**Standard Operating Procedures for Protocol submission by Faculty members to the research review board** **of AIIMS, BATHINDA**

**Please Note:**

1. Principle investigator (PI) will be held responsible for the project writing, research methodology of the project, and the ethical issues if any.
2. The feasibility of the study should be justified by the PI.
3. The projects can be rejected at this level if lacking feasibility and novelty.
4. The plagiarism check will be accepted up to the level of 10% excluding references, more than that cannot be accepted.
5. For Undergraduate-based projects:

* Duration of the study should be restricted to 3 months except STS project.
* Number of CO-PIs cannot be more than 4
* If found disturbing their studies cannot be encouraged to a larger extent.

1. The final remarks given by the review board should be addressed within a week to make the process smooth.
2. The interdepartmental projects or any kind of direct or indirect involvement of another department, PI should get the CO-PI from that department.
3. No separate meeting will be held for the project submitted just before the ethical committee meeting.
4. The decision about any project will be a collective decision of the review board.
5. Negative decision will not be for discouragement but for the motivation of a better project design.
6. Influence by PI for the approval of the projects will not be entertained.
7. Word limit for the proposal is 3000 excluding the references.
8. Detailed methodology should be explained.
9. 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.
10. For retrospective studies waiver for consent may be requested from research/ ethical committee.
11. After approval by ethics committee the PI is bound to send the progress report of project every 6 months.

**Guidelines for the faculty members to prepare new research projects for the submission of the Research review board**

1. Prepare a PowerPoint presentation with a maximum of 7 slides
2. Titles (PICOT) if applicable,
3. Aims, Objectives,
4. Novelty, Rationale,
5. Study design, Sample size with formula, Brief methodology (Inclusion& exclusion criteria)
6. Expected outcomes and plans
7. 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

**CROSS** guidelines for survey-based research