



Institutional Ethics Committee (AIIMS BBN-IEC)
AIIMS Bibinagar Hyderabad Metropolitan Region, Telangana -508126
CDSCO - Registration No. ECR/1596/Inst/TG/2021
Registration (DHR) 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 Lakka Raju

AIIMS/BBN/IEC/Cir/2022/53

Date: 25/11/2022

CIRCULAR

- ✦ The ***Ninth meeting*** of Institutional Ethics Committee (AIIMS BBN- IEC) is scheduled on **10th December 2022**.
- ✦ All the Faculty members/Residents/Nursing officers/Students are requested to submit their research proposals if any, for Ethics Committee approval to the **Member Secretary, IEC on or before 03.12.2022**.
- ✦ The proposals should be submitted both in hardcopy (one in number) as well as soft copy and should be forwarded through respective Heads of the Department.
- ✦ The soft copy of the complete proposal along with the required documents as a zipped file should be mailed to iec.aiimsbbnagar@gmail.com
- ✦ The hard copy should be submitted in the Department of Pharmacology.
- **The list of documents to be submitted by the investigator to the IEC for review:**
 1. Covering letter
 2. Approval letter from IRC
 3. Application for initial review
 4. Complete proposal
 5. Informed consent document in English and vernacular language
 6. Proforma/CRF (Case Report Form)
 7. Questionnaire if any
 8. Sanction letter for extramural/intramural projects

For Sponsored 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
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



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➤ **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 will not be entertained.
6. High resolution and clearly visible pdf versions of the soft copy should be submitted.

(Dr. Madhavi.E) 25/11/2022.
Member Secretary
Institutional Ethics Committee
AIIMS Bibinagar
Telangana-508126

Copy to:

- ❖ The Executive Director
- ❖ The Dean
- ❖ The MS
- ❖ DDA/Administrative Officer
- ❖ Research Cell
- ❖ Administrative officer
- ❖ All HODs
- ❖ Faculty members
- ❖ Senior and Junior residents
- ❖ Nursing Officers
- ❖ Student's notice board
- ❖ Account Section