

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

Date: January 14, 2010

**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. Chief Guide/Principal Investigator should provide an undertaking that the research will be done as per ICMR/GCP guidelines for which Ethics clearance is requested. The research 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 15<sup>th</sup> of any month will be processed in the coming Ethics Committee Meeting and those received after 15<sup>th</sup> 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, June, July, August, September, October, November, December and those of Ethics Sub-Committee (for all Post-graduate/doctoral students i.e. B.Sc./M.B.,B.S/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 for the year 2010 is as follows:

Date of meeting of Ethics Sub-Committee	Date of meeting of Ethics committee
1 <sup>st</sup> January 2010	4 <sup>th</sup> January 2010
29 <sup>th</sup> January 2010	1 <sup>st</sup> February 2010
26 <sup>th</sup> February 2010	2 <sup>nd</sup> March 2010 (Tuesday)
1 <sup>st</sup> April, 2010 (Thursday)	5 <sup>th</sup> April 2010
30 <sup>th</sup> April, 2010	3 <sup>rd</sup> May, 2010
4 <sup>th</sup> June, 2010	7 <sup>th</sup> June, 2010
2 <sup>nd</sup> July, 2010	5 <sup>th</sup> July, 2010
30 <sup>th</sup> July, 2010	2 <sup>nd</sup> August, 2010
3 <sup>rd</sup> September, 2010	6 <sup>th</sup> September, 2010
1 <sup>st</sup> October, 2010	4 <sup>th</sup> October, 2010
29 <sup>th</sup> October, 2010	1 <sup>st</sup> November, 2010
3 <sup>rd</sup> December, 2010	6 <sup>th</sup> December, 2010

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

Room No. 102  
1<sup>st</sup> 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. B.Sc/M.B.,B.S./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. Please ensure that the candidates should submit only required number of projects only. Any extra project submitted, will not be entertained.

While submitting replies raised by the Ethics Committee/Sub-Committee, the Investigators are advised to submit these through Chief-Guide. They should also mention the Ethics Committee/Sub-Committee Reference number/s and also attach a copy of the comments of the Ethic Committee/Sub-Committee. These changes should be incorporated as a soft copy in the CD.

(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