**Standard Operating Procedures**

**[SOP]**

**Institutional Ethics Committee For Biomedical & Health Research (IECBH)**

**Dr.D.Y.Patil School Of Medicine**



SOP Version 1.1

Effective date 23/9/2019

Valid till 22/9/2022

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**STANDARD OPERATING PROCEDURES (SOP)**

**Institutional Ethics Committee for Biomedical & Health Research**

**Dr D Y Patil School of Medicine, Hospital and Research Center, Navi Mumbai**

**IECBH, SOP Version:**1.2, dt. 28/2/2020

**IECBH SOP Authore**d By: Dr.Vaishali Thakare - Member Secretary & Dr. Anant Patil- Co-Member secretary

**Reviewed by:** Members, IECBH

|  |
| --- |
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**IECBH SOP history:**

|  |
| --- |
| **History of Dr D Y Patil School of Medicine, Hospital and Research Center, Navi Mumbai IECBHSOPs** |
| 1 |  General SOP of IECBH: SOPs Version 01 – 1st June 2019 |
| 2 |  Version 1.1: Date: 23/9/2019 * Revision of Remuneration for the members & IEC FEES
* Revision of members
 |
| 3 | Version 1.2: Date: 28/2/2020* Revision of IEC FEES
* Revision of members
 |

**IECBH Registration History**

|  |  |  |  |
| --- | --- | --- | --- |
| 1 | Registration of IECBH under CDSCO as Institutional Ethics Committee | Under process |  |

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**Abbreviations**

|  |  |
| --- | --- |
| AV | Audio-Visual |
| CAPA | Corrective Action and Preventive Action |
| CD | Compact Disc |
| CDSCO | Central Drugs Standards Control Organization |
| CIOMS | Council for International Organizations of Medical Sciences |
| Co-I | Co-Investigator |
| Co-PI | Co-Principal investigator |
| CRF | Case Record Form  |
| CRO | Contract Research Organization  |
| CTA | Clinical Trial Agreement |
| CTRI | Clinical Trials Registry of India |
| CV | Curriculum vitae |
| DCGI | Drug(s) Controller General of India |
| DD | Demand Draft |
| DVD | Digital Video Disc |
| FDA | Food and Drug Administration |
| GCP | Good Clinical Practice  |
| HMSC | Health Ministry Screening Committee  |
| IB | Investigator Brochure |
| ICD | Informed consent document  |
| ICF | Informed consent form |
| ICH | International Conference on Harmonization  |
| ICMR | Indian Council of Medical Research |
| IECBH | Institutional Ethics Committee |
| IECBH | Institutional Ethics Committee for Biomedical & Health Research |
| MOHFW | Ministry of Health & Family Welfare  |
| MOU | Memorandum of Understanding |
| NEFT | National Electronic Fund Transfer |
| NGO | Non-Government Organization |
| PAN | Permanent account number |
| PAN | Permanent Account Number |
| PD | Pen Drive |
| PDF | Printed Document Format |
| PI | Principal investigator |
| PIS | Participant informatiokn sheet |
| SAE | Serious adverse event |
| SOP | Standard Operating Procedures |
| SUSARS | Suspected Unexpected Serious Adverse Reactions |
| UAE | unexpected adverse events  |
| WHO | World Health Organization |

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# Introduction

The first International statement on the ethics in medical research using human subjects, the Nuremberg Code was formulated in 1947 and it laid emphasis on consent and voluntariness. In 1964, the eighteenth World Medical Assembly at Helsinki, Finland adopted a code of ethics for the guidance of doctors involved in clinical research. This is popularly known as the “Declaration of Helsinki.” In 1980, the Indian Council of Medical Research released a ‘Policy Statement on Ethical Considerations involved in Research in Human Subjects’ for the benefit of all those involved in clinical research in India.

Moreover in 1996, the International Conference on Harmonization (ICH) published a tripartite guideline for Good Clinical Practice (GCP) to harmonies technical requirements for registration of pharmaceutical products in three regions namely the United States, the European Union and Japan. Today, the ICH-GCP guideline is followed globally for clinical research. This guideline elaborates the composition and functioning of an Institutional Ethics Committee to review clinical research proposals. On 20th January 2005, the Ministry of Health and Family Welfare, after consultation with the Drugs Technical Advisory Board, amended the Schedule ‘Y’ of the Drugs and Cosmetics Rules, 1945. In addition to requirements concerning clinical trials the new Schedule Y also outlines requirements of Institutional Ethics Committees. On 19th March 2019, Ministry Of Health And Family Welfare (Department of Health and Family Welfare) released a notification. According to the chapter IV of this notification, any institution or organization which intends to conduct biomedical and health research shall be required to have an Ethics Committee to review and oversee the conduct of such research as detailed in National Ethical Guidelines for Biomedical and Health Research Involving Human Participants.“Biomedical and Health Research” means research including studies on basic, applied and operational research or clinical research designed primarily to increase scientific knowledge about diseasesAnd conditions (physical or socio-behavioral), their detection and cause and evolving strategies for health promotion, prevention or amelioration of disease and rehabilitation but does not include clinical trial as defined below.

“Clinical trial” in relation to a new drug or investigational new drug means any systematic study of such new drug or investigational new drug in human subjects to generate data for discovering or verifying its clinical or pharmacological properties including pharmacodynamics, pharmacokinetics or adverse effects with the objective of determining the safety, efficacy or tolerance of such new drug or investigational new drug.

It was thus felt necessary to establish an Institutional Ethics Committee (IECBH) consistent with the GCP Guidelines so as to facilitate the ethical review of any human research projects at institute. Dr. D.Y.Patil School of Medicine, Hospital and Research Center, Navi Mumbai is under-graduate and post-graduate medical teaching institution with all ultra-modern health care services with 1500 hundred indoor admission bed capacities. The institution such provides support for conducting research on human subject researchers (self-funded) or those offered by the sponsored pharmaceutical companies. To protect interest of participating subjects it was felt necessary to start an institutional ethics committee for reviewing the scientific as well as ethical aspects in the projects planned in the Dr D Y Patil School of Medicine, Hospital and Research Center, Navi Mumbai. The Institutional Ethics Committee presently functions according to the requirements laid down in New Drugs and Clinical Trials Rules, 2019 and National Ethical Guidelines For Biomedical And Health Research Involving Human Participants and is guided by the guidelines for Good Clinical Practice (GCP), ethical principles set forth in the Declaration of Helsinki and the Ethical Guidelines for Biomedical Research on Human Subjects laid down by the Indian Council of Medical Research (ICMR).Standard Operating Procedures (SOP)

# Name

This committee will be known as the Institutional Ethics Committee For Biomedical and Health Research (IECBH), Dr D Y Patil School of Medicine, Hospital and Research Center, Navi Mumbai This name will remain unchanged until the members choose to change it by a vote of three-fourths of the current strength.

# Purpose

The primary purpose of this committee will be:

1. To ensure the protection of the rights, safety and well-being of human subjects involved in a Biomedical and Health research project.
2. To provide public assurance of that protection.
3. Authority for Formation of Institutional Ethics Committee for Biomedical and Health Research (IECBH)
4. The Institutional Ethics Committee for Biomedical and health research (IECBH) is established under the authority of Dean, D.Y. Patil Medical College, Hospital and Research Center, Navi Mumbai. It is administratively governed under same authority.
5. Institution will support establishment of ethics committee including training, resources and infrastructure etc.
6. The IECBH oversees other medical teaching institutions under umbrella of Dr. D Y Patil University such as School of Ayurveda, School of Physiotherapy, School of Occupation therapy, School of Nursing and School of Biotechnology.
7. The IECBHis an independent committee chaired by external personnel and has its own function and decision making. Institute management will not participate in its functioning and decision making. Dean, D Y Patil Medical College, Hospital and Research Center, Navi Mumbai will ensure independence of the IECBH.
8. The IECBH shall adhere to existing applicable rules and regulations (New Drugs and Clinical Trials Rules, 2019 and National Ethical Guidelines for Biomedical and Health Research Involving Human Participants 2017, CDSCO guidelines, ICH-GCP, Indian GCP etc.) for its formation, registration, functioning etc. Any change in existing regulations shall be applicable as and when with immediate effects.

# SOP on SOPs

1. Member Secretary shall be responsible for drafting the Institutional Ethics Committee SOPs.
2. It will be reviewed by all members and approved by chairperson, IECBH.
3. The IECBHSOPs shall be valid for a period of 3 years from effective date. Member secretary will review SOPs at least once in 3 year. SOPs can be amended in between 3 years if required.
4. Amendments to the SOP shall be proposed in writing or can be proposed in the IECBHmeeting by regular members.
5. The proposal for amendment shall be presented to the regular members at a scheduled committee meeting.
6. Only regular members shall vote to accept or reject the proposed amendment.
7. A proposed amendment shall be approved by a vote of three-fourths of the members present in a quorum at a scheduled committee meeting, rounded to the next whole number.
8. If the changes on a final version are minor the version will be indicated as Version 1.1, version 1.2 etc. If there are major amendments, the version will be indicated as Version 2.
9. Storage and Distribution of SOPs

Paper copies of current and superseded SOPs shall be maintained in SOPs master file. Soft copy (PDF format) shall be available for distribution among members and Investigators of projects.

1. Administrative staff of IECBH shall be responsible for distribution of SOPs to members, and or concerned Investigators of Projects.
2. The electronic copy of theSOPs (PDF format) can be downloaded from web site after completion of online SOP download form[www.dypatil.edu](http://www.dypatil.edu) or can be obtained by request by mail on dypsom.src@dypatil.edu
3. Membership of IECBH

The committee will consist of members who collectively have the experience and expertise to review and evaluate the scientific, medical and ethical aspects of a proposed research project. A list of committee members, their qualifications and their affiliations (hospitals, colleges etc.) described in this document will be maintained in the committee’s records.

# Composition of the Committee

The regular members of the committee will be at least 7 and a maximum of 15 individuals from medical ,nonmedical, scientific and nonscientific field with at least one lay person, one legal person and one women member.

## 5.1 Chairperson

1. The Chairperson not affiliated with institute or organization will be selected and appointed by Dean, Dr D Y Patil School of Medicine, Hospital and Research Center, Navi Mumbai.
2. The Chairperson will be responsible for conducting all committee meetings and will lead all discussions and deliberations pertinent to the review of research proposals.
3. The Chairperson will preside over the administrative matters pertinent to the committee’s functions.
4. In case of anticipated absence, the Chairperson will be nominated from committee member, as Acting Chairperson. The Acting Chairperson will have all the powers of the Chairperson for that meeting.

## Members

1. The members will be selected and appointed by the Dean, provided they are willing to work as an Ethics Committee member
2. A member shall be willing to publicize his/her full name, profession and affiliation.
3. A member will sign a confidentiality agreement (Annexure – 07) and conflict of interest (Annexure – 08).
4. A member will have been trained in ethical issues or shall be willing to undergo training in ethical issues.
5. 50% members will not be affiliated to the institute.

## 5.3 Member Secretary

1. The Dean will elect a Member Secretary from the members of IECBH.
2. In consultation with the Chairperson, the Member Secretary will be responsible for the following functions:
3. Receiving all research proposals.
4. Numbering the proposals.
5. Forwarding all proposals to committee members for review.
6. Establishing time limits for receipt of reviewers’ comments.
7. Preparation of agenda for all committee meetings.
8. Inviting experts from relevant therapeutic areas to the scheduled meetings.
9. Notification of review outcome to investigators of research proposals.
10. Preparation and circulation of minutes
11. Retention and safekeeping of all records and documentation.
12. Performance of other duties assigned by the Chairperson.
13. Preparation and amendments of SOPs
14. Communication to Investigators regulatory bodies or any other concern authority on behalf of the IECBH

## 5.4 Tenure of Membership

1. A member will be a regular member for a period of up to 3 years.
2. Extension of membership will be determined willingness of member to continue and appointment by Dean
3. There is no limit to the number of times that the membership can be extended.
4. New members will be appointed to replace members according to the process described in section5.7 of this document.

## Resignation of Members

Members may resign before completing their terms by writing their intention to the chairperson and director of hospital

## Termination of Membership

The membership will stand to be terminated under the following circumstances:

1. If a member resigns from the committee
2. If a member remains absent for 3 consecutive meetings without informing either telephonically/email or giving a valid reason.
3. If a member is incapable of performing his/her duty as an ethics committee member
4. In case of conflicts of interested identified to limit independent functioning of ethics committee
5. In case of demise of a member.

## Appointment of New Members

New members will be selected and appointed under the following circumstances:

1. When a regular member completes his tenure and does not wish to continue his/her membership.
2. If a regular member resigns.
3. In case of the termination of membership of a regular member
4. A new member will be preferably but not necessarily nominated from the same category as that of the member being replaced.

# 6. Administrative Staff

1. Administrative staff for the IECBH will be appointed by Dean.
2. Administrative staff may be present during course of meeting however they will not participate in voting or in decision making process.
3. **Role of administrative Staff**
4. Collect documents received for IECBH submission or notification and submit to member secretary for acknowledgement
5. Review documents received for each proposal for completion as per checklist
6. Preparation, maintenance and distribution of study files
7. Organizing Ethics committee meeting regularly
8. Communicating Ethics committee meeting agenda to applicants and members
9. Maintaining Ethics committee documentations and to archive the documents
10. Communicating with Ethics committee members and applicants
11. Communicate decision of IECBHto Principal Investigator of research proposal
12. Organizing the distribution of SOPs and guidelines
13. Maintaining record for inward outward commutations of Ethics committee
14. Providing the necessary administrative support for Ethics committee related activities to the Member Secretary (e.g. communicating a decision to the applicant)
15. To receive fees and maintain record of Ethics committee fees and all financial transactions.
16. Maintaining Ethics committee documentations and to archive the documents
17. Any other work as assigned by Member Secretary

## Office Attendant

 Officeattendant will be appointed by Dean.

## 6.2 Role of Office Attendant

1. Arrange ethics committee meeting including maintenance of meeting room, circulating documents during meeting, water etc.
2. Technical assistance for meetings including computer, projector, telecom etc.
3. Maintenance of documents, filing of documents, storage cupboard etc.

# 7. Declaration of conflict of Interest and Confidentiality Agreement

1. Every member at beginning of the tenure must declare conflict of interest and sign conflict of interest (Annexure – 08) and confidentiality agreement form (Annexure – 07) and submit it to chairperson for acknowledgement.
2. Every observer attendee attending the IECBHmeeting must sign confidentiality agreement form (Annexure – 08) before initiation of meeting and submit it to chairperson for acknowledgement.
3. At start of every meeting, Chairperson will ask every member attending theEthics Committee meeting to declare conflicts of interest for study projects to be discussed in respective meeting. Every member must read and sign conflict of interest form (Annexure – 08) and submit it to chairperson before initiation of meeting. After acknowledging, Chairperson will ask concerned member to leavemeeting venue and he/she will not participate in voting or decision making process. The same will be recorded in minutes of meeting.
4. Every member of the IECBHshould declare any new conflict of Interest raised during his/her tenure to the chairperson.
5. Every Independent Consultant/Independent Monitor/Auditors should signs confidentiality agreement (Annexure – 07) and submit it to chairperson for acknowledgement.

# 8. Responsibilities of the Committee

1. The committee’s primary responsibility will be the protection of safety, rights, well-being and confidentiality of the Biomedical and Health research subjects.
2. The committee will review all research proposal in both scientific and ethical perspective
3. The committee will review all research proposals submitted to it within specified time limits.
4. The committee will keep all information submitted to them confidential especially the proprietary information.
5. The committee will maintain concise but clear documentations of its views on the research proposal.
6. The committee will review the progress of each research project at appropriate and specified intervals
7. The committee will review the qualifications of all investigators participating in the proposed research study.

# 9. Functions and Operations of IECBH

## 9.1. Submission of the Research Proposals

1. All research projects involving human participation must be approved by the IECBH.
2. All prospective and retrospective studies (on drugs, investigational techniques as well as devices or any other procedure), involving human volunteers or patients to be conducted at D Y Patil Medical College, Hospital and Research Center, Navi Mumbai and its allies i.e. School of Dentistry, School of Ayurveda, School of Physiotherapy, School of Occupation therapy, School of Nursing, School of Biotechnology, School of Exercise Sciences and School of Allied Health Sciences shall have EC permission before commencing such a study.
3. Each project along with a duly completed application/submission form shall be submitted through electronic copy (PDF format) and at least 1 paper set of the same. The application form will be available at the office of the IECBH. The information to be given on the application form shall be filled in legible handwriting. It shall have the designation and signatures of Principal Investigator. All details in the form such as type of patients phase of drug trial, duration of study, sponsoring agency, budget of the trial, availability of relevant permission etc. shall be completed while submitting the proposal.
4. In case a clinical study is planned on an “alternative system of medicine” a co-investigator from that system will be required on that study. For Ayurveda or herbal drugs, which are not marketed, a copy of the marketing/manufacturing license issued by FDA to the company shall be submitted.
5. The project proposal shall be submitted in soft copy (PDF format) via email and three hard copies. Documents should be submitted to at least 7 days prior to scheduled ethics committee meeting for initial review and amended documents. Each set shall contain the documents on A4 size paper arranged in a file in the order mentioned below:
6. Covering letter addressing to Member secretary/ Chairperson of IECBH(Annexure 1)
7. EC application form duly filled (Annexure 2)
8. Summary of protocol or Protocol Synopsis
9. Protocol and any amendments to it with version and date
10. The informed consent document (ICD), including any amendments / addendum and its translation(s) into regional language(s)( Annexure 5)
11. A copy of Informed Consent Document for Audio visual Consent, if applicable
12. Case Record Form (CRF) / Questionnaire.
13. Subject recruitment procedures (e.g. advertisements/letters to doctors/posters) if applicable
14. Insurance policy (if applicable)
15. DCG(I) clearance& Investigator’s undertaking [for Phase I, II, III studieson new drugs and other studies as applicable as per New Drugs and Clinical Trials Rules, 2019. (if applicable)
16. Health Ministry Screening Committee (HMSC) clearance wherever applicable
17. Food and Drug Administration (FDA) marketing/manufacturing license for herbal drugs (if applicable)
18. Any other applicable documents

Checklist for documents to be submitted is as described in Annexure 03.

1. IECBH FEES

|  |  |  |
| --- | --- | --- |
| **Projects** | **Type of submission** | **IEC Fees** |
| UG students/ Investigator initiated  | Any submission | No fees |
| PG dissertations  | Any submission | Rs. 1000/- |
| PG dissertations | Late submission | Rs.2000/- |
| Non-funded/ Academic projects | Any submission | Rs. 5,000/- |
| Government/ Industries sponsored projects | Any submission | Rs. 20,000/- |
| Government/ Industries sponsored projects | Expedited submission | Rs. 30,000/- |

Mode of payment : Cheque/DD/NEFT

In favor of : D Y Patil University School of Medicine Ethics

 PAN No. AABTB2448L

 TAN No. MUMP 17020D

Bank details : Savings A/C # 017010100010172

 The Mahanagar Cooperative Bank Ltd.

 Nerul Branch

 RTGS/ NEFT IFCS code- MCBL0960017

## 9.2 IECBH Procedures

1. All communications with the committee shall be in writing.
2. The project proposals will be accepted in office of the IECBH as a soft copy (PDF format) and 1 set of paper copies.
3. The submitted project/s will be circulated at least3 days prior to the IECBHmeeting for initial review to all committee members via email and the proposal shall be reviewed for necessary elements
4. A meeting of all members will be held preferably quarterly (once in every three month) where each proposal will be discussed and decisions arrived at. Any extra meeting required on urgent basis, respective proposal will be considered as expedite submission.

## 9.3 Elements of Review

The submitted proposal with all necessary documents as needed shall be reviewed ethical aspects and to safeguard the interests of the study participants/patients/subjects in accordance with the principles of Good Clinical Practices (GCP).

The committee members shall review the proposal with reference to the following:

1. Justification/Rationale for human participants in the study
2. Selection criteria for subjects
3. Subject recruitment procedures and methods
4. Patient retention activities
5. Potential benefits to the study subjects/participants
6. Predictable risks to the study subjects/participants
7. Criteria for discontinuation/withdrawal of subjects/participants
8. Justification for use of placebo, if any
9. Monitoring of serious adverse events
10. Compensation to subjects for participating in the study
11. Compensation for study related injury
12. Post-study benefits
13. Protection of privacy and confidentiality
14. Informed consent documentation and procedure
15. Competence and necessary qualification of investigators, supporting staff and infrastructure facility
16. Study agreements including financial agreements (for funded studies/projects)
17. Approval of regulatory authorities wherever applicable

## 9.4 Review of Informed Consent Documents (ICD)

The IECBHwill examine the ICD for the presence of the following points (If applicable) while reviewing the patient information sheet/Informed Consent Form.

(Sample format of ICD, Annexure – 5)

* Voluntary, non-coercive recruitment, participation/ withdrawal
* Procedures for obtaining informed consent
* Consent for Audio-Video Recording
* Contents of the patient information sheet - title, objective, study design and procedures
* Contents and language of the informed consent document
* Translation of the informed consent document in the local languages
* Language used – plain and easy to understand by general public
* Contact persons with address and phone numbers for questions about research participants rights and study or injury
* Privacy and confidentiality
* Risks and discomforts – physical / mental / social
* Alternative treatments
* Benefits – to participants, community, institution and society
* Compensation for participation: (Whether it will act as undue inducement)
* Involvement of vulnerable participants
* Provisions for medical/ psychosocial support
* Treatment for study related injuries
* Compensation for study-related injuries: Reasonable
* Travel Reimbursement
* Use of biological materials
* Check for provision for signatures with dates of participant, person conducting informed consent discussion, investigator and witness

All members of the IECBHpresent during meeting will be responsible for review of projects. However, members are expected review specific documents in detail which are in their own expertise (e.g. legal expert are expected to review Clinical trial agreement and insurance policy).

Every reviewing need to fill study assessment form (Annexure–6) present during meeting.

Admin officer will keep all filled Study assessment form in respective study project file.

## 9.5 Meetings

The committee will hold a regular meeting as mentioned above. When there are no research proposals to review, the meeting may be held less frequently, but not less than once every 12 weeks.

All members will receive notification of meeting schedules at least 3 days in advance.

The committee members will review all the proposals before the meeting.

The proposal may be sent to a subject expert for his/her assessment and opinion of the research proposal. The subject expert may be invited for the meeting.

The investigator and/ or co-investigator may be invited to the meeting to provide clarifications on the study protocol. Member Secretary will invite concern investigator and/ or co-investigator for meeting if required.

### 9.5.1 Quorum for the meeting

Meetings will be held as scheduled provided there is a quorum. In accordance with National and Ethical Guidelines For Biomedical and Health Research Involving Human Participants (2017), the quorum of the IECBH will be at least five members with the following representations:

* Basic Medical Scientist/Pharmacologist
* Clinician,
* Legal expert,
* Social scientist/worker
* Lay person.

### 9.5.2. Hierarchy

* There will be one Chairperson and one Member Secretary.
* The Chairperson will be the head of the committee.
* The Member Secretary will be the guardian of all documents and funds in the committee’s possession.
* All other members will be regular committee members with equal ranking.
* Members will elect ‘Acting Chairperson’ among available external members in case of chairperson absence or his/her conflict of interest. Elected acting chairperson will chair respective ethics committee meeting including all discussion as mentioned in agenda. In case chairperson has declared conflict of interest for particular project, the acting chairperson will convene the meeting for that particular project

### 9.5.3 Minutes of meeting

The Member Secretary will be responsible for coordination and recording of the proceedings of the meeting.

The proceedings of the meetings shall be recorded in English and in the form of minutes.

The minutes shall be approved by the chairperson and circulated within 14 days of the EC meeting.

### 9.5.4 Decision making

* Decision for each proposal shall be voting by simple majority.
* A majority vote for approval, disapproval, and request for modifications, suspension or termination of a research proposal or an ongoing study is defined as one-half of the members who have reviewed the project.
* All members present at the IECBH will vote on the research proposal.
* Absent members will not vote.
* Member(s) of the committee who is/are listed as investigator(s) on a research proposal or having conflict of interest will opt out from all deliberations on the proposal and will not vote on the proposal.
* An investigator or study team member invited for the meeting will not vote or participate in the decision making procedures of the committee.
* Specific patient groups or Subject experts shall be invited for the meeting will not vote or participate in the decision making procedures of the committee.

### 9.5.5 Review Outcome

The committee will document its view on the following:

* Final Approval
* Provisional approval subject to regulatory approval
* Request for modification giving reasons
* Request for additional information
* Clear disapproval giving reasons.
* Termination/suspension of an ongoing study giving reasons

### 9.5.6 Notification of Review Outcome

The outcome of committee’s review shall be communicated to the investigator within 14 working days of the meeting and the reply for the same must be submitted by the principal investigator within 90 days of receipt of the letter. If there is no reply or any other communication within 90 days, the project will be considered closed and shall be archived

### 9.5.7 Approval

All projects will be given approval for the entire duration of the study.

### 9.5.8 Review of the Modified Proposal

1. When modifications to the proposal, as recommended by the committee, are minor, the revised documents may not be re-circulated. The revised proposal shall be reviewed by either the Chairperson of the committee, the Member Secretary of the committee, or by one or more experienced reviewers designated by the chairperson from among the members of the committee. An approval may then be issued if the revised documents are satisfactory. The committee will keep all members of the committee informed of these approvals.
2. When modifications to the proposal, as recommended by the committee, are major, the revised proposal will be re-circulated and discussed again at next meeting.

## 9.6 Procedures for Appeal

For research proposals rejected/disapproved by the committee, the applicant may appeal for a repeat review in within 90 days of the receipt of the committee’s decision. While doing so, the applicant shall give justification relevant to the issues/objections raised by the committee.

## 9.7 Expedited Review Procedures

1. The committee may use expedited review procedure in case of minor changes/ amendments in the previously approved research proposal that appear to involve no more than minimal risk to the study subjects.
2. Under an expedited review procedure, the review may be carried out by the Member Secretary of the committee, or by one or more experienced reviewers designed by the chairperson from among the members of the committee. The reviewers may exercise all of the authorities of the committee except that the reviewers may not disapprove the research.
3. An on-going research activity may be disapproved only after review in accordance with non-expedited review.
4. The committee will keep all members of the committee informed of these approvals under the expedited review procedure.
5. Only the Member Secretary shall make the decision to allow an expedited review

## 9.8 Review of Subject Recruitment Procedures

All advertisements, letters to doctors, posters, notices to be used for recruitment of subjects shall be reviewed and approved by the committee in full Board meeting prior to their implementation in the study.

## 9.9 Review of On-going Studies

1. The committee will conduct a continuing review of each on-going study every 6 months.
2. The committee can monitor study as is felt appropriate to the degree or risk to the human subjects
3. The committee may also ask for a status report from the investigator at earlier intervals as is felt appropriate to the degree or risk to the human subjects.
4. On the basis of the review, the committee shall recommend continuation with/without modifications, temporary suspension or termination of on-going clinical trials for reasons such as patient safety.

##  Review of Amended protocol/ Protocol related documents for Approved Projects

1. No changes in the protocol, case record form, ICD or any other protocol related documents shall be initiated without prior written approval from the committee, except when necessary to eliminate immediate hazards to the subject
2. The amendment package (hard and soft copy) forwarded by the Principal Investigator will be received by the Admin staff of the IECBH.
3. The documents should highlight changes from previous version and should submit Annexure 06 which mentions;
* Mention the amendment/List of Amendments
* Provide the reason for the amendment
* State any untoward effects with original protocol
* State expected untoward effects, if any because of the amendment
1. Member Secretary will acknowledge amended documents along with all requirements after confirmation from Admin staff. The Member Secretary/ Chairperson decides whether the proposed protocol amendment(s) need to undergo a full board review, review by designated IECBH members or a review by the Member Secretary/Chairperson. The Member Secretary / Chairperson can take the decision if the amendment(s) is / are of administrative nature.
2. The Protocol or other study related documents amendment which increases risk to study participants, as judged by the Chairperson and/ or the Member Secretary, such as a change in study design, which may include but is not limited to:
* Additional treatments or the deletion of treatments
* Changes in inclusion/exclusion criteria.
* Change in method of dosage formulation, such as, oral changed to intravenous
* A significant change in the number of research participants (if the decrease/increase in the number of research participants alters the fundamental characteristics of the study, it is significant)
* Change in study schedule or any study procedures
* Significant Changes in informed consent documents which may affect subject decision to participate
* Significant change in case record form/ Additional data recording
1. The Member Secretary will indicate decision on the Protocol/Protocol related Documents Amendment. Documents will be considered for next full board review after confirmation from Member Secretary/Chairperson
2. If the IECBH approves the protocol/protocol related documents amendment, the member Secretary will send a signed and dated Amendment Approval Letter to the Principal Investigator (PI) within 14 days of the meeting. The decision regarding disapproval (stating reasons) or request for modifications (stating specific changes needed) shall be communicated in writing to the investigator within 14 days of the meeting.
3. In a case of minor/administrative changes in protocol/ Protocol related documents amendment approved by Member Secretary/Chairperson, Member Secretary will send a signed and dated Amendment Approval Letter to the Principal Investigator (PI) within 7days of submission of documents. The decision regarding disapproval (stating reasons) or request for modifications (stating specific changes needed) shall be communicated in writing to the investigator within 7days of submission of documents if applicable. Member secretary will inform this decision to all members in next full Board meeting.

## Notification received from Principal Investigator regarding on-going approved projects

1. Notification along with supporting documents if any (hard and soft copy) forwarded by the Principal Investigator will be received by the IECBH.
2. Notification received from Principal Investigator regarding ongoing approved projects may include but not limited to
* Change in study team delegation
* Administrative Change in Clinical Trial Agreement(CTA) / Memorandum of Understanding (MOU)
* Updated Insurance policy
* CTRI registration number
* Administrative changes related to Principal Investigator Institute or Sponsor
1. Member Secretary will acknowledge and review notification received from PI along with any supporting documents. Member Secretary may send a letter to PI requesting more clarification or any documents if required within 7 working days of notification.
2. Any other internal IECBHmember preferably clinician may acknowledge notification in case of non-availability of Member Secretary or conflicts of member ssecretary in any study projects.
3. The IECBH will send acknowledgement letter within 7 working days of receipt of notification
4. Member Secretary will inform all notification received from PI to all members in next full Board meeting

## Protocol Deviation/Non-Compliance/Violation

1. Protocol deviation/ non-compliance/ violation may be reported by Investigator/ study site staff to the Chairman/Secretary of theIECBH. Members may detect protocol deviation/non-compliance/violation when scrutinizing annual/ periodic reports/ SAE reports/ any other communication received from the Investigator or site.
2. Member secretary will acknowledge reported Protocol deviation/non-compliance/ violation and present it in next full Board meeting. Member secretary shall inform Protocol deviation/ non-compliance/ violation to all members considering seriousness and may schedule urgent full board meeting within 7 working days.
3. IECBHmembers will review the information available and take a decision depending on the seriousness of the violation in full board meeting. The decision will be taken to ensure that the safety and rights of the research participants are safeguarded. The decision will be taken by consensus In case, the decision is not reached by consensus, voting will be taken. The actions taken by the IECBHcould include one or more of the following:
* Inform the Principal Investigator (PI) that the IECBHhas noted the violation/ non- compliance/ deviation and direct the PI to ensure that deviations/non-compliances/violations do not occur in future and follow IECBH recommendations.
* Enlist measures that the PI would undertake to ensure that deviations/non- compliances/violations do not occur in future Reprimand the PI.
* Call for additional information.
* Suspend the study till additional information is made available and is scrutinized.
* Suspend the study till recommendations made by the IECBH are implemented by the PI and found to be satisfactory by the IECBH.
* Inform the Dean of the Institute
* Revoke approval of the current study and Inform DCGI/ Other relevant regulatory authorities (if applicable).
* Refuse to review subsequent applications from an investigator cited for non-compliance for a specified duration of time.
* Any other action considered appropriate by the IECBHfor safeguarding the interests of the research participants participating in the current trial or in future trials.
1. The IECBH will send communication with action to concerned PI/Institute director (If applicable) /Regulatory body (If applicable) signed by the Member Secretary within 14 days of the meeting.

##  Reports required from investigators

The research investigator shall submit the following reports to the committee:

1. Continuing Review Application form should be submitted 6 months following the date of the final IECBHapproval as per Annexure –19.
2. Subsequent reports shall be submitted at every 6 monthly following the first report.
3. The investigator should ask written permission to recruit more patients than no of patients approved by the IECBH.
4. Study completion report: A brief report of the study completion (one soft copy & one hard copy) shall be submitted to the committee at the end of the study.
5. Member Secretary shall present all Continue Study reports/ Study completion reports to all members in next full board meeting.
6. Member Secretary shall communicate in written to Principal Investigator after reviewing continues review reports regarding ongoing review within 14 days from meeting.
7. Member Secretary shall send confirmation letter to Principal Investigator for closing study after submission of final study completion reports with 14 days from meeting
8. If the Principal Investigator fails to submit the ccontinuing review report within one month of the due date (i.e. 6 months from the date of approval or last review report, unless specified otherwise), Member Secretary will send a reminder as per the format mentioned within 14 working days of this due date. If there is no response within 15 days after the date of reminder, Member Secretary will put up the matter for discussion at the forthcoming full board meeting for appropriate action which may consist of but not limited to:
* A letter of reprimanding the Investigator.
* Not reviewing future projects from the PI for a specified period of time.
* A letter asking the Investigator to put recruitment of new participants on hold.

In addition, the investigator shall also promptly report the following to the committee:

* Deviations from/changes to the protocol to eliminate immediate hazards to trial subjects.
* Changes that may increase the risk to subjects and /or affect the conduct of the trial.
* New information that may affect adversely the safety of the subjects or the conduct of the trial.

##  Study Monitoring

1. Selection of study: The IECBH will identify the study projects for routine monitoring at the time of approval of the project depending on risk profile.
2. The IECBH may initiate ‘for cause’ monitoring due to following reason but not limited to
* High number of protocol violations or non-compliance
* Large number of studies carried out at the study site or by the investigator
* Remarkable number of SAE reports
* High recruitment rate,
* Non-compliance
* Suspicious conduct
* Complaints received from participants,
1. The Chairperson will identify and select one or more members or independent monitor to conduct monitoring of a site.
2. The Member Secretary will inform the Principal Investigator in writing about the date/time of monitoring visit and request for confirmation from the Principal Investigator, study team members and study participants (if necessary) to be available for the monitoring visit.
3. Designated Monitors will conduct monitoring of all study documents including but not limited to ICD, AV Consent recording, Source documents, Case record forms, Subject files, study Master file IP, storage facility, Clinical Examination, lab reports etc.
4. Monitors shall conduct interview of PI, other study team members and few study participants during monitoring visit. Monitors will complete monitoring report.
5. The member-secretary will present the monitoring report at the next full board meeting and the concerned member will provide additional details/ clarifications to members, as required.
6. The IECBH will discuss the findings of the monitoring process and take appropriate specific action by voting or combination of actions, some of which are listed below:
* Continuation of the project with or without changes,
* Restrictions on enrolment,
* Recommendations for additional training,
* Recruiting additional members in the study team,
* Revising qualifications/experience criteria for members of the study team,
* Termination of the study,
* Suspension of the study
1. The Secretariat will convey the decision to the principal investigator in writing within 14 days of the meeting including any recommendation and will ask PI to submit action item report including Corrective action and Preventive action (CAPA), if applicable for the IECBHreview.

# 10. Training of Members- New Members and ongoing training

1. All new members will be trained on Good Clinical Practices (GCP) guidelines, Current ethical and regulatory guidelines and the SOP of IECBH.
2. The Chairperson will identify the training requirements of the committee members.
3. The Chairperson and the Member Secretary will organize workshops or training programs for the committee members. It is recommended to conduct GCP refresher training and training on current regulatory guidelines once in 2 years.
4. The type of programs, areas for training and mentors (Internal/External) for these workshop or training programs will be decided by Member secretary. Members shall also be requested by the chairperson to attend workshops for training. Pre-tests and post-test assessments shall be conducted for members during in-house training programs
5. The Chairperson and the Member Secretary will inform all members about any updates on ethical and regulatory guidelines regularly during meetings

# 11. Records Retention

1. All records including study documents shall be kept at the office of the IECBH located in D Y Patil School of Medicine, Navi Mumbai.
2. All documents will be accessed only by the IECBH members and IECBH staff.
3. IECBH will maintain 1 copy of paper copy and electronic copy of all documents received by IECBH and all communications for every study. Member secretariat will maintain individual study project file for each projects received by the IECBH for review.
4. The committee will archive the following records for a period of at least 3 (three) years:
* Standard operating procedures (SOPs) of the committee.
* Guidelines for submission established by the committee.
* Membership list
* Curriculum Vitae of the members
* Agenda of meetings
* Minutes of meetings

The committee will also archive the following records for a period of at least 5 years following the completion of a study

* All correspondence by the committee with the research investigator regarding application, decision and follow–up.
* One copy of all materials submitted by a research investigator
* A copy of the decision and any advice or requirements sent to an applicant
* All written documentation received during the study
* The notification of the completion, premature suspension or premature termination of a study
* A summary of the final report of the study

The records shall be made available to relevant statutory authorities upon request.

# 12. Reports to the Dean

The committee will make a yearly activity report for submission to the Dean, D Y Patil Medical College, Hospital and Research Center, Navi Mumbai Institutional Ethics Committee, which will include the following elements:

1. A quantitative evaluation of the activities of the committee in a year
2. The list of the proposals reviewed in a year
3. Status of each study proposal

# 13. List of committee members with their Email address & Contact numbers

The present composition\* of the Institutional EthicsCommittee for Biomedical & Health Research(2019-20)is as below:

|  |
| --- |
| C:\Users\admin\Desktop\LOGO.jpgD.Y.Patil University School of Medicine Institution Ethics committee for Biomedical & Health Research - Nerul ,Navi-Mumbai |
| S.No` | MEMBERS | **Contact number** | Email ID  |
| 1 | Dr HemlataIyerChairperson | **9820391401** | hemari\_25@yahoo.com |
| 2 | Dr.VaishaliThakareMember Secretary | **9869366927** | vaishali.thakare@dypatil.edu |
| 3 | Dr. Deepak LangadeBasic Medical Scientist | **9930550009** | deepak.langade@dypatil.edu  |
| 4 | Dr. SharmilaPatilBasic Medical Scientist | **8850635503** | drsharmilapatil@gmail.com |
| 5 | Dr. Abhay ChowdharyBasic Medical Scientist | **9869009050** | abhaychowdhary@yahoo.com |
| 6 | Dr.AnantPatilBasic Medical Scientist | **9920449433** | anant.patil@dypatil.edu |
| 7 | Dr. KetanVagholkarBasic Medical Scientist | **9821341290** | kvagholkar@yahoo.com |
| 8 | Dr.Vivekanand GiriBasic Medical Scientist | 7045459346 | drvivekgiri@gmail.com  |
| 9 | Dr. RochnaBakshiBasic Medical Scientist | **9323272151** | drrochana@yahoo.com |
| 10 | Dr. Vaishali BhattacharyaClinician  | **9820268795** | baishalibhattacharya1970@gmail.com |
| 11 | Dr. DeepaliVidhateBasic Medical Scientist | **9869687771** | deepali.vidhate@dypatil.edu |
| 12 | Dr. Balasaheb KhadbadeClinician | 9967294847 | drkhadabade@gmail.com |
| 13 | Usha MoreLegal Expert | 8108236868 | moreusha999@gmail.com |
| 14 | Lakshmi PatroLay Person | 9833632967 | jlpatro@gmail.com |
| 15 | Mr.Tanay SinnarkarLay Person | 9820466919 | registrar@rait.ac.in  |
| 16 | Rajesh DhokeSocial Scientist | 9320925899 | rajeshdhoke2015@gmail.com |

SOP for Review of Serious Adverse Events (SAE) Reports

##  Purpose

The purpose of this Standard Operating Procedure (SOP) is to describe procedures for the review of initial and follow-up reports of serious adverse events (SAE) and unexpected adverse events (UAE) reported to Dr D Y Patil School of Medicine, Hospital and Research Center, Navi Mumbai Institutional Ethics Committee for Biomedical and Health research

**Scope:** This SOP applies to the review of SAE reports submitted to the IECBH.

## Responsibility

It is the responsibility of the IECBH affiliated to D Y Patil Medical College, Hospital and Research Center, Navi Mumbai to review SAEs reported to the Dr D Y Patil School of Medicine, Hospital and Research Center, Navi Mumbai. These could be SAEs occurring at Dr D Y Patil School of Medicine, Hospital and Research Center, Navi Mumbai ,Institutional Ethics Committee for Biomedical & health research or other sites for the given project/related project.

## Serious Adverse Event (SAE) Subcommittee

### Purpose

1. The SAE Subcommittee will review serious adverse events (SAE) and unexpected adverse events (UAE) at Dr D Y Patil School of Medicine, Hospital and Research Center, Navi Mumbai and allies (Sister Concerns) in all types of research studies involving human participants approved by Dr D Y Patil School of Medicine, Hospital and Research Center, Navi Mumbai Institutional Ethics Committee for biomedical & health research. The committee will consist of members who collectively have the qualifications and experience to review and evaluate the scientific, medical and ethical aspects of adverse event reports involving human participants. SAE can be discussed directly in full board Dr D Y Patil School of Medicine, Hospital and Research Center, Navi Mumbai Institutional Ethics Committee meeting for biomedical & health research if meeting is already planned with review timeframe as per regulatory requirements
2. The SAE Subcommittee will work according to its established Standard Operating Procedures based on the Operational Guidelines for Ethics Committees that review Biomedical Research (WHO, 2000), International Conference on Harmonization- Good Clinical Practices (ICH-GCP) Guidelines (1996), and Ethical Guidelines for Biomedical Research on Human Participants by ICMR (2006). The mandate will be
* To ensure the protection of the rights, safety and wellbeing of human participants involved in a research project.
* Provide public assurance of that protection
* To ensure appropriate compensation is provided to the research participants.

The SAE Subcommittee is established and functions in accordance with the relevant national law and regulations in force from time to time

### Composition of the SAE Subcommittee

1. The SAE Subcommittee will be appointed by the Chairperson of Dr D Y Patil School of Medicine, Hospital and Research Center, NaviMumbai Institutional Ethics Committee for Biomedical and Health research for tenure of 3 years.
2. The SAE Subcommittee will be multidisciplinary and multi-sectoral in composition.
3. The SAE Subcommittee will be composed of at least 4 members (including legal expert).
4. The members preferably should be from medical and scientific backgrounds.
5. All members will be from Dr D Y Patil School of Medicine, Hospital and Research Center, NaviMumbai Institutional Ethics Committee for Biomedical & health research.
6. Therewill be one SAE Subcommittee-Head, one executive Secretary of SAE Subcommittee
7. Head-SAE subcommittee and executive Secretary will be appointed by Chairperson of Dr D Y Patil School of Medicine, Hospital and Research Center, Navi Mumbai Institutional Ethics Committee for Biomedical & health research.

### Roles and Responsibilities of the SAE Subcommittee members

1. To attend the SAE Subcommittee Meetings and participate in discussions and deliberations so that appropriate decisions can be arrived at.
2. To review, discuss and consider adverse event reports submitted for evaluation.
3. To review Serious Adverse Event and unexpected adverse reports and recommend appropriate action(s) as follows:
* SAE reports will be reviewed completely in the SAE subcommittee meeting with a special focus on relatedness to the clinical trial, medical management and financial compensation to be given to the research participant
* The SAE subcommittee while reviewing may solicit opinion of one or more independent consultant (s) in writing, if the Sub-committee decides to consult experts. The information can be provided to expert after he/ she/ they agree(s) to the confidentiality cause and abide by the rules and regulations of IECBHor the necessary confidentiality documents are signed. The independent consultant would be requested to provide an opinion in writing within 3-5 working days, depending upon the gravity and seriousness.
1. The following decisions/actions including the following but not limited to, are listed below:
* Note the information about the SAE in records for future reference
* To opine on compensation entitled to research participants experiencing Serious Adverse Event and unexpected adverse events and adverse events and recommend appropriate action(s)
* Request further follow up information and/ or additional details on causality of the event, provision of medical treatment till SAE is resolved and financial compensation
* Provide periodic follow-up of the research participant till SAE is resolved or till death occurs (whichever is earlier).In case of pregnancy as SAE to send follow up reports of the child in utero and post-delivery of the baby till 1 year.
* If appropriate to the discussions, the recommendation regarding a specific action or combination of actions to be taken is arrived at by the SAE subcommittee meeting. The recommendations will be communicated to all members within 5 working days.
1. To maintain confidentiality of the documents and deliberations of the SAE Subcommittee meetings and to declare any conflict of interest.

### List of Members of SAE sub-committee

|  |  |  |  |
| --- | --- | --- | --- |
| **Sr.** | **Name of the Member** | **Designation** | **Gender** |
| 01 | Dr.AnantPatil | Chairman  | Male |
| 02 | Dr.AbhayChoudhary | Executive Secretary (Scientist) | Male |
| 03 | Dr.SharmilaPatil | Clinician | Female |
| 04 | Dr.Vaishali Bhattacharya | Clinician | Female |
| 05 | Mrs. Usha More | Lawyer | Female |

##  Process flow in case of an SAE

|  |  |  |
| --- | --- | --- |
| **No.** | **Activity** | **Responsibility** |
| 1 | Receipt of SAE report | Administrative staff, IECBH |
| 2 | Circulation of SAE report to the all members within 2 days of receipt of Initial SAE reports | Member Secretary, IECBHAdministrative staff |
| 3 | Decide to call SAE subcommittee meeting or discuss in coming full Board meeting | Member Secretary, IECBH |
| 4 | Scheduled SAE subcommittee meeting within 7 days of receipt of SAE analysis reports | Executive Secretary, SAE Sub-committee |
| 5 | Agenda and Minutes of the Subcommittee | Executive Secretary, SAE Sub-committee |
| 6 | Review and discussion of SAE report at the Subcommittee meeting | Members, SAE Subcommittee |
| 7 | Communication of the SAE Subcommittee decision about SAE review to Chairperson and other Institutional Ethics Committee for biomedical &health research members within 5 days of meeting. | Executive Secretary, SAE Sub-committee |
| 8 | Schedule IECBH full board emergency meeting if required within 5 days | Member Secretary, IECBHChairperson, IECBH |
| 9 | Communication of the decision about SAE review to the principal investigator | Member Secretary, IECBH |
| 10 | Communication of the IECBH decision about SAE review to the Licensing authority /DCGI if applicable within 30 days | Member secretary, IECBH |
| 11 | Discussion/ Information at the full board IECBH meeting | Member secretary, IECBH |

##  Receipt of SAE on site: Detailed instructions

The IECBH administrative staff will receive the following documents within the specified time frame pertaining to SAE experienced by the research participants for research proposals approved by the Dr D Y Patil School of Medicine, Hospital and Research Center, Navi Mumbai Institutional Ethics Committee for Biomedical and Health Research.

1. On site SAE Assessment Report report to be submitted by the Principal Investigator within 24 hours of their occurrence along with the SAE Assessment Report (Annexure –9).
2. SAE Analysis Report with due analysis will be submitted by the Principal investigator and Sponsor within 14 calendar days along with the format specified in Annexure – 10.
3. The follow up reports of all on site SAE / unexpected AE reports till the event is resolved.
* The IECBH Secretariat will verify that the report is complete in all respects and is signed and dated by the Principal Investigator (PI) or Sponsor as the case may be and that it has been received at the IECBHoffice within the specified timelines above. If the report has been received beyond the specified time, this will be considered as a violation.
* The IECBH Member Secretary will sign and write the date on which the report is received.

##  Communication to the IECBH Members

1. Member secretary will communicate minutes of SAE subcommittee meeting within 5 working days of meeting
2. After confirmation of comments from the IECBH members, the decision will be communicated to the Licensing authority (DCGI) and PI within 30 calendar days of the occurrence of the SAE.
3. If objection is received from more than 2 members of IECBH, an emergency meeting will be scheduled within 7 days for the same.
4. The decision taken at the emergency meeting regarding the onsite SAE report will be communicated to the Licensing authority (DCGI) and PI within 30 calendar days of the occurrence of the SAE.

##  Communication to Principal Investigator (PI)

1. The Member Secretary will draft a formal letter to the concerned Principal Investigator and inform him/ her about the IECBH decision. This letter will be signed and dated by the Member-Secretary and will be sent to the Principal Investigator within a period of 7 days from the date of the SAE subcommittee meeting or full board meeting after submission of SAE analysis report
2. The Principal Investigator will be requested to reply to the query letter on the SAE report within 7 working days. If no response is received (within 7 days of dispatch of EC query letter) from the investigator regarding the query raised on the given SAE, a reminder letter will be sent to the investigator stating that the response to the query letter must be sent within 5 working days of the dispatch of reminder letter. If no response is received to the reminder letter, this should be informed by the member secretary of the IECBHin the full board meeting and decision will be taken on case to case basis.
3. The principal investigator will be requested to forward follow-up reports after due analysis of the SAE report to the IECBH till SAE resolves
4. The Administrative officer will file a copy of all SAE related communication in the study file.

## Communication to Drug licensing authority (DCGI)

1. The Member Secretary will forward the letter describing the opinion on the SAE report death or other SAE, along with the opinion on financial compensation as per applicable rule as and when, to the Licensing authority (DCGI) within 30 calendar days of the occurrence of the SAE-death.
2. PI/Sponsor is also obliged to pay the expenses of the patients’ treatment till the time that it is proved that the SAE is not related.
3. The Administrative officer will file a copy of these letters in the study file.

##  SAEs occurring at other sites:

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| S.No | Country | MFRControl No.(If applicable) | Type of Report | SAEevent | Date ofOnset of ADR | Date of ADRreport | Outcome | Causality |
| PI | Sponsor |
|  |  |  |  |  |  |  |  |  |  |

The investigator will need to submit the SAEs occurring at other sites (CIOMS, SUSARS and Annexures09 and 10 as applicable) in the form of soft copies (in CD/DVD/PD) / hard copies along with the appropriate covering letter (hard copy) mentioning the total number of reports and its details preferably in the following format:

1. The SAEs occurring at other sites will be acknowledged by member secretary and discussed in the forthcoming scheduled SAE Subcommittee or Full Board meeting whichever is earliest. The agenda and minutes of the SAE Subcommittee/Full Board meeting will include the information on SAEs at other sites.
2. The discussion will be communicated by the SAE Subcommittee Executive Secretary (if discussed in SAE subcommittee meeting)to all IECBHmembers.

## Review of SAE in IECBH meeting

1. In case of the SAE occurring at the site to be discussed at the full board meeting, the member secretary will also provide the relevant information including updates on SAE that have occurred earlier at the site. The Chairperson will invite members to voice their opinions and ensure free and frank discussion.
2. If appropriate to the discussions and any issues regarding to SAE decision can be arrived at by voting (a majority vote for a decision is 2/3rdmajority of the members present and voting) or by consensus.

## Actions are listed below:

* Terminate the study
* Suspend the study till review is completed (safety monitoring of ongoing patients to be continued)
* Suspend the study till additional information is available
* Suspend the study for a specified duration of time
* Suggest changes/ amendments in protocol, Patient Information Sheet/ Informed Consent Document/ Investigators’ Brochure/ any other study-related documents
* Suspend the study till amendments requested for by the IECBHare carried out;
* Suspend enrolment of new participants;
* Suspend certain activities under the protocol
* Direct the Investigator to inform participants already enrolled in the study about the AEs and if required obtain their consent again (re-consent) regarding continuation in the research trial
* Direct the Investigator to inform participants already enrolled in the study about the AE and request them to undertake additional visits, additional procedures, additional investigations, etc. as prescribed in the amendment
* Note the information about the SAE in records for future reference
* Request further follow up information and/ or additional details
* Provide periodic follow-up of the research participant till SAE is resolved or till death occurs (whichever is earlier)
* Any other appropriate action;

The decision shall be recorded in the minutes of the full board IECBHmeeting;

* If the recommendation from the IECBH includes suspension of the study or suspension of any one or more of the study-related procedures or activities, amendments in the protocol or other study-related documents (excluding Investigators’ brochure), re-consenting of research participants, the decision will be conveyed to the Principal Investigator through telephone, fax or email within 24 hours. Such a communication will be documented by the Member-Secretary in the study file. A formal letter to the Principal Investigator informing about the IECBH recommendations in such situations willbe sent within 5 working days of the meeting of IECBHhaving taken place.
* IECBHwill ensure that appropriate compensation is paid to the research participant as per applicable regulatory requirements.
* Investigator should ensure safety monitoring of recruited patients to be continued till SAE resolved.

## Functions of the IECBH Administrative staff

1. To prepare the agenda of the SAE discussion with help of Member Secretary of the SAE Subcommittee. The agenda for the SAE discussion will include the information on SAE at the site in the following format

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Participant ID | Letter no./ and date of reporting | Type of report | Type of SAE/ UAE | Date of onset | whether study drug withheld | Outcome | Causality in the opinion of PI |
|  |  |  |  |  |  |  |  |

The agenda will also include information about onsite SAE reports for the SAE occurring at other trial sites.

1. To prepare the minutes (to be prepared within 5 working days of the meeting) with the help of the Member Secretary. The minutes of the SAE Subcommittee will include the information on SAE at the site in the following format:

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Participant ID | Letter no./ and date of reporting | Type of report | Type of AE/SAE/UAE | Date of onset | whether study drug withheld | SAE Outcome | Causality in the opinion of PI | Recommendationsby the SAE Sub Committee |
|  |  |  |  |  |  |  |  |  |

# SOP for reviewing proposals involving vulnerable Populations

### 15.1.1 Purpose

The purpose of this Standard Operating Procedure (SOP) is to describe procedures to review proposals involving vulnerable populations. The SOPs provide clear, unambiguous instructions so that the related activities of the Board are conducted in accordance with Indian laws and relevant, National and International Guidelines. It describes the requirements concerning review of research that involves groups that could be potentially vulnerable to coercion in regard to autonomy, and present conditions that may affect risk/benefit determinations or bearing unequal burden in research.

### 15.1.2Scope

This SOP covers the policies and procedures applied to all research dealing with vulnerable population submitted to the Dr D Y Patil School of Medicine, Hospital and Research Center, NaviMumbai Dr D Y Patil School of Medicine, Hospital and Research Center, Navi Mumbai , Hospital and Research Center, Navi Mumbai Institutional Ethics Committee.

### 15.1.3Responsibility

1. It is the responsibility of the IECBH ssecretariat to maintain up-to-date tools for review of research pertaining to vulnerable groups based on new and evolving applicable regulations and guidelines.
2. IECBHChairperson/ Member Secretary is responsible for ensuring that the IECBHmembers are well versed in new and evolving regulations and guidelines pertaining to vulnerable populations, for selecting primary reviewers with appropriate expertise to conduct the reviews of such research, and for securing appropriate consulting expertise or representative from the vulnerable population as needed for selected reviews.
3. All members is responsible for conducting appropriate review of research planned for vulnerable populations, including an assessment of potential for coercion, in consultation with any appropriate experts and resources as described in this SOP.

### 15.1.4Role of administrative staff

1. Administrator will maintain on file the update checklist (A-F) which conforms to applicable regulations and guidelines.
2. Document review of risk assessment in the IECBH minutes for the protocols involving vulnerable population.
3. Confirm that the complete informed consent and assent documents as relevant.
4. Chairperson/Member Secretary will select appropriate primary reviewer(s) as applicable for the vulnerable population.
5. IECBHmembers will complete checklist during review of research with vulnerable populations and present recommendations at the convened meeting.

### 15.1.5. Detailed instructions: Review of protocol with vulnerable population

Vulnerable persons are those who are relatively (or absolutely) incapable of protecting their own interests. More formally, they may have insufficient power, intelligence, education, resources, strength, or other needed attributes to protect their own interests. Individuals whose willingness to volunteer in a research study may be unduly influenced by the expectation, whether justified or not, of benefits associated with participation, or of a retaliatory response from senior members of a hierarchy in case of refusal to participate may also be considered vulnerable. Examples are members of a group with a hierarchical structure, such as medical, pharmacy, dental, and nursing students, subordinate hospital and laboratory personnel, employees of the pharmaceutical industry, members of the armed forces, and persons kept in detention. Other vulnerable persons include patients with incurable diseases, people in nursing homes, unemployed or impoverished people, and patients in emergency situations, ethnic minority groups, homeless people, nomads, refugees, minors, and those incapable of giving consent. This list may not be exhaustive as there may be circumstances in which other groups are considered vulnerable, women for example, in an orthodox society.

The protocol should be reviewed keeping in mind the following points when it concerns research that involves groups that could be potentially vulnerable to coercion:

* Measures to protect autonomy
* Risk/benefit determinations with respect to the vulnerability
* Bearing unequal burden in research

Any member of the IECBHwho would be dealing with such protocols should be well versed with the potential harm or risk of such population participating in the study. The checklist for different vulnerable population is being provided in Annexure – 11 to Annexure – 14.

Special justification is required for inviting vulnerable individuals to serve as research subjects and, if they are selected, the means of protecting their rights and welfare must be strictly applied.

# Administrative officer Responsibilities

1. Provide a suitable checklist according to the subjects to be recruited in study to the investigator. Inform the investigator to download the appropriate application form and informed consent document/ assent form from the internet/intranet site.
2. Provide appropriate reference material or help reviewer locate such material related to vulnerable populations when specifically requested for, by a reviewing member

# Appointment of Reviewers

The Chairperson will appoint two or more members of the IECBHwho have a thorough understanding of the ethical review process and experience in the field of research to review such type of protocols. The reviewers should be familiar and trained in the concept of vulnerability and protections for participants with diminished autonomy.

Subject experts or representative of vulnerable subjects shall be invited as required with prior intimation. Subject experts or representative of vulnerable subjects will be asked for their inputs or opinion on respective research projects. Subject experts or representative of vulnerable subjects will not participate in voting or decision making process.

# Reviewers responsibility

1. IECBHMembers will review the protocol and the informed consent document or assent form.
2. The reviewers comments will be discussed in the IECBHmeeting and the final comments will be sent to the PI.
3. The discussion will be documented in the minutes.
4. The member secretary will confirm that the IECBHrecommendations have been incorporated in the revised protocol and in the final draft of informed consent document or assent form.

# Approval of the protocol

1. The final version of the protocol will be approved by the board.
2. Wherever necessary the IECBHapproval should state that if in future the vulnerability status of the participants changes for e.g.; unconscious patient gaining consciousness, then the protocol and ICD should be amended and resubmitted to the IECBHfor reconsideration and approval Following which the participant should be re-consented and reconsidered for the same.

# Policy of communication with different stake holders

IECBHcommunicates with different stakeholder involved in research process including Principal Investigator or any other study team designee, Regulator (DCGI), Director of Institute, and Sponsor (If required).

IECBH may communicate following to respective stakeholder but not limited to:

##  Principal Investigator

* Study Project Approval/Rejection letter/ Query Letter
* Study documents Amendments Approval/Rejection letter/ Query Letter
* Response to Serious Adverse event notification
* Opinion on compensation of Study injury/death
* Response to Protocol deviation/Violation/Waiver
* Response to Continue review/study completion report
* Study termination letter

## 20.2 DCGI

* Opinion on compensation of Study injury/death
* Study Termination letter
* Ethics Committee registration Communications
* Submission of protocol and protocol related documents in case of academic study with change of dose/administration route/indication etc.

## 20.3 Dean (Head of institute)

* Annual reports of IECBH including status of all studies

## 20.4Study Participants:

* Response to complaints (if any) filed by studyparticipants

## 20.5 IECBH members:

* Study documents for review
* Agenda and Minutes of meeting
* Agenda and Minutes of SAE subcommittee

# Policy Financial declaration of payments received and disbursed

1. All payment received as submission fee are separately maintained under ‘Institutional Ethics Committee’
2. Account officer will receive all payment cheque/DD and will submit to account department of institute.
3. All expenditure of Admin are managed through payment received as fee including Admin Manager/EC supporting staff Salary, meeting arrangement cost, Travel reimbursement to chairperson and external members, Stationary charges, Cupboard, Electricity and telephone bills infrastructure requirement including Computer, Xerox, Scanner, Ethics Committee Member Training arrangement
4. The remuneration for committee members are as mentioned below

|  |  |
| --- | --- |
| Designation | INR for Meeting |
| Chairperson | **3000/-** |
| Member secretary | **3000/-** |
| Co- secretary | **1500/-** |
| Members Outside institute | **2000/-** |
| Members From institute | **1000/-** |
| Legal Advisor & Social scientist | **500/-** |
| Clerical  | **500/-** |
| Attendant | **300/-** |

1. All financial payments received and disbursed shall be reviewed at end of every financial year and presented to all Admin members
2. All financial communication is liable under Institute’s internal routine financial Audit.

# SOP for complaints by the research participants

1. The purpose of this Standard Operating Procedure (SOP) is to provide guidelines for dealing with requests by research participants/ patients regarding their rights as a participant or to resolve their complaint(s) that is/ are related to their participation in research/ trial approved by IECBH.
2. Subject Participants can contact Secretariat of IECBHfor any request complaints or query as contact details are mentioned on IECBHapproved Informed Consent Documents.
3. Member Secretary will ascertain if the concerned individual has been approached to participate in the study or is already participating in the study based on documents available with. If required, Member Secretary will call for relevant information and documents from the Investigator, as required.
4. Member Secretary will inform to all members within7 days of receipt of complaint
5. Member Secretary may consider matter for next full board meeting with confirmation from chairperson. All available information along with required documents will be discussed in meeting
6. Chairperson may appoint 1 or 2 members from IECBH for enquiry in order to resolve the matter.
7. The Chairperson/ Member Secretary will assess the situation and mediate a dialogue between the research participant and the investigator in an attempt to resolve the matter.
8. The final decision will be informed to the research participant, concerned investigator, Head of Institute by the Member Secretary within 4 week from filing of complaint.
9. TheIECBHmembers are informed about the action taken and the outcomes in the forthcoming meeting.
10. All relevant records and communication regarding complaints are maintained.

# Procedures to safeguard and monitor Research Participant’s rights, safety and well-being

1. The IECBH ensures that Rights and responsibilities of Research participants (**Annexure -17**) are displayed at research site including OPD room, andoffice in English and Hindi languages.
2. Rights and responsibilities of Research participants are also displayed at electronic display of hospital and on Hospital website in English and Hindi languages.
3. IECBHwill instruct Principal Investigator in the approval letter to ensure that all rights and responsibilities of research participants are informed to all research participants to be enrolled in study.
4. IECBHensures contact details of IECBH contact person (secretary) are included in the iinformed consent document to contact research participants in case of any issue related to rights and integrity.
5. Research participant can raise any complaint to IECBHat any point as mentioned in section 22 (SOP for complaints by the research participants)
6. IECBH shall monitor violation of any rights of research participants by interviewing research participants during onsite Dr D Y Patil School of Medicine, Hospital and Research Center, Navi Mumbai, Institutional Ethics Committee for Biomedical and Health research monitoring.
7. IECBH will monitor safety and well-being of research participants of ongoing study by reviewing
* Continue review report and study completion reports
* Review of Serious Adverse Events at site and other sites
* Review of period safety updates report and Investigational brochure or any other new information available which may affect participants safety
* Periodic on-site Monitoring of flagged High risk studies
1. IECBHshall arrange periodic training of Admin staff, Investigators and other study staff on procedures to safeguard and monitor Research Participant’s rights, safety and wellbeing

# References

World Health Organization, Operational Guidelines for Review Biomedical Research, 2000*.(Geneva 2000)*

*(Accessed* [*at www.who.int/tdr/publications/publications)*](http://www.who.int/tdr/publications/publications%29)

International Conference on Harmonization, Guidance on Good Clinical Practice (ICHGCP) 1996- *(Accessed at*[*http://www.ich.org/LOB/media/MEDIA482.pdf*](http://www.ich.org/LOB/media/MEDIA482.pdf)*)*

International Conference on Harmonization, Guidance on Good Clinical Practice (ICHGCP) 1996- *(Accessed at*[*http://www.ich.org/LOB/media/MEDIA482.pdf*](http://www.ich.org/LOB/media/MEDIA482.pdf)*)*

IOMS International Ethical Guidelines for Biomedical Research Involving HumanSubjects

*(Accessed at* [*http://www.cioms.ch/frame\_guidelines\_nov\_2002.htm*](http://www.cioms.ch/frame_guidelines_nov_2002.htm)*)*

ICMR‟s Ethical Guidelines for Biomedical research on Human Participants,ICMR(2006) *(Accessed* [*at http://www.icmr.nic.in/ethical\_guidelines.pdf)*](http://www.icmr.nic.in/ethical_guidelines.pdf%29)

Schedule Y (Drugs and Cosmetic Act 1940; amendment 20th January 2005) *(Accessed at*[*http://www.cdsco.nic.in/html/Schedule-Y%20(Amended%20Version-2005)%20original.htm0*](http://www.cdsco.nic.in/html/Schedule-Y%20%28Amended%20Version-2005%29%20original.htm0)

European Convention on Human rights and Biomedicine (1997).

Accessed [*at http://conventions.coe.int/treaty/en/treaties/html/164.htm*](http://conventions.coe.int/treaty/en/treaties/html/164.htm)

Central Drug Standard Control Organization Gazette Notification rule 43(E) dated 24 Jan 2013

*(Accessed* [*at http://www.cdsco.nic.in/GSR%2043E%20jan%2024%202013.pdf)*](http://www.cdsco.nic.in/GSR%2043E%20jan%2024%202013.pdf%29)

Central Drug Standard Control Organization Gazette Notification rule 63(E) dated 30 Jan 2013 *(Accessed* [*at http://www.cdsco.nic.in/GSR%2053(E)%20dated%2030.01.2013.pdf)*](https://d.docs.live.net/8040523521e6d022/DIPS/Presentations/DYP_MEdical%20College_Navi%20Mumbai/IEC-DYPUSOM_30Jul18/IEC_20Aug18/Downloads/at%20%20http%3A/www.cdsco.nic.in/GSR%2053%28E%29%20dated%2030.01.2013.pdf%29)

Central Drug Standard Control Organization Gazette Notification rule 72(E) dated 8Feb 2013

*(Accessed at* [*http://www.cdsco.nic.in/GSR%2063(E)%20dated01%20.02.2013.pdf)*](http://www.cdsco.nic.in/GSR%2063%28E%29%20dated01%20.02.2013.pdf%29)

Central Drug Standard Control Organization Gazette Notification rule GSR 611 (E) dated 31 July 2015 *(Accessed at*[*http://www.cdsco.nic.in/writereaddata/Gazette%20Notification%2031%20July%202015.pdf*](http://www.cdsco.nic.in/writereaddata/Gazette%20Notification%2031%20July%202015.pdf)*)*

Central Drug Standard Control Organization Gazette Notification rule GSR 889 (E) dated 12 Dec 2014 *(Accessed at*[*http://www.cdsco.nic.in/writereaddata/Notificatiohn%20on%20Compensation%20on%20clincial%20trial%20(1).pdf)*](http://www.cdsco.nic.in/writereaddata/Notificatiohn%20on%20Compensation%20on%20clincial%20trial%20%281%29.pdf%29)

HanySleem, et al Development of an Accessible Self-Assessment Tool for Research Ethics Committees in Developing Countries Journal of Empir Research Human Research Ethics.2010 Sep; 5(3): 85–98.

# ANNEXURES

Annexure - 1: Format for covering letter for submission of research proposal for IECBH approval

Date: XX-XXX-XXXX

*To,*

The Chairperson / Secretary

Institutional Ethics Committee for Biomedical and Health Research for Biomedical and Health Research (IECBH)

Dr D.Y. Patil Medical College, Hospital & Research Center

Sector-5, Nerul, Navi Mumbai – 400 706

Subject: Research Proposal and documents for review and approval by the (IECBH)

Study title: …………………………………………………………………………

Dear Sir/Madam,

With reference to the above subject and reference, please find attached the following study related documents for review and approval by the Institutional Ethics Committee for Biomedical and Health Research for Biomedical and Health Research (IECBH)

as applicable:

1. Project Submission Form to IECBH
2. Research Protocol/Synopsis
3. Check-list along with all necessary documents

I hereby state that I would conduct my research as per the principles of Good Clinical Practice guidelines issued by the ICMR and comply with all required regulations.

I request you to kindly review and approve the same.

Thanking you

Dr. -------------------------------

Principal Investigator (PI)

Designation

Contact: Mail: -----------------------------

Annexure -2: Project Submission Form to IECBH

1. Scientific title of the study
2. Principle investigator – Details

Name ………………….

Department……………….

Designation…………………..

Email ID………………………..

Contact No………………………..

1. Name of the guide & Co- Guide ( If it is) – details as above

Name ………………….

Department……………….

Email ID………………………..

Contact No………………………..

1. Contact Person
2. CTRI.Reg.NO
3. Funding- Self Organization

Name of the Organization ………………….

(If Yes – Provide Detail)

**Yes / No**

1. Sponsor

Name of the sponsor ……………

1. Study site ( EX – Hospital, Department (IPD,OPD,ICU), Additional site, School )
2. Health condition /Problem studied : ( Diabetis Mellitus, Hypertension, Ca.cervix etc.)
3. Study population - ( Mention details like stage of the disease, duration )

1. Healthy volunteers
2. Diseased
3. Other
4. Type of the study –

Name of the Intervention

Tick

1. Interventional

Ex- Drug, operative procedure, Life style modification

Tick

1. Observational

Simply observing and data collection

1. Longitudinal

Prospective Retrospective

1. Cross-sectional
2. Study arm - Single arm Double arm Multiple arm
3. Parallel group Cross over
4. Randomization

**Yes / No**

Method of randomization

(If Yes – Provide Detail)

**Yes / No**

1. Control/Comparator group –
2. Placebo
(Explanation of Placebo as a comparator)
3. Standard drug / Standard operative procedure
4. (Details including any brand name, generic name, dose, duration, route, brief procedure if operative)

**Yes / No**

1. Blinding –

Single / double / Triple

1. Open label

1. Complete Study Design (From above mentioned details write complete study design)

Ex- A double blind randomized placebo control study to evaluate the efficacy and safety of

1. Inclusion criteria : Criteria’s which make the participants eligible to take part in the study( Increase Number)

(Ex – Age, Gender, Stage of disease etc.)

1. Exclusion criteria Criteria’s which make the participants not eligible to take part in the study

(Ex – Habit – Alcoholic, Smoking, Co morbidities etc.)

1. Aim & Objectives
2. Primary objective: ( The main thing which you want to do, one which answer your research question, decide sample size)
3. Secondary Objective: ( Other thing which you want to do along the way)
4. Outcome / End Point : ( Variables that are monitored during a study to document the impact of given interventation / exposure)
5. Primary outcome / End Point: (Relevant to your research question should be patient centric. Ex – Cure, Mortality, QOL )
6. Secondary outcome / End Point: ( Additional outcomes monitored to help interpret the results of primary outcome )
7. Material and Methods ( In brief about the study )
8. Study Groups ( Details about the number of group and criteria )
9. Enrollment / Recruitment Process : ( Mention how the participants will be enrolled or recruited in the study)
10. Study Procedure: (In brief about the procedure of drug administration / operative intervention / Data collection / Lifestyle modification, and measurement of the outcomes variables.)

1. Study sample : ( Sample Size, Method of sampling & calculation )

Sample size -

Method of sampling

Calculation – Scientific rationale for the sample size

(If Yes – Provide Detail)

**Yes / No**

1. Biological material handling
2. Phase of trial
3. Estimated duration of the study from enrollment to data analysis
4. Brief summary From above mentioned details

1. References : Vancouver style only

**Signature & stamp of Guide Signature & stamp of HOD**

Please upload the following annexure

1. Format for covering letter for submission of research proposal for IECBHBH approval ( Download & Upload )
2. Informed consent Document – ( Download & Upload )
a) Inform consent form - (Hindi,Marathi,English)

b) Patient information Sheet - (Hindi,Marathi,English)

1. Case record sheet/Patient Performa – This will be derived / made by the principle investigator - Upload
2. Waiver of consent form ( If applicable) ( Download & Upload )
3. Check list for vulnerable population ( Download & Upload )
4. Checklist for Genetic Research ( Download & Upload )
5. Other Annexures as per requirement – Questionnaires ( Should be derived by PI and should be pre-tested and pre-validated ) - Upload

Please download the uploaded protocol. Submit one hard copy with the signature of guide & Head of the department. Along with application form

Annexure -3: Check-list of documents for research protocol submission

|  |  |  |
| --- | --- | --- |
| **S.No** |  **Annexure** | **Yes/No** |
| **1.** | Covering letter for submission of research proposal for IECBHBH approval  |  |
| **2.** | Informed consent form(Hindi,Marathi,English) |  |
|  | Patient information sheet - (Hindi,Marathi,English) |  |
|  | Case record sheet/Patient Performa |  |
|  | **If applicable**Waiver of consent form Check list for vulnerable population Checklist for Genetic Research Other Annexures as per requirement - Questionnaires |  |

Annexure 4: Process flow of Submission of Projects to IECBH

Submission of project proposal by Investigator 07 days prior to meeting

[As per check-list in Annexure – 3]

Annexure -5: Sample format for Informed Consent Document (ICD)

**Informed Consent Document (ICD)**

[Participant Information Sheet (PIS) & Informed Consent Form (ICF)]

Protocol No.: ………………………..

Study title: ………………………………………………………………………………………

……………………………………………………………………………………………………..

………………………………………………

Principal Investigator Name: …………………………………….

Designation: ……………………………………………………….

Address: ……………………………..…………………………….

Phone (24 hours): …………………………………………………

Mail: …………………………………………………………………

Participant’s Name: ………………………………………………

**Participant Information Sheet (PIS)**

1. **Invitation paragraph**

You are invited to participate in the study titled ‘………………….……….. ‘.

The purpose of this document is to provide you with information about this study. Please read this document carefully and ask your doctor questions or seek clarification if anything is not clear to you. When all your questions have been answered to your satisfaction and if you are willing to participate in the study, you will be required to sign the consent form. You will be provided with a copy of this information sheet for your reference.

1. **Information about the study (introduction)**

*(Briefly explain in lay terms the background of the problem, the need & purpose of the study, Use simple explanatory language / words that can be understood by an averagely literate individual such as non-matriculate)*

1. **Why am I being requested to participate in this study?**

You are requested to participate in this study as you are suffering from………

1. **What are the benefits of my participation?**

*State possible benefits of the study if any or print your participation may or may not benefit you directly, however the information obtained from the study will be of benefit in the treatment of future patients*

1. **What will the study involve?**

*(Explain how long the patient will be required to be in the research. How often will he / she will require to visit a clinic if applicable)*.Provide details of the study procedure e.g. examination, intervention (drugs, surgery) tests, radiology etc. Explain *(allotment to a study group)* if it is a blinded study.

1. **What are the risks involved?**

\*For non-intervention studies state none as NO extra investigations or new therapy is involved.\* For intervention studies or where extra investigations are involved- list possible side effects *(common & uncommon)*

1. **What will be the cost of participation?**

All costs of the treatment or diagnostics, over & above those involved in standard diagnosis & treatment will be borne by the hospital. Costs as involved in routine care will be borne by the patient

1. **Will my results be informed to me?**

*(print as applicable)*

1. **What are my responsibilities?**

Explain are there any lifestyle restrictions, dietary restrictions, advise to follow all study related instructions, keep follow up dates, report any adverse reactions etc.

1. **Is my participation compulsory?**

No, your participation is voluntary and non-participation will not in any way affect your treatment at the hospital.

1. **Can I withdraw from the study?**

You are free to withdraw from the study at any time without giving any explanation. This will not affect your care at the hospital. No further test(s) etc. will be done. However, data already collected may be used for analysis of results.

1. **If something goes wrong what happens? Who treats & bears the cost?**

Any study related complication (diagnostic procedures & therapy) will be treated by the hospital. The hospital will bear the costs of any conditions arising out of study participation.

Mention availability of insurance, if any.*(State if no additional or new intervention is done the patient will bear the cost for such events.)*

1. **Do I get any compensation in case of research related injury?**

Research related injury is an injury that occurs to the subject as a result of research participation. Injuries may range from relatively minor harms (such as bruises or infected wounds) to major injuries (such as organ damage or temporary disability) to catastrophic injuries (such as permanent disability or death).An injury may require only acute or emergency care, or it may require continuing care. Injuries can be physical or psychological/emotional. In case of research related injury, the study subject shall be entitled for financial compensation as per the recommendation of the IECBH and the expert committee as per prevailing regulatory guidelines. In case of death of the subject, his /her nominees are entitled for financial compensation as per the recommendation of the IECBHand the expert committee as per prevailing regulatory guidelines. The financial compensation shall be over and above any expense incurred on the treatment of the subject.The decision for compensation shall be taken during the IECBH meeting and adequately decided as per the provisions of rule 122DAB of The Drugs and Cosmetics Rules, 1945, and other guidelines provided by CDSCO.

1. **What about the confidentiality of my data?**

All the information obtained in this study will be kept strictly confidential and used for scientific purposes only. Data taken from this study may be published or presented in scientific meetings. However, your name and other identifying information will be kept confidential and will not be made publicly available. Investigators, study team members, ethics committee members & regulatory authorities (if required by law) may review your personal and medical records.

1. **Is the study approved by ethics committee or review board?**

Yes.

The study has been reviewed & approved by the Institutional Ethics Committee for Biomedical and Health ResearchofDr D Y Patil School of Medicine, Hospital and Research Center, NaviMumbai Dr D Y Patil School of Medicine, Hospital and Research Center, Navi Mumbai , Hospital and Research Center, Navi Mumbai.

1. **Whom can I contact for more information?**

For any study related information:

PI / Research fellow and 24 hours contact details (refer first page)

For your rights contact the following:

DrVaishaliThakare

Member Secretary

Institutional Ethics Committee for Biomedical and Health Researchfor Biomedical & Health research(IECBHBH)

D Y Patil School of Medicine & Hospital and Research Center

Sector-5, Nerul, Navi Mumbai

Contact No. 02227702218 Extn. 166

Mail:dypsom.src@dypatil.edu

**Informed Consent Form (ICF)**

Protocol No.: ………………………..

Study title: ………………………………………………………………………………………

……………………………………………………………………………………………………..

Principal Investigator Name: …………………………………….

Subject’s Initials: …………………………………………………

Subject’s Name: …………………………………………………

Date of Birth / Age: ­­­ …………………………………………………

Address of the subject: …………………………………………………

Qualification: …………………………………………………

Occupation: Student / self- employed / service / Housewife / Other

 (Please tick as appropriate)

Annual Income of Subject: …………………………………………………

Name of nominee: …………………………………………………

Relation to the subject: …………………………………………………

|  |  |  |
| --- | --- | --- |
| Sr |  | Please initial inbox(Subject) |
| 1 | I confirm that I have read and understood the information sheet dated for the above study and have had the opportunity toask questions. | [] |
| 2 | I understand that my participation in the study is voluntary and that I am free to withdraw at any time, without giving any reason, without my medical care or legal rights being affected. | [] |
| 3 | I understand that the study team member, Ethics Committee and the regulatory authorities will not need my permission to look at my health records both in respect of the current study and any further research that may be conducted in relation to it, even if I withdraw from the trial. I agree to this access. However, I understand that my identity will not be revealed inany information released to third parties or published. | [] |
| 4 | I agree not to restrict the use of any data or results that arise from this study provided such a use is only for scientific purpose(s) | [] |
| 5 | I agree to take part in the above study. | [] |

|  |  |  |
| --- | --- | --- |
| Signature (or Thumb impression) of SubjectORLegallyAcceptable Representative (LAR) |  | Date: / /  |
| Signatory’s Name |  |  |
| Signature of the Impartial Witness |  | Date: / /  |
| Name of the Impartial Witness |  |  |
| Signature of the Investigator |  | Date: / /  |
| Study Investigator’s Name |  |  |

*(On every Page of ICF- Version no XXXX dated XXXXX Page No )*

Annexure - 6: Study Assessment Form to be used by the Reviewer

|  |  |
| --- | --- |
| *Name of the Reviewer* | *Date* |
| *IECBHBH ID & Principle investigator* | *Comments By the Reviewer* |
|  |  |
|  |  |
|  |  |
|  |  |

Signature of the reviewer**Annexure -07: Confidentiality Agreement**

**Confidentiality Agreement Form for those attending the IECBHBH meeting**

In recognition of the fact, that I,…………………………………………………….

(*Member’s name and his /her affiliation)*

herein referred to as the “undersigned”, have been appointed as a member/invitee of the Institutional Ethics Committee for Biomedical and Health Researchfor Biomedical and Health Research (IECBHBH), Dr D Y Patil School of Medicine, Hospital and Research Center, Navi Mumbai and have been asked to assess research studies involving research participants in order to ensure that they are conducted in a humane and ethical manner, adhering to the highest standards of care as per the national, and local regulations and institutional policies and guidelines and international and national guidelines;

Whereas, the appointment of the undersigned as a member/invitee of the IECBHBH, is based on individual merits and not as an advocate or representative of a home province, territory or community nor as a delegate of any organization or private interest;

Whereas, the fundamental duty of an IECBHBH member/invitee is to independently review both scientific and ethical aspects of research protocols involving human subjects and make a determination and the best possible objective recommendations, based on the merits of the submissions under review;

Whereas, the IECBHBH must meet the highest ethical standards in order to merit the trust and confidence of the communities in the protection of the rights and well-being of research participants;

The undersigned, as a member/invite of the IECBHBH is expected to meet the same high standards of ethical behavior to carry out its mandate.

This Agreement thus encompasses any information deemed Confidential or Proprietary provided to the Undersigned in conjunction with the duties as a member of the IECBHBH . Any written information provided to the undersigned that is of a Confidential, Proprietary, or Privileged nature shall be identified accordingly.

As such, the undersigned agrees to hold all Confidential or Proprietary trade secrets (“information”) in trust or confidence and agrees that it shall be used only for contemplated purposes and shall not be used for any other purpose or disclosed to any third party. Written Confidential information provided for review shall not be copied or retained. All Confidential information (and any copies and notes thereof) shall remain the sole property of the Institutional Ethics Committee for Biomedical and Health Researchfor Biomedical and Health Research, Dr D Y Patil School of Medicine, Hospital and Research Center, NaviMumbai .

The Undersigned agrees not to disclose or utilize, directly or indirectly, any Confidential or Proprietary information belonging to a third party in fulfilling this agreement. Furthermore, the Undersigned confirms that his/her performance of this agreement is consistent with the institute’s policies and any contractual obligations they may have to third parties.

Please sign and date this Agreement, if the Undersigned agrees with the terms and conditions set forth above. The original (signed and dated Agreement) will be kept on file in the custody of the IECBHBH office*.* A copy will be given to you for your records.

In the course of my activities as a member of the IECBHBH, I may be provided with confidential information and documentation (which we will refer to as the Confidential Information; subject to applicable legislation, including the Access to "Confidential Information").

I agree to take reasonable measures to protect the Information Act, not to disclose the Confidential Information to any person; not to use the Confidential Information for any purpose outside the Committee's mandate, and in particular, in a manner which would result in a benefit to myself or any third party; and to destroy all Confidential Information (including any minutes or notes I have made as part of my duties) to the Chairperson upon termination of my functions as a Committee member.

I,

(Name of the member/invitee) have read and accept the aforementioned terms and conditions as explained in this agreement and I acknowledge that I have received a copy of this

Signature Date

Chair-person’s Signature Date

I acknowledge that I have received a copy of this Agreement signed by the IECBHBH Chairperson and me.

Signature Date

**Annexure -08: Conflict of Interest (COI) Form**

It is recognized that the potential for conflict of interest will always exist but the Institutional Ethics Committee for Biomedical and Health Researchfor Biomedical and Health Research (IECBHBH), Dr D Y Patil School of Medicine, Hospital and Research Center, Navi Mumbai and its Chairperson need to manage the conflict issues so that the ultimate outcome is the protection of research participants.

It is the policy of the IECBHBH that no member may participate in the review, comment or approval of any activity in which he/she has a conflict of interest except to provide information as requested by the IECBHBH.

The Undersigned will immediately disclose to the Chairperson/Secretary of theIECBHBH any actual or potential conflict of interest that he/she may have in relation to any particular proposal submitted for review by the ccommittee, and to abstain from any participation in discussions or recommendations or decision making in respect of such proposals.

If an applicant submitting a protocol believes that an IECBH member has a potential conflict, the investigator may request that the member be excluded from the review of the protocol.The request must be in writing and addressed to the Chairperson. The request must contain evidence that substantiates the claim that a conflict exists with the EC member(s) in question. The Committee may elect to investigate the applicant’s claim of the potential conflict.

When a member has a conflict of interest, the member should notify the Chairperson/Secretary and may not participate in the IECBHreview or approval except to provide information requested by the Committee.

Some examples of conflict of interest cases may be any of the following:

* A member is involved in a potentially competing research program.
* Access to funding or intellectual information may provide an unfair competitive advantage.
* A member’s personal biases may interfere with his or her impartial judgment.

**Agreement on Conflict of Interest**

Please sign and date this Agreement, if the Undersigned agrees with the terms and conditions set forth above.

The original (signed and dated Agreement) will be kept on file in the custody of the office of the Institutional Ethics Committee for Biomedical and Health Research (IECBH), Dr D Y Patil School of Medicine, Hospital and Research Center, Navi Mumbai.

A copy will be given to you for your records.

Whenever I have a conflict of interest, I shall immediately inform the Chairperson not to count me for discussion or decision making in respect of such proposal.

I,

(Name of the member) have read and accept the aforementioned terms and conditions as explained in this agreement and I acknowledge that I have received a copy of this

Signature Date

Chairperson’sSignature Date

I acknowledge that I have received a copy of this Agreement signed by the IECBHChairperson and me.

Signature Date

**Annexure -09: Serious Adverse Event (SAE) Assessment Report**

**Serious Adverse Event Assessment Report (For SAE at the site)**

|  |
| --- |
| Name of the Principal Investigator: Department:  |
| Dr D Y Patil School of Medicine, Hospital and Research Center, Navi Mumbai Institutional Ethics Committee for Biomedical and Health Research Protocol No: Protocol Title:  |
| Patient ID: Event /SAE term: ReportDate: Date of Onset ofSAE:  InitialFollow-up No. of Follow-up |
| Attach a narrative for details of SAE, history of the case and relevant laboratory findings and treatment given: |
| Outcome of SAE: resolved on-going |
| Seriousness: | Relation to Drug Device |
|  Death | study procedure |
|  Life threatening |  Not related |
|  Hospitalization – initial prolonged Disability / Incapacity |  Possibly Probably |
|  Congenital Anomaly |  Definitely related |
|  Any Other… |  Unknown |
|   | Whether study drug withheld: Yes  No |
|  | If yes, since when:  |

|  |
| --- |
| Details of compensation:Who has paid for medical treatment? Whether compensation given to participant in case of study relatedinjury? |
| Signature of the Principal Investigator: Date:  |

Acknowledged/ Reviewed by

Name of Member Secretary

Sign and Date

**Annexure -10: Serious Adverse Event (SAE) Analysis Report**

*(For SAE at the site)*

| Sr. | Details |
| --- | --- |
| 1 | Country (Name of the country should be specified) |  |
| 2 | SAE report of death or other than death, Please tick(✓) | Death | Other than Death |
| Yes /No |
| 3 | In case of Serious Adverse Event(SAE), please specify if there is any injury to the participant (Please specify Yes/No) in the box |  |  |
| 4 | Protocol Title |  |  |
| 5 | Protocol Study No./ ID /Code |  |  |
| 6 | Copy of Clinical Trial permission obtainedfrom CDSCO |  |  |
| 7 | CTRI Registration No. (Mandatory forClinical Trial Permitted after 15/06/09) |  |  |
| 8 | Sponsor(Address with contact no andEmail) |  |  |
| 9 | CRO (Address with contact no and Email) |  |  |
| 10 | Initial / Follow-up (FU) |  |  |
| 11 | In case of follow-up: Date & Diary no ofinitial or recently submitted report information |  |  |
| 12 | Patient Details |  |  |
| A | Initials & other relevant identifier(Hospital /OPD record number etc.) |  |  |
| B | Gender |  |  |
| C | Age and/or date of birth |  |  |
| D | Weight |  |  |
| E | Height |  |  |
| 13 | Suspected Drug(s) |  |  |
| A | Generic name of the drug. |  |  |
| B | Indication(s) for which suspect drug was prescribed or tested. |  |  |
| C | Dosage form and strength. |  |  |
| D | Daily dose and regimen (specify units -e.g., mg, ml, mg/kg). |  |  |
| E | Route of administration. |  |  |
| F | Starting date and time of day. |  |  |
| G | Stopping date and time, or duration of treatment |  |  |
| 14. | Other Treatment(s) |  |  |
|  | Provide the same information for concomitant drugs (including non prescription/OTC Drugs) and non-drug therapies, as for the suspected drug(s). |  |  |
| 15. | Details of the events |  |  |
| A | Full description of event (s) including body site and severity, as well as the criterion (or criteria) for regarding the report as serious. In addition to a description of the reported signs and symptoms, whenever possible, describe a specific diagnosis for the reaction. |  |  |
| B | Start date (and time) of onset of reaction. |  |  |
| C | Stop date (and time) or duration of reaction. |  |  |
| D | De challenge and re challenge information. |  |  |
| E | Setting (e.g., hospital, out-patient clinic, home, nursing home). |  |  |
| 16. | Outcome |  |  |
| A | Information on recovery and any sequelae; results of specific tests and/or treatment that may have been conducted. |  |  |
| B | For a fatal outcome, cause of death and a comment on its possible relationship to the suspected reaction; any post-mortem findings. |  |  |
| C | Other information: anything relevant to facilitate assessment of the case, such as medical history including allergy, drug or alcohol abuse; family history; findingsfrom special investigations etc. |  |  |
| 17. | Details about the Investigator |  |  |
| A | CT Site Number, if any |  |  |
| B | Name |  |  |
| C | Address |  |  |
| D | Telephone/Mobile Number & Email |  |  |
| E | Profession (specialty) |  |  |
| F | Date of reporting the event to LicensingAuthority: |  |  |
| G | Date of reporting the event to EthicsCommittee overseeing the site: |  |  |
| H | Signature of the Investigator |  |  |
| 18. | Details about the Ethics Committee |  |  |
| A | Name & Address |  |  |
| B | Name of Chairman & Address |  |  |
| C | Telephone/Mobile Number |  |  |
| D | Email |  |  |
| 19. | Adverse Event Term / Details of SAE |  |  |
| 20. | Causality Assessment Related/Unrelated) by Investigator. |  |  |
| 21. | Causality Assessment (Related/Unrelated)bySponsor/CRO |  |  |
| 22. | Details of compensation provided for injury or death. In case no compensation has been paid, reason for the same : |  |  |
| 23. a | Duly filled SAE Form as per Appendix XIof Schedule Y |  |  |
| B | Laboratory investigations report/Discharge summary (if available and applicable) |  |  |
| C | Post-mortem report (if applicable)/ Any additional documents) |  |  |

**For Vulnerable Population**

**Annexure -11: Checklist forResearch Involving Children**

IECBH protocol no. Name of Principal Investigator

|  |  |  |
| --- | --- | --- |
| Risk Determination | Benefit Assessment | IECBH Action |
| Minimal | With or without direct benefit | Approvable |
| Greater than minimal risk | Potential to child | Approvable |
| Greater than minimal risk | No direct benefit to individual offer general knowledge about the child’s condition or disorder. | Approvable **on** case **to case basis** |

1. Minimal risk means that the probability and magnitude of harm or discomfort anticipated in the research are not greater than those ordinarily encountered in daily life or occurring during the performance of routine physical or psychological examinations or tests.
2. Risk may not be more than a minor increase over minimal risk, consent of both parents is required under normal circumstances.
3. Approval to proceed with this category of research must be made by the Administrator of the IECBH, with input from selected experts.

|  | Yes | No | NA |
| --- | --- | --- | --- |
| Does the research pose greater than minimal risk to children? |  |  |  |
| If yes: Are convincing scientific and ethical justifications given? |  |  |  |
| If yes: Are adequate safeguards in place to minimize these risks? |  |  |  |
| Does the study involve normal volunteers? |  |  |  |
| If yes: Is the inclusion of normal volunteers justified? |  |  |  |
| Are the studies conducted on animals and adults, appropriate and justified? |  |  |  |
| If No: Is the lack of studies conducted on animals and adults justified? |  |  |  |
| Will older children be enrolled before younger ones? |  |  |  |
| Is permission of both parents necessary? |  |  |  |
| If Yes: Are conditions under which one of the parents may be considered: “not reasonably available” described? |  |  |  |
| If Yes: Are the conditions acceptable? |  |  |  |
| Will efforts be made ensure that parents’ permission to involve their children in research studies is free from coercion, exploitation, and /or unrealistic promises? |  |  |  |
| Are provisions made to obtain the assent of children over 7 and, where appropriate, honoring their dissent? |  |  |  |
| Are provisions made to protect subjects’ privacy and the confidentially of information regarding procedures? |  |  |  |
| Are there special problems that call for the presence of a monitor Dr D Y Patil School of Medicine, Hospital and Research Center, Navi Mumbai Dr D Y Patil School of Medicine, Hospital and Research Center, Navi Mumbai , Hospital and Research Center, Navi Mumbai Institutional Ethics Committee for Biomedical and Health Researchmember during consent procedures? |  |  |  |
| Are special needs of adolescents such as counseling and confidentiality accounted for in the research design? |  |  |  |
| Are there any special problems such as confidentiality and reporting that might arise in sensitive research about child abuse or sexual practices of teenagers? |  |  |  |
| Does the research involve a. which has implications for other family member ?(for example, genetic risk , HIV infection , Hepatitis C) |  |  |  |
| If Yes: Are there adequate mechanisms in place to deal with other members of the family? |  |  |  |
| Are parents being required to be present during the conduct of the research? Are proposed subjects to be very young? Are the procedures involved painful? Must the subject stay overnight in the hospital when they otherwise would not have to?  |  |  |  |

Comments:

Name & Signature

Primary Reviewer

Sign and Date

**Annexure -12: Checklist forResearch Involving Pregnant Women &Foetus**

IECBH protocol no. Name of Principal Investigator

|  |  |  |  |
| --- | --- | --- | --- |
| **Section 1:** **This Research Involves Pregnant Women or Fetuses Prior to Delivery** | **Yes** | **No** | **NA** |
| Where scientifically appropriate, preclinical studies, including studies on pregnant animals, and clinical studies, including studies on non- pregnant women, have been conducted and provide data for assessing potential risks to pregnant women and foetus; |  |  |  |
| The risk to the foetus is not greater than minimal, or any risk to the foetus which is greater than minimal is caused solely by interventions or procedures that hold out the prospect of direct benefit for the woman or the foetus; |  |  |  |
| Any risk is the least possible for achieving the objectives of the research; |  |  |  |
| The woman’s consent or the consent of her legally authorized representative is obtained in accord with the informed consent provisions , unless altered or waived in accord with 45 CFR |  |  |  |
| The woman or her legally authorized representative, as appropriate, is fully informed regarding the reasonably foreseeable impact of the research on the foetus or resultant child; |  |  |  |
| If the research involves children as defined in 45 CFR 46.402(a) who are pregnant, assent and permission will be obtained in accord with the provisions of subpart D of that part; |  |  |  |
| No inducements, monetary or otherwise, will be offered to terminate a pregnancy; |  |  |  |
| Individuals engaged in the research will have no part in any decisions as to the timing, method, or procedures used to terminate a pregnancy; and |  |  |  |
| Individuals engaged in the research will have no part in determining the viability of a foetus. |  |  |  |

If the response to any of the above is No, the research is not approvable by the IECBH, Dr D Y Patil School of Medicine, Hospital and Research Center, Navi Mumbai.

|  |  |  |  |
| --- | --- | --- | --- |
| **Section 2:** **This research involves fetuses afterdelivery** | Yes | No | NA |
| Where scientifically appropriate, preclinical and clinical studies have been conducted and provide data for assessing potential risks to foetuses; |  |  |  |
| The individual(s) providing consent is fully informed regarding the reasonably foreseeable impact of the research on the foetus or resultant child; |  |  |  |
| No inducements, monetary or otherwise, will beoffered to terminate a pregnancy; |  |  |  |
| Individuals engaged in the research will have no part in any decisions as to the timing, method, orprocedures used to terminate pregnancy; |  |  |  |
| Individuals engaged in the research will have no part in determining the viability of a foetus. |  |  |  |

**AND**

|  |  |  |  |
| --- | --- | --- | --- |
| **This research involves Foetuses of uncertain viability** | **Yes** | **No** | **NA** |
| Does the **research** hold out the prospect of enhancing the probability of survival of the particular foetus to the point of viability, and any risk is the least possible for achieving the objectives of the **research;OR** |  |  |  |
| The purpose of the **research** is the development of important biomedical knowledge which cannot be obtained by other means and there will be no risk to the foetus resulting from the **research**; |  |  |  |
| The legally effective informed consent of either parent of the foetus or , if neither parent is able to consent because of unavailability, incompetence, or temporary incapacity, the legally effective informed consent of either parent’s legally authorized representative is obtained. |  |  |  |

**AND/OR**

|  |  |  |  |
| --- | --- | --- | --- |
| **This research involves Non-viable fetuses** | Yes | No | NA |
| Vital functions of the foetus will not be artificially maintained; |  |  |  |
| There will be no risk to the foetus resulting from the research; |  |  |  |
| The purpose of the research is the development of important biomedical knowledge that cannot be obtained by other means; **AND** |  |  |  |
| The legally effective informed consent of both parents of the foetus will be obtained in accord with the subpart A of 45 CFR 46, except that the waiver and alteration provisions of and (d) do not apply.However, if either parent is unable to consent because of unavailability, incompetence, or temporary incapacity, the informed consent of one parent of a non-viable foetus will suffice to meet the requirements of this paragraph. The consent of a legally authorized representative of either or both of the parents of a nonviable foetus will not suffice to meet the requirements of this paragraph. |  |  |  |

If the response to any of above is No, the research is not approvable by the Dr D Y Patil School of Medicine, Hospital and Research Center, Navi Mumbai Institutional Ethics Committee for Biomedical & health Research.

**Section 3: This research can be conducted only after:**

1. The Institutional Ethics Committee, Dr D Y Patil School of Medicine, Hospital and Research Center, Navi Mumbai Dr D Y Patil School of Medicine, Hospital and Research Center, Navi Mumbai , Hospital and Research Center, Navi Mumbai finds that the research presents areasonable opportunity to further the understanding, prevention or alleviation of a serious problem affecting the health or welfare of pregnant women or foetus and,
2. The secretary, after consultation with a panel of experts in pertinent disciplines (for examples: science, medicine, ethics, law)is satisfied that:
	1. The research presents a reasonable opportunity to further the understanding, prevention, or alleviation of a serious problem affecting the health or welfare of pregnant women or foetus;
	2. The research will be conducted in accord in sound ethical principles; and
	3. Informed consent will be obtained in accord with prevailing regulations.

Comments:

Primary Reviewer Name& signature Date

**Annexure -13: Checklist for Research Involving Cognitively Impaired Adults**

IECBH protocol no. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Principal Investigator \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The purpose of this checklist is to provide support forthe Institutional Ethics Committee for Biomedical and Health Researchmembers or the Designated Reviewer when reviewing research involving cognitively impaired adults assubjects.

1. For review using the expedited procedure this checklist is to be completed by the Designated Reviewer to document determinations required by the regulations and protocol specific findings justifying those determinations andretained.
2. For review during the convened IECBHmetingto document determinations required by the regulations and protocol specific findings justifying these determinations.

|  |
| --- |
| 1. **Research Involving Cognitively Impaired Adults in which there is Anticipated Direct Benefit to the subject**

**(All items must be“Yes”)** |
| One of the following is true (Check the box that is true)* The risk to the subjects is presented by anintervention or procedure that holds out prospect of direct benefit for the individualsubject.
* More than minimal risk to subjects is presentedby monitoring procedure that is likely to contribute to the subjects well – being.
 | Yes | No |
| The risk is justified by the anticipated benefit to the subjects. | Yes | No |
| The relation of anticipated benefit to the risk is at least as favorable to the subjects as that presented by available alternative approaches. | Yes | No |
| The proposed plan for the assessment of the capacity to consent is adequate. | Yes | No |
| Assent is required of: (One of the following must be **“Yes”)**One of the following is true **(please tick)*** All Subjects
* All Subjects capable of being consulted.
* None of the subjects
 | Yes | No |
| The consent document includes a signature line for a legally authorized representative. | Yes | No |
| 1. **Research Involving Cognitively Impaired Adults in which there is No Anticipated Direct Benefit to the subject** (All items must be“Yes”)
 |
| The proposed plan for the assessment of the capacity to consent is adequate. | Yes | No |
| The objectives of the trial cannot be met by means of study of subjects who can give consent personally. | Yes | No |
| The foreseeable risks to the subjects are low. | Yes | No |
| The negative impact on the subject‘s well-being is minimized and low. | Yes | No |
| The trial is not prohibited by law. | Yes | No |
| Subjects have a disease or condition for which the procedures in the research are intended. | Yes | No |

Primary Reviewer Name & signature Date

**Annexure -14: ChecklistforResearch Involving Students, Employees or Residents**

IECBH protocol no. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Principal Investigator \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Subjects who are students, employees or residents require special considerations.**

|  |  |  |
| --- | --- | --- |
| Does the employer or supervisor of the research subject need to be aware of the research project? | No | Yes |
| Is there a letter of support and/ or internal services checklist? | No | Yes |
| Have the subjects been assured that their status (education, employment, and/or promotion) will not be affected by any decision to participate or not? | No | Yes |
| Have the risks to subjects been minimized? | No | Yes |
| Have subjects been assured that participation is voluntary (no signs of coercion)? | No | Yes |
| Have subjects been assured that confidentiality will be protected or maintained? | No | Yes |

Comments:

Primary Reviewer Name & signature Date

**Annexure -15: Checklist for Genetic Research**

IECBH protocol no. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Principal Investigator\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |
| --- | --- | --- |
|  | Yes | No |
| Will the samples be made anonymous to maintain confidentiality? If yes, stop here |  |  |
| Has the investigator established clear guidelines for disclosure of information, including interim or inconclusive research result? |  |  |
| Has the appropriateness of the various strategies for recruiting subjects and their family members been considered? |  |  |
| Does the proposed study population comprise family members? |  |  |
| Will family members be implicated in the studies without consent? |  |  |
| Will the samples be destroyed in the future? |  |  |
| Is genetic counseling being offered? |  |  |

Comments:

Primary Reviewer Name & signature Date

**Annexure -16: Application Form for Requesting Waiver of Consent**

1. Principal Investigator’sname:
2. Department:
3. Title of project:
4. Names of other participating staff and students:
5. Request for waiver of informed consent:

Please check the reason(s) for requesting waiver (Please refer the back of this annexure for criteria that will be used by IECBH to consider waiver of consent).

* Research involves ‘not more than minimal risk’
* There is no direct contact between the researcher and participant in emergency situations as described in ICMR Guidelines (ICMR 2006 Guidelines-[http://www.icmr.nic.in/ethical\_guidelines.pdf)](http://www.icmr.nic.in/ethical_guidelines.pdf%29)
* Any other (please specify) ………………………………………………..
1. Statements assuring that the rights of the participants are not violated
2. State the measures described in the Protocol for protecting confidentiality of data and privacy of research participant

Principal Investigator’s signature withdate:

Final decision at full board meeting held on:……./………/………

Waiver granted: Yes/No.

If not granted, reasons: ……………………………………………………………………..

…………………………………………………………………………………………….

Signature of the Chairperson withDate:

Type of research projects which may qualify for consent waiver:

A request to waive written informed consent must be accompanied by a detailed explanation.

The investigator is also required to provide assurance regarding protection of identity of research participants and maintenance of confidentiality about the data of the research participants.

The following criteria (ICMR GCP guidelines) must be met for a research project so that it can qualify for granting a waiver of both written and verbalconsent.

1. The proposed research presents no more than minimal risk to participants. (*ICMR GCP guidelines)* e.g. a retrospective review of patient case records to determine the incidence of disease/ recurrence of disease. [Minimal risk would be defined as that which may be anticipated as harm or discomfort not greater than that encountered in routine daily life activities of general population or during the performance of routine physical or psychological examinations or tests. However, in some cases like surgery, chemotherapy or radiation therapy, great risk would be inherent in the treatment itself, but this may be within the range of minimal risk for the research participant undergoing these interventions since it would be undertaken as part of current everydaylife].
2. When it is impractical to conduct research since confidentiality of personally identifiable information must be maintained throughout research as maybe required by the sensitivity of the research objective. *(ICMR GCPguidelines)* E.g. *conducting interviews with citizens about their religious beliefs/ people with HIV and AIDS/conducting phone interviews with homosexuals.*

The only record linking the participant and the research would be the consent document and when there is a possible legal, social or economic risk to the participant entailed in signing the consent form as they might be identified as such by signing the consent form, the requirement for obtaining consent can be waived of by theIRB.

[In case of telephonic interviews, waiver of written informed consent may be requested but this does not mean that verbal consent cannot be utilized].

The following points need to be considered.

1. The following documents need to be submitted for the IRB review. A script for verbal consent - a verbal consent script provides all of the elements of consent in a more informal style. In addition, each subject should be provided with an information sheet that describes the study and gives contact names and numbers.
2. The interview schedule (questions to be asked???) will confirm that the interview is a simple 5 minute call and that no questions are asked that compromise a person’s confidentiality or position.
3. Normally, investigators will be asked to keep a log of those who were approached about the study, and offered verbal consent. A simple chart can indicate the participants as participant 1, participant 2, and participant 3. A column can indicate that verbal consent was given and a date. Since a specific number of study participants are to be recruited. It is important that investigators keep some record to indicate that they are not enrolling more participants than they originally requested.
4. Research on publicly available information, documents, records, work performances, reviews, quality assurance studies, archival materials or third party interviews, service programs for benefit of public having a bearing on public health programs, and consumer acceptance studies. (ICMR 2017) guidelines
5. Research on anonymized biological samples from deceased individuals, left over samples after clinical investigation, cell lines or cell free derivatives like viral isolates, DNA or RNA from recognized institutions or qualified investigators, samples or data from repositories or registries etc. (ICMR GCP guidelines)
6. In emergency situations when no surrogate consents can be taken. (ICMR GCP guidelines) when consent of person/ patient/ responsible relative or custodian/ team of designated doctors for such an event is not possible, the IRB can allow waiver of consent for recruiting participant in a research study. However, information about the intervention should be given to the patients whenever he/she gains consciousness or to relative/ legal guardian when available later.

**References:**

1. Ethical Guidelines for Biomedical research on Human Participants, ICMR 2006 [http://www.icmr.nic.in/ethical\_guidelines.pdf.](http://www.icmr.nic.in/ethical_guidelines.pdf)
2. 45CFR Title 45 Public Welfare (45 CFR 46) Protection of human subjects, Departmentof Health and Human Services, revised June 23, 2005. Website <http://www.hhs.gov/ohrp/humansubjects/guidance/45>CFR 46.htm, paragraph 46.116- ‘General Requirements for Informed Consent’.

**Annexure -17: Rights and Responsibilities of Research Participants**

1. **Rights of Research Participants**
2. Right to information about Research study in an understandable language.
3. Right to informed consent before participation in any research study
4. Right to information on the expected cost of treatment, duration, alternative treatment available traveling or any other compensation provided for participation
5. Right to personal dignity, privacy and confidentiality
6. Right to get the information on plan of care
7. Right to uniform care for all classes of patients.
8. Right to information on how to voice a complaint against any violation in rights and integrity (e.g. Ethics committee contact details)
9. Right to get 24 hours emergency contact details of Research doctor
10. Right to refusal of participation or withdrawal of participation any point of study without disclosing any reason.
11. Rights to get information on medical management of any injury and compensation in case of any study related injury or death
12. Right to confidentiality of patient information/details recorded in the hospital.
13. Right to access clinical records.
14. **Responsibilities of Research Participants**
15. Provide complete and accurate information about:
* Your health including present and past illness, hospitalization, medication and allergies and surgeries.
* Full name, address and other information.
* Medical Insurance.
1. To follow the prescribed treatment plan, schedule and instructions given by doctors carefully.
2. To ask question when he/she does not understand what the Doctors or other healthcare team members tells about diagnosis or treatment.
3. Not to take any medications without the knowledge of Doctor and healthcare professional.
4. To accept the measures taken by the Hospital to ensure personal privacy and confidentiality of medical records.
5. To inform your study doctor immediately in case of any injury or development of any new medical conditions.
6. Treat hospital staff, other patients and other visitors with courtesy.

Annexure -18: Risk-Benefit Assessment Tool

|  |  |
| --- | --- |
| **Type of risk**  | **Definition/description** |
| **Less than minimal risk** | Probability of harm or discomfort anticipated in the research is nil or not expected.For example, research on anonymous or non-identified data/samples, dataavailable in the public domain, meta-analysis, etc. |
| **Minimal risk**  | Probability of harm or discomfort anticipated in the research is not greater than that ordinarily encountered in routine daily life activities of an average healthy individual or general population or during the performance of routine tests where occurrence of serious harm or an adverse event (AE) is unlikely. Examples include research involving routine questioning or history taking, observing, physical examination, chest X-ray, obtaining body fluids without invasive intervention,such as hair, saliva or urine samples, etc |
| **Minor increase****over minimal****risk or Low risk** | Increment in probability of harm or discomfort is only a little more than theminimal risk threshold. This may present in situations such as routine researchon children and adolescents; research on persons incapable of giving consent;delaying or withholding a proven intervention or standard of care in a control orplacebo group during randomized trials; use of minimally invasive proceduresthat might cause no more than brief pain or tenderness, small bruises or scars,or very slight, temporary distress, such as drawing a small sample of blood fortesting; trying a new diagnostic technique in pregnant and breastfeeding women,etc. Such research should have a social value. Use of personal identifiable datain research also imposes indirect risks. Social risks, psychological harm anddiscomfort may also fall in this category. |
| **More than****minimal risk or****High risk** | Probability of harm or discomfort anticipated in the research is invasive and greaterthan minimal risk. Examples include research involving any interventional studyusing a drug, device or invasive procedure such as lumbar puncture, lung or liverbiopsy, endoscopic procedure, intravenous sedation for diagnostic procedures,etc. |

Annexure -19 : Format for Communication of IECBH decision to the Investigator

IECBH Ref. No . - DYP/IECBH/YYYY/XX Date:

To,

**Dr.**

 Dear Dr.

The Institutional Ethics Committee for Biomedical and Health research of**Dr D Y Patil Medical College &Hospital,Navi Mumbai** has reviewed and discussed your application to conduct the study titled “**”** on -------

The following documents were reviewed and approved:

1. Study-protocol/ synopsis
2. Participant Information Sheet (PIS) and Informed Consent Form (ICF) including updates if any in English and/ or vernacular language.
3. Official prescribing information for products which are marketed in India/other countries / scientific literature of the drug substance or product supporting the use of the drug in the said indication.
4. Regulatory status of the new drug in India and developed countries.
5. Details of research grant (if any)

**Member secretary/Chairperson**

**IECBH, Navi-Mumbai**