Standard Operating Procedures for Protocol submission by Faculty members to the Research Review Board of AIIMS, BATHINDA

SOP for Extramural Research Projects:

One page concept note along with an approximate budget, source of funding, and collaboration if any, to be submitted to the Director. After the approval by the Director, the full proposal should be submitted to the Research Cell as per the recommended proforma

In case only a concept note has to be submitted to the funding agency, the PI can submit the concept note after due approval from the Director, with a copy to the Research Cell. When the concept note is shortlisted, the same has to be intimated to the Research Cell and a full proposal has to be submitted.

The research cell will review the proposal and will advise any improvement if required. The PI may be called for a presentation/discussion of the proposal.

After the incorporation of the suggested changes to the satisfaction of the committee, the committee will issue an approval for further submitting the proposal to the ethics committee.

After the clearance from the ethics committee, the PI will submit the proposal to the intended funding agency.

If ethical clearance is not needed at the stage of initial submission, the PI may submit the proposal to the extramural agency after scientific approval

If the proposal gets the funding, the same will be intimated to the Research Cell.

PI will submit the annual progress report and funds utilization details to the research Cell for review

SOP for Non-funded projects:

The full proposal should be submitted to the Research Cell as per the recommended proforma. The PI may be called for a presentation/discussion of the proposal.

The research cell will review the proposal and will advise any improvement if required.

After the incorporation of the suggested changes to the satisfaction of the committee, the committee will issue approval for further submitting the proposal to the ethics committee.

PI will submit the annual progress report to the research Cell for review. PI will also submit the final completion Report to the research Cell. Any publication out of this project will be informed to the research cell by the PI

A few key considerations:
    a. Principle investigator (PI) will be held responsible for the project writing, research methodology of the project, and the ethical issues if any.
    b. The feasibility of the study should be justified by the PI.
    c. The projects can be rejected at this level if they lack feasibility and novelty.
    d. All proposals should be duly forwarded by the Head of the Department
    e. If faculty or non-faculty is involved in any project outside the Institution, the same has to be intimated to the Research Cell.
    f. The plagiarism check will be accepted up to the level of 10%, more than that cannot be acceptable.

g. Undergraduate-based projects if found disturbing their studies cannot be encouraged to a larger extent.
h. The final remarks given by the review board should be addressed within a week to make the process smooth.
i. The extradepartmental projects or any kind of direct or indirect involvement of another department, PI should get the CO-PI from that department.
j. Last-minute project submissions just before the ethical committee meeting will not be entertained.
k. The decision about any project will be a collective decision of the review board.
l. Negative decision is not for discouragement but for the motivation of a better project design.
m. Pressure tactics by PI for the approval of the projects will not be entertained.
n. STS Projects which are already rejected will not be considered again.
o. PI should not send the proposal in very lengthy pattern. Word limit for the proposal is 3000 excluding the references.
p. Detailed methodology should be explained.
q. The progress report of the approved projects by Ethics committee should be submitted to research review board after 6 months onwards in the proposed format.

These are a few guidelines for the faculty members to prepare new research projects for the consideration of the Research review board

1) Prepare a PowerPoint presentation with a maximum of 7 slides with the components of Titles (PICOT)if applicable, Aims, Objectives, Novelty, Rationale, Study design, Sample size with formula, Brief methodology (Inclusion& exclusion criteria), Expected outcomes and plans
2) The project should be written in concordance with the formats depending upon the design of the study.

ACCORDING TO EQUATOR REPORTING GUIDELINES

STROBE: For the observational study
CONSORT: For clinical trial**(With filled submission form**)
PRISMA for Systemic reviews
SQUIRE for Quality improvement studies
STARD: Diagnostic accuracy studies
CHEERS: Economic evaluation studies