Jawaharlal Institute of Postgraduate Medical Education and Research (JIPMER)

(An Institution of National Importance under Ministry of Health & F.W., Government of India)

CIRCULAR

Dated: 31th December 2018

Sub: Submission of proposals for approval from Institutional Ethics Committee (Human Studies) for the month of January 2019 - Reg.

Faculty, Residents and UG Students are invited to submit research proposals approved by JSAC/PGRMC/NRMC/SCTRC/GJ-STRAUS for approval by Institute Ethics Committee (Human Studies) in the prescribed proforma available on website (http://jipmer.puducherry.gov.in/research/research-form). Kindly use only the proforma version 3.0 dated 27th July 2018 from the month of August onwards for submission to IEC (Uploaded on JIPMER website and attached with this call for proposals circular).

The research proposals need to be submitted as per the instructions given below.

1. **Fifteen** hard copies of the research proposal are required to be submitted to Member-Secretary, Institute Ethics Committee (IEC) at Institute Ethics Committee office, First floor, Administrative block, JIPMER. PIs are required to bring the soft copy of the protocol in pen drive while submitting the hard copy to the IEC office and same has to be mailed to iechumanstudiesjipmer@gmail.com (soft copy to be named as **Investigator's Name__Department**).
2. The consent form needs to be submitted as per the format given in JIPMER website. **FORMATS DEVIATING FROM THIS WILL NOT BE CONSIDERED FOR PRESENTATION.**
3. Investigators are requested to include title of the study in the signature page. **IN THE ABSENCE OF SIGNATURE(S) OF ANY OF THE INVESTIGATORS AND OR HEAD(S) OF THE COLLABORATING DEPARTMENT(S) THE PROPOSAL WILL NOT BE TAKEN UP FOR THE MEETING.**
4. The investigators are requested to ensure that English and Tamil informed consent forms are in concurrence with respect to the information provided in both part 1 and 2 of consent form. **THE PROPOSAL WILL NOT BE TAKEN UP FOR THE MEETING IN CASE OF**
    - discrepancies between English and Tamil consent forms
    - major errors in translation in Tamil consent form
    - absence of parent/LAR consent form (For studies involving children below 7 yrs)
    - absence of parent/LAR consent form along with assent form (For studies involving children above 7 yrs to below 18 years of age)
5. Investigators are requested to **provide complete answers** to the following details asked in the consent form and are asked to **avoid answering as Yes or No:**
    - **Provision of free treatment for research related injury.**
    - **Compensation for participating in the study.**
    - **Compensation to participants for foreseeable & unforeseeable risks related to research study leading to disability or death.**
    - **Freedom to withdraw from study at any time during study period without loss of benefits that the participant would otherwise be entitled.**
    - **Possible current and future uses of biological material and of the data to be generated from the research and if the material is likely to be used for secondary purposes or would be shared with others.**
    - **Include thumb impression in addition to signature for participants & only signature for witness.**
    - **ICMR declaration should come on signatures page.**
6. **The proposal should be submitted with signatures of all investigators failing which it will not be taken up for discussion.**
7. Proposals submitted with the following criteria will be taken up in the sub-committee meeting to be held on **25-01-2019 (Friday)** and the remaining proposals will be considered in full committee meeting to be held on **31-01-2019 (Thursday)**
    i. Proposals involving instructional techniques, curriculum or class room management methods.
    ii. Minor modifications of proposals already approved by full review Institute Ethics Committee (IEC).
    iii. Proposals involving clinical materials that have been collected for non-research or clinical purposes (i.e. patient care records and specimens).
    iv. Proposals involving emergency outbreaks and disasters for pilot study if IEC full review is not possible.
    v. Proposals **NOT** involving therapeutic, diagnostic, prophylactic and screening interventions.
    vi. Proposals **NOT** involving vulnerable and special groups.

The hard copies should be typed in Arial font using both sides of A4 size paper, in 11 font size with 1.5 spacing. Research proposals deviating from the format will not be accepted. No subsequent modification will be accepted.

The last date of submission of proposals to reach the office of the undersigned for consideration of approval by IEC (Human Studies) for the month of **November** is **on or before 07-01-2019 (Monday).**

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Dr. M. Jayanthi,
Member Secretary,
Institutional Ethics Committee (Human Studies)

To:

- All Heads of the Departments - with a request to bring the same to the knowledge of the faculty and residents of their departments.

Copy to:

- Director, JIPMER for information
- Dean (Research) & IEC Vice-Chairman, Dean (Academics) for information