



Chair person

Dr. G. Suryanarayana Raju

Member Secretary

Dr. Madhavi. E

Members

Clinician

Dr. CH Rama Krishna Prasad

Public Health Expert

Dr. Gomathi R

Social Scientist

Smt. Ms. Meeta Joshi

**Layperson from the
Community**

Shri. Durga Das Saha

Lawyer

Shri. Padma Rao Lakkaraju

AIIMS/BBN/IEC/Cir/2023/ 78

Date: 05/10/2023

CIRCULAR

- The 13th meeting of the Institutional Ethics Committee (AIIMS BBN- IEC) is tentatively scheduled on **04th November, 2023.**
- Faculty members, residents (SR/JR), nursing officers and students are requested to submit their research proposals, if any, for Ethics Committee approval. The proposals should be submitted to the **Member Secretary, IEC**, on or before **16th October, 2023.**
- The proposals should be submitted in both hardcopy (one copy) and soft copy and they should be forwarded through the respective Heads of the Department/Guides.
- Please email the soft copy of the complete proposal, along with the required documents as a zipped file, to iec.aiimsbbnagar@gmail.com

For Biomedical Research Project:

The following is a list of documents to be submitted to the IEC by the investigator:

1. Covering letter with contact number of PI
2. Approval letter from IRC
3. Application for initial review
4. Complete proposal
5. Informed consent document in English and vernacular language
6. CRF (Case Report Form)
7. Questionnaire if any
8. Project selection letter for extramural/intramural projects
9. Other relevant documents

For Clinical trials

1. Covering letter
2. CTRC approval letter
3. Application for initial review
4. Protocol
5. PIS -English and vernacular language
6. Informed consent -English and vernacular language
7. Assent form -In case of minors
8. Clinical trial Agreement
9. Proforma /CRF
10. Patient Diary
11. Investigator brochure



Institutional Ethics Committee (AIIMS BBN-IEC)
AIIMS Bibinagar Hyderabad Metropolitan Region, Telangana -509126
CDSCO Registration No. ECR/1596/Inst/TG/2021
DHR Provisional Registration No. EC/NEW/INST/2021/1893

Chair person

Dr. G. Suryanarayana Raju

Member Secretary

Dr. Madhavi. E

Members

Clinician

Dr. CH Rama Krishna Prasad

Public Health Expert

Dr. Gomathi R

Social Scientist

Smt. Ms. Meeta Joshi

**Layperson from the
Community**

Shri. Durga Das Saha

Lawyer

Shri. Padma Rao Lakkaraju

12. GCP certificate of investigators
13. Insurance Policy
14. DCGI clearance
15. CTRI registration
16. Brief CV of Investigators
17. Advertisement/material to recruit participants
18. IEC communication from other institutions in case of multicentre studies

The PI should take note of the following while submitting the application

1. IRC/CTRC approval letter is mandatory for submission of proposal
2. Incomplete proposal will not be accepted/ not taken upon for review by IEC.
3. Applications and required documents should be submitted as per the IEC format
4. Proposal should be forwarded by the Head of the Dept or through Guide.
5. Proposals' without signatures (Both hard copy & soft copy) will not be entertained.
6. High resolution and clearly visible pdf versions of the soft copy should be submitted.
7. Incomplete submission (Proposals without soft copy submission) will not be accepted.

 5/10/2023

(Dr. Madhavi. E)

Member Secretary

Institutional Ethics Committee (IEC)

AIIMS, Bibinagar

Telangana-508126

Copy to:

- ❖ The Executive Director , Director Office
- ❖ The Dean, Dean Office
- ❖ The MS, MS Office
- ❖ DD(A)
- ❖ Dean (Research)
- ❖ Registrar
- ❖ Research Cell
- ❖ All HODs
- ❖ Faculty members
- ❖ Financial Advisor
- ❖ Administrative officer
- ❖ Accounts Section
- ❖ Senior and Junior residents
- ❖ Nursing Officers
- ❖ Student's notice board