its academic relevance should be specifically indicated.
  - (c) Overview of Existing Literature.
  - (d) The Broad Framework.
  - (e) Research Parameters.
  - (f) Data Collection.
  - (g) Time Frame. The project should be broken up in suitable stages and the time required for completion of each stage of work should be specified. Such stages may cover the following.
    - (h) Preparatory Work
    - (i) Data Collection
    - (j) Data Analysis
    - (k) Report writing

(l) Previous research experience. This is to include the period and title of papers published, if any. (Photocopied copies of the articles be attached or full references given).

(m) Archives/Libraries/Museums/Repositories to be visited

(n) Bio-data including statement about expertise in handling the subject.

4. The BOM will examine the proposals for short-listing, after which it may invite potential research scholars to make brief personal presentations of the synopsis to the Board members. After detailed consideration of the various proposals, the BOM will decide which of the proposals are to be accepted for the year.

5. All research projects under this scheme will commence on 01 July every year and be completed within twelve months from the date of commencement. Extension of time will only be accorded in exceptional cases, authorised by the BOM, as per research requirements. No additional grants will be provided for this extended period.

6. Research scholars for each project will be encouraged to periodically discuss progress of their Project with a designated member of the BOM or a guide nominated for this purpose, who in turn will apprise the Board at its periodic meetings. After four months work on the research project, an initial presentation has to be made to the BOM. This is to be followed by a detailed presentation to the members of the USI, within a further period of five months, to elicit views and opinions from experts on related disciplines for preparation of the final report. Three copies of the final research project report shall be submitted within three months from the date of talk, thereby completing the work in 12 months. The BOM would appreciate the inclusion of the following aspects while submitting the finalised project:-

(a) Implications for further research.

(b) Implications for policy. These should be enunciated clearly and adequately so that the same could be brought to the notice of relevant government bodies and / or other concerned authorities.

7. In due course, subject to availability of funds, the BOM may invite additional research proposals directly from individuals whose experience and expertise could be gainfully exploited.

### **Publication of the Project and Copyright**

8. The USI reserves the right to publish the project within a year of acceptance. The decision to do so will be communicated to the research scholars within six months of the receipt of the project. The copyright of all publications relating to the research project shall vest with the USI-CMHCS. No papers or articles on the subject of research may be published elsewhere before the project is published by the USI.