

Sree Gokulam Medical College & Research Foundation
Venjaramoodu, Thiruvananthapuram

Policy Number: *SGMC/ Acad. Pol/042/2020*

Category: Research

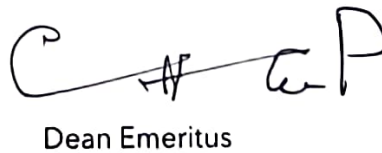
Content: Research policy

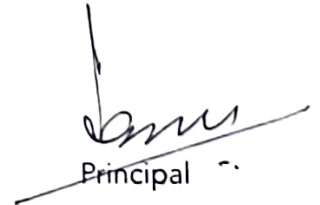
Effective Date: *01.08.2020*

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Signed by:


Director


Dean Emeritus


Principal



Research Policy

Statement of Purpose

Sree Gokulam Medical College and Research Foundation actively promotes and facilitates involvement of its faculty and students in research activities. The institution is also committed to ensuring that all the research activities meet the highest scientific and ethical standards.

Policy

All the faculty and students of the institution shall have their research projects reviewed and approved by the Institutional Research Cell (IRC) followed by Institutional Ethics Committee (IEC) / Institutional Animal Ethics Committee (IAEC) (as applicable) before the work commences.

The institution participates by provision of reasonable amount of time for research activities, use of facilities, subsidised investigations (as agreed on case to case basis), use of college personnel, grant of appropriate financial incentives (as permitted on case to case basis), etc.

Procedure

- The research project protocols shall be first submitted to the Institutional Research cell for approval before the due date of the scheduled IRC meeting.
- All submissions to IRC, IEC or IAEC shall be made online on the institution's website.
- The protocols shall specify if they are collaborative projects and applying for external funding.
- If collaborative in nature, the details of collaborating agency (e.g. name of the collaborating agency, contact details, website address, etc.) nature of collaboration, source of funding, etc. need to be specified.
- Wherever applicable, the project information details, consent form and questionnaire should be available both in English and Malayalam.
- If applying for funding or funded, the type of the funding agency (Government, Non-Government, or independent), expected or approved amount of funding, expected duration of the project shall be specified.
- The protocols shall specify if there is a conflict of interest. If yes, then, the nature of conflict (financial, non-financial, etc.), how it may affect the design, conduct or reporting of the research shall be specified.

- The principal investigator shall present the protocol in the meeting of the Institutional Research Cell. If the principal investigator is an undergraduate or postgraduate student, he/she shall be accompanied by their guide.
- The Institutional Research Cell shall review the protocol for scientific correctness in the design and suggest modifications or grant approval as the case may be.
- If modifications are suggested the investigator shall re-submit the modified protocol to IRC before the scheduled date. IRC may decide to grant approval or may schedule a second presentation in the subsequent IRC meeting.
- Following the IRC approval, the investigator shall remit the ethics committee fees and re-submit the approved protocol in the prescribed pro forma to the Institutional Ethics Committee or the Institutional Animal Ethics Committee as the case may be.
- The respective Ethics Committees shall review the protocols for ethical considerations, resolve conflicts of interest and suggest modifications or grant approval.
- The prescribed format for the submission of the protocol is available on the website of the institution. Any changes to the format and the scheduled dates for the IRC, IEC & IAEC meetings shall be notified on the website.
- The IEC shall grant a provisional approval letter.
- Granting the final approval letter from IEC is contingent to investigators furnishing six-monthly progress reports and project completion reports.
- IAEC shall grant final approval letter and continued permission to work in the animal house facility (in case of animal experiments) is contingent to investigators furnishing six-monthly progress reports and project completion reports.
- Any change in the design during the conduct of the research project shall be immediately notified to the respective ethics committees.

Applies to:

All the Faculty and students engaging in research activities.