



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/2023/130

Date: 27/12/2023

CIRCULAR

- The **Fourteenth meeting** of the Institutional Ethics Committee (AIIMS BBN- IEC) is tentatively scheduled on **20th January, 2024.**
- All faculty members, residents, 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 **10th January, 2024.**
- 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.
- Please email the soft copy of the complete proposal, along with the required documents as a zipped file, to iec.aiimsbbnagar@gmail.com
- All Investigators are requested to submit their PPT presentations to iec.aiimsbbnagar@gmail.com on or before **18th January, 2024.** PPT Presentations will not be accepted on the day of IEC meeting.

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

1. Covering letter with contact details 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
12. GCP certificate of investigators
13. Insurance Policy
14. DCGI clearance



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

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15. CTIRI registration
16. Brief CV of Investigators
17. Advertisement/material to recruit participants
18. IEC communication from other institutions in case of multicentre studies

PI Should note 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.

(Dr. Madhavi. E)

Member Secretary

Institutional Ethics Committee (IEC)

AIIMS, Bibinagar

Telangana-508126

Member Secretary
Institutional Ethics Committee (IEC)
All India Institute of Medical Sciences, Bibinagar

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