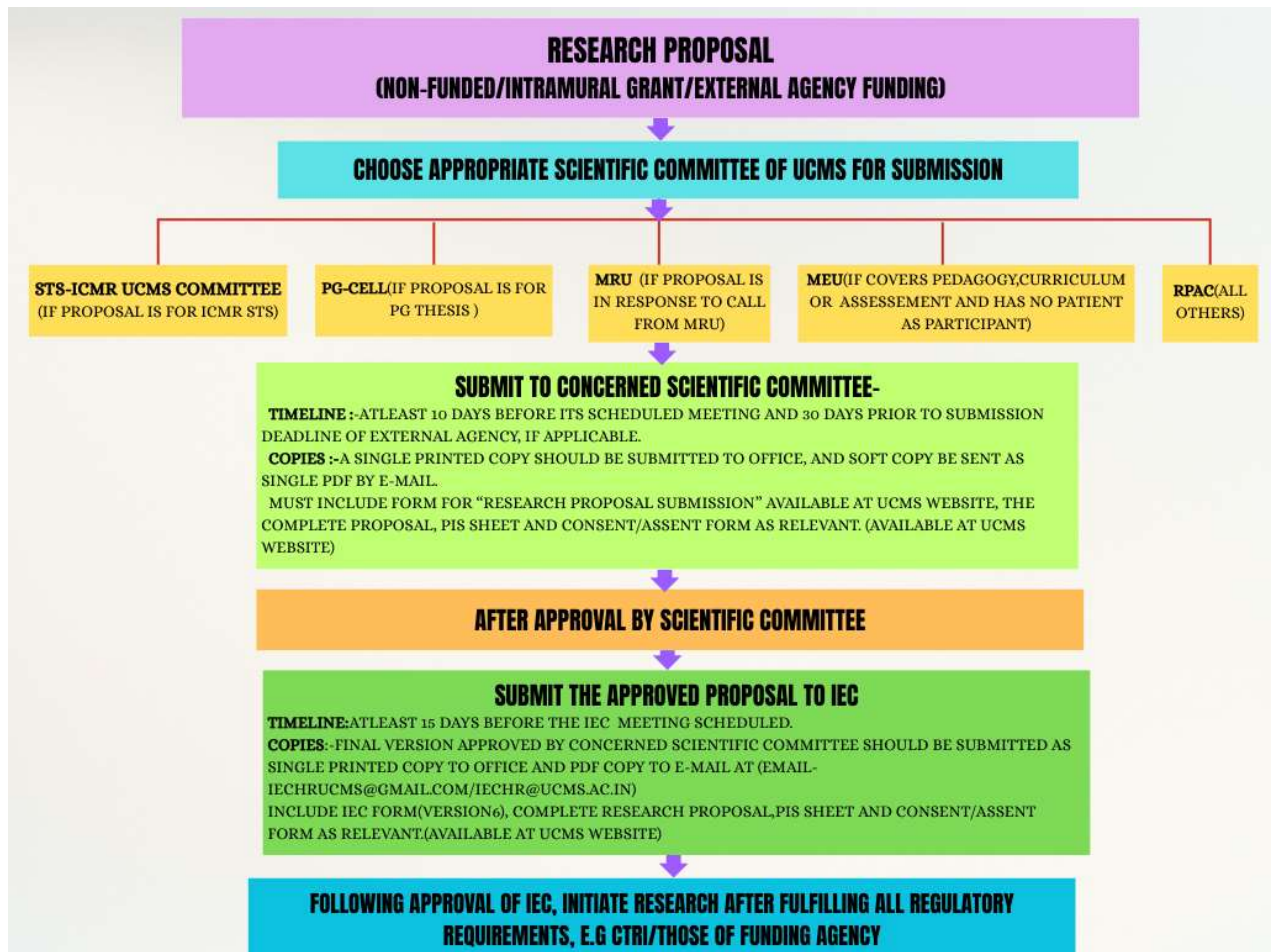


University College of Medical Sciences: SOP for approval of research proposals



A). Choice of appropriate scientific committee:

The research proposal should be submitted to the appropriate scientific committee of UCMS, based on the nature of your research as follows:

- If proposal is for the **ICMR Short Term Studentship (STS)**, it should be submitted to the newly constituted **STS Committee**.
- If the study covers pedagogy, curriculum, or assessment **and has no patient as participants**, submit to the **Medical Education Unit (MEU)**.
- If the proposal is in response to calls from the **Multidisciplinary Research Unit (MRU)**, submit to the MRU.
- If proposal is **for the PG thesis**, submit to the **PG cell-UCMS** (for onward transmission and approval by appropriate **PG cell committee**).
- **Except for the above proposals**, all other should be submitted to the **Research Project Advisory Committee (RPAC)**.

B). Directions for submission to concerned scientific committee:

Timeline: Proposals must be submitted to the relevant scientific committee (listed above) at least 10 days before its scheduled meeting, and 30 days prior to submission deadline of external agency if applicable.

Copies: A single printed copy should be submitted to office, and its pdf copy e-mailed *as a single file* at official address of the committee (as listed in Table below). The copy should be complete and include the following:

- Duly completed form for “research proposal submission” (available at UCMS website in link for internal utilities),
- Complete research proposal,
- Latest versions of assent/consent forms in Hindi/English as relevant, and Patient Information Sheet (available at UCMS website in link for IEC).

Scientific committee of UCMS	Office for submission	E-mail	Chairperson	Member-Secretary
RPAC	Room no. 206, College Block	rpac@ucms.ac.in	Dr Asha Tyagi, Dir. Prof, Dept of Anaesthesiology	Dr Shiba Ansari
MEU	Room no. 414	medicaleducationunit@ucms.ac.in	Dr Dheeraj Shah; Dir Prof, Pediatrics and Principal UCMS	Dr Amir Maroof, Dir. Prof., Dept of Community

			(Faculty Incharge)	Medicine (Coordinator)
MRU	Room no 121, College Block	nodalofficermru@gmail.com	Dr Shukla Das, Dir. Prof and HOD, Microbiology	-
ICMR-STS	Room no. 206, College block	sts@ucms.ac.in	Dr Rachna Gupta, Dir. Prof, Dept of Pharmacology	Dr Risa V N Sangma, Asst Prof, Dept of Community Medicine

C). Directions for submission to Ethical Committee [IEC-HR (UCMS)] after approval from concerned scientific committee:

Timeline: Proposals should be submitted to the Institutional Ethics Committee (IEC) at least 15 days before its scheduled meeting.

Copies: The final version approved by concerned scientific committee should be submitted as a single printed copy to its office (Room 303, College block), and its pdf copy e-mailed *as a single file* at official address of the committee (iechrucms@gmail.com; as well as iechr@ucms.ac.in). The copy should include:

- Scientific committee approval letter,
- IEC form (version 6) (available at UCMS website),
- Complete research proposal, alongwith relevant
- Assent/consent forms (version 02) (available at UCMS website), and
- Patient Information Sheet (version 04) (available at UCMS website).

D). Special note for submission of ICMR-STS projects by MBBS students:

ICMR-STS research proposals are to be submitted to ICMR only after their approval by **both** institutional committees [ICMR-STS (UCMS) Committee and the IEC-HR].

E). Calendar of pre-scheduled meetings:

The IEC-HR will hold meetings around the 15th of January, April, July and October.

The RPAC meetings are mostly held in the first week of every month.

The MRU/MEU/STS/PG cell committees will notify about their meetings in timely manner based on dates from external agencies involved.

All committees will explore and keep the option for emergency meetings open depending on exigency involved. The decision of the chairperson in the matter shall be final.

All committees shall attempt to promote and facilitate research in the institution.