

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

Date: November 3rd, 2008

NOTICE

It is being brought to the notice of all Faculty members and postgraduate students that Ethical clearance is essential for all projects/protocols before they start doing research. They are advised to submit their protocols/proposals "*through proper channel*" to the office of Ethics Committee and the guide 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 of January, February, March, April, August, September, October, November 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:

INSTITUTE ETHICS SUB-COMMITTEE FOR THESIS AND DISSERTATION MEETING FOR 2009		INSTITUTE ETHICS COMMITTEE MEETING FOR 2009
S.No.	Date of Meeting	Date of Meeting
1.	28 th November, 2008	1 st December, 2008
1.	2 nd January, 2009	5 th January, 2009
2.	30 th January, 2009	2 nd February, 2009
3.	27 th February, 2009	2 nd March, 2009
4.	3 rd April, 2009	6 th April, 2009
5.	1 st May, 2009	4 th May, 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 signature of all investigators. These guidelines and format are available at AIIMS website. Documents to be submitted:

1. Details in Format, Patient Information Sheet (PIS), Patient Informed Consent (PIC), both in english and hindi in simple language, and relevant annexures.
2. Covering letter, through proper channel.
3. Copy of the protocol.
4. **Please ensure that all the pages are numbered.**
5. Soft copy on CD containing details in Format, PIS, PIC, relevant annexure and protocol.

While submitting replies raised by the Ethics Committee/Sub-Committee, the candidate 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