

**OFFICE OF THE MEMBERS SECRETARY, ETHICS COMMITTEE
ALL INDIA INSTITUTE OF MEDICAL SCIENCES**

Date: January 13th, 2009

IMPORTANT NOTICE TO BE READ BEFORE PROJECT/THESIS DISSERTATION SUBMISSION

It is being brought to the notice of all Faculty members and postgraduate students that Ethics clearance is essential for all projects/protocols before they start doing research. They are advised to submit their protocols/proposals “*through Head of the Department*” to the office of Ethics Committee and the Guide/Principal Investigator should provide an undertaking that the research for which Ethics clearance is requested has not been initiated and shall be initiated only after Ethics Clearance.

Submissions by the postgraduate/doctoral students can be made simultaneously for the Ethics Committee Meetings while submitting protocols to the Academic Section. Submissions can be made on all days. Proposals received till 15th of any month will be processed in the coming Ethics Committee Meeting and those received after 15th will be processed in the Next Ethics Committee Meeting. All meetings of Ethics Committee will be held on first Monday as far as possible of January, February, March, April, May August, September, October, November, December and those of Ethics Sub-Committee (for all Post-graduate/doctoral students i.e. M.Sc/M.Biotech./MD/MS/MDS/MHA /DM/M.Ch/Ph.D thesis and/or dissertation) on the immediately preceding Friday of the above dates. The Schedule of the Meetings are as follows:

| Date of meeting of Ethics Sub-Committee | Date of meeting of Ethics committee |
|--|--|
| 2 nd January 2009 | 5 th January 2009 |
| 30 th January 2009 | 2 nd February 2009 |
| 27 th February 2009 | 2 nd March 2009 |
| 3 rd April 2009 | 6 th April 2009 |
| 1 st May, 2009 | 4 th May, 2009 |
| Break | Break |
| 31 st July, 2009 | 3 rd August, 2009 |
| 4 th September, 2009 | 7 th September, 2009 |
| 1 st October, 2009 | 5 th October, 2009 |
| 30 th October, 2009 | 3 rd November, 2009 |
| 4 th December, 2009 | 7 th December, 2009 |

Submissions will be received in the designated office of the Ethics Committee as follows:

Room No. 102
1st Floor, Old O.T. Block, AIIMS
Tel No.: 4579

It is requested to send **10 copies** of the proposal along with covering letter and a soft copy in the form of a CD for research projects and **14 copies** of thesis proposal along with covering letter and a soft copy in the form of a CD (for all Post-graduate students i.e. M.Sc/ M.Biotech./MD/MS/MDS/MHA/ DM/M.Ch/Ph.D thesis and/or dissertation) to Ethics Sub-Committee. It is once again reiterated that all submissions should be made in the prescribed guidelines and Format of the Ethics Committee/Sub-Committee with signatures of all the investigators/ co-investigators on Ethics Committee Format and Guides/Co-guides on Sub-Committee Format. These guidelines and format are available at AIIMS website.

While submitting replies raised by the Ethics Committee/Sub-Committee, the Investigators are advised to mention the Ethics Committee/Sub-Committee Reference number/s and also attach a copy of the comments of the Ethic Committee/Sub-Committee.

(Dr. Sunil Chumber)
Member Secretary – Ethics Sub Committee

(Prof. Renu Saxena)
Member Secretary – Ethics Committee

CIRCULATION:

1. All Chief of Centres/ Heads of the Departments are requested to kindly display it in the Department’s Notice Board for wide publicity.
2. Notice Boards