RESEARCH CONDUCT

(GUIDELINES AND PROCEDURE)

- **General Guidelines:**
  - Research Cell executes all research related activities on behalf of Research Advisory Council of the Institution.

    Research Cell identifies the thrust areas of research in consultation of respective institutions. Research Cell circulates the notification to HoIs regarding annual budgeting to be utilized for various research activities including research projects through Research Grant, Consultancy and Collaboration Committee, for all the researchers and faculty of each constituent institute.
  - Faculty and researchers shall design their research proposals in the prescribed format and to be submitted to the Research Cell.
  - Proposal is forwarded to internal/ expert of the subject for review.
  - Internal expert of the institute review the proposal and submit its remarks to the Research Grant, Consultancy and Collaboration Committee. The principal investigator will be invited to discuss his/her proposal with the committee members and the experts. If the committee is satisfied with the quality of the research proposal, it may be considered for the internal funding.
  - The principal investigator has to obtain the SVIEC/IAEC approval/ NOC before commencement of the research work. For ethical clearance, the Principal Investigator (PI) shall submit the application and proposal copy to SVIEC/IAEC through HRRP of his/her institute. After Ethical approval, researcher can precede further to initiate the research as per study design.
  - The PI should commence his/her project from the mentioned date of the proposal and,

complete it within stipulated time period.

- ❖ Research Cell officials regularly meet PIs and faculty for motivation and solving operational problem.

- ➢ **Stepwise procedure for Research Conduct involving Human/Animal subjects/in vitro studies (From Project Submission to completion):**

1. • Research proposal submission for Ethical clearance in HRRP/SVIEC/SVIACE. commitees of the resepective institutes. NOC from Research cell(in case of laboratory work)
2. • Proposed research proposal with ethical approval is submitted for financial assistance to Department of Research and Innovation, Sumandeep Vidyapeeth)
3. • If research grant is approved, Principal Investigator (PI) has to submit the Undertaking to complete the research project.
   • Submission of six monthly progress report and utilization certificate and finally the completion report when project is completed.
4. • Completion certificate issued by SVIEC/SVIAEC /Department of Research and Innovation

- ➢ **Procedure for obtaining Human Ethics committee:**

All proposals shall be submitted via proper channel i.e. forwarded through HOD and HOI in the prescribed application form as per SOP of SVIEC to Institutional Ethical Unit of Research Cell.

- ❖ All relevant documents shall be enclosed with application,
- ❖ The PI will submit fourteen hard copies and one soft copy of the proposal along with the application and documents in prescribed format, duly signed by the PI and Co-Investigators/Collaborators to the HRRP. The HRRP will review the proposal with details in context to methodology, feasibility, ethical aspect and other. If any weakness will be found, HRRP will ask PI to make correction and resubmit within the time limit. With the correction, PI will re-submit to HRRP. HRRP will forward the proposal with their comments on ethical aspect and send to SVIEC for approval,

- ❖ The office of SVIEC will acknowledge the receipt and indicate any modification,
- ❖ Based on HRRP, comments the SVIEC will take it as—minimal risk or a—high risk proposal. The minimal risk proposals will be granted permission without waiting for full ethics committee,
- ❖ All high risk research, clinical trials and PhD research will be discussed in full ethics committee. The frequency of meeting of SVIEC is once in three months. In this meeting minimal risk research proposal also discussed and granted permission,
- ❖ The decision of SVIEC will be communicated in writing. If the revision is to be made, the revised document in required number of copies shall be submitted within a stipulated period of time as specified in the communication,
- ❖ A draft proposal is reviewed by SVIEC followed by evaluation by a team of subject expert. Comments will be given to PI and asked to re-submit with answers of all queries,
- ❖ The detailed procedure and format of SVIEC proposal is available in this research compendium.

➢ **Procedure for obtaining Animal Ethical Clearance:**

- ❖ All proposals should be submitted in the prescribed application form, copies of which will be available from the Member Secretary,
- ❖ All relevant documents with check list should be enclosed with application form,
- ❖ Fifteen copies of the proposal along with the application and documents in prescribed format duly signed by the Principal Investigator and Co-investigators/Collaborators should be forwarded by the Head of the Department to the IAEC. Sixteen additional copies for proposals for experiment on large animals will be required for forwarding it to CPCSEA.
- ❖ The Member Secretary will acknowledge the receipt and indicate any lacunae. Missing information should be supplied within two weeks.
- ❖ Principal investigator shall present his/her proposal before the IAEC members.

- ❖ IAEC shall finally approve/disapprove the research proposal or may give some suggestion(s) to improve. Principal investigator has to include the suggestions given by the committee members and again submit it for final approval.

- **Procedure for obtaining informed Consent:**
  - ❖ The subjects should be aware about him/her participation in any research study,
  - ❖ The PI has to explain complete information to participants about research, in the format illustrated in participant information sheet. If participant understands and agrees to sign inform consent voluntarily, the PI will proceed,
  - ❖ For that, the subject needs to get signed in proposed informed consent form and principal investigator should provide sufficient time to think to get enrol in the study prior to signed informed consent form,
  - ❖ A copy of informed consent form should be provided to subjects for reference of research study enrolment,
  - ❖ An informed consent form should be signed by PI, in front of subject and also need to mentioned date.

- **Procedure for obtaining informed assent:**
  - ❖ The subjects should be aware about him/her participation in any research study,
  - ❖ The PI has to explain complete information to participants about research, in the format. Illustrated in participant information sheet. If participant understands and agrees to sign inform assent voluntarily, the PI will proceed,
  - ❖ For that, the subject needs to get signed in proposed informed assent form and principal investigator should provide sufficient time to think to get enroll in the study prior to signed informed assent form,
  - ❖ A copy of informed assent form should be provided to subjects for reference of research study enrolment,
  - ❖ An informed assent form should be signed by PI, in front of subject and also need to mentioned date.