



INSTITUTIONAL ETHICS COMMITTEE
Dr. B BOROORAH CANCER INSTITUTE, GUWAHATI
(IEC, BBCI)

MEDICAL ETHICS COMMITTEE
STANDARD OPERATING PROCEDURES (SOP)

Prepared by:				
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Date: 30/09/2021				

Approved & Confirmed by:	
Chairperson, IEC-BBCI	Dr. (Mrs.) Mangala Lahkar, MD
Date: 23/10/2021	

Accepted by:	
Director BBCI	Dr. Amal Chandra Kataki, MD
Date: 23/10/2021	

**INSTITUTIONAL ETHICS COMMITTEE
Dr. B BOROOAH CANCER INSTITUTE, GUWAHATI
(IEC, BBCI)**

Title: Preparing Standard Operating Procedures (SOP): Writing, Reviewing, Distributing, Amending, Control of SOP for the Institutional Ethics Committee (IEC), BBCI Guwahati.

SOP Code: SOP 01/V2

Date: 30/09/2021

Pages: 1 to 13

1.1 Purpose

This SOP defines the process for writing, reviewing, distributing, and amending SOP within the Institutional Ethical Committee, Dr. B Borooah Cancer Institute, Guwahati (*hereinafter referred as "IEC" for simplification*). The SOP also defines procedure for documentation, archival, retrieval and destruction of SOP to ensure that the latest SOP is followed.

The SOP will provide clear, unambiguous instructions to conduct activities of the IEC in accordance with the ICMR guidelines, New Drugs and Clinical Trial Rules, WHO Standards and Operational Guidance for Ethics Review of Health-Related Research with Human Participants 2011, and International Conference on Harmonization, Guidance for Industry E6 (R2), Good Clinical Practice: Consolidated Guidance, Code Federal Regulations Title 21.

1.2 Scope

This SOP covers the procedures of writing, reviewing, distributing, and amending SOP within the IEC and to define control of SOP documents at the IEC.

1.3 Responsibility

It is the responsibility of the Chairperson of the IEC to appoint the SOP Team to formulate the SOP. SOP team will prepare the draft SOP. The draft SOP will be reviewed and approved by the IEC members. SOP team will be responsible to amend the SOP as and when required. It is the responsibility of the Member Secretary, IEC and IEC Secretariat Staff for maintaining control on the entire SOP.

The IEC Secretariat will be responsible for ensuring that the current approved version of the SOP is available on the website of BBCI. The SOP will bear the effective date and validity.

The IEC Secretariat will notify all concerned user via email about document updates (recent version). For the user, electronic access will be limited to a read-only format, thereby protecting against unauthorized changes made to the document.

When SOP are revised, the IEC Secretariat will inform the IT department of BBCI to remove obsolete copies from the website and upload the current approved version of the SOP.

SOP will be reviewed by the members of IEC. The Chairperson of IEC will approve the SOP. The SOP will then be signed by the Director, BBCI Guwahati as this is Institutional Ethics Committee for Research Review.

SOP team will consist of IEC Member Secretary, DSMU Member Secretary of BBCI, Administrative staff and one or two other members from IEC.

The SOP team will-

- Assess the request(s) for SOP formulation/revision in consultation with the Secretariat and Chairperson.
- Propose a new, or modification in existing SOP as needed.
- Select the format and coding system for the SOP.
- Draft the SOP.

- Review the draft SOP.
- Submit the draft for approval to the Chairperson.

Chairperson of the IEC

- Appoint one or more SOP Teams.
- Reviews and approves the SOP.
- Signs and dates the approved SOP.

IEC members

- Review, sign and date the SOP.
- Return all out of date SOP to IEC office.

Secretariat of IEC

- Coordinates activities of writing, reviewing, distributing, and amending SOP.
- Maintains on file all current SOP and the list of SOP.
- Maintain a file of all SOP amendment requests.
- Maintains an up-to-date distribution list of each SOP circulated to IEC members.
- Maintain a record of the investigators to whom SOP are distributed against a requisition, if any.
- Ensures that all IEC members and involved administrative staff have access to the SOP.
- Ensures that the IEC members and involved staff are working according to current version of SOP.
- Maintain a file of all previous SOP of the IEC.
- Assist in the formulation of SOP procedure.
- Ensure SOP revisions as and when required to comply with national regulations.

1.4 Detailed instructions

1.4.1 Identify the need for new or amendment to the SOP

Any member of the IEC, secretariat or administrative staff or investigators or administration can make a request for revision or notices an inconsistency/ discrepancy / has any suggestions on how to improve the existing SOP or requests to design an entirely new SOP, can put forth his / her request by using the Request Form for Formulation of new SOP/ Revision of an SOP Form (AX5-V2/SOP 01/V2). This Formulation of new SOP/ Revision of an SOP Form (AX5-V2/SOP 01/V2) is submitted to the Chairperson, IEC. The Chairperson will inform all IEC members about this request in a regular full board meeting.

If IEC members agree to the request, the Chairperson will appoint an appropriate SOP team comprising of Member Secretary of IEC, DSMU Member Secretary of BBCI, one or two committee members and administrative staffs as members of SOP team. This designated team will proceed with the task of the revision / formulation process of the SOP. If IEC members do not agree to the request, no further action will be taken.

The Chairperson will inform the person/ IEC member who made the request for modification of the SOP in writing about the decision.

1.4.2 Appoint the SOP team

The Chairperson will constitute a SOP team consisting of the Member-Secretary, DSMU Member Secretary, administrative staff and one or two other IEC members who have a thorough understanding of the scientific and ethical review process. The SOP writing team will carry out the subsequent steps. (1.4.3-1.4.7)

1.4.3 List of relevant SOP

- Write down step by step all the procedures of the IEC.
- Organize, devise and name each process.
- Make a list of SOP with coding format (e.g. AX1-V2/SOP 01/V2).

1.4.4 Design a format and layout

Each SOP should be given a number and a title that is self-explanatory and is easily understood.

A unique code number with the format **SOP xx / Vy** will be assigned to each SOP. xx is a two-digit number assigned to a specific SOP. “V” refers to version of the SOP and “y” is a number identifying the version e.g. SOP01/V2 is SOP number 01 with V=version no.02

Each Annexure (AX) has unique code with format AXn–Vp/SOP xx/Vy. **e.g.** AX1–V2/SOP01/V2 indicates AX is Annexure, 1 is Annexure no., V2 is version 02, belonging to the SOP 01/V2

Each SOP will be prepared according to the template for SOP (AX2-V2/SOP 01/V2). Each page of the SOP will bear a header with the effective date which is the date of approval of the SOP by the Chairperson, IEC and the Director, BBCI.

The SOP number will be on the left hand corner of the header. The title of the SOP will be on the left hand corner of the footer. The page number will be listed as Page—of---total pages on the right hand corner of the footer.

The first two pages of SOP will be signed and dated by the authors, the IEC members who have reviewed the SOP, IEC Chairperson and Director, BBCI.

1.4.5 Write, Review and Approve SOP

With reference to section 1.4.1 and 1.4.2 the draft SOP will be prepared by the SOP team.

1.4.6 Review by Consultation

- The draft SOP will be discussed with members of IEC and all the administrative staff.
- The final version will be forwarded to the Chairperson for review and approval.

1.4.7 Preparation and submission of final draft

- All the members of IEC may review the draft / revised SOP.

- During respective IEC meetings, members can put forth their suggestions / comments on the draft / revised SOP.
- The suggestions agreed upon unanimously by all IEC members will be incorporated and the final draft SOP will be formulated.
- The SOP team would stand automatically dissolved once the IEC takes the final decision regarding the SOP.

1.4.8 Final Approval of new/revised SOP

- The final version will be presented to the Chairperson of IEC for review and approval. The Chairperson will sign and date the SOP on the first page of the SOP.
- This approved document will then be submitted to the Director, BBCI for acceptance. This date of approval is declared as the effective date for implementing the SOP.

1.4.9 Implementation, distribution and filing of SOP

- Approved SOP will be implemented from the effective date.
- The Member Secretary will discuss the approved SOP with the administrative staff and instruct them to implement the SOP accordingly.
- Approved SOP will be distributed to IEC members and IEC staff according to the distribution list (AX4-V2/SOP 01/V2).
- When revised version is distributed, the older version(s) will no longer be effective. A copy of the older version(s) will be archived in a master file.
- One complete **original set** of current SOP will be archived in the SOP master file, by the IEC Secretariat and maintained in the IEC Office.
- A **copy** of the SOP master file will be maintained in the offices of IEC and DSMU.
- Photocopies made from the paper versions of the SOP will be considered official only if stamped and signed by the Member Secretary or authorized individual. A distribution log should be maintained (AX6-V2/SOP 01/V2).

1.4.10 Review and request for revision of an existing SOP

- Any member of the IEC, secretariat or administrative staff or investigators or administration who notices that current SOP have some lacunae or have any suggestions to improve a procedure should make a written request, using a form (AX5-V2/SOP 01/V2).
- If IEC agrees with the request, the Chairperson will appoint an appropriate team for the revision process. If the committee does not agree, the Chairperson will inform the concerned individual who made the request for revision. Revised SOP will be reviewed and approved as per Section 1.4.
- The IEC Member Secretary will initialize the review and the Secretariat will assist the IEC Member Secretary of the SOP at least once in every 2 years and records the dates of review in the SOP master file.

1.4.11 Document Control

Detailed instructions

IEC Secretariat will prepare the master copy/controlled copy/uncontrolled copy. The issuance of controlled and uncontrolled copies will be with the permission of the Member Secretary. Archival/Retrieval/Disposal will be as per IEC SOP 10.

Master copy- shall be an approved original copy of documents and will have a stamp/watermark of “Master copy”. Master copy shall be kept in the IEC office with access control.

Controlled copies- shall be a copy of the master copy with a stamp/watermark of “Controlled copy”. Controlled copies shall be kept in the IEC with access control. Controlled copy is a reference copy of master copy for the IEC members and IEC staff.

One hard copy / soft copy (PDF) of the controlled copy of the IEC SOP will be maintained in the IEC office with restricted access for ready reference of the IEC Secretariat. A softcopy (PDF) of this controlled copy of IEC SOP shall be circulated to the IEC members at the time of reconstitution of the IEC.

Uncontrolled copies - shall be copy of master copy with a stamp/watermark of “Uncontrolled copy”. Uncontrolled copies shall be kept available at in the IEC with access control. Uncontrolled copy is a reference copy of the master copy for the users such as researchers/research staff, sponsor, regulators and any other stake holders in research. Uncontrolled copies shall be distributed only on request. The issuance log of uncontrolled copies will be maintained.

1.4.12 Manage and archive older SOP

- Older SOP(s) should be retained and clearly marked “Obsolete” and archived in a file by the IEC Secretariat. The process of evolution of previous SOP of the IEC will be documented in a defined format (AX3-V2/SOP 01/V2).
- The master copies of the superseded documents shall be stamped as ‘Obsolete’. The obsolete copies shall be retained by the IEC as per the archival SOP. A list of obsolete documents shall be prepared.
- Retrieved controlled copies of the superseded documents shall be destroyed as per SOP 10.
- Retrieval of uncontrolled copies shall not be done.

AX1-V2/SOP-01/V2
List of SOP of Institutional Ethics Committee

Sr. No.	SOP TITLE		SOP CODE	Page Nos.
1	Preparing Standard Operating Procedures (SOP): Writing, Reviewing, Distributing, Amending, Control of SOP for the Institutional Ethics Committee of BBCI.		01/V2	01-13
2a	Constitution of Institutional Ethics Committee, BBCI, Guwahati		2a/V2	14-37
2b	Constitution of Data Safety and Monitoring Unit (DSMU), BBCI, Guwahati		2b/V2	38-45
3	Management of Research Study Submissions		03/V2	46-107
4	4a	Full board Review of Submitted Protocol	4a/V2	108-133
	4b	Expedited Review of Submitted Protocol/Documents	4b/V2	134-140
	4c	Exemption from the Review for Research Projects	4c/V2	141-149
5	Agenda Preparation, Meeting Procedures and Recording of Minutes		05/V2	150-166
6	Review of Amended protocol/ Protocol related documents		06/V2	167-173
7	Continuing review of study Protocols		07/V2	174-195
8	Review of Protocol Deviation/ Violation / Non-Compliance/ Waiver		08/V2	196-206
9	Review of Serious Adverse Events (SAE) Reports		09/V2	207-221
10	Maintenance of Active Project Files, Archival/Disposal of closed files and Retrieval of documents		10/V2	222-226
11	Documentation of the IEC activities		11/V2	227-230
12	Review of study completion reports		12/V2	231-235
13	Management of Premature Termination / Suspension / Discontinuation of the study/ Withdrawal of study before site initiation		13/V2	236-242
14	Review of Request for Waiver of Written Informed Consent		14/V2	243-249
15	Site Monitoring		15/V2	250-265
16	Dealing with participants/patients requests and complaints		16/V2	266-269
17	Reviewing Research Protocols Involving Vulnerable Populations		17/V2	270-297
18	Review of Academic Clinical Trial		18/V2	298-301
19	Training for IEC members		19/V2	302-304
20	Assessment and Audit of IEC		20/V2	305-333
21	Emergency Research Review		21/V1	334-340

AX2-V2/SOP-01/V2
Template for Standard Operating Procedures

Institutional Ethics Committee	
Title: <i>Title which is self-explanatory and is easily understood</i>	
SOP No: <i>SOPxx / Vy</i>	Page: a of b
 SOP Code: SOP xx/Vy Effective date: DD/MM/YYYY	

AX3-V2/SOP-01/V2

Document History of the SOP

Name of the author	Version	Effective date (dd-mm-yy)
Dr Mouchumee Bhattacharyya	V2	23-10-2021
Dr Partha S Roy	V2	23-10-2021
Dr Tashnin Rahman	V2	23-10-2021
Dr Upasana Baruah	V2	23-10-2021

Details of superseded SOP

Name of the Team	Version	Type (draft/final)	Date (dd-mm-yy)	Describe the main change
Dr Anil Kr Goswami Dr B B Borthakur Dr M Bhattacharyya	V1	Final	02-10-2015	1. It is an all-inclusive SOP keeping in mind the requirements of the ICMR Ethical Guidelines for Biomedical Research as well as the New Drugs and Clinical Trials Rules, 2019 – CDSCO.

AX4-V2/SOP 01/V2

Log of the IEC members receiving SOP

No.	Name of Recipients	Designation	SOP code number	No. of Copies	Signature	Date
1	XXXX	Chairperson				
2	XXXX	Member Secretary				
3	XXXX	Member				
4	XXXX	Member				
5	XXXX	Member				
6	XXXX	Member				
7	XXXX	Member				
8	XXXX	Member				

AX5-V2/SOP 01/V2
Request for Formulation of new SOP/ Revision of SOP

This form is to be completed by any member whenever a problem or a deficiency in an SOP is identified and maintained with the SOP until an authorized replacement is in place.

SOP No.	
Title:	
Details of problems or deficiency in the existing SOP	
Need to formulate an entirely new SOP (i.e. SOP not existing previously)	
Identified by:	Date (DD/MM/YYYY) :
Discussed in IEC Meeting held on :-	
SOP revision required: <input type="checkbox"/> Yes <input type="checkbox"/> No	
New SOP to be formulated: <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, to be carried out by whom?	
If no, why not?	
Date SOP revised:	
Date SOP approved:	
Date SOP becomes effective:	

AX6-V2/SOP 01/V2

Log of SOP recipients

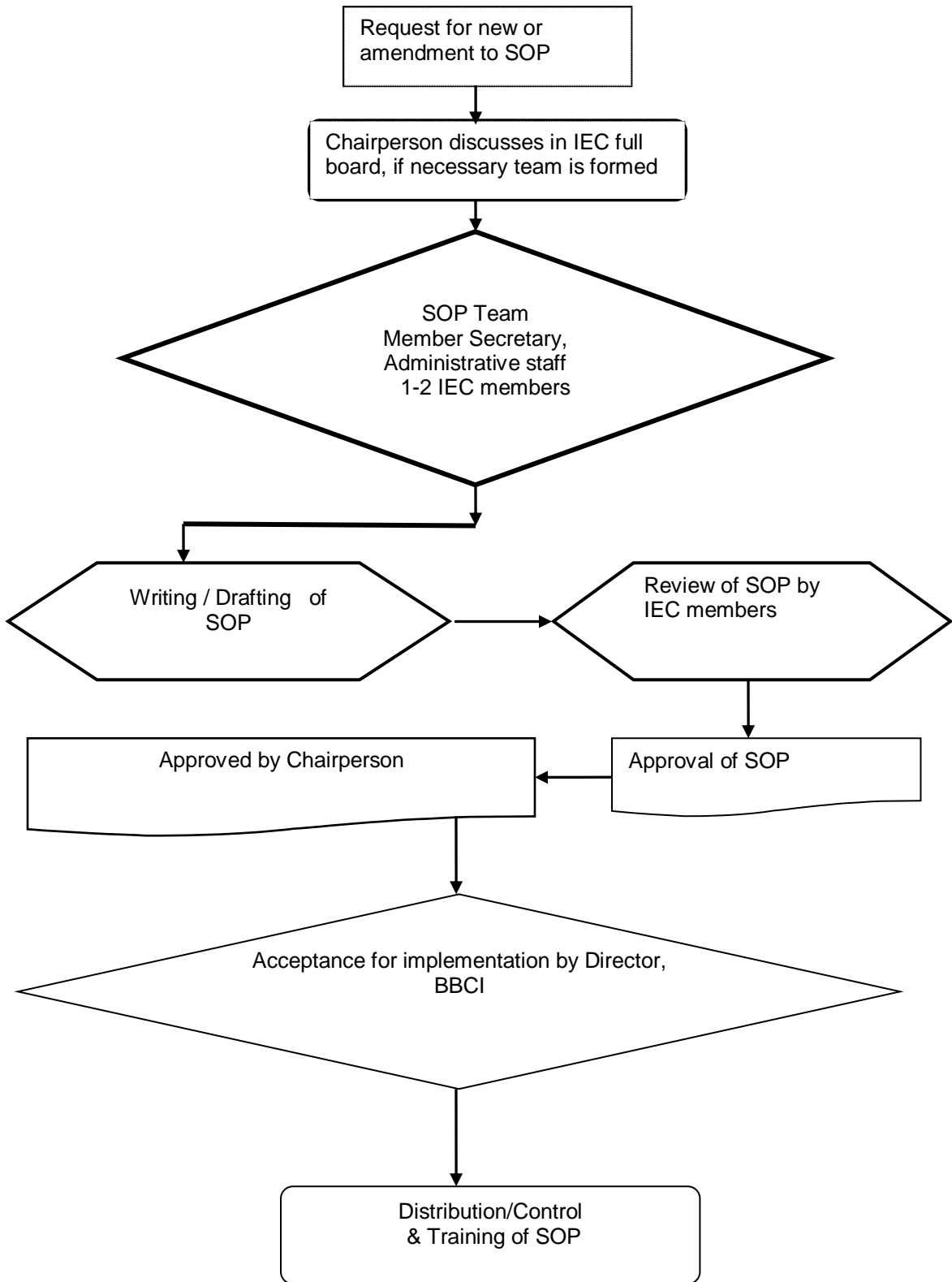
No.	Name of the Recipients	Designation	SOP code number	No. of Copies	Date
1.	XXXX	XXXX			
2.	XXXX	XXXX			
3.	XXXX	XXXX			
4.	XXXX	XXXX			
5.	XXXX	XXXX			
6.	XXXX	XXXX			

AX7-V2/SOP 01/V2

List of obsolete documents

Sr. No.	Name of Document and Number	Signature /Date
1.		
2.		

FLOW CHART



**INSTITUTIONAL ETHICS COMMITTEE
DR B BOROOAH CANCER INSTITUTE, GUWAHATI
(IEC, BBCI)**

**Title: Constitution of Institutional Ethics Committee (IEC),
BBCI, Guwahati**

SOP Code: SOP 02a/V2

Date: 30/09/2021

Pages: 14 to 37

Dr. B Borooah Cancer Institute is a premier Institution involved in quality medical research and healthcare. The Institute was formally taken over by the Department of Atomic Energy, Govt. of India on 27th November 2017 as a unit of Tata Memorial Centre, Mumbai. About 12,000 new and 80,000 old cancer patients visit the Institute every year. It is a 260-bedded Hospital at present. The Institute has Population and Hospital Based Cancer Registry under National Cancer Registry Programme of Indian Council of Medical Research. It is involved in many research projects at present. For clinical, academic and research collaboration, Dr. B. Borooah Cancer Institute has signed memorandum of understanding with the Dutch School of Gynecologic Oncology and Pelvic Surgery, Netherlands, Manitoba University, Canada, Amrita Institute of Medical Sciences, Kochi, Indo-American Cancer Institute, Hyderabad, Institute of Advance Study in Science & Technology, Assam Down Town University. The Institute has more than 200 research publications in national and international journals. It constantly works at providing excellent care to those who are disadvantaged and marginalized. Dr. BBCI also serves as an enormous pool for clinical samples.

The aim of establishing BBCI was to bring comprehensive and high quality cancer care at affordable costs to the doorsteps of patients of Guwahati and its neighboring areas and the States of India. This outreach program aimed to offer the same quality services at similar costs as provided by Tata Memorial Hospital, Mumbai.

Name and Address of the IEC:

Institutional Ethics Committee (BBCI)
Clinical Research Secretariat
Power-Grid Building, Ground Floor
Dr. B Borooah Cancer Institute
A K Azad Road, Gopinath Nagar
Guwahati-781016.
Email: iecbbc2021@gmail.com

The IEC of BBCI functions as detailed in this SOP. In case the number of IEC increases in future, they shall function in accordance with the existing SOP.

The IEC of BBCI is constituted by the Director, BBCI under the authority vested by the Governing Council of Tata Memorial Centre. The head of the Institute who serves as appellate has the power to dissolve the IEC or re-appoint the IEC.

The IEC of BBCI is registered with Department of Health Research (DHR), National Ethics Committee registry for Biomedical and Health Research in August 2020 with Reg No. EC/New/INST/2020/1003.

2.1 Purpose

The IEC was established to formalize and specify Institution's commitment to the promotion of high scientific and ethical standards in patient care, professional education, clinical research, and community interests.

2.2 Mandate

The IEC through its delegated sub-committee(s) functions independently for maintaining a consistent scientific and ethical framework for patient care and research, and for integrating ethical values into practice, policy relationships, and organizational activities.

- The purpose of the IEC is to cultivate a pluralistic and democratic exchange of scientific and ethical values and concerns, and to critically analyze them while looking for opportunities to enhance the scientific and ethical integrity of the Institution.
- The mandate of the IEC essentially is to promote patient care through a scientific and ethical approach to research and education.

The terms of reference for the IEC are as follows:

1. Ensure the highest scientific and ethical standards of research at BBCI.
 2. Review and approve proposals for clinical, basic or translational research projects (Intra-mural and Extra-mural) for scientific and ethical content.
 3. Improve ethical standards and issue guidelines on ethical dilemmas related to patient care services.
 4. To function as a forum to advise the administration in case of any ethical issues that may arise from patients, families or public.
 5. To endeavor to be a national standard of reference.
 6. To issue and periodically, update and revise SOP and guidelines for effective functioning of IEC as and when necessary.
 7. Continuing the education in clinical research bioethics by holding seminars, workshops and interactive discussions for all categories of staff members including nursing and paramedical staff.
- To initiate and commission research studies on ethical aspects of practice in BBCI.

- The IEC endeavors to provide guidance on a broad range of topics such as disclosures of diagnosis, diagnosis of brain death, indications for stopping resuscitation, true informed consent, etc.
- The committee does not address or interfere in matters of administration, nor does the committee function as a grievance cell for staff members.

2.3 Scope

The SOP applies to the formation of the IEC.

2.4 Responsibility

The IEC has the responsibility for the following objectives:

- To ensure the competent review and evaluation of all scientific and ethical aspects of research projects received in compliance with the appropriate laws, and welfare of participants.
- Consultations for clinical science and ethics.
- Education of professional, administrative, and support staff about ethical issues.
- Creation, development, revision and implementation of guidelines for the IEC (SOP).
- Initiate research studies in ethics.
- Continuing education and training programs to ensure that IEC members are qualified to perform their specific duties.

2.5 Scientific and Ethical Basis

- The Committee consists of members who collectively have the qualifications and experience to review and evaluate the scientific, medical and ethical aspects of a proposed research project.
- The IEC recognizes that the protocols approved may also be approved by national and/ or local ethics committees and concerned regulatory bodies prior to their implementation in specific localities.
- In evaluating protocols and ethical issues, the IEC is aware of the diversity of laws, cultures and practices governing research and medical practices in various countries around the world.
- The IEC also seeks to be informed, as appropriate, by national / other local ethics committees and researchers of the impact of the research it has approved.
- The IEC establishes its own Standard Operating Procedures based on the ICMR guidelines, New Drugs and Clinical Trial Rules, WHO Standards and Operational Guidance for Ethics Review of Health-Related Research with Human Participants and ICH-GCP.
- The IEC is guided in its reflection, advice and decision by the Ethical principles expressed in the Declaration of Helsinki and CFR 45 (US FDA).
- It makes further reference to the International Ethical Guidelines for e.g. The Nuremburg Code (1945), the Belmont Report 1979, the International Ethical

Guidelines for Biomedical Research Involving Human Subjects (Geneva 2002), and the European Convention on Human Rights and Biomedicine.

- IEC seeks to fulfill the requirements for international assurances and is established and functions in accordance with the national law and regulations.

2.6 Composition

- IEC will be multidisciplinary and multi-sectorial in composition.
- IEC is composed of a minimum of 7, and maximum of 15 members. The members are selected so as to have an equitable representation of all specialties in BBCI. It includes scientific and non-scientific members, clinicians and non - clinicians, a clinical pharmacologist, members of the community, a lawyer-expert in ethics, a social worker / layperson / patient representative to represent different points of view.
- IEC shall consist of at least fifty percent of its members who are not affiliated to BBCI.
- The Committee will comprise of Chairperson, Member Secretary, and other active members who represent an appropriate balance of professional, ethical, legal, cultural, educational, and community interests.
- As far as possible, based on the requirement of research area such as oncology, HIV, genetic disorder, specific patient group (Cancer survivor), or NGO's representatives may also be represented in the Ethics Committee.
- The Committee should have adequate representation of age, gender, community, etc. to safeguard the interests and welfare of all sections of the community / society. Members are expected to be aware of local, social and cultural norms, as this is the most important social control mechanism.
- The members should have various backgrounds to promote complete and adequate review of research activities commonly conducted by BBCI.

Composition of IEC

The composition should be as follows: -

1. Chairperson (not affiliated to BBCI)
2. Member secretary (BBCI Staff member)
3. 1-2 clinicians (not affiliated to BBCI)
4. 4 clinicians (BBCI staff members)
5. DSMU Member Secretary
6. Basic medical scientist
7. Clinical Pharmacologist
8. One legal expert or medico-legal expert community (not-affiliated to BBCI)
9. One social scientist / representative of non-governmental voluntary agency/ philosopher / ethicist / theologian community (not-affiliated to BBCI)
10. One lay person from the community (not-affiliated to BBCI)

2.6.1 Membership

The Director, BBCI appoints the Chairperson, and the Member Secretary of the IEC. All IEC members will be appointed by the Director, BBCI in consultation with the Chairperson and Member Secretary of the IEC. The licensing authority shall be informed in writing about the constitution of the Ethics Committee or in case of any change in the membership.

Criteria for selection of members:

- Members are selected in their personal capacities, based on their interest, ethical and/or scientific knowledge and expertise, experience in the domain field and profile.
- The members representing medical scientist and clinicians should have post graduate qualification & adequate experience in their respective fields.
- Conflict of interest will be avoided while making appointments, but where unavoidable, there will be transparency with regard to such interests.
- Directors, Head of Institution, Superintendents, Administrative officers and other ex-officio members who are responsible for business development will not serve as members.
- New members will be identified according to the composition requirement specified in **Section 2.6** of this SOP provided that the potential member fulfils the conditions of appointment as defined in **2.6.3** of this SOP.

The following qualities are sought in IEC members:

- experience and education
- interest and motivation
- commitment and availability
- respect for divergent opinions
- integrity and diplomacy

2.6.2 Terms of Appointment

2.6.2. a Duration

- The members of the IEC, BBCI will be appointed for duration of 2 years.
- The appointment procedure for membership will be followed so that it allows for continuity, development and maintenance of expertise within the IEC, and the regular input of fresh ideas and approaches.
- The members can be continued and there will be no limit on the number of times the membership is extended. Renewal of membership will be based on the recommendation of the Chairperson and Member Secretary of the IEC.
- To ensure that the quorum requirement is met during the IEC meetings, members of the IEC will be alternate members for each other. Alternate members will serve in the same representative capacity as the members they substitute. The IEC meeting minutes will document the substitution of a primary member with an alternate member. When an alternate member substitutes for a primary member, the alternate member will receive and review the same material that the primary member would have received and reviewed.

- In case of the resignation/discontinuation of the Member Secretary, Chairperson or member, a replacement will be appointed by the Director, BBCI before the completion of the tenure of the existing appointed committee. This appointment will be effective for the remaining tenure of the existing Committee

2.6.2. b Renewal

- The membership will be renewed after the stated term of 2 years.
- The process of renewal will be as follows:
Selection of Member Secretary and other members should be done at least 3 months and 1 month in advance, respectively. Member secretary designate should be inducted into the IEC as an observer before he/she takes on the mantle in the new IEC.
Other member- designates may attend the board meeting as observers before starting their tenure as IEC members.
Designated members of the IEC who wish to attend IEC meetings as observers should read, understand, accept and sign the agreement contained in the Confidentiality / Conflict of Interest form (AX2–V2/SOP02a/V2) and terms of reference at the beginning of the IEC meeting and/or before scientific and ethical review tasks of the IEC commence.
- If a regular member resigns, or ceases to be a member due to disqualification or death, a new member will be appointed for the remaining term as per the Conditions of appointment stated below – section **2.6.3**

2.6.2. c Resignation / Replacement procedure

The members who have resigned may be replaced at the discretion of the Director, BBCI. IEC members who decide to resign must provide the Director, BBCI, and Chairperson, IEC, the written notification/email of their proposed resignation date at least 30 calendar days prior to the next scheduled meeting. In case of resignation, Director, BBCI would appoint a new member, falling in the same category of membership e.g. NGO representative with NGO representative. Recommendations may be sought from the resigning member. Appointments may be made in consultation with the Member Secretary and /or Chairperson.

2.6.2. d Termination / Disqualification procedure

A member may be relieved or terminated of his/her membership in case of

- Conduct unbecoming of a member of the IEC
- Inability to participate in the meetings on any grounds
- Failure to attend more than 3 consecutive meetings of the IEC without prior intimation and subsequent review of the membership by the IEC; if deemed necessary, the IEC may decide to terminate the membership. Chairperson, IEC may make a recommendation to the Director, BBCI for necessary action.
- Relocation to another city or any such matter.

In all such circumstances, Director, BBCI will serve a letter of termination to the member. Documentation of the termination will be recorded in the minutes of the next duly constituted IEC meeting and the IEC membership roster and circulars will be revised.

2.6.3 Conditions of Appointment

- Name, gender, profession, and affiliation of IEC members will be publicized.
- Members must accept the appointment in writing. The appointment letter issued to all members should specify the Terms of Reference (TOR). The letter issued by the head of the institution should include, at the minimum, the following:
 - Role and responsibility of the member in the committee
 - Duration of appointment
 - Conditions of appointment
- Members must submit a one-page current CV, Medical Council Registration (if applicable) and training certificates in Ethics and valid GCP.
- Conflict of interest, if any, must be disclosed.
- Members must apprise themselves of the New Drugs and Clinical Trial Rules, GCP for clinical trials in India, ICH GCP guidelines and the ICMR guidelines and IEC BBCI SOP.
- Members are required to sign the Confidentiality / Conflict of Interest Agreement (AX1-V2/SOP 02a/V2) and Financial Disclosure at the start of their term. The confidentiality agreement protects the privacy and confidentiality of all parties whose information may be disclosed to the IEC in the course of its work. All IEC members shall disclose in writing to the IEC all conflicts of interest for themselves and their spouses/domestic partners and dependent children. For purposes of this policy, a conflict of interest may be identified as either financial in nature (such as when an IEC member holds an economic interest in the research) or non-financial in nature (such as when an IEC member or consultant participates in the research or will be included as a co-author on a publication from the research), either of which could affect or appear to affect the design, conduct, oversight, or reporting of the research project. Financial interests that require disclosure include but are not limited to:
 - Ownership interest, stock options, or other economic interest related to the research, Board, scientific officer, or executive relationship related to the research, regardless of compensation for that position.Non-financial interests that require disclosure include but are not limited to:
 - a. Participation in the research project as key personnel (PI, Co-PI, sub-investigator)
 - b. Co-Author on a publication of the research project's results
 - c. Other relationships which may influence judgment of the IEC member in reviewing the research project
 - i. is a direct supervisor or trainee of the researcher(s)
 - ii. is related to a researcher whose protocol is under consideration
 - iii. has a prominent role in a directly competing research team or product
 - iv. has a close personal relationship with a researcher or for other reasons is unable to render a fair and unbiased review.

An investigator can be a member of the IEC. However, the investigator-as-member cannot participate in the review and approval process for any project in which he or she is present as a PI, Co-PI or CI or has any other potential conflict of interest.

- IEC members are prohibited from participating in the review of a research protocol in which they have a conflict of interest, except to provide information requested by the IEC.

2.6.4 Independent Consultants

- The IEC may call upon, or establish a standing list of, independent consultants who may provide special expertise to the IEC on proposed research protocols, when the Chairperson / Member secretary or the IEC members determine that a study will involve procedures or information that is not within the area of expertise of the IEC members. These consultants may be specialists in ethical or legal aspects, specific diseases or methodologies (e.g. genetic disorders, stem cell research, medical statistics etc.), or they may be representatives of communities, patients, or special interest groups. These consultants must sign the confidentiality agreement (AX2-V2/SOP 02a/V2) regarding meeting, deliberations, and related matters. These consultants or subject experts cannot vote for a decision.
- Directors, Head of Institution, Superintendents, Administrative officers who are responsible for business development will not be appointed as independent consultants.

2.7 Office Bearers

The IEC will have the following office bearers who have the expertise and professional qualifications to review the proposals submitted.

2.7.1 Chairperson

The IEC Chairperson should be a highly respected individual from outside BBCI, fully capable of managing the IEC and the matters brought before it, with fairness and impartiality. The task of making the IEC a respected part of the institutional community will fall primarily on the shoulders of this individual. The IEC must be perceived to be fair and impartial, immune from pressure of BBCI's administration, the investigators whose protocols are brought before it, or other professional and non-professional sources. The IEC Chairperson will respect the diverse backgrounds, perspectives, and sources of expertise of all IEC members, especially the contributions of the non-scientists, and must have the ability to foster respect among the IEC members. The Chairperson shall ensure active participation of all members (particularly non-affiliated, non-medical/ non-technical members) in all discussions and deliberations. The Chairperson shall ratify minutes of the previous meetings, handle complaints against researchers and IEC members, conflict of interest issues and requests for use of IEC data, etc.

2.7.2 Member Secretary

The Member Secretary will be a staff member of BBCI, committed to the task of coordinating and managing the activities of the committee. He/she will be responsible for scheduling the meetings, describing the agenda and ensuring that the function of the committee is conducted as per the norms and policies described in this SOP.

Specific roles of Member Secretary (As per ICMR Guidelines 2017)

- Member Secretary will be responsible to ensure training of IEC secretariat and IEC members.
- Ensure SOP is updated as and when required.
- Ensure adherence of IEC functioning to the SOP.
- Prepare for and respond to audits and inspections.
- Ensure completeness of documentation at the time of receipt and timely inclusion in agenda for EC review.
- Assess the need for expedited review/ exemption from review or full review.

In the absence of Member Secretary of IEC for scheduled IEC meeting or if the member secretary has conflict of interest in a research project, another member of the IEC will be nominated by the Chairperson may function as acting Member Secretary for routine IEC work for that meeting.

Member Secretary/ IEC Chair shall review disclosures to determine whether a conflict of interest exists and to determine appropriate management of the conflict of interest.

2.7.3 IEC Secretariat

The Secretariat is composed of the Member Secretary of the IEC, and the administrative and supporting staff. The supporting staff consists of staff members of BBCI and appointed by the Director, Tata Memorial Centre. Director, BBCI has deputed the responsibility of issuing terms of reference for the IEC staff to the Member Secretary, IEC.

The IEC Administrative Staff: Working Rules

1. The administrative support to the IEC will comprise of IRB administrators, private secretary, administrative assistants, IT support and attendant/s or helper/s. The IRB administrators along with the support staff will assist the IEC Chairperson and Member Secretary in executing functions of the IEC. Additional staff may be appointed and duties assigned as and when deemed necessary by the IEC. The eligibility criteria for new staff to be appointed will be laid down depending on the required job profile. The need for appointment of administrative staff, job profile and qualifications may be recommended by IEC members during regular IEC meetings and will be recorded in minutes. These will be forwarded through the Director, BBCI to the Director, Tata Memorial Centre.
2. The administrative staff will be appointed by conducting formal interviews as per the policy of Tata Memorial Centre.

Duties of the administrative officer

- Review of new research applications for consistency, completeness, and compliance with the regulations and institutional guidelines prior to convene IEC review.
- Providing necessary administrative support for IEC related activities to the Member Secretary, IEC.
- Organizing IEC meetings regularly.
- Preparing the agenda and drafting minutes of the meetings.
- Organizing an effective and efficient tracking procedure for each proposal received.
- Updation of the IRB software system and the IEC online portal (if applicable).
- Preparing, maintaining and distributing study files.
- Supervision of the maintenance, archival, and shredding of the study files.
- Corresponding with the IEC members, external experts and investigators on all IEC related matters.
- Arranging training for study personnel and IEC members.
- Receipt of IEC processing fees for pharma-funded projects and the issue of official receipts for the same.
- Supervision of the pre and post arrangements of IEC meetings.
- Answering queries of the investigators.
- Supervision of filing of study related documents.
- Quality check of all study related documents submitted to IEC as well as correspondence from IEC.
- Preparation for accreditation, audits.
- Organizing training for investigators, key study personnel, IEC members, and IEC staff.
- Participating in the development and subsequent implementation of SOP.
- Participating in, or presenting, research related education sessions
- Initiating research studies in ethics/audits

Duties of the Secretary/ Administrative assistant

- Drafting letters, receipt, voucher preparations, etc.
 - Template preparations as instructed by the IRB administrators.
 - Liaising with other departments.
 - Meeting attendance preparation/ preparation of dispatch folders.
 - Hospitality management during IEC meetings.
3. Duties of the attendant/s /helper/s:
- a. Assisting the secretariat in arranging the IEC meetings.
 - b. Dispatching sets of study documents to IEC members and external experts.

- c. Receiving the study related documents from and dispatching the IEC letters to the investigators.
- d. Filing study related documents.
- e. Archiving and maintaining the study files
- f. Shredding of the closed files as per SOP 10

The IEC staff will report to the Member Secretary and/or Chairperson. The office timings for the IEC staff will be as per rules and regulations of Tata Memorial Centre. The staff will avail leave as per Tata Memorial Centre's norms.

2.8 Roles and Responsibilities of the IEC members

The IEC members' primary responsibilities will be to determine the scientific and ethical validity of the research and the protection of the safety, rights and confidentiality of the research participants.

- Participate in the IEC meeting.
- Review and discuss research proposals and other documents pertaining to the study.
- Submit assessment forms to the IEC secretariat.
- Review progress reports and monitor ongoing studies.
- Review SAEs and recommend appropriate action(s).
- Maintain confidentiality of the documents and deliberations of the IEC meetings.
- Declare conflict of interest, if any - IEC members shall disclose to the IEC all conflicts of the IEC member, their spouse/domestic partner, and their dependent children with regard to a research project involving human participants. Such disclosure shall be sufficiently detailed and timely to allow the IEC Administration to transfer the project to another IEC member or allow time for an alternate member to attend the IEC meeting to meet quorum. The IEC member/consultant shall evaluate whether a conflict of interest exists, and he/she shall disclose any identified conflicts to the IEC at the next IEC meeting. If an IEC member discovers that he/she has a conflict of interest during the conduct of a study over which the IEC provides oversight, the IEC member/consultant shall report the conflict to the IEC. IEC members shall cooperate with the IEC and other officials in their review of the conflicts of interest issues and shall comply with all requirements of the IEC.
- Monitoring by IEC members, if required
- Carry out work delegated by the Chairperson and/or Member Secretary.
- Participate in continuing education activities in biomedical ethics and biomedical research.
- Provide information and documents related to training obtained in biomedical ethics and biomedical research to the IEC secretariat, periodically

Specific roles and responsibilities of the members (As per ICMR Guidelines)

Clinician:

- Scientific review of protocols including review of the intervention, benefit-risk analysis, research design, methodology, sample size, site of study and statistics
- Ongoing review of the protocol (SAE, protocol deviation or violation, progress and completion report)
- Review medical care, facility and appropriateness of the principal investigator, provision for medical care, management and compensation.
- Thorough review of protocol, investigators brochure (if applicable) and all other protocol details and submitted documents.

Basic Medical Scientist:

- Scientific and ethical review with special emphasis on the intervention, benefit-risk analysis, research design, methodology and statistics, continuing review process, SAE, protocol deviation, progress and completion report
- For clinical trials, pharmacologist to review the drug safety and pharmacodynamics.

Legal experts:

- Ethical review of the proposal, ICD along with translations, MoU, Clinical Trial Agreement (CTA), regulatory approval, insurance document, other site approvals, researcher's undertaking, protocol specific other permissions, such as, stem cell committee for stem cell research, HMSC for international collaboration, compliance with guidelines etc.
- Interpret and inform EC members about new regulations if any.

Social Scientists/philosopher/ethicist/theologian:

- Ethical review of the proposal, informed consent document along with the translations.
- Assess impact on community involvement, socio-cultural context, religious or philosophical context, if any.
- Serve as a patient/participant/ societal / community representative and bring in ethical and societal concerns.

Layperson:

- Ethical review of the proposal, informed consent document along with translation(s).
- Evaluate benefits and risks from the participant's perspective and opine whether benefits justify the risks.
- Serve as a patient/participant/ community representative and bring in ethical and societal concerns.
- Assess on societal aspects, if any.

Directors, Head of Institution, Superintendents, and Administrative Officers who are responsible for business development will not be involved in the review process.

In the absence of the Chairperson, a member who is independent of the institution will chair the meeting as the Chairperson for that convened IEC meeting.

2.9 Quorum Requirements

- 2.9.1 All research projects for approval by the full board of the IEC shall be reviewed at convened meetings at which a majority of the members of the IEC are present. In order for the research to be approved, it shall receive the approval of a majority of those members present at the meeting. The presence of the following five (5) members is required to form part of the quorum without which a meeting cannot be convened and a decision regarding the project cannot be taken. These 5 members should have the following representation:
 - a) basic medical scientists (preferably one clinical pharmacologist);
 - b) clinicians
 - c) legal expert;
 - d) social scientist or representative of non-governmental voluntary agency or philosopher or ethicist or theologian or similar person;
 - e) lay person from the community;

In addition to the above, the quorum must fulfill following criteria-

- i. A quorum should include at least one member whose primary area of expertise is in a non-scientific area, a clinician, and at least one member who is independent of BBCI research site and has no immediate family member affiliated to BBCI.
 - ii. No quorum should consist entirely of members of one profession or one gender.
 - iii. When an alternate member attends a meeting as a substitute for a regular member, the alternate member's participation counts toward the quorum requirements. Alternate members will serve in the same representative capacity as the member for whom they substitute.
- **2.9.2 Quorum requirement of Ethics Committee For Clinical Trial, Bioavailability And Bioequivalence Study**
 - (1) The Ethics Committee shall have a minimum of seven members from medical, non-medical, scientific and non-scientific areas with at least,
 - one lay person;
 - one-woman member;
 - one legal expert;
 - one independent member from any other related field such as social scientist or representative of non-governmental voluntary agency or philosopher or ethicist or theologian
 - (2) The Ethics Committee referred to in sub-rule (1) shall consist of at least fifty percent of its members who are not affiliated with the institute or organization in which such committee is constituted.
 - (3) One member of the Ethics Committee who is not affiliated with the institute or organization shall be the Chairperson, and shall be appointed by such institute or organization.
 - (4) One member who is affiliated with the institute or organization shall be appointed as Member Secretary of the Ethics Committee by such Institute or organization.

(5) The committee shall include at least one member whose primary area of interest or specialization is nonscientific and at least one member who is independent of the institution.

2.10 Decision making procedures

- Decisions will be arrived at through consensus/unanimous or majority opinion amongst the voting members of IEC. The decision-making is thus concerned with the process of deliberating and finalizing a decision. When a consensus is not possible, the IEC will vote.
- Voting may be in the form of voice vote, show of hands, or by secret ballot, as determined by the Chairperson, IEC.
- All members of the IEC including the Chairperson and the Member Secretary present in the room have the right to vote/express their decision and should exercise this decision. If there is equality of votes, the chair will have a casting vote.
- The IEC minutes will document each alternate member's status, vote, and attendance as they relate to IEC actions and quorum requirements.
- Opinions of absent members that are transmitted by mail or telephone or fax may be considered by the attending members during discussion. But absent member cannot be counted as voting member or quorum member for formally convened full board meetings.
- Any committee member with a conflicting interest in a proposal will abstain from deliberations and in the decision making process on that proposal, except to provide information as requested by the Committee. Such abstentions will be recorded in the minutes.
- An IEC member or consultant with either a financial or non-financial conflict of interest in a research project involving human participants may not participate in the IEC review of that research. The IEC shall not approve a research protocol where a conflict of interest is not managed, and it has the final authority to determine whether a conflict of interest has been managed appropriately.

2.11 Education for IEC Members

IEC members have a need for initial and continued education regarding the science and ethics of biomedical research.

All IEC members must be conversant with ICMR Guidelines for Research involving Human Subjects, New Drugs and Clinical Trial Rules, and ICH-GCP guidelines.

IEC members will receive introductory training material in IEC SOP and research bioethics and will be exposed to ongoing opportunities for enhancing their capacity for ethical review.

2.12 Annual activity report

The Member Secretary in Consultation with the Chairperson shall prepare an annual activity report of the IEC for submission to the Director, BBCI and accreditation agencies. This shall include:

- A quantitative evaluation of the activities of the Committee in a year.
- List of the research proposals reviewed in a year.

2.13 Honorarium

All external non-BBCI IEC members and independent consultants are given honorarium as per TRAC recommendation.

**AX1-V2/SOP 02a/V2
Dr. B Borooah Cancer Institute
Tata Memorial Centre**

Confidentiality and Conflict of Interest Agreement form / Financial Disclosure for IEC Members

In recognition of the fact, that I, Dr. herein referred to as the "Undersigned", have been appointed as a member of the Institutional Ethics Committee and would be asked to assess research studies involving human participants in order to ensure that they are conducted in a humane, scientific and ethical manner, with the highest standards of care according to the applied national, local regulations, institutional policies and guidelines;

Whereas, the appointment of the undersigned as a member of the IEC is based on individual merits and not as an advocate or representative of a home province/ territory/ community nor as the delegate of any organization or private interest;

Whereas, the fundamental duty of an IEC member is to independently review research protocols involving human participants and make a determination and the best possible objective recommendations, based on the merits of the submissions under review;

Whereas, the IEC must meet the highest ethical standards in order to merit the trust and confidence of the communities with respect to the protection of the rights and well-being of human participants;

The undersigned, as a member of the IEC is expected to meet the same high standards of ethical behavior to carry out its mandate.

This Agreement thus encompasses any information deemed Confidential or Proprietary provided to the Undersigned in conjunction with the duties as a member of the IEC. Any written information provided to the Undersigned that is of a Confidential, Proprietary, or Privileged nature shall be identified accordingly.

As such, the Undersigned agrees to hold all Confidential or Proprietary trade secrets ("information") in trust or confidence and agrees that it shall be used only for contemplated purposes, shall not be used for any other purpose or disclosed to any third party. Written Confidential information provided for review shall not be copied or retained. All Confidential information (and any copies and notes thereof) shall remain the sole property of the IEC.

The Undersigned agrees not to disclose or utilize, directly or indirectly, any Confidential or Proprietary information belonging to a third party in fulfilling this agreement. Furthermore, the Undersigned confirms that my performance of this agreement is consistent with BBCI's policies and any contractual obligations it may have to third parties.

Undersigned Signature

Date

**Dr. B Borooh Cancer Institute
Tata Memorial Centre**

Conflict of Interest

It has been recognized that the potential for conflict of interest will always exist but has faith in the IEC and its Chairperson to manage the conflict issues so that the ultimate outcome is the protection of human participants.

In accordance of the policy of the IEC, I shall not participate in the review, comment or approval of any activity in which I have a conflict of interest, except to provide information as requested by the IEC.

The Undersigned will immediately disclose to the Chairperson of the IEC any actual or potential conflict of interest that I may have in relation to any particular proposal submitted for review by the committee, and to abstain from any participation in discussions or recommendations in respect of such proposals.

The Undersigned will immediately disclose to the Chairperson of the IEC all conflicts of interest for themselves and their spouses/domestic partners and dependent children.

Agreement on Confidentiality and Conflict of Interest

In the course of my activities as a member of the IEC, I may be provided with confidential information and documentation (which we will refer to as the "Confidential Information"). I agree to take reasonable measures to protect the Confidential Information; subject to applicable legislation, including the access to it, as per the right to Information Act, not to disclose the Confidential Information to any person; not to use the Confidential Information for any purpose outside the IEC's mandate, and in particular, in a manner which would result in a benefit to myself or any third party; and to return all Confidential Information (including any minutes or notes I have made as part of my Committee duties) to the Chairperson upon termination of my functions as a Committee member.

Whenever I have a conflict of interest, I shall immediately inform the committee and recuse myself from discussion and /or voting on the issue and leave the room while the discussion is ongoing”

Whenever I have a conflict of interest, I shall immediately inform the committee all conflicts of interest for myself and my spouses/domestic partners and dependent children.

Name of the spouses/domestic partners (if applicable) - _____

Name of the dependent children (if applicable) - _____

I, Dr. have read and I accept the aforementioned terms and conditions as explained in this Agreement.

Undersigned Signature

Date

Director of the BBCI

Date

**Dr. B Borooah Cancer Institute
Tata Memorial Centre
Financial Disclosure Form**

1. Employment or Leadership Position

Check yes if you or an immediate family member currently holds any full-time or part-time employment or service as an officer or board member for an entity having an investment, licensing, or other commercial interest in the research study under consideration

Yes No If yes, amount received in last 12 months in Rs. _____

2. Consultant or Advisory Role

Check yes if you or an immediate family member holds or has held any consultant or advisory arrangements with an entity having an investment, licensing, or other commercial interest in the research study under consideration,

Yes No If yes, amount received in last 12 months in Rs. _____

3. Stock Ownership

Check yes if you or an immediate family member currently holds any ownership interest in any company (publicly traded or privately held) that has an investment, licensing, or other commercial interest in the research study under consideration

Yes No If yes, amount received in last 12 months in Rs. _____

4. Honoraria

Check yes if you or an immediate family member has been paid directly any honoraria (reasonable payments for specific speeches, seminar presentations, or appearances) from an entity that has an investment, licensing, or other commercial interest in the research study under consideration

Yes No If yes, amount received in last 12 months in Rs. _____

5. Research Funding

Check yes if you or an immediate family member currently conducts any clinical research project(s) funded, in whole or in part, or has received any post study awards by an entity that has an investment, licensing, or other commercial interest in the research study under consideration

Yes No If yes, amount received in last 12 months in Rs. _____

6. Patent or Royalty interests

Check yes if you or an immediate family member has received any patent or royalty from an entity having an investment, licensing, or other commercial interest in the research study under consideration

Yes No If yes, amount received in last 12 months in Rs. _____

7. Other Remuneration

Check yes if you or an immediate family member has received any trips, travel, gifts, or other in-kind payments at any point from an entity having an investment, licensing, or other commercial interest in the research study under consideration

Yes No If yes, amount received in last 12 months in Rs. _____

I hereby agree to recuse myself from any deliberations and actions involved in the approval or re-approval of a protocol for which I have a real or apparent conflict of interest, and from discussions of these matters unless my presence for discussions is requested by the IEC Chair.

Signature

Date

Upon signing this form, I ensure to take reasonable measures to keep the information and discussion as confidential.

Signature of the observer

Date

Member Secretary/Chairperson of IEC

Date

I, _____ (Enter name) acknowledge that I have received a copy of this Agreement signed by Member Secretary/Chairperson, IEC and me.

Undersigned Signature

Date

AX4-V2/SOP 02a/V2
Dr. B Borooah Cancer Institute
Tata Memorial Centre

Confidentiality and Conflict of Interest Agreement form / Financial Disclosure for IEC Staff

This is in recognition of the fact, that I, Dr/Mr/Ms./Mrs herein referred to as the "Undersigned", have been appointed as IRB Administrator/ Administrative Assistant/ Administrative staff of the Institutional Ethics Committee and would be required to handle the administrative activities of the IRB as per the SOP mandate in a humane, scientific and ethical manner according to the applied national, local regulations, institutional policies and guidelines.

Whereas, the appointment of the Undersigned as IRB Administrator/ Administrative Assistant/ Administrative staff of the IEC is based on individual merits and not as an advocate or representative of a home province/ territory/ community nor as the delegate of any organization or private interest.

Whereas the fundamental duty of the Undersigned is to conduct the day-to-day activities of the IRB in the capacity of IRB Administrator/ Administrative Assistant/ Administrative staff as defined by the IEC SOP.

The Undersigned, as part of the Administrative support staff of the IEC is expected to meet the same high standards of ethical behavior to carry out its mandate.

This Agreement thus encompasses any information deemed Confidential or Proprietary provided to the Undersigned in conjunction with the duties as the Administrative support staff

of the IEC. Any written information provided to the Undersigned that is of a Confidential, Proprietary, or Privileged nature shall be identified accordingly.

As such, the Undersigned agrees to hold all Confidential or Proprietary trade secrets ("information") in trust or confidence and agrees that it shall be used only for contemplated purposes, shall not be used for any other purpose or disclosed to any third party. Written Confidential information provided for review shall not be copied or retained. All Confidential information (and any copies and notes thereof) shall remain the sole property of the IEC.

The Undersigned agrees not to disclose or utilize, directly or indirectly, any Confidential or Proprietary information belonging to a third party in fulfilling this agreement. Furthermore, the Undersigned confirms that the performance of this agreement is consistent with BBCI's policies and any contractual obligations it may have to third parties.

Undersigned Signature

Date

**Dr. B Borooah Cancer Institute
Tata Memorial Centre**

Conflict of Interest

The Undersigned recognizes that the potential for conflict of interest shall always exist but has faith in the IEC and the Chairperson to manage the conflict issues so that the ultimate outcome is the protection of human participants.

In accordance with the policy of the IEC, the Undersigned shall not participate in IEC meeting proceedings in which there exists a conflict of interest, except to provide information as requested by the IEC.

The Undersigned shall immediately disclose to the Chairperson of the IEC, any actual or potential conflict of interest that may exist in relation to any particular proposal submitted by the Undersigned for review by the Committee, and abstain from participation in discussions or recommendations in respect of such proposals.

The Undersigned shall immediately disclose to the Chairperson of the IEC all personal conflicts of interest and conflicts of interest of spouses/domestic partners and dependent children.

Agreement on Confidentiality and Conflict of Interest

- I, the Undersigned, in the course of my activities as staff of the IEC Secretariat, may be provided with confidential information and documentation (which will be referred to as the "Confidential Information").
- I, the Undersigned, agree to take reasonable measures to protect the Confidential Information; subject to applicable legislation, including the access to it, as per the right to Information Act, not to disclose the Confidential Information to any person and not to use the Confidential Information for any purpose outside the IEC's mandate, and in

particular, in a manner which would result in benefit to myself or any third party; and to return all Confidential Information (including any minutes or notes I have made as part of my Committee duties) to the Chairperson upon termination of my functions as a IRB Administrative staff.

- I, the Undersigned, agree to immediately inform the Committee any conflict of interest that I may have and recuse myself from the IEC meeting proceedings and leave the room while the discussion is ongoing.”
- I, the Undersigned, agree to inform the Committee of all personal conflicts of interest and conflicts of interest of my spouses/domestic partners and dependent children.

Name of the spouses/domestic partners (if applicable) - _____

Name of the dependent children (if applicable) - _____

I, Dr./Mr/Ms./Mrs have read and I accept the aforementioned terms and conditions as explained in this Agreement.

Undersigned Signature

Date

Director of the BBCI

Date

**Dr. B Borooah Cancer Institute
Tata Memorial Centre
Financial Disclosure Form**

1. Employment or Leadership Position

Check yes if you or an immediate family member currently holds any full-time or part-time employment or service as an officer or board member for an entity having an investment, licensing, or other commercial interest in the research study under consideration

Yes No If yes, amount received in last 12 months in Rs. _____

2. Consultant or Advisory Role

Check yes if you or an immediate family member holds or has held any consultant or advisory arrangements with an entity having an investment, licensing, or other commercial interest in the research study under consideration,

Yes No If yes, amount received in last 12 months in Rs. _____

3. Stock Ownership

Check yes if you or an immediate family member currently holds any ownership interest in any company (publicly traded or privately held) that has an investment, licensing, or other commercial interest in the research study under consideration

Yes No If yes, amount received in last 12 months in Rs. _____

4. Honoraria

Check yes if you or an immediate family member has been paid directly any honoraria (reasonable payments for specific speeches, seminar presentations, or appearances) from an entity that has an investment, licensing, or other commercial interest in the research study under consideration

Yes No If yes, amount received in last 12 months in Rs. _____

5. Research Funding

Check yes if you or an immediate family member currently conducts any clinical research project(s) funded, in whole or in part, or has received any post study awards by an entity that has an investment, licensing, or other commercial interest in the research study under consideration

Yes No If yes, amount received in last 12 months in Rs. _____

6. Patent or Royalty interests

Check yes if you or an immediate family member has received any patent or royalty from an entity having an investment, licensing, or other commercial interest in the research study under consideration

Yes No If yes, amount received in last 12 months in Rs. _____

7. Other Remuneration

Check yes if you or an immediate family member has received any trips, travel, gifts, or other in-kind payments at any point from an entity having an investment, licensing, or other commercial interest in the research study under consideration

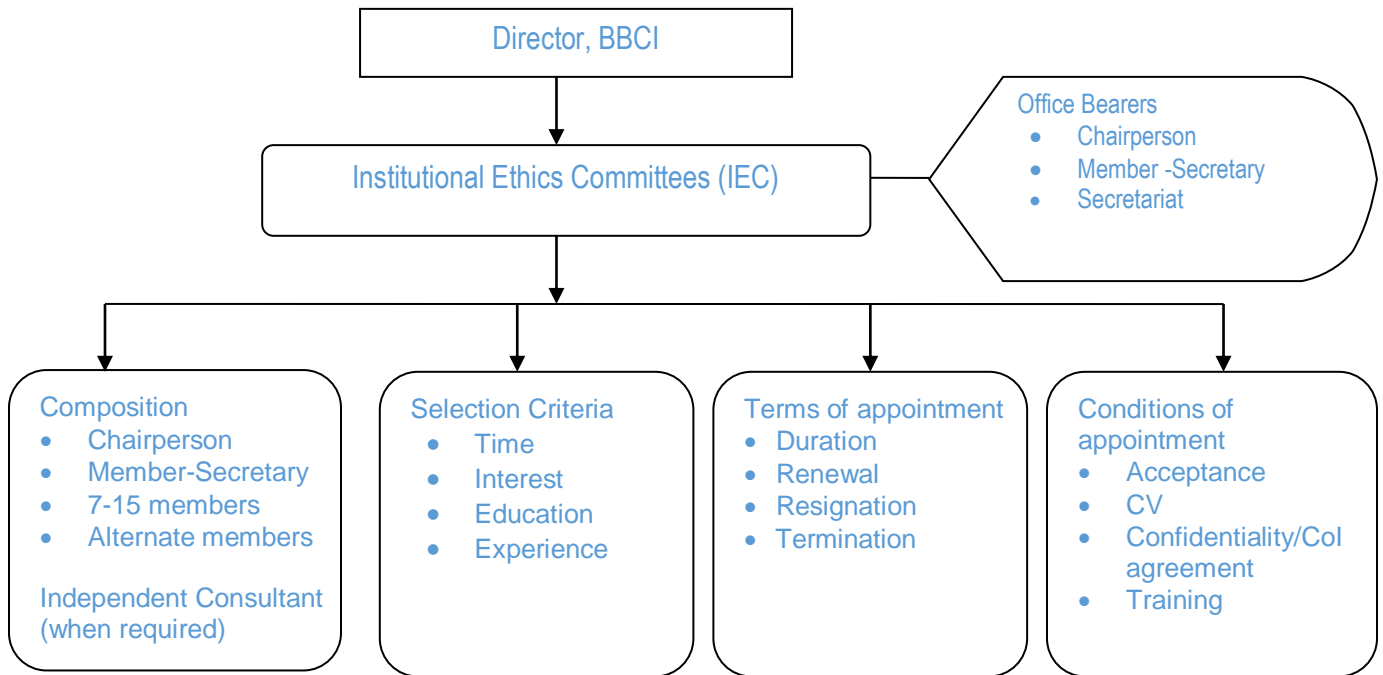
Yes No If yes, amount received in last 12 months in Rs. _____

I hereby agree to recuse myself from any deliberations and actions involved in the approval or re-approval of a protocol for which I have a real or apparent conflict of interest, and from discussions of these matters unless my presence for discussions is requested by the IEC Chair.

Signature

Date

Flow Chart



**INSTITUTIONAL ETHICS COMMITTEE
DR B BOROOAH CANCER INSTITUTE, GUWAHATI
(IEC, BBCI)**

**Title: Constitution of Data Safety and Monitoring Unit
(DSMU), BBCI**

SOP Code: SOP 2b/V2 Date: 30/09/2021 Pages: 38 to 45

The Data Safety Monitoring Unit (DSMU) is a unit of the IEC comprising of clinicians of varied expertise from the hospital, supported by IEC staff with a primary responsibility to review serious adverse events, safety reports and annual status reports of the projects approved by the IEC. This unit reports to the IEC.

The Data Safety Monitoring Unit is a unit of the IEC essentially responsible for monitoring IEC approved projects, to ensure patient safety and assess data during the course of the study in a manner that contributes to the scientific and ethical integrity of the study.

2.2 Purpose

The DSMU has been established to enhance the quality of the ongoing research which has been approved by IEC by safety review, periodic monitoring and annual review.

2.2 Mandate

As a national cancer centre, the BBCI needs to ensure that research data generated by the investigators are of high quality, reliable and verifiable. To accomplish this objective, the DSMU is charged with the mission of developing and implementing quality assurance procedures to monitor the overall progress of institutional clinical trials and ensuring adherence to procedural requirements.

This includes -

- Review of overall progress of IEC approved clinical trials/studies to ensure the safety of participants.
- Checking the enrollment to ensure that the projected accrual goals are met on a timely basis and do not fall below minimum acceptable standards.
- Serious adverse events and off-site serious adverse events are appropriately monitored and reported to the IEC.
- Ensure that eligibility criteria are followed as per IEC approved study protocol and risk-benefit ratio to the patient remains acceptable.

- Enhance the quality of the research by providing the investigator with constructive criticism.
- Provide regular reports to the Institutional Ethics Committee

2.3 Scope

This Standard Operating Procedure (SOP) describes the Terms of References (TOR), which provide the framework for constitution, responsibilities, and activities of the Data Safety and Monitoring Unit.

2.4 Responsibility

The DSMU has following responsibilities-

- Assess and evaluate Serious Adverse Event reports (SAEs) on all trials being conducted at BBCI.
- Monitor the overall progress of institutional clinical trials/studies and ensure adherence to protocol specific procedural requirements.
- Ensure that the safety of participants, validity of data and projected accrual goals are maintained.
- Provide regular reports (monitoring) to the Institutional Ethics Committee.
- Creation, development, revision and implementation of guidelines for the DSMU.
- Continuing education and training programs to ensure that DSMU members are qualified to perform their specific duties.

2.5 Scientific and Ethical Basis

Refer section 2.5 of SOP02a/V2-Constitution of IEC, BBCI.

2.6 Composition

- The DSMU will be multidisciplinary with experts in oncology including, but not limited to physicians, medical, surgical and radiation oncologists, pharmacologists, biostatisticians, epidemiologist and basic scientists.
- The Members of DSMU will be trained in causality assessment as per the regulations to routinely implement them in assessing the relatedness of adverse events.
- All DSMU members will be employees of BBCI.
- The Secretary of DSMU will be the member of IEC.

2.6.1 Membership

The Director, BBCI will appoint the Secretary, DSMU. All members and Joint-Secretary will be appointed by the Director, BBCI in consultation with the Secretary, DSMU.

Criteria for selection of members:

- Members are selected in their personal capacities, based on their interest, ethical and/or scientific knowledge and expertise, experience in the domain field and profile.
- The members of the DSMU should have post graduate qualification & adequate experience in their respective fields.
- Conflict of interest will be avoided while making appointments, but where unavoidable, there will be transparency with regard to such interests.
- Directors, Head of Institution, Superintendents, Administrative officers who are responsible for business development will not serve as members or ex-officio members.
- New members will be identified according to the requirement.

The following qualities are sought in DSMU members:

- Experience and education
- Interest and motivation
- Commitment and availability
- Respect for divergent opinions
- Integrity and diplomacy

2.6.2 Terms of Appointment

2.6.2. a Duration

- The members of the DSMU, BBCI will be appointed for duration of 2 years.
- The appointment procedure for membership will be followed so that it allows for continuity, development and maintenance of expertise within the DSMU, and the regular input of fresh ideas and approaches.
- The members can be continued and there will be no limit on the number of times the membership is extended. Extension of membership will be based on the recommendation of the Member Secretary of the DSMU.
- In case of the resignation/discontinuation of member, a replacement will be appointed by the Director, BBCI in consultation with the Secretary, DSMU for the remaining term of the existing Data Safety Monitoring Unit.

2.6.2. b Renewal

- The membership will be renewed after the stated term of 2 years.
- The process of renewal will be as follows:
Selection of Secretary, DSMU and other members will be done at least 3 months and 1 month in advance, respectively. Secretary, DSMU designate will be inducted into the DSMU as an observer before he/she takes on the mantle in the new DSMU. Other members designate may attend the DSMU meeting as observers before starting their tenure as DSMU members.
- Designated members of the DSMU who wish to attend DSMU meetings as observers should read, understand, accept and sign the agreement contained in the

Confidentiality / Conflict of Interest form (**AX2-V2/SOP02a/V2**) at the beginning of the DSMU meeting and/or before tasks of the DSMU commence.

- If a regular member resigns, or ceases to be a member due to disqualification, or death, a new member will be appointed for the remaining term by Secretary, DSMU.

2.6.2. c Resignation / Replacement procedure

The members who have resigned may be replaced at the discretion of the Secretary, DSMU. DSMU members who decide to resign must intimate the Member Secretary, DSMU, in writing of their proposed resignation, 30 days in advance of the forthcoming DSMU meeting. In case of resignation, Member Secretary, DSMU would appoint a new member before the next scheduled DSMU meeting.

2.6.3 Conditions of Appointment

- Members must accept the appointment in writing.
- Members must submit a one-page CV and training certificates in Ethics and GCP.
- Conflict of interest, if any, must be disclosed.
- Members must apprise themselves of the New Drugs and Clinical Trial Rules, GCP for clinical trials in India, ICH GCP guidelines and the ICMR guidelines and IEC BBCI SOP.
- Members are required to sign the Confidentiality / Conflict of Interest Agreement (AX1-V2/SOP 02a/V2) and Financial Disclosure at the start of their term. The confidentiality agreement protects the privacy and confidentiality of all parties whose information may be disclosed to the DSMU in the course of its work. All DSMU members shall disclose in writing to the DSMU all conflicts of interest for themselves and their spouses/domestic partners and dependent children. For purposes of this policy, a conflict of interest may be identified as either financial in nature (such as when a DSMU member holds an economic interest in the research) or non-financial in nature (such as when a DSMU member or consultant participates in the research or will be included as a co-author on a publication from the research), either of which could affect or appear to affect the design, conduct, oversight, or reporting of the research project. Financial interests that require disclosure include but are not limited to:
 - Ownership interest, stock options, or other economic interest related to the research, Board, scientific officer, or executive relationship related to the research, regardless of compensation for that position.
 - None of the members of DSMU is allowed to serve on a monitoring team with a conflict of interest, indirect or direct, as previously defined, with respect to the study being monitored.

Non-financial interests that require disclosure include but are not limited to:

- d. Participation in the research project as key personnel (PI, Co-PI, sub-investigator);
- e. Co-Author on a publication of the research project's results;
- f. Other relationships which may influence judgment of the DSMU member in reviewing the SAEs of the research project:

- v. is a direct supervisor or trainee of the researcher(s)
- vi. is related to a researcher whose protocol is under consideration
- vii. has a prominent role in a directly competing research team or product
- viii. has a close personal relationship with a researcher or for other reasons feels unable to render a fair and unbiased review.

2.7 Office Bearers

The DSMU will have the following office bearers who have the expertise and professional qualifications to review the study related documents submitted (On-Site and Off-Site SAEs, Monitoring report, Deviation, Continue Review Applications/ Annual status reports, etc.)

2.7.1 Secretary

The Secretary, DSMU will be a staff member of BBCI, committed to the task of coordinating and managing the activities of the committee. He/she will be responsible for scheduling the meetings, describing the agenda, finalizing the minutes and ensuring that the function of the DCMSC is conducted as per the norms and policies described in this SOPs. Secretary, DSMU will review all submitted SAE's, CRA/ASR and monitoring reports. The Secretary or Joint Secretary, DSMU will discuss the SAEs and the DSMU minutes will be ratified in the next earliest respective full board meeting of IEC. The Secretary of DSMU will be the member of IEC, BBCI. The minutes of the DSMU meeting of the month is presented to the full board IEC meeting by the DSMU Secretary.

In the absence of the secretary of DSMU, the Joint Secretary of DSMU will function as acting Secretary for routine DSMU work as well as for the meeting.

2.7.2 Joint Secretary

The DSMU Joint Secretary will be designated the same responsibilities as that of the Secretary so as to manage the DSMU and the matters brought before it with fairness and impartiality, in the absence of the Secretary and in matters where the member secretary has a conflict of interest.

2.7.3 Secretariat

The Secretariat is composed of the Secretary and Joint Secretary, DSMU, and the administrative supporting staff. The supporting staff consists of staff members of BBCI appointed by the Director, TMC.

The secretariat shall have the following functions:

- Organization of an effective and efficient tracking procedure for each SAE/status report received.
- Organization of regular DSMU meetings.
- Preparation of the agenda and the minutes of the meetings.
- Maintenance of the DSMU records.

- Communication with DSMU members and PIs.
- Arrangement of training for personnel and DSMU members.
- Assign monitoring to DSMU members on regular basis or as and when needed.

The DSMU Administrative Staff: Working Rules

1. There will be DSMU Coordinator/s and attendant/s /helper/s who will help the DSMU Secretary in executing functions of the DSMU. Additional staff may be appointed and duties assigned as and when deemed necessary by the DSMU.
2. The administrative staff will be appointed by conducting formal interviews as per policy of Tata Memorial Centre.

Duties of the DSMU Coordinator:

- Organizing DSMU meetings regularly.
 - Preparation of the agenda and drafting minutes of the meetings.
 - Updating safety / study data in the system on regular basis.
 - Maintaining DSMU records.
 - Communicating with DSMU members and PIs.
 - Accepting CRA/ASR, on site & Offsite SAE's and monitoring reports from PI/coordinators/Members.
 - Sending SAE's to the assigned reviewers
 - Sending monitoring reminders to Monitors (DSMU members) and PI's on regular basis.
 - Arranging training for personnel and DSMU members.
 - Answering queries of the investigators.
 - Sending CRA reminders to PI's on regular basis according to the due date.
 - Preparation for accreditation, audits
 - Participate in the development and subsequent implementation of SOP.
3. Duties of the attendant/s /helper/s
 - g. Assisting the secretariat in arranging the DSMU meetings.
 - h. Dispatching the DSMU letters to the investigators.
 - i. Filing study related documents.
 - j. Archiving and maintaining the study files
 - k. Corresponding with the DSMU members.

The DSMU staff will report to the Secretary, DSMU/IEC. The office timings for the DSMU staff will be as per TMC rules and regulations. The staff will avail leave as per TMC norms.

2.8 Roles and Responsibilities of the DSMU members

The member's primary responsibilities will be reviewing serious adverse event reports and conducting regular monitoring of ongoing projects.

- Participate in the DSMU meetings.
- Monitor SAEs and recommend appropriate action(s).
- Monitor ongoing studies and provide report to the DSMU.
- Maintain confidentiality of the documents and deliberations of the DSMU meetings.
- Declare conflict of interest before reviewing the SAE and monitoring the projects, if any (as per point 2.6.3 of this SOP)
- Carry out work delegated by the Secretary.
- Participate in continuing education activities in biomedical ethics and biomedical research.
- Provide information and documents related to training obtained in biomedical ethics and biomedical research to the DSMU secretariat.

Directors, Head of Institution, Superintendents, Administrative officers who are responsible for business development will not be involved in the review process.

In the absence of the Secretary DSMU, the Joint Secretary will conduct the meeting. In the absence of both, a member who is selected by the Secretary DSMU will conduct the meeting as the Acting Secretary.

2.9 Education for DSMU Members

All DSMU members must be conversant with ICMR Guidelines for Research involving Human Subjects, New Drugs and Clinical Trial Rules, ICH-GCP guidelines, CIOMS and CTCAE grading guideline and will undergo continuing education.

2.10 Annual activity report

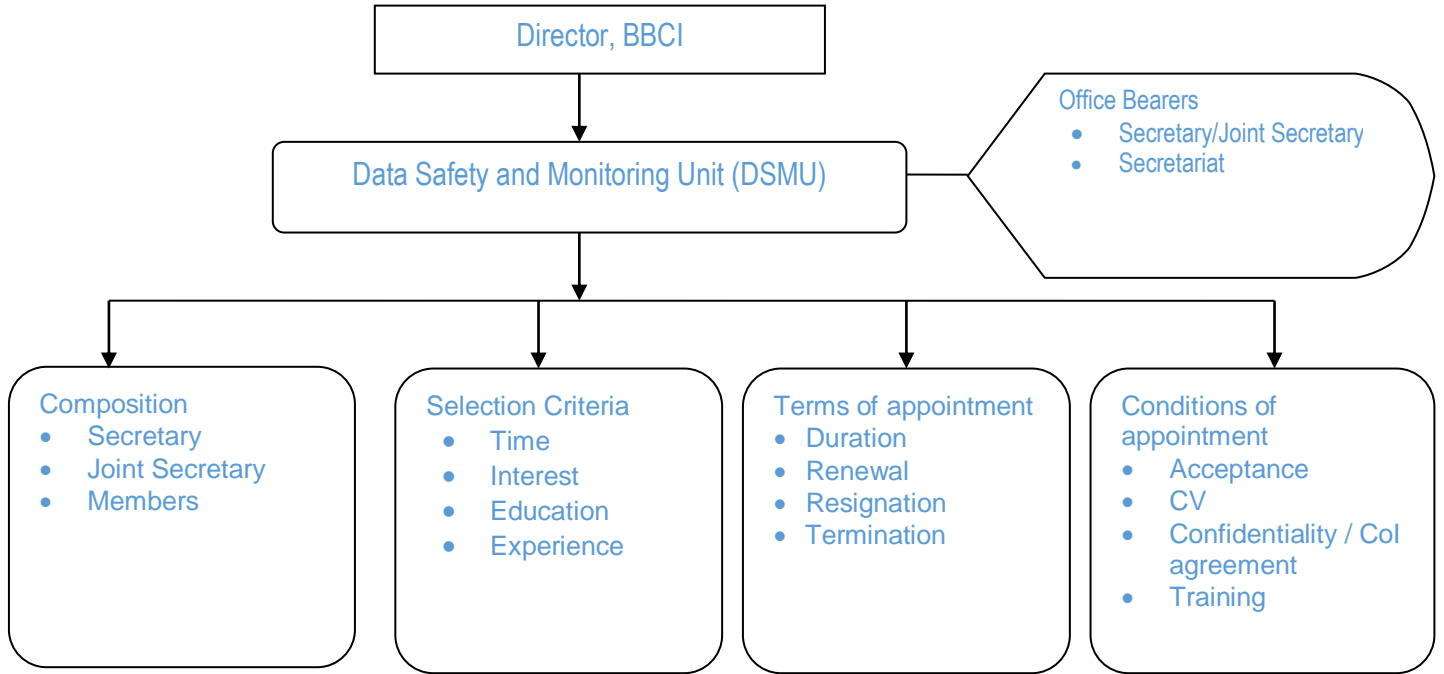
The Secretary, DSMU shall prepare an annual activity report of the DSMU for submission to the Director, BBCI. This shall include:

- A quantitative evaluation of the activities of the unit in a year.
- List of SAE's reviewed by unit.
- List of site monitoring done by the unit.
- List of Continuing review application received by the unit.

2.11 Meetings:

DSMU will meet on the Third Wednesday of every month at 9.30 A.M and in case the day is a public holiday or the IEC meeting date is prior to DSMU meeting, an alternate date and time will be decided. The DSMU meeting will usually be conducted before IEC meeting. The minutes of the DSMU meeting for SAE review will be presented by the DSMU Secretary/ Joint Secretary and the decisions will be ratified in the IEC meeting.

Flow Chart



**INSTITUTIONAL ETHICS COMMITTEE
DR. B BOROOAH CANCER INSTITUTE, GUWAHATI
(IEC, BBCI)**

Title: Management of Research Study Submissions

SOP Code: SOP 03/V2 Date: 30/09/2021 Pages: 46 to 107

3.1 Purpose

This SOP is designed to describe and act as a guideline for the IEC Secretariat to manage research study submissions.

3.2 Scope

The scope includes the following -

- Submission for initial review
- Resubmission of study with modifications
- Submission of protocol amendments and any other amendments.
- Submission of status reports/continuing review of the study
- Submission of Serious Adverse Events and Deviations/Violations
- Submission of study completion/termination report
- Submission of any other study related documents

3.3 Responsibility

It is the responsibility of the IEC secretariat to receive record and distribute the study documents for IEC review.

3.4 Detailed process

3.4.1 Receive submitted packages

For the initial review of study, investigators should submit all study related documents to the IEC, no fewer than twenty-one (21) days before the next scheduled meeting. The PI should submit research proposal to the IEC for review and approval under any of the 5 sections mentioned below:

- Initial Review Application
- Resubmission of Study with Corrections
- Protocol Amendment or any other amendments

- Annual Status Reports /Continuing Review of the study
- Study Completion / Termination
- Submission of Serious Adverse Events and Deviations/Violations
- Any other documents

The IEC will accept new submissions from Principal Investigators only after ensuring that continuing review applications/status reports of the previously approved studies have been submitted by the Principal investigator in a timely manner. The IEC shall not process a new research proposal from the PI unless the PI has submitted continuing review application/status reports for ongoing IEC approved studies.

3.4.2 Verification of Submission

On receipt of the study related documents by email (iecbbc2021@gmail.com), IEC Administrator/Staff will scrutinize the documents for the completeness of the submission. The scope of administrative review is as enlisted:

- *Check* the submissions for initial review as per checklist, (AX2-V2/SOP 03/V2) to ensure that all mandatory forms and documents are submitted.
 - Submission should include
 - Project submission Form (AX1-V2/SOP 03/V2)
 - Study protocol
 - Other related documents necessary for initial review (AX2-V2/SOP 03/V2)
- *Notify* the investigators by e-mail, if the IEC form is incorrectly filled and/or the submission is incomplete as per the form (AX3-V2/SOP 03/V2). The investigator will also be notified by e-mail from the IEC secretariat regarding document requests and other administrative findings and queries, if any. Upon satisfactory submission of research proposal documents, e-mail will be sent to the investigators for submitting hard copy of all documents to IEC Secretariat. The PI is required to obtain permission from the Head of the concerned department, the DMG convener (if applicable) and all investigators who makes up the study team.
- *Check* completeness of research proposal submitted in hard copy with necessary information and signatures at all designated places in the submission form.
- *Stamp*, sign & date on the cover letter confirming receipt of the documents.
- *Record* the completeness of submission on document receipt form (AX3-V2/SOP 03/V2) and inform the investigators for necessary action
- *Ensure* payment of Institutional Ethics Committee processing fees for all Pharmaceutical sponsored clinical trials.
- *Store* the hard copies and soft copy of the research project. The hard copies will be stored under controlled access storage in IEC office. The soft copy of the study accepted will be stored electronically.

The following points will be considered while scrutinizing a research application:

- A fee of Rs. 40,000/- + applicable GST will be levied for IEC initial review of Pharma protocols.
- A fee of Rs. 10,000/- + applicable GST will be levied for review of protocol amendments (major) for ongoing study.
- **The fees may be paid online via NEFT transfers in favour of “Dr. B Borooah Cancer Institute, Guwahati.....”.**
- One hardcopy of the IEC form (duly signed) and other study related documents as per the checklist (AX2-V2/SOP 03/V2) is requisitioned for all applications including thesis, investigator-initiated studies and pharma-sponsored studies.
- Additional hard copies if required should be submitted by the PI.
- Soft copy of vernacular versions of the Informed Consent Forms and questionnaires shall be submitted only in .pdf format.
- The running project number, study title, principal investigator, type of study and duration of project will be labeled on each project file.
- All correspondence from and with the IEC Secretariat, for the project, should quote the running project number i.e. 1100000 (unique identity number).

3.5 Detailed description of Study Project Submission

The study protocol should be accompanied with the following relevant supporting documents for scientific and ethical review. These are –

Checklist (Refer AX 2-V2/SOP 03/V2)

1. Project Submission Form

- a. Grouping of Project
- b. Project Fact Sheet
- c. Investigator Declaration and Study Team Undertaking with Duties & Delegation
- d. Financial Disclosure
- e. Project Submission Overview
- f. Budget Sheet for the Proposed Study

2. Essential Documents

- a. Study protocol
- b. Lay summary - Provide a non-scientific summary of the proposal, including a statement about the importance of the question the research application will address, the relevance of the research to your country or region, and the potential impact of the study results.
- c. Case Record Form
- d. Informed Consent Documents - Participant Information Sheet & Informed Consent Forms (ICFs) for adults. For studies involving children, parent information sheet

- and consent form and child information sheet and assent form are mandated in case of children between age 7-18 years of age.
- e. **English & Assamese** ICDs are to be mandatorily submitted to IEC. ICDs in other languages may be submitted if required by the study [Refer (AX4-V2/SOP 03/V2)]. Back translations of participant information sheet & informed consent forms are mandatory for vernacular languages other than Assamese and may be requested on a case to case basis for Assamese.
 - f. Application for waiver of consent (if applicable)
 - g. Audio video informed consent (if applicable)
 - h. Investigator's Brochure (if applicable)
 - i. Package insert/product insert (if applicable)
 - j. Questionnaires (if applicable)
 - k. Agreement to comply with national and international GCP protocols for clinical trials
 - l. Regulatory clearance from appropriate regulatory authorities i.e. Drugs Controller General India (DCGI) approval/ICMR/Health Ministry Screening Committee(HMSC) (if applicable)
 - m. For national/international collaborative study Draft/Final Memorandum of Understanding (MoU) between the collaborating institutes
 - n. Draft/Final Clinical Trial Agreement (CTA) (if applicable)
 - o. Draft/Final Material Transfer Agreement(MTA) if applicable
 - p. Insurance/Indemnity policies, indicating who are covered (if applicable)
 - q. Participant recruitment and enrollment procedures/advertisement (if any)
 - r. Documentation of clinical trial registration (if applicable)
 - s. Decision of other Ethics Committees (If required / asked for)
 - t. One page, recent, signed and dated curriculum vitae of the investigators indicating qualifications and relevant experience.
 - u. Medical Council registration certificate of the investigators (if applicable)
 - v. Good Clinical Practice Certificate/Training certificate in clinical research
 - w. Any other important information relevant to the study
 - x. Cover letter enlisting all the documents submitted.

3.6 Minor revisions of study after initial review for approval

- Minor modifications submitted after initial review of the research proposal that do not alter the risk-benefit assessment for the research and do not require substantial changes in protocol and informed consent document fall under the category of IEC decision "**Revision with minor modifications/amendments**"
- PI will submit 1 copy of the revised study related documents along with justification for modification, and clearly highlighted / demarcated sections which have undergone change. The additional hard copies if required should be submitted by the PI.
- The IEC Secretariat will verify the completeness and reconfirm that the copies contain the revisions highlighted with respect to the earlier submission.

- The IEC Secretariat will perform the steps 3.4.2. The unchanged study related documents need not be submitted

3.7 Major revisions of study after initial review for approval

- Major modifications submitted after initial review of the research proposal that may alter the risk-benefit assessment for the research and require substantial changes in protocol and informed consent document fall under the category of IEC decision **“Revision with major modifications for resubmission”**
- PI will submit 1 copy of the revised study related documents along with justification for modification, and clearly highlighted / demarcated sections which have undergone change. The additional hard copies if required should be submitted by the PI.
- The IEC Secretariat will verify the completeness and reconfirm that the copies contain the revisions highlighted with respect to the earlier submission
- The IEC Secretariat will perform the steps 3.4.2. The unchanged study related documents need not be submitted

3.8 Post approval- Research Protocol Amendments and other study related documents

- Investigators who may wish to modify or amend their approved protocols and/or other study related documents must seek IEC approval.
- The PI should submit 1 hard copy + soft copy of the amended documents. Additional hard copies if required should be submitted by the PI.
- The IEC Secretariat will verify the completeness of the submission.
- The PI should highlight the modification/s in the amendment, and provide a summary of changes. PI should also indicate whether these changes would entail change in the informed consent form as per the form.
- The Member Secretary in consultation with Chairperson will decide whether to initiate:
 - Full board review or
 - Carry out an expedited review in case of minor administrative amendmentThis process is further elaborated in SOP 06/V2.

3.9 Annual Continuing Reviews of Approved Research Studies

- The DSMU/ IEC will send reminders for annual report to individual PI at least 90 days prior to lapse of approval.
- The DSMU/ IEC will receive a copy of Annual Status/ Continuing Review Report in the prescribed format and related documents (as per SOP 07/V2) for the approved research study.
- The IEC Secretariat will verify the completeness of the Continuing Review Application Form (AX1-V2/SOP 07/V2) / Progress report. The IEC Secretariat will sign and date the documents.
- The progress or continuing review application will be discussed in the Full Board meeting of IEC or expedited review meeting of the IEC.

3.10 Research study Completion/ Premature Termination / Suspension / Discontinuation of the study

- The DSMU/ IEC will send reminders for annual status report to Individual Principal Investigators.
- The IEC will receive a copy of Study Completion Report / Premature Termination / Suspension / Discontinuation of the study in the prescribed format (as per SOP 12/V2 & SOP 13/V2).
- The IEC Secretariat will verify the completeness of the Study Completion / Premature Termination / Suspension / Discontinuation/Withdrawal of the study (SOP 12/V2 & SOP 13/V2) filled by the PI.
- The Study Completion / Premature Termination / Suspension / Discontinuation of the study report will be discussed in Full Board/ Expedited meeting of IEC.

3.11 Submission of Serious Adverse Events and Deviations/Violations

- The IEC secretariat will receive a copy of SAE and Deviations and Violations in the prescribed format (as per SOP 09/V2 & SOP 08/V2).
- The IEC Secretariat will verify the completeness of the SAE/Deviations and Violations SOP 09/V2 & SOP 08/V2) filled by the PI.
- The SAEs will be discussed in the DSMU/IEC meeting and the Minutes of the DSMU meeting will be forwarded to the IECs.
- The SAE and Deviations and Violations will be discussed in the Full Board meeting of IEC for further action.

AX1-V2/SOP 03/V2
PROJECT SUBMISSION FORM FOR REVIEW BY IEC

A. Grouping of Project

Project No.	(Will be allotted by IEC office)
Title:	
PI:	

Please complete the questionnaire for submitting the research proposal to IEC, BBCI, Guwahati for review and approval.

Study Group

(Please select the option Y/N as applicable)

	Group	Detail	Yes	No
		Controlled trial		
1.	A1 a	Is this a randomized controlled trial?	Y	N
2.	A1 b	Is this a non-randomized controlled trial?	Y	N
3.	A1 c	Is this a controlled trial that seeks new indication for establishing drug, process or a procedure?	Y	N
		Uncontrolled trial		
4.	A2 a	Is this a prospective trial testing new intervention, drug, or device on patients?	Y	N
5.	A2 b	Is this a prospective trial designed to test new (unproven) indication for established drug, process, procedure or device on patients?	Y	N
6.	A2 c	Is this a pilot trial on new intervention, drug, and device on patients?	Y	N
7.	A2 d	Is this a survey, QoL, psychosocial studies?	Y	N
		Trial/study involve transfer of data/ material from BBCI Guwahati		
8.	A3 a	Is this a multi-center trial/study?	Y	N
9.	A3 b	If multicentric, is BBCI Guwahati the co-coordinating center?	Y	N
10.	A3 c	Does this trial/study involve transfer of patients' data to another site (including industry)?	Y	N
11.	A3 d	Does this trial/study involve transfer of patients' blood, serum, DNA, tissue to another site?	Y	N
		Intramural Funding		
12.	A4 a	Are you seeking intramural funding?	Y	N
13.	A4 b	Does this trial/study use additional resources of BBCI Guwahati beyond the usual patients' work-up (e.g. IHC, molecular profiling, MRI etc. which is not a routine part of	Y	N

	Group	Detail	Yes	No
		work-up)?		
		Extramural Grants		
14.	A5 a	Are you submitting application for extra-mural grant for this trial/study?	Y	N
15.	A5 b	Is this trial/study partly or wholly supported by grants from sponsored industry?	Y	N
16.	A5 c	Is this a phase IV/ marketing trial/study undertaken on behalf of the industry?	Y	N
		Modification in approved trial/study		
17.	A6	Are you seeking modification/s in the BBCI Guwahati - IEC approved trial/study?	Y	N
		Patient to bear the cost of trial/study		
18.	A7 a	Are patients going to bear the cost of experimental intervention or drug therapy?	Y	N
19.	A7 b	Will patient/participant undergo additional blood sample collection, biopsy, endoscopy, procedure etc.?	Y	N
20.	A7 c	Will patient/participant bear the cost of complications arising from experimental treatment?	Y	N
21.	A7 d	For the trial/study purpose, will the patient spend Rs. 5000/- or more above the usual expenses (for any reason such as drug therapy, additional investigation, prolonged stay or repeated travel)?	Y	N
		Community or screening trial/studies		
22.	A8 a	Will this trial/study be undertaken in the community?	Y	N
23.	A8 b	Will this trial/study involve screening in the community?	Y	N
		Trial/study involving Vulnerable Population		
24.	A9	Does this trial/study involve children, pregnant or nursing women, economically or socially disadvantaged group, mentally challenged/mentally differently abled group, participants with reduced autonomy, persons who are terminally ill, have incurable disease, mental illness or any other vulnerable group.	Y	N
		Trial/study involving genomics & proteomics		
25.	A10	Does this trial/study involve conducting genomics or proteomics studies on patients' specimens?	Y	N
		Trial/study with conflict of interest		
26.	A11	Will this trial/study involve development of a device, drug or test that would lead to profits or patent?	Y	N
		Trials involving standard treatment/procedures/ and Feasibility studies		
27.	A12	Is this a prospective follow-up study (documentation of	Y	N

	Group	Detail	Yes	No
		parameters only) of patients being offered standard treatment at BBCI Guwahati?		
28.	A13	Is this a phase II-IV trial/study restricted to standard intervention/ treatments published in EBM booklet?	Y	N
29.	A14	Is this a feasibility study for introduction of new treatment, practices/procedures recently shown in major national/ international studies, to be beneficial / superior and need to be started at BBCI Guwahati?	Y	N
30.	A15	Is this a review of procedures/practices routinely followed at BBCI Guwahati?	Y	N
31.	A16	i) Is this a retrospective analysis of charts and audit of procedures / tests / treatments?	Y	N
		ii) Is this a prospective analysis of charts and audit of procedures / tests / treatments?	Y	N
32.	A17	i) Is this a retrospective review of biological material/ specimen (may involve some additional staining techniques)?	Y	N
		ii) Is this a prospective review of biological material/ specimen (may involve some additional staining techniques)?	Y	N
33.	A18	i) Is this a retrospective review of radiology reports and their clinical correlation?	Y	N
		ii) Is this a prospective review of radiology reports and their clinical correlation?	Y	N
34.	A19	i) Is this a retrospective review of laboratory reports and their clinical correlation?	Y	N
		ii) Is this a prospective review of laboratory reports and their clinical correlation?	Y	N
Procedure / demonstration at workshops etc.				
35.	A20	Are you demonstrating an experimental procedure which is 'not an established standard of care' at a workshop, or a public meeting?	Y	N
36.	A21	Are you performing a procedure at a workshop conducted at BBCI Guwahati by non- BBCI Guwahati staff member? (Please check other requirements also)	Y	N
Signature of PI				
Date of submission				

If you have any questions, concerns, suggestions please email to: iecbbc2021@gmail.com

B. Project Fact Sheet

B1	Project No. (To be filled by IEC Secretariat)	
B2	Date of receipt by IEC	
B3	Project Title	
B4	Key Words title (2-4 options)	
B5	Principal Investigator: Co-Principal Investigator: Co-Investigators:	
B6	Number of ongoing studies in which PI is involved? (as PI only)	
B7	Contact number Principal Investigator	
B8	Site/sites where study is to be conducted i.e. BBCI / Any other (Please specify): If Sites other than BBCI, (i.e., TMH, ACTREC, HBCHRC Vizag, MPMCC/HBCH Varanasi, HBCH, Sangrur etc.) then, please attach local IEC approval.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
B9	Tick the type of study (multiple options if applicable)	<input type="checkbox"/> Investigator Initiated study <input type="checkbox"/> Pharmaceutical sponsored Study <input type="checkbox"/> Thesis * If * thesis specify the name of the student _____ <input type="checkbox"/> Investigator Initiated study + Thesis
B10	Funding Agency /* Sponsor	
B11	Total estimated budget in Rs.	
B12	Duration of the Project (months)	
B13	Total number of participants to be accrued in study (including BBCI Guwahati, if multi-institutional study)	
B14	Number of participants from BBCI Guwahati to be accrued	
B15	a) If this is a retrospective study, mention time	

	frame from which data is collected b) The total number of participants whose data is being analyzed	
B16	Will biological products/data be sent out of the country? (Yes/No) If yes, attach the copy of regulatory clearance obtained [DCGI/ ICMR /Health Ministry Screening Committee (HMSC)]	Yes/No
	Signature of PI	
	Date of submission	

* Sponsor means a person who takes responsibility for and initiates clinical research. The sponsor may be an individual or pharmaceutical company, governmental agency, academic institution, private organization, or other organization. The sponsor does not actually conduct the investigation/research unless the sponsor is a sponsor-investigator. A person other than an individual that uses one or more of its own employees to conduct an investigation that it has initiated is a sponsor, not a sponsor-investigator, and the employees are investigators.

Sponsor-Investigator means an individual who both initiates and conducts an investigation, and under whose immediate direction the investigational drug is administered or dispensed. The term does not include any person other than an individual. The requirements applicable to a sponsor-investigator under this part include both those applicable to an investigator and a sponsor.

Investigators Declaration

1.	This research project (including collection of blood or tissue samples for research) will not be started until the final approval of the IEC has been obtained.
2.	We agree to undertake research proposal involving human participants in accordance with the New Drugs and Clinical Trial Rules, ICH-GCP and ICMR ethical guidelines. We will not modify the research protocol, consent, etc. without prior approval by the IEC.
3.	We agree to obtain a properly informed and understood consent from all trial participants before their inclusion in the trial by using the informed consent form that is approved by the IEC. Participants will receive an 'information sheet' which will detail the project design in simple understandable layperson's language.
4.	We agree to report within a week all serious adverse events (SAEs) associated with the trial in the SAE form to the IEC. In the event of a death of the trial participant, the Secretary, IEC and DSMU, will be informed within 24 hours.
5.	We agree to submit status report at least annually, of the trial in the appropriate form. A final report will be submitted at the end of the trial.
6.	Full details on funding and a proposed budget are included with the trial proposal.

	The proposed budget is presented on the specific budget sheet of this form.
7.	We understand that the IEC is concerned about transparent financial transactions during the trial. A report on how the trial funds were utilized will be presented to the IEC along with the final project report at the end of the trial.
8.	We understand that IEC will review and score those aspects of the budget proposal limited to, study merit, participants' rights, safety, and well-being.
9.	We agree to remit service charges and Estimated Professional charges to BBCI, Guwahati as per the existing norms of BBCI, Guwahati for clinical services. (This will not apply to intramural projects and those projects co-sponsored by CRI/ACTREC/ DAE and projects funded by ICMR/ DBT /DST/WHO/IAEA).
10.	We agree that the grant money will be spent in accordance with the budget proposal only. The funds will not be used for any other purposes without prior approval from the IEC. Thirty percent of the surplus grant if left over at the end of the study will be credited to BBCI Guwahati. The remaining 70% of the surplus grant money may be used for conducting intramural research, improving teaching facilities in the department, providing financial assistance to investigators for conferences, etc. after obtaining permission from the IEC.
11.	For all research proposals that are sponsored by a pharmaceutical or biomedical company, we the investigators will ensure that the Sponsor Company will underwrite all expenses such that neither the hospital nor the study participants are made to bear the expenses while participating in the trial. We will also ensure that in the event of complications arising directly due to the trial or litigation, the cost of management or legal fees will be borne by the Sponsor Company totally.
12.	We will declare any financial gain from the commercial sponsor and any conflict of interest in the drug or product by way of consultations, shareholding, etc. as detailed in the Conflict of Interest Policy of BBCI Guwahati.
13.	We will ensure that personnel performing this study are qualified, appropriately trained and will adhere to the provisions of the Institutional Ethics Committee of BBCI Guwahati approved protocol.
14.	All data and biological specimen collected during the research project, including those supported by commercial sponsors (e.g. pharmaceutical company), will remain the property of BBCI Guwahati or as per the Clinical Trial Agreement.
15.	The salaries for the staff employed for the research project will be as shown in the budget sheet and at par with the prevailing, BBCI Guwahati salary scales.
16.	The study documents will be made available to members of the IEC at any time for random verification and monitoring. We will ensure that the study documents are archived for 15 years post study close out or until the sponsor confirms that the records are no longer required; whichever is earlier.
17.	We promise to ensure that there is no falsification of data when compared to the source documents. We agree to clarify any doubts or discrepancies that may arise during the data monitoring evaluation.
18.	All the findings and conclusions of the proposed project such as review of case records, analysis of forms of treatment, investigations, etc. will be first presented to the staff members of BBCI Guwahati before they are released or presented

	elsewhere.
19.	We will not issue any press release before the data and conclusions have been peer-reviewed by the BBCI Guwahati staff or published in a peer-reviewed journal.
20.	All serious injuries arising from the trial will be the responsibility of the Investigators. The investigators agree to cover any expenses for injury and/or compensation arising from the study as per the national regulations/institutional policies.
21.	We will constantly inform the IEC of BBCI Guwahati about amendments in the study protocol, data collection forms, informed consent forms, budget expenses, salaries, other trial documents, etc. as and when they occur. No changes in the study protocol or conduct of the study will be carried out without prior approval of the IEC of BBCI Guwahati.
22.	We realize that the IEC is particular that all aspects of the study are in accordance with the New Drugs and Clinical Trial Rules, ICH-GCP and ICMR ethical guidelines, 2017. We will comply with all policies and guidelines of the BBCI Guwahati and affiliating/collaborating institutions where this study will be conducted, as well as with all applicable laws regarding the research.
23.	We understand that serious protocol violations and/or non-compliance during the trial by the investigators may result in withdrawal of project approval by the IEC of BBCI Guwahati.
24.	We agree to comply with all other requirements, guidelines and statutory obligations as applicable to clinical investigators participating in clinical trials.

Study Team Undertaking with Duties & Delegation:

Project Title-							
Sr. No	CC No. if available	Investigator Name	Email	Status (PI, Co-PI, CI,)	*Role & responsibility	Conflict of Interest Yes/No. If Yes, Please specify	Sign & date
1.							
2.							

*Choose from the following list.

A.	Concept	K.	Data collection and monitoring of data
B.	Design	L.	Interpretation of Data
C.	Screening of Patients	M.	Statistical analysis and interpretation
D.	Selecting, recruitment & Consenting of Patients	N.	Maintaining patients file and master file of project

E.	Laboratory Investigations	O.	Drafting final report
F.	Laboratory report Interpretation	P.	Publication
G.	Treatment Decision	Q.	Assigning duties to the study team
H.	Patient Evaluation	R.	Communication with IEC
I.	AE and SAE management, evaluation and reporting	S.	Any others, please specify
J.	Examination of patients on follow-up	T.	

Note: Investigators may clarify any of the points in this undertaking with the IEC secretariat.

Financial Disclosure Form for Researchers

Project entitled:
.....
Name of PI:

1. Employment or Leadership Position

Check yes if you or your immediate family member currently holds any full-time or part-time employment or service as an officer or board member for an entity having an investment, licensing, or other commercial interest in the research study under consideration.

Yes No If yes, amount received in last 12 months in Rs. _____

2. Consultant or Advisory Role

Check yes if you or your immediate family member holds or has held any consultant or advisory arrangements with an entity having an investment, licensing, or other commercial interest in the research study under consideration.

Yes No If yes, amount received in last 12 months in Rs. _____

3. Stock Ownership

Check yes if you or your immediate family member currently holds any ownership interest in any company (publicly traded or privately held) that has an investment, licensing, or other commercial interest in the research study under consideration.

Yes No If yes, amount received in last 12 months in Rs. _____

4. Honoraria

Check yes if you or your immediate family member has been paid directly any honoraria (reasonable payments for specific speeches, seminar presentations, or appearances)

from an entity that has an investment, licensing, or other commercial interest in the research study under consideration.

Yes No If yes, amount received in last 12 months in Rs. _____

5. Research Funding

Check yes if you or your immediate family member currently conducts any clinical research project(s) funded, in whole or in part, or has received any post study awards by an entity that has an investment, licensing, or other commercial interest in the research study under consideration.

Yes No If yes, amount received in last 12 months in Rs. _____

6. Patent or Royalty interests

Check yes if you or your immediate family member has received any patent or royalty from an entity having an investment, licensing, or other commercial interest in the research study under consideration.

Yes No If yes, amount received in last 12 months in Rs. _____

7. Other Remuneration

Check yes if you or your immediate family member has received any trips, travel, gifts, or other in-kind payments at any point from an entity having an investment, licensing, or other commercial interest in the research study under consideration.

Yes No If yes, amount received in last 12 months in Rs. _____

I hereby agree to recuse myself from any deliberations and actions involved in the approval or re-approval of a protocol for which I have a real or apparent conflict of interest, and from discussions of these matters unless my presence for discussions is requested by the IEC Chair.

I hereby declare that I have no conflict of interest in my project.

I have the above conflict/s of interest:

Signature of PI

Date

<p>Consent of Head of the PI's Department</p> <p>Date:</p> <p>I have reviewed the project entitled “.....” submitted by, Principal Investigator from my Department. I endorse the project and have ‘no objection’ for submission for consideration by Institutional Ethics Committee.</p> <p>I concur with the participants / investigators included in the study.</p> <p>I have reviewed the financial and non-financial disclosure</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>PI has conflict of interest</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>		
Signature & date	Name	Department

<p>Consent from Disease Management Group (DMG) / Working Group / Scientific Committee</p> <p>Date:.....</p> <p>The project entitled “.....” submitted by..... (Principal Investigator’s name) has been discussed in (DMG/ Working group name/ Scientific Committee) and is accepted to be submitted for Institutional Ethics Committee review.</p> <p>The investigators / participants included in the study are acceptable to the members.</p> <p>I have reviewed the financial and non-financial disclosure</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>PI has conflict of interest</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	
DMG / Scientific Committee discussion -	
Signature & date	Name (Convener or senior member of DMG / Working group / Chairman of Scientific Committee)

C. Project Submission Overview

C.1	Title	
C.2	Principal Investigator	
C.3	Introduction/ background Give the background, including human or animal research relevant to the design of the proposed study. When new techniques or procedure are to be used, provide a description of preliminary work. When an investigation drug is to be used, animal data and phase I or II data on the drug should be included. A summary of how the study may help in the future should be included in the protocol.	
C.4	Aims/ Objectives Clearly state the aims or objectives of the study. Whenever possible this should be in the form of a hypothesis.	
C.5	Design of the Study (see study design enclosed)	
C.5.1	Treatment studies /Interventional Studies	
	➤ Randomized controlled trial <ul style="list-style-type: none"> • Double-blind randomized trial • Single-blind randomized trial • Partial-Blind randomized trial • Open labeled ➤ Adaptive clinical trial ➤ Nonrandomized trial (quasi-experiment) ➤ Interrupted time series design Any other (please specify)	
C.5.2	Pre-clinical: Phase-I, Phase-II, Phase-III, Phase-IV, NA	
C.5.3	Pharmacokinetics Pharmacodynamics	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
C.5.4	Feasibility Study Pilot Pivotal	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
C.5.5	Observational studies	
	➤ Prospective cohort	

	<ul style="list-style-type: none"> ➤ Retrospective cohort ➤ Time series study ➤ Case-control study ➤ Nested case-control study ➤ Cross-sectional study ➤ Community survey (a type of cross-sectional study) ➤ Longitudinal study ➤ Epidemiological study ➤ Survey (others) ➤ Others (please specify) 	
C.6	Study Population	
C.6.1	<p>Eligibility (Explain inclusion and exclusion criteria; To be stated clearly in the summary)</p> <p>(Explain inclusion of Normal / Healthy volunteer, Student, Staff of the institute in the study) Specify Age</p>	
C.6.2	<p>Does it involve vulnerable participants?</p> <p>Individuals may be considered to be vulnerable if they are:</p> <ul style="list-style-type: none"> • Socially, economically or politically disadvantaged and therefore susceptible to being exploited • Incapable of making a voluntary informed decision for themselves or whose autonomy is compromised temporarily or permanently, for example people who are unconscious, differently abled. • Able to give consent, but whose voluntariness or understanding is compromised due to their situational conditions. • Unduly influenced either by the expectation of benefits or fear of retaliation in case of refusal to participate which may lead them to give consent. 	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>(If yes, tick the appropriate boxes)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Minors (up to 18 years) <input type="checkbox"/> Pregnant women <input type="checkbox"/> Elderly <input type="checkbox"/> Seriously/terminally ill <input type="checkbox"/> Neonates <input type="checkbox"/> Mentally challenged <input type="checkbox"/> Handicapped <input type="checkbox"/> Economically/socially disadvantaged <input type="checkbox"/> Institutional employees / students
C.7	Study methodology	
	<p>Explain, in sequence, the conduct of study and all data collection procedures. Describe the involvement of human participants including initial evaluation procedures and</p>	

	<p>screening tests, phases, medical/surgical procedures and sequence of the study. Separate standard and experimental aspects of the study as much as possible. Give brief account of procedures for treatment, dose adjustments, etc. Describe the randomization procedure, if applicable. Specify if procedure involves banking of biological samples. Define stop points and criteria for withdrawing participants from the study.</p>	
C.7.1	<p>How many participants/samples will be screened? How many participants/samples are likely to be accrued?</p>	
C.7.2	<p>Power estimates Describe power calculations, if the study involves statistical comparisons between two or more groups. Mention evidence to support that adequate number of participants can be enrolled during the study period by the investigators.</p>	
C.7.3	<p>Variables to be estimated (e.g. response, survival, toxicity, age, etc.) Enumerate the variables, outcomes and end points that will be measured. Try to separate variables as response and explanatory variables. Describe the type and frequency of tests, admissions, outpatient visits, etc. used to obtain these variables.</p>	
C.7.4	<p>Analysis of the variables Describe how the variables obtained during the study will be statistically analyzed. e.g. Univariate comparison or Cox- proportional hazards model, etc.</p>	
C.8	<p>Adverse Events</p>	
C.8.1	<p>Have you defined adverse events in your study, and what rules would be used for stopping the study due to adverse events? (Please note that SAEs have to be reported to IEC as per national regulations and SOPs.)</p>	
C.8.2	<p>Describe all possible risks and discomfort to participants due to use of intervention and /or data collection methods proposed risks, discomfort, side effects of drug et. Describe expected degree and frequency of such c.</p>	

C.8.3	Describe benefits to the participant/s in this study. Also describe the benefits, if any, to the society.	
C.8.4	Describe benefit/risk assessment	
C.8.5	If the procedures in the trial are invasive or potentially harmful, describe what arrangements have been made for treatment of the complications arising from the trial?	
C.8.6	If some procedures in this trial are emotionally upsetting describe what arrangements have been made for psychological counseling?	
C.8.7	Who will bear the cost of treating the complications arising from this trial?	
C.8.8	a) Have you made provision for insuring trial participants for any accidental unforeseen trial related injury? b) Does this study require institutional insurance coverage?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Specify <input type="checkbox"/> Yes <input type="checkbox"/> No
C.9	Informed Consent	
C.9.1	Describe the participant recruitment strategy adopted	<ul style="list-style-type: none"> • OPD basis [] • EMR data base [] • Referrals [] • Advertisements [] • Any other- Please specify
C.9.2	Describe	
	(i) How, where, when and by whom the Informed Consent /assent will be obtained?	
	(ii) How much time the participant/s will be given to consider participation and decide?	
	(iii) Describe additional plans/needs for informed consent/assent in case the study involves special population such as minors, pregnant mothers, neonates, etc.	
	(iv) Describe how you will assess that information is correctly understood by the participant.	
C.9.3	In what way will you ensure the confidentiality and privacy of the	

	participants?	
C.10	Are you seeking waiver of consent? If Yes, specify reasons	<input type="checkbox"/> Yes <input type="checkbox"/> No
C.11	Drug/Sponsor details	
C.11.1	Does your study involve testing of drug/s, device/s and/or biologics? If yes- 1) Please attach copy of DCGI permission/DCGI Application 2) If marketed drug, please attach copy of package insert/product insert.	<input type="checkbox"/> Yes <input type="checkbox"/> No
C.11.2	Are drugs already approved by the regulatory authorities and available in the market or are the new ones?	Already approved [] New one [] NA []
C.11.3	Does your study involve modified or new claims, namely, indications, dosage forms (including sustained release dosage form) and route of administration of already approved drugs and combination of two or more drugs?	<input type="checkbox"/> Yes <input type="checkbox"/> No
C.11.4	Who has prepared and /or is manufacturing the drug/s, device/s and biologics under investigation?	
C.11.5	Who holds the patent or IND/IDE of the drug/s, device/s and biologics under investigation?	
C12	Permissions /Agreements	
C12.1	Does your study require permission from	
	1. Director, BBCI, Guwahati?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	2. Health Ministry's Screening Committee (HMSC)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	3. Drugs Controller General India (DCGI)?	<input type="checkbox"/> Yes <input type="checkbox"/> No Please Specify
	4. Others? If yes, please Specify:	<input type="checkbox"/> Yes <input type="checkbox"/> No
C12.2	Does your study require you to send human biological material/data outside India?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
C12.3	If yes, have you obtained/sought permission	
	1. from the Director, BBCI, Guwahati	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
	2. from Health Ministry's Screening Committee (HMSC)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA

	3. from DCGI	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
	4. Others, please specify	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
C.12.4	Has BBCI, Guwahati and the collaborating institution/sponsor signed CTA/MoU/MTA/ other agreement for that? If yes, attach a copy of CTA/MoU/MTA/other agreement	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
C.12.5	If the study is to be conducted fully or partially outside the BBCI, Guwahati please describe the need for permission from institution(s), health center(s), local government/administrative bodies, etc.	
C.12.6	Have you made provision for insuring yourself, and BBCI, Guwahati against any legal action that may arise out of this project?	
C.13	Trial Monitoring , Data Management and access	
C.13.1	Does your study have provisions for monitoring the data to ensure the safety of participants?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
C.13.2	Who will be responsible for monitoring and ensuring the safety of participants?	
C.13.3	i. Who will be maintaining the trial records and where? ii. For how long will the data be stored? iii. Give details of where they will be stored and who will have access to the trial/study master file and other trial/study documents.	
C.14	Post research access	
C.14.1	Post research access will be provided to the participants? If yes, describe briefly arrangements made for post research access.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
C.14.2	What are the reasonable possibilities of the availability of the investigational drug(s)/ device(s) and biologics for the study participant/s, after the study completion, if found to be effective?	
C.15	Results	
C.15.1	How are the results of the study intended to be reported and disseminated?	Please tick in the box <input type="checkbox"/> Peer reviewed scientific journals

		<input type="checkbox"/> Other publication <input type="checkbox"/> Conference presentation <input type="checkbox"/> Internal report <input type="checkbox"/> Submission to regulatory authorities <input type="checkbox"/> Access to raw data and right to publish freely by all the investigators in study or by independent steering committee on behalf of all investigators. <input type="checkbox"/> Other.....Please specify.....		
C.16	Name of PI:	<table border="1"> <tr> <td>Signature:</td> <td>Date:</td> </tr> </table>	Signature:	Date:
Signature:	Date:			

D. Budget Sheet for the Proposed Study

1	Title of the Project:	
2	Principal Investigator	
3	Designation and address of the PI	
4.	Source of funding	
	Intramural	
	Extramural	
	a) Government (please specify)	<input type="checkbox"/> Central <input type="checkbox"/> State <input type="checkbox"/> Local
	b) Private Foundation: (please specify)	<input type="checkbox"/> Indian <input type="checkbox"/> Foreign
	c) Industry: (please specify)	<input type="checkbox"/> Private <input type="checkbox"/> Public <input type="checkbox"/> Other
	d) Other:	
	Pharma sponsored	<input type="checkbox"/> Indian <input type="checkbox"/> Foreign
	Address, phone, fax. E-mail of sponsor with the name of the contact person	
	No funding required	
5.	Total Budget for the entire project in Rs.	
6.	Duration of the Project in months	

7.	Proposed date of starting the project		
8.	Direct payments to investigators, if any		
9.	Any other benefits to the investigators		
10	Name of PI:	Signature:	Date:

Detailed Budget for the Proposed Study*

1	Source of funding	Please specify:			
		1 st Year	2 nd Year	3 rd Year	Total
2	Salaries-personnel (Numbers)				
	Doctor / Post-Doc (Research Fellow)				
	Research Nurse				
	Data operator				
	Any other specify				
	Equipment and Hardware- kindly specify				
	-				
	-				
	-				
	-				
4	Drugs and Consumables				
	-				
	-				
	-				
	-				
5	Clinical Investigations				
	-				

	-				
	-				
6	Hospitalization				
	-				
	-				
	-				
7	Travel expenditure for investigators				
	-				
	-				
8	Travel expenditure for trial participant and one attendant				
9	Honorarium to doctors/technicians				
10	Insurance				
	i. for investigators				
	ii. any unforeseen, accidental trial related injury				
11.	Any other expenditures				
12.	Miscellaneous				
13.	Service Charge (as per current BBCI Guwahati norms for pharma sponsored studies) (TMC,CRI, DAE, ICMR, DBT, DST, IAEA, WHO, IARC etc. funded project are exempted)				
14.	Estimated Professional charges for clinical services (as per				

	current terms for pharma sponsored studies)				
15	Grand Total				
	Name of PI:	Signature:			Date:

Note:

- PI should devise incremental budget whenever necessary.
- Please provide the complete break-up of item nos. 3, 4 & 5 on separate sheet.
- Please specify year-wise total in grand total column

Project No.	
Trial Register No.	
Project Title (To be filled by PI)	..
Revised Title if any (To be filled by IEC)	
Principal Investigator	..

Institutional Ethics Committee Approval

Project No. _____

The members of the Institutional Ethics Committee met on at Dr. B Borooah Cancer Institute, Guwahati and reviewed the above named project with all the documents submitted. The Institutional Ethics Committee after careful deliberations has granted final approval to the project. The above mentioned project/ study may now be undertaken at Dr. B Borooah Cancer Institute, Guwahati in accordance with the study protocol submitted by the investigators, subject to fulfilling local and other institutional regulations.

Member Secretary Chairperson.....
 Name: Name:.....
 Date..... Date.....

Instructions:

- This form must be printed and not handwritten.

- Fill the form completely (If there are any questions/queries, please contact the IEC office.
- Make sure to include the e-mail address and contact numbers of the PI, Co-investigators.
- Please submit the documents as per the checklist (AX2-V2/SOP03/V2) to ensure all requirements for submission are fulfilled for timely review by IEC. Submit the submission form (Part A, B, C, D) along with the supporting documents to the IEC office.

**AX2-V2/SOP 03/V2
CHECKLIST OF DOCUMENTS**

Item No.	Mandatory Documents	Yes	No	NA
1.	IEC processing fee (applicable for pharma sponsored trials)			
2.	Project Submission Form (both hard and soft copies) duly signed by the Principal Investigator			
	A. Grouping of Project			
	B. Project Fact Sheet Investigators Declaration Conflict of Interest Consent of Head of the PI's Department Consent from Working Group/ Scientific Committee			
	C. Project Submission Overview			
	D. Budget Sheet for the Proposed Study Detailed Budget for the Proposed Study			
3.	Study Protocol			
4.	Lay summary			
5.	Participant Information Sheet & Informed consent forms (ICFs) in English & Hindi (and if required any other language)			
6.	Back translations of ICFs (not mandatory for Hindi)			
7.	Application for waiver of consent			
8.	Case Record Form			
9.	Questionnaire			
10.	Investigator Brochure			
11.	Package insert/label			
12.	Insurance policy			
13.	DCGI approval letter/ DCGI submission letter			
14.	NOC from DCGI /ICMR/HMSC			
15.	Appendix VII (Schedule Y) Undertaking By The Investigator			
16.	Clinical Trial Agreement (CTA)/Memorandum of Understanding(MOU)/Material Transfer Agreement(MTA) if applicable			

17.	Brief resume of Principal Investigators and Co-investigators (1 Page each)			
18.	Copy of Good Clinical Practice training certificate for all investigators			
19.	Medical Council Registration of Principal Investigators and Co-investigators			
20.	Any Other			

AX3-V2/SOP 03/V2
Institutional Ethics Committee
Document Receipt Form

BBCI Study Number:	
Submitted date:	
Type of Submission:	Initial Review:
Protocol Title:	
Principal Investigator:	
Mode of submission: <input type="checkbox"/> Post <input type="checkbox"/> E-submission <input type="checkbox"/> In Person	
Type of document:	

Checklist to assess the projects before they are submitted to IEC review

Item No	Mandatory Documents	Yes	No	NA
1.	IEC processing fee (applicable for pharma sponsored trials)			
2.	Cover letter enlisting documents enclosed.			
3.	Project Submission Form (both hard and soft copies) duly signed by the Principal Investigator			
4.	A. Grouping of Project			
5.	B. Project Fact Sheet Investigators Declaration Conflict of Interest Consent of Head of the PI's Department Consent from Working Group			
6.	C. Project Submission Overview			
7.	D. Budget Sheet for the Proposed Study			

Item No	Mandatory Documents	Yes	No	NA
	Detailed Budget for the Proposed Study			
8.	Study Protocol			
9.	Lay Summary			
10.	Participant Information Sheet & Informed consent forms (ICFs) in English & Assamese (and if required any other language)			
11.	Back translations of ICFs (not mandatory for Assamese)			
12.	Application for waiver of consent			
13.	Case Record Form			
14.	Questionnaire			
15.	Investigator Brochure			
16.	Package insert/label			
17.	Insurance policy			
18.	Drugs Controller General, India (DCGI) submission letter			
19.	Drugs Controller General, India (DCGI) approval			
20.	HMSC approval			
21.	Appendix VII (Schedule Y) Undertaking By The Investigator			
22.	Clinical Trial Agreement (CTA) if applicable			
23.	Memorandum of Understanding (MoU) if applicable			
24.	Material Transfer Agreement (MTA) if applicable			
25.	Brief resume of Principal Investigators and Co-investigators (1 Page each)			
26.	GCP Training certificate			
27.	Medical Council Registration of Principal Investigators and Co-investigators			
Documents submitted: <input type="checkbox"/> Complete <input type="checkbox"/> Incomplete will submit on.....				
Comments:				
Receiver Name, Sign & Date				
(IEC Secretariat)				

AX4-V2/SOP 03/V2

Guidelines for devising Participant Information Sheet and Informed Consent Form and Sample format of an Informed Consent Document.

Guideline for preparation of the informed consent document

While submitting your project to the IEC, ensure that you have included an informed consent document that is prepared as per the Schedule Y of ICMR ethical guidelines, ICH- Good Clinical Practice (ICH – GCP) and the Declaration of Helsinki.

Kindly note:

- Informed consent documents in English and Assamese are mandatory and any Language if applicable
- Font: Arial
- Size: 12
- All the consent documents must have Version No, Date, Page no in the footer
- Separate documents should be prepared when minors (children) are study participants; assent form for the mature minors (age 7-17 years) and consent document for the parents
- Glossary of technical words/medical terminology for participant understanding
- Schedule of investigations to be performed for the study as a chart.

The consent document template describes the minimal requirements. You are free to add additional information, if you wish to.

Template for a “Participant Information Sheet & Informed Consent Form” (Include or exclude information, as applicable)

Participant Information Sheet & Informed Consent Form

[The simplified title of the project as per the project submission form with name of Principal Investigator]

Name of the funding agency (if applicable)

Name of the sponsor (if applicable)

Address of Research Site

Introduction:

You are invited to participate in a study/research/experiment. This document gives you a description of the study/trial in which you are being asked to participate. Your participation in

this study is voluntary, and you can enquire about all details before giving your written consent to participate in the study.

This research study is approved by the Institutional Ethics Committee of BBCI, Guwahati. A copy of the ICF will be given to you for your record

Purpose:

The purpose of this study is to

.....

Statement that the study involves research and explanation of the purpose of the research.

Clearly state

1. The Aim/ objectives of the study to be mentioned
2. Statement of type of cancer patients/healthy volunteers enrolled

.....

Information:

List all procedures, which will be carried out in the study. Clearly state experimental procedures and explain technical and medical terminology in simple, non-technical & direct language.

Graphics could be used if helpful in making the text meaningful to the research participant.

If this is a randomized trial, details of both arms of the trial must be explained.

State the amount of time required by the participant for the study with clearly stating the total duration of the study.

Clearly state

- i. The number of participants who will take part in the research
- ii. Information concerning taping or filming (If applicable)
- iii. For clinical studies which require regulatory approval - Please include
 - a) A statement that there is a possibility of failure of investigational product to provide intended therapeutic effect
 - b) A statement that in the case of placebo controlled trial, the placebo administered to the participants shall not have any therapeutic effect
- iv. Statement of foreseeable circumstances under which the subject's participation may be terminated by the Investigator without the Subject's consent
- v. Statement that the subject or subject's representative will be notified in timely manner if significant new findings develop during the course of the research which may affect the subject's willingness to continue participation will be provided
- vi. Information regarding patient's roles and responsibility (follow-up/ QOL assessment)

Alternative treatments:

Disclose appropriate alternative treatments available, if any.

Clearly state if you refuse to participate in the trial - Standard treatment will be given (if applicable)

Risks:

List the foreseeable risks, discomforts or inconvenience, if any, of each of the procedures to be carried out in the study and measures to minimize the risks or treatment in case of occurrence. Explanation of anticipated side effects, including rare side effects, or known idiosyncratic reactions.

A statement that the particular treatment or procedure may involve risks to the subject (or to the embryo or fetus, if the subject is or may become pregnant), which are currently unforeseeable

Costs:

Describe the cost for participating in the study to the subject/participant. The information must be written in clear terms regarding the cost which will be borne by sponsors/Principal Investigator/s of the project, and study participant.

Reimbursement for Participation

Describe plan for reimbursement or amount for expenses incurred, time spent and any inconvenience. State clearly the details for travel reimbursement for trial participants &/or attendant.

Emergency Medical Treatment

(If applicable, add here)

In case of the physical injury to the participant during the course of research please state the name and contact details of the PI.

Describe available medical treatment in case of complications.

Benefits

List the anticipated benefits from this research, either to the participants, others, community, scientific community.

If no benefit is expected subject should be made aware of this

- May benefit other patients/society in future
- Information may help the doctor to learn more about disease condition, treatment etc.

Also mention that the many of the most effective treatments used today are the result of clinical trials done in the past.

Confidentiality

The information in the study records will be kept confidential and the clinical charts will be housed (specify the location). Data will be stored securely for a period of _____ years and will be made available only to persons conducting the study and to the regulatory authorities. The data will not be made available to another individual unless you specifically

give permission in writing. No reference will be made in oral or written reports which could link you to the study. Result of the study will not be communicated to the participant unless deemed necessary.

Compensation for study related Injury or death

(As per the DCGI directive for regulated studies, it is mandatory for sponsors to comply to the following requirement: in case of study related injury, sponsor should provide completed medical care as well as compensation for the injury (Death) as per the provisions of law and same should be included in ICF)

Compensation of participants for disability or death resulting from such research related injury;

Describe the details of compensation or insurance for study related injury to the trial participant. Explain who will bear the cost in case of trial related injury?

Research participants who suffer physical injury as a result of their participation in the research study are entitled to financial or other assistance to compensate them equitably for any temporary or permanent impairment or disability participant to confirmation from IEC. In case of death, their dependents are entitled to material compensation.

Statement describing the financial compensation and medical management as under

- In the event of an injury occurring to the clinical trial participant, such participant shall be provided free medical management as long as required or till such time it is established that the injury is not related to the clinical trial, whichever is earlier
- In the event of a trial related injury and death, the sponsor or his representative, whosoever has obtained permission from the Licensing Authority for the conduct of clinical trial, shall provide financial compensation for the injury or death

Contact

If you have questions at any time about the study or the procedures, (or you experience adverse effects as a result of participating in this study,) you may contact the researcher, [PI Name], at [Office Address], and [Office Phone Number].

If you have any questions about the informed consent process or your rights as a participant, contact the Member Secretary, IEC-BBCI, Clinical Research Secretariat, Powergrid Building, Ground Floor, Dr. B Borooah Cancer Institute, A K Azad Road, Gopinath Nagar, Guwahati-16.

Participation

Your participation in this study is voluntary; you may decline to participate at any time without penalty and without loss of benefits to which you are otherwise entitled.

If you withdraw from the study prior to its completion, you will receive the usual standard of care for your disease, and your non participation will not have any adverse effects on your subsequent medical treatment or relationship with the treating physician.

If you withdraw from the study before data collection is completed, your data will not be entered in the study report.

If staff /student is involved - Your participation in this research will not bestow upon you any competitive academic or occupational advantage over other students or staff who do not volunteer, and we will not impose any academic or occupational penalty on those students or staff who do not volunteer.”

Consent

Informed Consent form to participate in a clinical trial/research (main study)

Study Title:

Study Number:

Participant' Initials: _____ Participant's Name: _____

Date of Birth / Age: _____

1. I understand that I am being invited to take part in the research study. I confirm that I have read/ been read to and understood the information sheet dated _____ for the above study and have had the opportunity to ask questions.
2. I understand that my participation in the study is voluntary and that I am free to withdraw at any time, without giving any reason, without my medical care or legal rights being affected.
3. I understand the risks and potential benefits of this research study that were explained to me. I freely give my consent to take part in research study described in this form.
4. I understand that the Sponsor of the research study, others working on the Sponsor's behalf, IEC and the regulatory authorities will not need my permission to look at my health records both in respect of the current study and any further research that may be conducted in relation to it, even if I withdraw from the trial. I agree to this access. However, I understand that my identity will not be revealed in any information released to third parties or published.
5. I agree not to restrict the use of any data or results that arise from this study provided such a use is only for scientific purpose(s).
6. I agree to take part in the above study.

I have read/have been read the above information and agreed to participate in this study. I have received a copy of this form.

Participant's name (print):	
Participant's Signature/Thumb impression & date:	
Address: Qualification (please attach supporting documentation) (if applicable) _____ Occupation: Student / Self-Employed / Service / Housewife /Others (Please tick as appropriate) and attach supporting documentation (if applicable) Annual Income of the participant (please attach supporting documentation) (if applicable): _____	
Phone Nos:	
Legal Acceptable Representative name	
Legal Acceptable Representative Signature/Thumb impression & date (if applicable):	
Address (capital letters): Phone Nos:	
Impartial Witness's name :	
Impartial Witness's signature & date (if applicable):	
Address (capital letters): Phone Nos:	
Name of PI or Co-PI/Co-I:	
PI or Co-PI/Co-I sign & date:	

Guidelines for developing informed consent documents for Biological sample study:

The ICF for use of biological sample may include the following points:

- Foreseeable extent of information on possible current and future uses of the biological material and of the data to be generated from the research.

Other specifics are as follows:

- a) Period of storage of the sample/data and probability of the material being used for secondary purposes.
- b) Whether material is to be shared with others, this should be clearly mentioned.
- c) Right to prevent use of her/his biological sample, such as DNA, cell-line, etc., and related data at any time during or after the conduct of the research.
- d) Risk of discovery of biologically sensitive information and provisions to safeguard confidentiality.
- e) Post research plan/benefit sharing, if research on biological material and/or data leads to commercialization.
- f) Publication plan, if any, including photographs and pedigree charts.

Template of consent for Biological sample study

As part of this protocol the investigators may store your blood/tissue/serum samples for future research. The investigators may also store and use the tumor tissues that are removed as part of routine biopsy or surgery, for future research. The tissue could be either paraffin blocks or fresh tissue that is frozen at very low temperatures as part of the Hospital Tumor Tissue Repository. Such blood, plasma, serum or tissue samples could be used for pathology, immunohistochemical, genetic, genomic, proteomic, transcriptomic or other studies in the future. The investigators will maintain your confidentiality at all times and at no time point will your individual data be linked to yours identify.

If you are willing to participate in the biological study, kindly give your consent by ticking at appropriate box in this consent form.

You may choose not to let your sample be used for the additional research and still become part of this study. At any time during and after the study if samples are remaining with the sponsor, you have rights to discard the sample material or to take it back. If you choose to discard your samples or to take them back, please contact your study doctor.

Informed consent form to participate in a biological sample study

Study Title:

Study Number:

Participant' Initials:_____ Participant's Name:_____

Date of Birth / Age:_____

Do you consent to biological sample study?

YES, I consent

NO, I do not consent

- a) I understand that I am being invited to take part in the research study. I confirm that I have read/been read to, and understood the information sheet dated _____ for the above study and have had the opportunity to ask questions.
- b) I understand that my participation in the study is voluntary and that I am free to withdraw at any time, without giving any reason, without my medical care or legal rights being affected.
- c) I understand the risks and potential benefits of this research study that were explained to me. I freely give my consent to take part in research study described in this form.
- d) I understand that the Sponsor of the research study, others working on the Sponsor's behalf, IEC and the regulatory authorities will not need my permission to look at my health records both in respect of the current study and any further research that may be conducted in relation to it, even if I withdraw from the trial. I agree to this access. However, I understand that my identity will not be revealed in any information released to third parties or published.
- e) I agree not to restrict the use of any data or results that arise from this study provided such a use is only for scientific purpose(s).
- f) I agree to take part in the above study.

I have read/been read to, the above information and agreed to participate in this study. I have received a copy of this document.

Participant's name (print):	
Participant's Signature/ Thumb impression & date:	
Address :	
Qualification (please attach supporting documentation) (if applicable) _____	
Occupation: Student / Self-Employed / Service / Housewife /Others (Please tick as appropriate) and attach supporting documentation (if applicable)	
Annual Income of the participant (please attach supporting documentation) (if applicable):_____	

Phone Nos.:	
Legal Acceptable Representative name	
Legal Acceptable Representative Signature/ Thumb impression & date(if applicable):	
Address (capital letters): Phone Nos.:	
Impartial Witness's name :	
Impartial Witness's signature & date(if applicable)::	
Address (capital letters): Phone Nos.:	
Name of PI or Co-PI/Co-I:	
PI or Co-PI/Co-I sign & date:	

Note to Investigators Regarding the Process of Obtaining Informed and Understood Consent

- The prospective participant should be given Participant Information Sheet first.
- The participant should then be encouraged to read the Information Sheet and think over, preferably for a period of 24 hours. Following which, the participant should be served a questionnaire to ensure that he/she is aware of his/her own rights as a participant in the clinical trial. The informed consent form should be served to the participant only after ensuring that the participant is now prepared for informed decision making.
- The PIs are urged by the IEC to use the simple non-technical words or should add the glossary and follow the sample template of Participant Information Sheet & Informed Consent Form
- Use of alternative wording or different format may slow down the review process. The form should be written in second person ("You are invited..."). Use of first person ("I") can be interpreted as suggestive and coercive.
- The study participant should be explained all the details in a language she/he understands.
- The Informed Consent Document must have the name and Telephone No. of the Principal Investigator or of any other co-investigator in case of an emergency, or even to seek answers to their queries.
- The consent document must bear version no. & date.

A copy of the signed Informed Consent Document (ICD) must be given to prospective participant. A receipt of copy of ICF by the participant should be documented by the

investigator in the source documents. Copies of the consent document must be available in English and Hindi.

Please tailor your ICF to suit the needs of our Indian population, and if this is a multinational Pharma based project, an additional ICF specifically designed for the trial site may be used. Separate forms should be prepared when minors are used; one for the mature minors (age 7-18 years) and one for the parents.

If your document is more than one page, there should be a line at the bottom of each page for the participant's initials, except for the last page where the signature is obtained.

Be sure to include any elements of informed consent that are appropriate to your study. If they apply to your study, they must be included.

If informed consent form requires more than one page, print the informed consent document front to back.

Please make provision for the assent of the child to the extent of the child's capabilities as is the case with mature minors and adolescents.

Please make provision on the form for signatures / thumb impression of the participant/parent or legal guardian, if minor and of the investigator, or person administering the consent document, and of an impartial witness. If the LAR's sign has been taken for medical reasons (e.g. patient is unconscious, then the patient has to be consented when conscious and able to grant consent and this should be documented.)

†The investigator, or a suitably qualified and trained person designated by the investigator to conduct the informed consent process, must sign and date the form at the same time as the participant.

‡ Impartial Witness: A person, who is independent of the study, who cannot be unfairly influenced by people involved with the study, who attends the informed consent process if the participant or the participant's legally acceptable representative cannot read, and who reads the informed consent and any other written information supplied to the participant. Guidance for Industry E6 Good Clinical Practice: Consolidated Guidance.

Legally Acceptable Representative (LAR): An individual or juridical or other body authorized under applicable law to consent, on behalf of a prospective participant, to the participant's participation in the clinical trial.

Note: Copy of the Participant Information Sheet and duly filled in Informed Consent Document should be handed over to the participant or his/her attendant.

AX5-V2/SOP 03/V2
Dr. B Borooah Cancer Institute
Tata Memorial Centre

Child Information Sheet and Assent Form

Study title: “.....”

Introduction- Background and Rationale would be more appropriate

We want to tell you about a study we are doing. This study is a “research” study. It is a special way to find out about something. We are trying to find out more about **[purpose of study in simple language]**. You are being asked to join the study because **[insert the name of medical condition or other reasons for inclusion]**. The reason why we are doing this need to do this is because [gap in knowledge in simple words]. This might help other children like you in future.....

We invite you to participate in this study.

What will you have to do?

You are being asked to be part of this project. The project is about [insert general statement about study]. Your [parents or legal guardian, if applicable] have already been told about the project. Your accompanying parent / guardian will also sign a similar form called as the Parent Informed Consent Form Please read this form and ask the researcher any questions you have. You can decide whether or not to take part in the study. You can say no as well. It is your choice to be part of the project or not.

The assent form describes the research study and states that you have been explained the purpose and the nature of the study to your satisfaction by the attending doctor and you are ready to follow the study procedures.

List all study procedures. Point out any that are considered experimental/or otherwise, and explain technical and medical terminology in simple, non-technical & direct language.

Risks, discomforts & Side effects

If you experience any of these side effects, you can contact your doctor immediately. The doctor will treat you

Dr.....

Phone:.....

(Describe in simple language provisions for treatment/hospitalization for side effects/injury)

We want to tell you about some things that might hurt or upset you if you are in this study. **[Describe risks – e.g., painful procedures, other discomforts, things that take a long**

time. For example: The needle we use to take the blood may hurt. You might get a bruise on your arm.]

You and your parents will not bear the expenses regarding the therapy. If you follow the directions of the doctors in charge of this study and you are injured due to any substance or procedure given under the study plan, the study doctor who is treating you will be responsible for paying for the medical expenses for the treatment of that injury.

Costs:

Describe the cost for participating in the study to the subject/participant. The information must be written in clear terms regarding the cost which will be borne by sponsors/Principal Investigator/s of the project, and study participant.

Reimbursement for Participation

Describe plan for reimbursement or amount for expenses incurred, time spent and any inconvenience. State clearly the details for travel reimbursement for trial participants &/or attendant.

Emergency Medical Treatment

(If applicable, add here)

In case of the physical injury to the participant during the course of research please state the name and contact details of the PI.

Describe available medical treatment in case of complications.

Benefits

If you are in the study it may or may not help you to get better or benefit you. But we hope to learn something that will help other children like you some day.

Confidentiality

The information collected about you during this study will be kept safely locked up. Data will be stored securely for a period of _____ years. Nobody will know it except the doctor doing the research. The doctor will not tell your friends or anyone else.

The information will only be accessed by the doctor the Ethics Committee and the Regulatory authority

The study information about you will be given to your father/mother/guardian if required.

Right to refuse or withdraw

You do not have to be in this study, if you do not want to be. If you do not want to be in this study, we will tell you what other kinds of treatments there are for you. If you decide that you don't want to be in the study after we begin, that's OK too. Nobody will be angry or upset. We are discussing the study with your parents and you should talk to them about it too.

Whom to contact

You can ask questions if do you do not understand any part of the study. If you have questions later that you don't think of now, you can call the doctor.

Name of PI:..... **Phone:**.....

If you have any queries regarding your rights you may contact:

Member Secretary, IEC-BBCI, Clinical Research Secretariat, Powergrid Building, Ground Floor, Dr. B Borooah Cancer Institute, A K Azad Road, Gopinath Nagar, Guwahati-16.

Your responsibilities

It is the responsibility of your parent / guardian to come along with you to the hospital during the study period for all the visits unless you withdraw or do not continue to receive treatment/care as per the study. It is also your responsibility and your parent / guardian to report any side effects that you may experience while on the study.

It is also your responsibility and that of your parent / guardian to inform the doctor if you consume any other medication apart from the study treatment.

We expect your co-operation throughout the study.

Child Assent Form

I _____, agree to participate in the study.
“.....”

I have been informed, to my satisfaction, by the attending physician, about the study. I know that my parents/guardians do not have to bear the expenses of the treatment if I suffer from any study related injury, which may be related to the study drug/ procedure/ device.

I am also aware of my right to not be part of the trial, at any time, without having to give reasons for doing so

Name and Signature /Thumb impression of
the study participant

Date

Name and Signature/ Thumb impression
of Legally Acceptable Representative

Date

Name and Signature of Impartial Witness

Date

Name and Signature of Attending Physician

Date

AX6-V2/SOP 03/V2
Dr. B Borooah Cancer Institute
Tata Memorial Centre

Parent Information sheet and Informed Consent Form

[The title of the project here exactly as it is in the project design with names of Principal Investigator and all other investigators].

.....

Introduction:

Your child is invited to participate in a study/research/experiment. This document gives you a description of the study/trial in which you are being asked to participate. Your participation in this study is voluntary, and you can enquire about all details before giving your written consent to participate in the study.

Purpose:

The purpose of this study is to

Participant selection

Voluntary Participation

Indicate clearly that they can choose to have their child participate or not. State, if it is applicable, that they will still receive all the services they usually do if they decide not to participate. This can be repeated and expanded upon later in the form as well. It is important to state clearly at the beginning of the form that participation is voluntary so that the other information can be heard in this context.

Example: Your decision to have your child participate in this study is entirely voluntary. It is your choice whether to have your child participate or not. If you choose not to consent, all the services you and your child receive at this clinic will continue and nothing will change. You may also choose to change your mind later and stop participating, even if you agreed earlier, and the services you and/or your child receives at the clinic will continue

Information on the Trial Drug

Procedures and Protocol

Describe or explain the exact procedures that will be followed on a step-by-step basis, the tests that will be done, and the drugs that will be given. Describe very clearly which procedure is routine and which is experimental or research.

Duration

Include a statement about the time commitments of the research for the participant and for the parent including both the duration of the research and follow-up, if relevant.

Example: The research takes place over ____ (number of) days/ or ____ (number of) months in total. During that time, it will be necessary for you to come to the clinic/hospital/health facility (number of) days, for (number of) hours each day. We would like to meet with you six months after your last visit for a final check-up. Altogether, we will see you and your child 4 times over a year.

Side Effects

Parents should be told if there are any known or anticipated side effects and what will happen in the event of a side effect or an unexpected event.

Example: These vaccines can have some unwanted effects or some effects that we are not currently aware of. However, we will follow your child closely and keep track of these unwanted effects or any problems. We will give you a telephone number to call if you notice anything out of the ordinary, or if you have concerns or questions. You can also bring your child to this health facility at any time and ask to see [name of nurse, doctor, researcher].

We may use some other medicines to decrease the symptoms of the side effects or reactions. Or we may stop the use of one or more drugs. If this is necessary, we will discuss it together with you and you will always be consulted before we move to the next step.)

Risks

A risk can be thought of as being the possibility that harm may occur. Explain and describe any such possible or anticipated risks. Provide enough information about the risks that the parent can make an informed decision. Describe the level of care that will be available in the event that harm does occur, who will provide it, and who will pay for it.

Example: By participating in this research it is possible that your child will be at greater risk than he/she would otherwise be. There is a possibility that _____ may happen as a result of taking this drug. While the possibility of this happening is very low, you should still be aware of the possibility. If something unexpected happens and harm does occur, we will provide you with _____. [Explain the level of care that will be available, who will provide it, and who will pay for it. Inform the parent if there is a particular insurance in place.]

Discomforts

Explain and describe the type and source of any anticipated discomforts that are in addition to the side effects and risks discussed above.

Example: By participating in this research it is possible that your child may experience some discomfort such as the discomfort of the injections. There may be a slight hardening and/or swelling where the needle stick goes into the skin. This should disappear in one day. Your child may also be fussier than usual or more tired. These behaviors usually stop within one day but if you are concerned, please call me or come to the clinic.

Costs:

Describe the cost for participating in the study to the subject/participant. The information must be written in clear terms regarding the cost which will be borne by sponsors/Principal Investigator/s of the project, and study participant.

Reimbursement for Participation

Describe plan for reimbursement or amount for expenses incurred, time spent and any inconvenience. State clearly the details for travel reimbursement for trial participants &/or attendant.

Emergency Medical Treatment

(If applicable, add here)

In case of the physical injury to the participant during the course of research please state the name and contact details of the PI.

Describe available medical treatment in case of complications.

Benefits

Benefits may be divided into benefits to the individual, benefits to the community in which the individual resides, and benefits to society as a whole as a result of finding an answer to the research question. Mention only those activities that will be actual benefits and not those to which they are entitled regardless of participation.

Example: If your child participates in this research, he/she will have the following benefits: any interim illnesses will be treated at no charge to you. If your child falls sick during this period, he/she will be treated free of charge.

There may or may not be any other benefit for your child but his/her participation is likely to help us find the answer to the research question. There may not be any benefit to the society at this stage of the research, but future generations are likely to benefit.

Confidentiality

Explain how the research team will maintain the confidentiality of data, especially with respect to the information about the participant, which would otherwise be known only to the physician but would now be available to the entire research team. Because something out of the ordinary is being done through research, any individual taking part in the research is likely to be more easily identified by members of the community and is therefore more likely to be stigmatized. Data will be stored securely for a period of _____ years.

Example: The information that we collect from this research project will be kept confidential. Information about your child that will be collected from the research will be put away and no-one but the researchers will be able to see it. Any information about your child will have a number on it instead of his/her name. Only the researchers will know what his/her number is

and we will lock that information up with a lock and key. It will not be shared with or given to anyone except [name who will have access to the information, such as research sponsors, DSMB board, your clinician, etc.].

Sharing of the results

Your plan for sharing the information with the participants and their parents should be provided. If you have a plan and a timeline for the sharing of information, include the details. Also inform the parent that the research findings will be shared more broadly, for example, through publications and conferences.

Example: The knowledge that we get from this study will be shared with you before it is made widely available to the public. Confidential information will not be shared. There will be small meetings in the community and these will be announced. Afterwards, we will publish the results in order that other interested people may learn from our research

Right to Refuse or Withdraw

This is a reconfirmation that participation is voluntary and includes the right to withdraw. Tailor this section well to ensure that it fits for the group for whom you are seeking consent. The example used here is for a parent of an infant at a clinic.

Example: You do not have to agree to your child taking part in this research if you do not wish to do so and refusing to allow your child to participate will not affect your treatment or your child's treatment at this Centre in any way. You and your child will still have all the benefits that you would otherwise have at this Centre. You may stop your child from participating in the research at any time that you wish without either you or your child losing any of your rights as a patient here. Neither your treatment nor your child's treatment at this Centre will be affected in any way.

Alternatives to participating

Include this section only if the study involves administration of investigational drugs or use of new therapeutic procedures. It is important to explain and describe the established standard treatment.

Example: If you do not wish your child to take part in the research, your child will be provided with the established standard treatment available at the center/institute/hospital. People who have malaria are given....

Whom to Contact

Provide the name and contact information of someone who is involved, informed and accessible (a local person who can actually be contacted.) State also that the proposal has been approved and how.

Example If you have any questions you may ask them now or later, even after the study has started. If you wish to ask questions later, you may contact any of the following: [name,

address/telephone number/e-mail] This proposal has been reviewed and approved by [name of the IEC], which is a committee whose task it is to make sure that research participants are protected from harm.

If you have any queries regarding your rights as a study participant, you may contact:

Member Secretary, IEC–BBCI, Clinical Research Secretariat, Power-Grid Building, Ground Floor, Dr. B Borooah Cancer Institute, A K Azad Road, Gopinath Nagar, Guwahati-16.

Consent

The nature and the purpose of the above Research Study have been explained to my child and me; we have agreed to have my child participate in the research study. We also agree that my child's personal health information can be collected, used and shared by the researchers and staff for the research study described in this form. We will receive a signed copy of this consent form.

_____	_____
Name and Signature /Thumb impression of Parent/Guardian	Date
_____	_____
Name and Signature/ Thumb impression of Participant (when appropriate)	Date
_____	_____
Name and Signature of Person Obtaining Consent/Authorization	Date
_____	_____
Name and Signature of Impartial Witness	Date

AX7-V2/SOP 03/V2
Consent for prospective audit study
Participant Consent for Participation in the study

Participant Information: (Should be concise and simple)

To state the purpose of the study (What the study is about and why the study is being done)

Consent

I understand that a study "Titled _____"
conducted by "Dr." _____ (name, phone no.)
involves the analysis of my medical data that has been collected as part of my routine
medical care.

Purpose of the study-

I understand that there will not be any additional medical procedures over and above those
which I would encounter during standard treatment.

I understand that this study has been approved by the Institutional Ethics Committee, Tata
Memorial Centre and does not pose any additional risk to me beyond that which I would
encounter while undergoing routine physical or psychological examinations or tests and/or
which I would encounter in routine daily life activities. I further understand that confidentiality
with regard to my medical data will be ensured and my data will be stored for ___ years, and
that the results published will not in any way be linked to me. I understand that the Principal
Investigator (name) would be willing to provide me with any additional information that I would
want to know regarding the study.

I understand that if I have any queries regarding my rights I may contact,
Member Secretary, IEC-BBCI, Clinical Research Secretariat, Power-Grid Building, Ground
Floor, Dr. B Borooah Cancer Institute, A K Azad Road, Gopinath Nagar, Guwahati-16.

I understand that my participation in the study is voluntary and that I am free to withdraw at
any time, without giving any reason, without my medical care or legal rights being affected.

I am willing to allow the use of my data for the study.

Name and Sign/Thumb impression of the participant

Date

Name and Sign/Thumb impression of
Legally Acceptable Representative

Date

Name and Sign/Thumb impression of Impartial Witness

Date

Name and Sign/Thumb impression of Principal Investigator

Date

AX8-V2/SOP 03/V2
Consent for prospective audit study
Parental/LAR consent

Parent Information: (Should be concise and simple)

To state the purpose of the study (What the study is about and why the study is being done)

Consent

I understand that a study "Titled _____"
conducted by "Dr." _____ (name, phone no.) involves
the analysis of my ward's medical data that has been collected as part of his/her routine
medical care.

I understand that there will not be any additional medical procedures over and above those
which my ward would encounter during standard treatment.

I understand that this study has been approved by the Institutional Ethics Committee, Tata
Memorial Centre and does not pose any additional risk to my ward beyond that which he/she
would encounter while undergoing routine physical or psychological examinations or tests
and/or which he/she would encounter in routine daily life activities. I understand that the
Principal Investigator (name) would be willing to provide me/my ward with any additional
information that I/my ward would want to know regarding the study.

I understand that if I have any queries regarding my ward's rights I may contact,
Member Secretary, IEC-BBCI, Clinical Research Secretariat, Powergrid Building, Ground
Floor, Dr. B Borooah Cancer Institute, A K Azad Road, Gopinath Nagar, Guwahati-16.

I further understand that confidentiality with regard to my ward's medical data will be ensured,
that his/her privacy would be maintained and that the results published will not in any way be
linked to him/her.

I am willing to allow the use of my ward's data for this study.

I understand that my ward's participation in the study is voluntary and that I am free to withdraw consent for my ward's participation at any time, without giving any reason, without my ward's medical care or legal rights being affected.

_____ Date

Name and Sign/Thumb impression of Guardian/Parent/ LAR

_____ Date

Name and Sign/Thumb impression of Impartial Witness

_____ Date

Name and Sign/Thumb impression of Principal Investigator

AX9-V2/SOP 03/V2
Assent for prospective audit study

Child Information: (Should be concise and simple)

To state the purpose of the study (What the study is about and why the study is being done)

Assent for Participation in the study

I understand that a study "Titled _____"
conducted by "Dr." _____ (name, phone no.) involves the
analysis of my medical data that has been collected as part of my routine medical care.

I understand that there will not be any additional medical procedures over and above those
which I would encounter during standard treatment.

I understand that this study has been approved by the Institutional Ethics Committee, Tata
Memorial Centre and does not pose any additional risk to me beyond that which I would
encounter while undergoing routine physical or psychological examinations or tests and/or
which I would encounter in routine daily life activities. I further understand that confidentiality
with regard to my medical data will be ensured, and that the results published will not in any
way be linked to me. I understand that the Principal Investigator (name) would be willing to
provide me with any additional information that I would want to know regarding the study.

I understand that if I have any queries regarding rights I may contact,
Member Secretary, IEC-BBCI, Clinical Research Secretariat, Powergrid Building, Ground
Floor, Dr. B Borooah Cancer Institute, A K Azad Road, Gopinath Nagar, Guwahati-16.

I understand that if I decline to participate in this study or withdraw my consent at any stage
of the study my medical treatment will not be affected.

I am willing to allow the use of my data for the study.

_____	_____
Name and Sign/Thumb impression of the minor	Date
_____	_____
Name and Sign/Thumb impression of the Guardian/Parent/Legally Acceptable Representative	Date
_____	_____
Name and Sign/Thumb impression of Impartial Witness	Date
_____	_____
Name and Sign/Thumb impression of Principal Investigator	Date

AX10-V2/SOP 03/V2
Informed Consent Template for Audio-Visual Recording

Audio-video recording of the consent process (applicable for DCGI regulated studies in case of vulnerable participants in clinical trials of New Chemical Entity or New Molecular entity).

Protocol Number

Protocol Title

Sponsor
Name of Principal Investigator (Study Doctor)
Site Name & Address
(Institute)
Contact Number of the Study Doctor
Alternate Numbers for Contact
Patient ID:

The Indian Regulatory Authority Drugs Controller General, India (DCGI) (an authority which approves and monitors conduct of clinical studies in India), who has approved this Study, has laid down new Rules that in addition to the requirement of obtaining written informed consent, an audio-visual recording of the informed consent process of each trial participant, including the procedure of providing information to the participant and his/her understanding on such consent is required to be done while adhering to the principles of confidentiality and such

audio-visual recording and related documentation would be preserved for a period of 15 years under the responsibility of the Institute and study doctor.

Statement by the Participant/ LAR

By signing this form, I hereby give my consent to the study doctor and Institute for an audio-visual recording of my informed consent process, including the procedure of providing information to me and my understanding on such consent, preservation/ archival of such audio-visual recording and related documentation for a period of 15 years under the responsibility of the Institute and study doctor. The extent of this recording is understood to be limited to discussion of contents of Informed Consent Form for this study.

The study doctor and Institute will adhere to the principles of confidentiality for such an audio-visual recording of my informed consent process, however

- I understand that such an audio-visual recording of my informed consent process may be seen by the representatives of the DCGI office and/or Ethics Committee.
- I understand that my consent is voluntary and is applicable to the entire duration of my participation in this study.
- If I refuse to provide an audio-visual recording of my informed consent process, in compliance with regulations I would not be able to participate in this study.
- If I have any questions about my data protection or privacy rights under this form, I understand that I may contact the Study Doctor
- I confirm that I have read and understood the contents of this Consent Form and have had the opportunity to ask questions before signing it

To be completed by Participant/ LAR/ Impartial Witness, as applicable

Participant's name (print):	
Participant's Signature/Thumb impression & date:	
Legal Acceptable Representative name	
Legal Acceptable Representative Signature/Thumb impression & date(if applicable):	
Impartial Witness's name :	
Impartial Witness's signature & date(if	

applicable):	
Name of PI or Co-PI/Co-I:	
PI or Co-PI/Co-I sign & date:	

AX11-V2/SOP 03/V2
IEC form for re-review of research proposals

Project No.
Title:
Principal Investigator :

Section A-Grouping of project

Mention the section in *PSF to which IEC query was raised.	Revision / Amendment made in the Section / Subsection (Mention NA if no changes required)
	Original:
	Amendment:

Section B- Project Fact Sheet

Mention the section in *PSF to which IEC query was raised.	Revision /Amendment made in the Section/Subsection (Mention NA if no changes required)
	Original:
	Amendment:

Section C- Project Submission Overview

Mention the section in *PSF to which IEC	Revision /Amendment made in the Section/Subsection (Mention NA if no changes required)
--	---

query was raised.	
	Original:
	Amendment:

Section D- Budget Sheet for the Proposed Study**

Mention the section in *PSF to which IEC query was raised.	Revision /Amendment made in the Section/Subsection (Mention NA if no changes required)
	Original:
	Amendment:

Sign & Date of Principal Investigator	
--	--

***PSF = Project Submission Form**

****In case of revision in budget sheet, the signed detailed budget sheet has to be attached**

AX12-V2/SOP 03/V2

Instructions for Submission of Projects for Institutional Ethics Committee Approval

The latest version of IEC documents are available with the IEC Secretariat of BBCI and the same will be available on the website of BBCI.

All IEC submissions should initially be made by email to iecbbc2021@gmail.com and later on should be submitted in a single hard copy after receiving notification from the IEC Secretariat.

- ❖ Kindly refer to the checklist of documents to be submitted to IEC. All documents listed may not be applicable to your project.
- ❖ A brief description of study designs is provided along with the document checklist for your assistance.
- ❖ The checklist of documents, study design and this instruction page is for your reference and should not be submitted at the time of IEC submission of your study.
- ❖ The IEC will process all study related documentary submissions within one week of submission of documents to the IEC office.

Initial Review of Projects

Instructions for filling the IEC submission form.

1. IEC submission form has 4 sections- A, B, C and D
2. All sections should be completely filled.
3. Questions not relevant to your study should be filled as NA.
4. **Do not alter or remove the version no. and date reflecting in header of IEC submission form.**
5. Do not make any formatting changes in the IEC submission form.
6. **The title of the study should be same in all four sections of the Project Submission Form.**
7. All 4 sections should be signed and dated by the Principal Investigator.
8. The signatures of your DMG Convener (if applicable) and Head of Department should be obtained before submission of hard copy of the IEC form to IEC.

After initial review of projects

After review of project by IEC, your study may attain any one of the following statuses:

A) Approved- Your study is scientifically and ethically sound and you may initiate the study subject to terms indicated in the final approval letter.

B) Revisions with minor modifications/amendments- Implies that your study may be approved once all the queries/recommendations of IEC are addressed satisfactorily. The revisions will not be taken up for full board and would be reviewed by Member Secretary the respective lead discussant on behalf of the full board. However, in some cases may be referred for a full board review.

C) Revisions with major modifications for resubmission- The study design and/or ethical aspect of the study is not satisfactory and would require extensive revision and would be re reviewed during full board Ethics Committee Meeting.

D) Not Approved- The study is not approved in its current form. A negative decision on an application will be supported by clearly stated reasons. If the investigator wishes to appeal to the decision, he/she may do so by contacting the IEC Secretariat within 21 working days.

If your project, after initial review attains the status **B** or **C**, the following documents are to be submitted to IEC:

- 1) IEC form for re-review of projects **AX11-V2/SOP 03/V2**
- 2) Response letter, if applicable
- 3) Supporting documents such as modified protocols, CRFs, ICFs and any other documents if applicable and any other documents

You do not have to submit the IEC PROJECT SUBMISSION FORM which was submitted at the time of initial review.

The checklist of document provided to you lists out the mandatory documents to be submitted at the time of initial review. Instruction/template to develop them is provided below:

General information

- Protocol, CRF, ICF, should bear Project title, page number, **version no. & date** (not to be confused with the version no. and date present in the BBCI-IEC submission form.
- **The vernacular versions of ICF (Assamese and any other language) should be submitted in 'pdf' format.**
- The ICF template provided by IEC is a reference document to assist in developing an effective informed consent document. However, the Principal Investigator may develop a customized ICF to suit the protocol requirement while addressing all key points.
- Kindly ensure that the study rationale and procedures described in the ICF is not a mere replica of the protocol. The ICFs should be written in a simple, non-technical style keeping in mind the educational and socio-economic background of the BBCI patient population. Similarly, the child information sheet should be simple. It should be developed keeping in mind, the age group being addressed. Parent Information Sheet and consent form should be submitted in case of minors.
- In case of collaborative studies, kindly provide a draft MOU, CTA, MTA along with institutional legal advisor's comments whichever is applicable.

- Find below a brief definition of the study designs presented in the IEC Project Submission Form. In case, your study is based on a study design which is not mentioned in Section C of the IEC form, please specify the same while filling up the IEC Submission Form.

Appendix-Study Designs

Randomized Controlled Trial:

In a **randomized controlled trial**, participants are assigned to treatment conditions at random (i.e., they have an equal probability of being assigned to any group). Procedures are controlled to ensure that all participants in all study groups are treated the same except for the factor that is unique to their group. The unique factor is the type of intervention they receive. The **primary goal** of conducting an RCT is to test whether an intervention works by comparing it to a control condition, usually either no intervention or an alternative intervention. **Secondary goals** may include: identify factors that influence the effects of the intervention (i.e., moderators), understand the processes through which an intervention influences change (i.e., mediators or change mechanisms that bring about the intervention effect)

In double-blinding, neither the participants nor the investigator know the participants' treatment assignment. In placebo-controlled trials, Masking can be improved by using an active placebo that has the same side effects as the drug but lacks its therapeutic effects.

Partial Blinding: Double-blinding is rarely possible in trials of behavioral treatment. It is usually obvious to participants which treatment they are receiving. Also, the treatment assignment is known by any research staff who delivers the treatment. However, the staff that assesses the study outcome can and should be kept blind to the patient's treatment condition. Special care is needed to prevent staff and study participants from unblinding the outcome assessor.

Single-blind: Term used to describe a study in which either the investigator or the participant, but not both of them, is unaware of the nature of the treatment the participant is receiving.

Non-blinded trial or Open-label trial: is a type of clinical trial in which both the researchers and participants know which treatment is being administered.

Adaptive design is a trial design that allows modifications to some aspects of the trial after its initiation without undermining the validity and integrity of the trial. Adaptive design makes it possible to discover and rectify inappropriate assumptions in trial designs, lower development costs and reduce the time to market. An adaptive clinical trial evaluates patients' reactions to a drug beginning early in a clinical trial and modifies the trial in accord with those findings. The adaptation process continues throughout the trial. Modifications may include dosage, sample size, drug undergoing trial, patient selection criteria etc. In some cases, trials have

become an ongoing process that regularly adds and drops therapies and patient groups as more information is gained. The aim is to more quickly identify drugs that have a therapeutic effect and to zero in on patient populations for whom the drug is appropriate. A key modification is to adjust dosing levels.

Quasi-experiment or Nonrandomized clinical trials arise from situations in which it is impossible or difficult to assign subjects to treatment by chance. A quasi-experiment is an empirical study used to estimate the causal impact of an intervention on its target population. Quasi-experimental research shares similarities with or randomized controlled trial, but they specifically lack the element of random assignment to treatment or control.

Interrupted time series study a study that uses observations at multiple time points before and after an intervention (the ‘interruption’). The design attempts to detect whether the intervention has had an effect significantly greater than any underlying trend over time.

Cohort study: For research purposes, a cohort is any group of people who are linked in some way and followed over time. Researchers observe what happens to one group that's been exposed to a particular variable — for example, the effect of company downsizing on the health of office workers. This group is then compared to a similar group that hasn't been exposed to the variable.

Prospective cohort study: A prospective study watches for outcomes, such as the development of a disease, during the study period and relates this to other factors such as suspected risk or protection factor(s). The study usually involves taking a cohort of participants and watching them over a long period. Prospective studies are carried out from the present time into the future. Because prospective studies are designed with specific data collection methods, it has the advantage of being tailored to collect specific exposure data and may be more complete. The disadvantage of a prospective cohort study may be the long follow-up period while waiting for events or diseases to occur. Thus, this study design is inefficient for investigating diseases with long latency periods and is vulnerable to a high loss to follow-up rate.

Retrospective cohort study: Retrospective cohort studies, also known as historical cohort studies, are carried out at the present time and look to the past to examine medical events or outcomes. In other words, a cohort of participants selected based on exposure status is chosen at the present time, and outcome data (i.e. disease status, event status), which was measured in the past, are reconstructed for analysis. The primary disadvantage of this study design is the limited control the investigator has over data collection. The existing data may be incomplete, inaccurate, or inconsistently measured between participants.² However, because of the immediate availability of the data; this study design is comparatively less costly and shorter than prospective cohort studies.

Case control study: Here researchers use existing records to identify people with a certain health problem (“cases”) and a similar group without the problem (“controls”). Example: To learn whether a certain drug causes birth defects, one might collect data about children with defects (cases) and about those without defects (controls). The data are compared to see

whether cases are more likely than controls to have mothers who took the drug during pregnancy.

Nested Case control study: A nested-case control study depends on the pre-existence of a cohort that has been followed over time. This cohort, at its inception or during the course of follow-up, has had exposure information and/or biospecimens collected of interest to the investigator. The investigator identifies cases of disease that occurred in the cohort during the follow-up period. The investigator also identifies disease-free individuals within the cohort to serve as controls. Using previously collected data and obtaining additional measurements of exposures from available biospecimens the investigator compares the exposure frequencies in cases and controls as in a non-nested case-control study. Nested case-control studies are carried out when it is either too costly or not feasible to perform additional biospecimen analyses on an entire cohort.

Cross-sectional study -examines the relationship between diseases (or other health related state) and other variables of interest as they exist in a defined population at a single point in time or over a short period of time (e.g. calendar year). Cross-sectional studies can be thought of as providing a snapshot of the frequency of a disease or other health related characteristics (e.g. exposure variables) in a population at a given point in time. Cross-sectional studies may be descriptive or analytical in nature.

1. **Descriptive Cross-sectional study** -A cross-sectional survey may be purely descriptive and used to assess the burden of a particular disease in a defined population.
2. **Analytical cross-sectional surveys** - Used to investigate the association between a putative risk factor and a health outcome In a cross-sectional survey the risk factors and outcome are measured simultaneously, and therefore it may be difficult to determine whether the exposure proceeded or followed the disease.

A longitudinal survey is an epidemiologic study that follows a population forward over time, evaluating the effects of one or more variables on a process. is a correlation research study that involves repeated observations of the same variables over long periods of time.

Feasibility study:

Feasibility studies are pieces of research done before a main study in order to answer the question “Can this study be done?” They are used to estimate important parameters that are needed to design the main study. For instance:

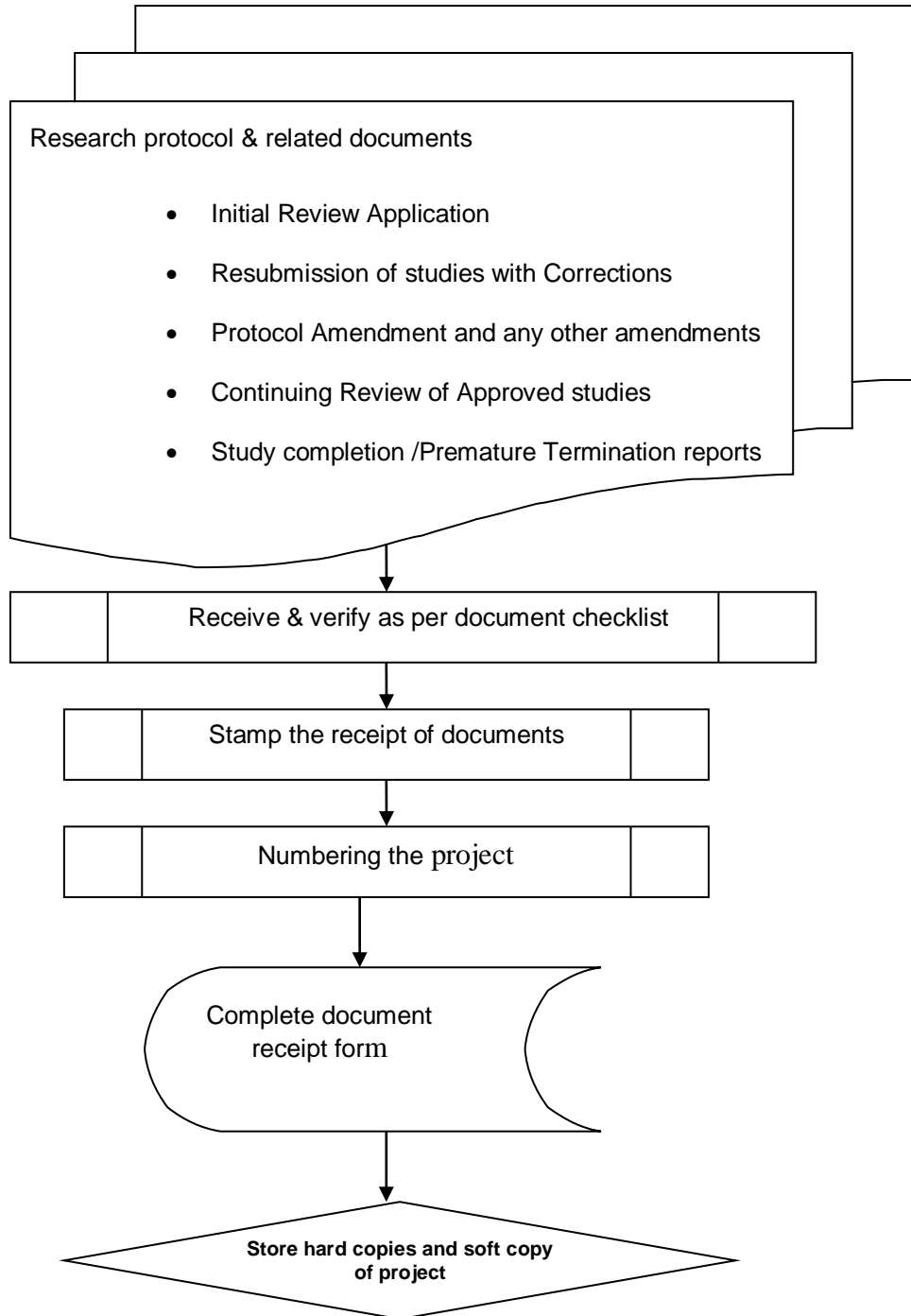
1. Standard deviation of the outcome measure, which is needed in some cases to estimate sample size;
2. Willingness of participants to be randomized;
3. Willingness of clinicians to recruit participants;
4. Number of eligible patients; caregivers or other appropriate participants;
5. Characteristics of the proposed outcome measure and in some cases feasibility studies might involve designing a suitable outcome measure;

6. Follow-up rates, response rates to questionnaires, adherence/compliance rates, ICCs in cluster trials, etc. o availability of data needed or the usefulness and limitations of a particular database; and
7. Time needed to collect and analyse data.

Pilot Study- is a version of the main study that is run in miniature to test whether the components of the main study can all work together. It is focused on the processes of the main study, for example to ensure recruitment, randomization, treatment, and follow-up assessments all run smoothly. It will therefore resemble the main study in many respects, including an assessment of the primary outcome. In some cases this will be the first phase of the substantive study and data from the pilot phase may contribute to the final analysis; this can be referred to as an internal pilot. Or at the end of the pilot study the data may be analysed and set aside, a so-called external pilot. Also referred to as exploratory trials.

Pivotal Study- Usually a phase III study which presents the data that the FDA uses to decide whether or not to approve a drug. A pivotal study will generally be well-controlled, randomized, of adequate size, and whenever possible, double-blind. Also referred to as confirmatory trials

Flow Chart



**INSTITUTIONAL ETHICS COMMITTEE
DR. B BOROOAH CANCER INSTITUTE, GUWAHATI
(IEC, BBCI)**

Title: Full Board Review of Submitted Protocol

SOP Code: SOP 04a/V2 Date: 30/09/2021 Pages: 108 to 133

4a.1 Purpose

The IEC should review and must approve, every research study involving human participants and other forms of studies, before the research is initiated. The IEC should evaluate the scientific rationale, scope and, methodology, and the ethical/ legal aspects of the study. The committee should evaluate the possible risks to the participants with proper justification as well as the expected benefits to participants/community. The adequacy of documentation for ensuring privacy & confidentiality should also be reviewed.

The purpose of this Standard Operating Procedure (SOP) is to describe how the IEC members will review an initial submission of the research study for approval using the Assessment Form. The Assessment Form AX1-V2/SOP04a/V2 is designed to standardize the review process and to facilitate reporting, recommendations and comments offered to each study.

4a.2 Scope

This SOP applies to the review and assessment of all studies submitted for initial review and review of revised and resubmitted protocols submitted for approval of the IEC. The specific elements in the Assessment Form must be adequately addressed in the protocol and/or protocol-related documents submitted for review. Relevant comments made during discussion and deliberation about a study should be recorded in the minutes of the meeting. The decision reached by the IEC will be communicated to the PI.

4a.3 Categorization of protocols

The Member Secretary, IEC or secretariat shall screen the proposals for their completeness. Depending on the risk involved, the research proposals are categorized into three types, viz.

- i. Full board review
- ii. Expedited review
- iii. Exemption from review

An investigator may categorize his/her protocol into the above three types. In case the PI wishes to apply for expedited review or exemption from review of the submitted research proposal, a standard request form needs to be filled out, providing justification for the same. Standard Request Forms for Expedited Review and Exemption from review are available as annexures AX1-V2/SOP 04b/V2 (SOP 04b/V2) and AX1-V2/SOP 04c/V2 (SOP 04c/V2), respectively.

However, the decision to accept the request for Expedited Review /Exemption from review will be made by the Member Secretary, IEC.

This SOP describes the process of full board review of research proposals.

Full board Review

All research proposals presenting more than minimal risk that are not covered under exempt or expedited review should be subjected to full committee review. Some examples are;

- Research involving vulnerable populations, even if the risk is minimal.
 - Research with minor increase over minimal risk.
 - ❖ This includes increment in probability of harm or discomfort is only a little more than the minimal risk threshold. This may present in situations such as routine research on children and adolescents; research on persons incapable of giving consent; delaying or withholding a proven intervention or standard of care in a control or placebo group during randomized trials; use of minimally invasive procedures that might cause no more than brief pain or tenderness, small bruises or scars, or very slight, temporary distress, such as drawing a small sample of blood for testing; trying a new diagnostic technique in pregnant and breastfeeding women etc. Such research should have a social value. Use of personal identifiable data in research also imposes indirect risks. Social risks, psychological harm and discomfort may also fall in this category.
- Studies involving deception of participants -Some types of research studies require deception due to nature of research design. A true informed consent may lead to modification and may defeat the purpose of research. Such research may be carefully reviewed by the EC before

4a.4

implementation.

- Research proposals that have received exemption from review, or have undergone expedited review/undergone subcommittee review should be ratified by the full committee, which has the right to reverse/or modify any decision taken by the subcommittee or expedited committee.
- Amendments of proposals/related documents (including but not limited to informed consent documents, investigator's brochure, advertisements, recruitment methods, etc.) involving an altered risk.
- Major deviations and violations in the protocol.
- Any new information that emerges during the research for deciding whether or not to terminate the study in view of the altered benefit–risk assessment.
- Research during emergencies and disasters either through an expedited review/ scheduled or unscheduled full committee meetings. This may be decided by Member Secretary depending on the urgency and need.
- Prior approval of research on predictable emergencies or disasters before the actual crisis occurs for implementation later when the actual emergency or disaster occurs.

4a.5 Full board Review

The primary task of the IEC is to review research proposals and their supporting documents with special attention to the scientific validity, competence of the investigators, informed consent and elements of the study covered in the submission form to evaluate the suitability and feasibility of the study.

The following will be considered as applicable:

4a.5.1 Scientific Design and Conduct of the Study

- Is the project original and innovative? e.g. Does the project challenge existing paradigms or clinical practice; address an innovative hypothesis or critical barrier to progress in the field? Does the project develop or employ novel concepts, approaches, methodologies, tools or technologies for this area?
- Is this an attempt to validate, prove or disapprove the validity of existing knowledge?
- Appropriateness of study design, work plan and structure to achieve the stated objectives: Are the conceptual or clinical framework, design, methods and analyses adequately developed, well integrated, well-reasoned and appropriate to the aims of the project?
- Relevance of the work in the context of contemporary translation or clinical cancer research:
 - ❖ Does this study address an important research question or is it predominantly, a service proposal?
 - ❖ If the aims of the application are achieved, how will scientific knowledge or clinical practice be advanced?

- ❖ What will be the effect of these studies on the concepts, methods, technologies, treatments, services, or preventive interventions that drive this field?
- Appropriateness of the study design in relation to the objectives of the study.
- The statistical methodology (including sample size calculation), and the potential for reaching sound conclusions with the smallest number of research participants.
- The available nonclinical and clinical information on an investigational product is adequate to support the proposed clinical trial.
- The justification of predictable risks and inconveniences weighed against the anticipated benefits for the research participants and the concerned communities.
- The outcome of the research should be relevant to the health problems of society
- The justification for the use of control arms.
- Potential of the work that would be conducted to lead to a larger and high impact study.
- Criteria for prematurely withdrawing research participants, and criteria for suspending or terminating the research as a whole.
- The adequacy of provisions made for monitoring and auditing the conduct of the research, including the constitution of a Data Safety Monitoring Board.
- Investigator's capability, availability of infrastructure and scientific environment to conduct the study within the time frame and carry it forward.
- The adequacy of the site, including the support staff, available facilities, and emergency procedures.
- Study Reporting and publication of the research.
- Regulatory permission for conduct of the study, HMSC clearance for international collaborative studies.
- MOU/CTA and MTA for national and international collaborative research to safeguard the interests of participants and ensure compliance while addressing issues related to confidentiality, sharing of data, joint publications, benefit sharing, etc.

4a.5.2 Risk Benefit Assessment

- The benefits accruing from the planned research either to the participants or to the community or society in general must justify the risks inherent in the research.
- Risks may be physical, psychological, economic, social or legal and harm may occur either at an individual level or at the family, community or societal level. It is necessary to first look at the intervention under investigation and assess its potential harm and benefits and then consider the aggregate of harm and benefits of the study as a whole.
- The IEC should review plans for risk management, including withdrawal criteria with rescue medication or procedures.
- The IEC should give advice regarding minimization of risk/ discomfort wherever applicable.

4a.5.3 Care and Protection of Research Participants

- Qualifications and experience of the investigators for the conduct of the proposed study.
- Any plans to withdraw or withhold standard therapies for the purpose of the research, and the justification for such action.
- Plans to withdraw participants from the study by the investigator.
- Medical care to be provided to research participants during and after the course of the research.
- Adequacy of medical supervision and psycho-social support for the research participants.
- Steps to be taken if research participants voluntarily withdraw during the course of the research.
- Criteria for extended access to, the emergency use of, and/or the compassionate use of study products.
- Arrangements, if appropriate, for informing the research participant's general practitioner or family doctor, including procedures for seeking the participant's consent to do so.
- Description of any plans to make the study product available to the research participants following the research and description of any financial costs to research participants.
- Rewards and compensations for research participants (including money, services, and/or gifts).
- Provision for payment (in cash or kind or both) for incidental expenses and other inconveniences, free services and the processes involved without amounting to undue inducement.
- Provisions for compensation/treatment in case of injury/disability/death/lost wages of a research participant attributable to participation in the research (as per institutional policy/ICMR guidelines/existing national legislation (CDSCO, DCGI)).
- Insurance and indemnity arrangements.

4a.5.4 Protection of Research Participant Confidentiality

- A description of the persons who will have access to personal data of the research participants, including medical records and biological samples.
- Measures taken to ensure the confidentiality and security of personal information concerning research participants.

4a.5.5 Informed Consent/ Consent Process

4a.5.5.1 Essential Elements:

1. Statement that the study involves research and explanation of the purpose of the research in sufficient details in layman's language

2. Statement that the study is approved by IEC after evaluation of scientific and ethical validity.
 3. Expected duration of the Participant's participation and total number of participants that will be accrued on the study.
 4. Description of the procedures to be followed, including all invasive procedures.
 5. Description of any reasonably foreseeable risks or discomforts to the Participant.
 6. Description of any benefits to the Participant or others reasonably expected from research. If no benefit is expected from the study, whether the Participant is being made aware of this through the consent document.
 7. Disclosure of specific appropriate alternative procedures or therapies available to the Participant.
 8. Statement describing the extent to which confidentiality of records identifying the Participant will be maintained and who will have access to Participant's medical records
 9. Trial treatment schedule(s) and the probability for random assignment to each treatment (for randomized trials)
 10. Compensation and/or treatment(s) available to the Participant in the event of a trial-related injury
 11. An explanation about whom to contact for trial related queries, rights of Participants and in the event of any study related injury.
 12. The anticipated prorated payment, if any, to the Participant for participating in the trial. In particular, the IEC must review payments to determine that:
 - The amount of payment and the proposed method and timing of disbursement neither is coercive nor presents undue influence.
 - In case any amount paid as a bonus for completion is reasonable and not so large as to unduly induce participants to stay in the study when they would otherwise have withdrawn.
 - A description of acceptable and unacceptable payment arrangements for the sponsor, organization, researcher, and those referring research participants, if applicable:
 - Address the acceptability of payments in exchange for referrals of prospective participants ("finder's fees" or "referral fees").
 - Address payments designed to accelerate recruitment that are tied to the rate or timing of enrollment ("bonus payments").
 13. Participant's responsibilities on participation in the trial.
 14. Statement that participation is voluntary, that the participant can withdraw from the study at any time and that refusal to participate will not involve any penalty or loss of benefits to which the Participant is otherwise entitled.
 15. Any other pertinent information.
- **Additional elements, which may be required:**

- a. Statement of foreseeable circumstances under which the Participant's participation may be terminated by the Investigator without the Participant's consent.
 - b. Additional costs to the Participant that may result from participation in the study.
 - c. The consequences of a Participant's decision to withdraw from the research and procedures for orderly termination of participation by Participant.
 - d. Statement that the Participant or Participant's representative will be notified in a timely manner if significant new findings develop during the course of the research which may affect the Participant's willingness to continue in the study.
 - e. A statement that the particular treatment or procedure may involve risks to the Participant (or to the embryo or foetus, if the Participant is or may become pregnant), which are currently unforeseeable.
- A full description of the process for obtaining informed consent, including the identification of those responsible for obtaining consent.
 - Adequacy, completeness and comprehension of written and oral information to be given to the research participants, and, when appropriate, their Legally Acceptable Representative(s) (LAR) and/or Impartial witness (if applicable).
 - Clear justification for the intention to include research participants who cannot consent, and a full account of arrangements made to obtain their consent /authorization/consent of LAR and/or Impartial witness (if applicable).
 - Assurances that research participants will receive information that becomes available during the course of the research relevant to their participation including their rights, safety, and well-being.
 - Provisions made for receiving and responding to queries and complaints from research participants or their representatives during the course of a research project.
 - Provision for audio-visual recording of consent process, if applicable, as per relevant regulations.
- The protocol meets the criteria for approval of application for consent waiver or verbal/oral consent request.

4a.5.5.2 Types of consent processes and their implications

- ❖ **Blanket or broad consent:** This is an open consent given only once to collect the sample, store it and use it for any research at any time in future without the need to revert to the individual for a re-consent. A consent model that allows for current and future access and use of samples or data for research without necessarily specifying what the focus of such studies might be.
- ❖ **Tiered consent:** This model of consent offers several options from which participants can choose. It includes an opt-in option for future use specifying general permission, or use only related to some aspects of research, sharing of bio specimens/data benefit sharing, etc. It also takes into consideration return of results for which options are also provided for consent.
- ❖ **Specific consent:** Consent is obtained for a specific research purpose. Participants are recontacted for every new use of their stored samples/data if the scope of research is outside that for which they had originally given consent.

- ❖ **Delayed consent:** It may be administered in the post-medical procedure period when bio specimen or data may be collected for appropriate research from critically ill patients who may not have given prior consent for research. Consent may be taken from the participant or LAR when it is practical.
- ❖ **Dynamic consent:** This consent is different from one of static, paper-based consent and involves an ongoing engagement and interactions over time with participants to re-contact in response to changing circumstances using technology based platforms. It incorporates a flexible, configurable, technology-based design accommodating both participant and researcher needs. Modern longitudinal biobanks equipped with advanced technology strive for this type of consent.
- ❖ **Implied consent:** is **consent** which is not expressly granted by a person, but rather implicitly granted by a person's actions and the facts and circumstances of a particular situation for e.g a prospective participant is informed about a study where participation consists only of filling out an anonymous questionnaire. The person completes the questionnaire and, by doing so, agrees to participate in the research.
- ❖ **Telephonic consent:** IEC may request for a telephonic consent to be made available and to be used in case of any studies which requires extra telephonic contact with the patient.
- ❖ **Withdrawal of consent or destruction of sample:** The donor has the right to ask for destruction of her/his collected sample(s) and discontinuation/withdrawal from
- ❖ participation in the research. In longitudinal studies, a participant may withdraw from one component of the study, like continued follow-up/data collection when withdrawal may be referred to as partial.
- ❖ **Waiver of consent:** While using anonymised (de-identified) samples/data, researchers should seek the approval of the IEC of the institution or the repository for waiver of consent from donors.
- ❖ **Re-consent:** Secondary or extended uses of stored samples/dataset: In such an instance, one of the preliminary considerations for IEC must be to identify the circumstances under which the research requires re-use of collected identifiable biological material to generate the data or utilize the pre-existing identifiable dataset. This must also include review of the informed consent obtained originally to see if re-consent is warranted. There may be situations where consent would be impossible or impracticable to obtain for such research, in which case the research may be done only after independent evaluation by an IEC (Declaration of Helsinki, October 2013).
- ❖ **Paediatric donors:** In longitudinal studies once the child donor attains the legal age of consent a re-consent should be sought for the storage and use of her/his tissue or sample. In paediatric biobanks or biobanks with paediatric samples it is important to address the issue of children reaching legal age of consent. Sometimes re-contact may lead to withdrawal, resulting in limited data analysis. This may lead to bias or it could evoke emotional distress about past research. On the other hand, re-consent may give the participant the power to agree. A biobank should decide the policy it would like to adopt for re-contact.

4a.5.6 Community Considerations

- The IEC should ensure that due respect is given to the community, their interests are protected and the research addresses the community's needs.
- The proposed research should not lead to any stigma or discrimination. Harm, if any, should be minimized.
- Impact and relevance of the research to the local community and the concerned communities from which the research participants are drawn.
- Steps taken to consult with the concerned communities during the course of designing the research.
- Influence of the community on the consent of individuals.
- Proposed community consultation during the course of the research.
- Extent to which the research contributes to capacity building, such as the enhancement of local healthcare, research, and the ability to respond to public health needs.
- A description of the availability and affordability of any successful study product to the concerned communities following the research.
- The manner in which the results of the research will be made available to the research participants and the concerned communities.
- It is important to examine how the benefits of the research will be disseminated to the community.

4a.5.7 Recruitment of Research Participants

- The characteristics of the population from which the research participants will be drawn (including gender, age, literacy, culture, economic status, and ethnicity).
- The means by which initial contact and recruitment is to be conducted.
- The means by which full information is to be conveyed to potential research participants or their representatives.
- Inclusion criteria for research participants.
- Exclusion criteria for research participants.
- Students or staff recruitment in research.
- Healthy volunteers.
- Vulnerable groups
- Information contained in the advertisement and mode of its communication.
- Final copy of printed advertisements.
- Final audio or video taped advertisements.

4a.5.8 Advertisements

The IEC reviews advertising to ensure that advertisements do not:

- State or imply a certainty of favorable outcome or other benefits beyond what is outlined in the consent document and the protocol.

- Include exculpatory language.
- Emphasize the payment or the amount to be paid, by such means as larger or bold type.
- Promise “free treatment” when the intent is only to say participants will not be charged for taking part in the investigation.

Advertisements are limited to the information prospective participants need to determine their eligibility and interest, such as:

- The name and address of the researcher or research facility.
- The purpose of the research or the condition under study.
- In summary form, the criteria that will be used to determine eligibility for the study.
- A brief list of benefits to participants, if any.
- The time or other commitment required of the participants.
- The location of the research and the person or office to contact for further information.

4a.5.9 Disclosure of Conflict of Interest

IEC evaluates each study in the light of any disclosed *conflict of interest* and ensure appropriate action is taken to mitigate this and makes appropriate suggestions for management, if *conflict of interest* is detected at the institutional or researchers level.

4a.5.10 Social values:

The basic requirement for health research to be ethically permissible is that it must have anticipated social value. The outcome of the research should be relevant to the health problems of society. All stakeholders, including sponsors, researchers and ECs must ensure that the planned research has social value

4a.6 Responsibility

The IEC Secretariat is responsible for receiving, verifying, and managing the hard copies of the received submission. In addition, the Secretariat should create a study specific file, distribute the packages and study assessment forms to the IEC members (lead discussants) for review, and communicate the review results to the investigators.

IEC members are responsible for receiving, verifying, and reviewing the research protocols.

4a.7 Detailed instructions

Only investigator-initiated trials/studies seeking intramural grants if required may be sent prior to the meeting for external review otherwise these projects will be reviewed and scored in the respective full board IEC meeting. Project is scored by the IEC member (IEC committee scoring Form AX2-V2/SOP04a/V2). The scores will be considered for granting intramural funds. The comments from external consultants if received on time will be considered during the IEC discussion. However, Pharma-sponsored studies, extramurally funded investigator-

initiated studies and in-house studies requiring no intramural funds will be tabled in the IEC meeting without any prior external review.

Distribution of the project documents

- The distribution of the project documents for IEC review will be as follows:
E-copies/ hard copies of study documents to be reviewed in the full board meeting would be circulated along with Agenda to the Committee members preferably 7 days in advance of the scheduled meeting.

Assigning Lead discussants

- The Member Secretary, IEC will assign lead discussants to each research study for scientific, ethical and statistical review. The lead discussants will be members of the IEC and will have to present a detailed relevant review of the assigned study. Generally, 2 lead discussants will be assigned to new research proposals. However, for studies involving multiple specialties, complexity, high risk or vulnerable populations more than two lead discussants may be assigned.
The scientific member reviews the scientific, ethical, and informed consent issues and the Social scientist/NGO representatives/Ethicist /Lay Person has the responsibility of reviewing the ethical aspects of the study and finalizing the informed consent documents which helps the PI to make the documents lucid and in simple language.
Legal expert will review legal documents which includes CTA/ MTA/ MOU etc. and advice on any legal matters such as data sharing, IPR and compensation issues.
- The lead discussants will present the research study at a regular full board meeting of the IEC.
- The Investigator may be called for any questions or clarification required by the Committee.
 - The lead discussant is informed no less than 7 days prior to the meeting through the Agenda. In case the lead discussant is not in a position to review the assigned project/s due to some reason, he/she should inform the Member Secretary, IEC at the earliest, so that the research study can be assigned to another member.
 - In the event of his/her absence, a lead discussant can send written comments on the research protocols to the Member Secretary, which will be tabled and discussed during the meeting. However, a final decision on the research protocol will be arrived at, by a broad consensus at the end of discussion among attending members and not solely based on written comments.
- iv. It is the responsibility of the assigned lead discussant/s to review the research protocols assigned to them thoroughly and communicate their observations, comments and decisions to the IEC during the meeting.
- All members are expected to read all protocols and submissions before a meeting, and to participate in meeting discussions.

- The Member Secretary can invite an independent consultant (if necessary) for comments during the full board meeting.

Responsibilities of IEC members

- Check the meeting date to see if he/she is available to attend the meeting.
- Check the contents of the e-copy/ hard copy of study documents received via email or mail.
- Identify the project/study related documents assigned for review.
- Notify the IEC Secretariat 3 days prior to the convened IEC meeting regarding missing documents, if any.
- The lead discussants should submit the online/ offline Study Assessment Form and comments to the IEC Secretariat on or before the scheduled meeting. In case an IEC member is not in a position to attend the scheduled meeting, the responsibility of submitting the study assessment form and comments would be that of the respective IEC member.
- The non-medical member of the IEC shall specifically address ethical aspects of the study in the study assessment form such as study population involved, consenting process, waiver of consent etc.

4a.8 Review the Protocol:

Review all elements as per section 4a.3, 4a.4, 4a.5. The protocol will be reviewed by lead discussants as per guidelines to review a study protocol described in AX1-V2/SOP04/V2.

4a.9 Use of study assessment forms and scoring sheet

It is the responsibility of the IEC members (lead discussants) to use assessment form as a checklist while reviewing each research protocol. The duly filled, signed and dated assessment forms may be returned along with the research protocols to the Secretariat one day prior to the meeting. The assessment form is designed to standardize the review process. The study assessment form (AX1-V2/SOP04a/V2) helps to ensure that all elements of research study are reviewed and are accordingly documented during the discussion / meeting. The lead discussant(s) of the research proposal shall complete the study assessment form for initial review and expedited review. The lead discussant needs to submit comments for the resubmitted projects via AX2-V2/SOP04a/V2.

All scientific IEC members shall score the studies seeking intramural funds as per scoring sheet (AX3-V2/SOP04a/V2)

Note: The completed assessment form is the official record of the decision reached by the IEC for the specific protocol. The study assessment form is applicable only for first initial full board or expedited review. The lead discussant needs to submit comments for the resubmitted projects via AX1-V2/SOP04a/V2.

4a.9.1 Collection of the assessment reports

The IEC Secretariat will collect the Assessment Forms AX1-V2/SOP04a/V2 and the comments from each lead discussant and file them in the original set of the study file.

4a.10 Guidance for addressing ethical issues related to research

4a.10.1 Role of the IEC

IEC play a key role in oversight and use of the bio- and data repositories for research, scientific and public health programmes. Research proposals, which require biorepository services including material transfer and available data sets, should be reviewed by the IEC, either an institutional one or that of the biorepository.

4a.10.2 As per National Ethical Guidelines for Biomedical and Health Research Involving Human Participants, 2017 Biobanks can use the stored material/data for doing research themselves or they can outsource or supply such material/data to other researchers or institutions on a nonprofit basis.

4a.10.3 Ownership of the biological samples and data: The participant owns the biological sample and data collected from her/him and therefore, could withdraw both the biological material donated to the biobank and the related data unless the latter is required for outcome measurement and is so mentioned in the initial informed consent document. Complete anonymization would practically make the original donor lose the right of ownership. Biobanks/institutes are the custodians or trustees of the samples and data through their IEC as their present and future use would be done under supervision of the respective IEC. Researchers have no claim for either ownership or custodianship.

4a.10.4 Transfer of bio specimens: An MTA should be executed if the biospecimens are likely to be shipped from the host institution to collaborating institutions within the country or abroad. The IEC should oversee the process of the in-country and international material transfer. Mandatory regulatory clearances with appropriate MoU are required if biospecimens are to be sent overseas. Directorate General of Foreign Trade (DGFT) has issued a notification related to transfer of human biological material for commercial purposes.

4a.10.5 Secondary or extended uses of stored samples/re-consent: The IEC will examine circumstances under which the biological material or the data were originally collected, and informed consent obtained. The decision about anonymization/informed consent waiver or re-consent will be made on a case-by-case basis.

The following must be considered when stored samples are to be used:

1. Whether the proposed use is aligned with the original consent given for the earlier research and scrutinizes the validity of the objectives of the new research.
2. Whether provisions for ensuring anonymity of the samples for secondary use are stated;
3. Whether the permission of LAR is obtained for post-mortem uses of samples.
4. Whether the consent form mentions retention and various possible future uses of tissues in the form of a tiered consent.
5. Whether provisions have been made for allowance of waiver of consent if the donor is not traceable or the sample/data is anonymized or it is impractical to conduct the research.

4a.10.6 Return of research results to individual/groups

Results of the study should be communicated back to the providers of samples/ data. Wherever applicable, research findings in aggregate form (which does not reveal individual results) must be discussed with the community, especially when research involves vulnerable populations.

In the absence of an appropriate mechanism to deal with informational harm that can occur if participants are provided feedback when they are not prepared to face it or if it is not actionable or when such information is unrelated, a lot of distress could be caused to participants concerned. At the time of sample collection, it may be a good approach to offer donors the choice of receiving the results of the research whether they are beneficial or not. Participants may also choose not to be contacted about their results. Another alternative is to give participants the option of receiving an aggregate report of all the results of the study which could become a shared benefit for the community. The aforementioned options may be incorporated in a tiered consent.

4a.10.7 Benefit sharing

Biological materials and/or data have potential commercial value but the participants' contribution and their share in this benefit is very often not known to them. The informed consent document should emphasize this aspect with necessary clauses for clarity about benefit sharing.

AX1-V2/SOP 04a/V2
Dr. B Borooah Cancer Institute
Tata Memorial Centre

Study Assessment Form

Protocol Number :	Date (DD/MM/YY):
Protocol Title :	
Principal Investigator:	
Department :	
Application <input type="checkbox"/> New <input type="checkbox"/> Revised	
Total No. of Participants:	
Funding Agency:	
Duration of the Study:	
Lead discussant Name	
Type of the Study :	<p>Treatment studies /Interventional Studies</p> <p><input type="checkbox"/> Randomized controlled trial</p> <p style="padding-left: 20px;"><input type="checkbox"/> Double-blind randomized trial</p> <p style="padding-left: 20px;"><input type="checkbox"/> Single-blind randomized trial</p> <p style="padding-left: 20px;"><input type="checkbox"/> Partial-Blind randomized trial</p> <p style="padding-left: 20px;"><input type="checkbox"/> Open labeled</p> <p><input type="checkbox"/> Adaptive clinical trial</p> <p><input type="checkbox"/> Nonrandomized trial (quasi-experiment)</p> <p><input type="checkbox"/> Interrupted time series design</p> <p><input type="checkbox"/> Any other (please specify) comment:_____</p> <p><input type="checkbox"/> Pre-clinical</p> <p><input type="checkbox"/> Phase-I, <input type="checkbox"/> Phase-II, <input type="checkbox"/> Phase-III, <input type="checkbox"/> Phase-IV, <input type="checkbox"/> NA</p> <p>Feasibility Study:- <input type="checkbox"/> Pilot <input type="checkbox"/> Pivotal</p> <p><input type="checkbox"/> Pharmacokinetics</p> <p><input type="checkbox"/> Pharmacodynamics</p>

	<p>Observational studies</p> <p><input type="checkbox"/> Prospective cohort</p> <p><input type="checkbox"/> Retrospective cohort</p> <p><input type="checkbox"/> Time series study</p> <p><input type="checkbox"/> Case-control study</p> <p><input type="checkbox"/> Nested case-control study</p> <p><input type="checkbox"/> Cross-sectional study</p> <p><input type="checkbox"/> Community survey (a type of cross-sectional study)</p> <p><input type="checkbox"/> Longitudinal study</p> <p><input type="checkbox"/> Epidemiological study</p> <p><input type="checkbox"/> Survey (others)</p> <p><input type="checkbox"/> Others (please specify)</p> <p>_____</p>
<p>Research involves –</p> <p><input type="checkbox"/> Less than minimal risk</p> <p><input type="checkbox"/> Minimal risk</p> <p><input type="checkbox"/> Minor increase over minimal risk or Low risk</p> <p><input type="checkbox"/> More than minimal risk or High risk</p>	
<p>Review Type</p>	<p><input type="checkbox"/> Full board <input type="checkbox"/> Expedited</p>
<p>Justification for expedited review</p>	<p>Comment:</p>
<p>CTRI Registration</p>	<p><input type="checkbox"/> Applicable <input type="checkbox"/> Not Applicable</p>
<p>Academic clinical trial to be notified to DCGI as per New Drugs and Clinical Trial Rules [i.e. clinical trials looking at any new indication or new route of administration or new dose or new dosage form and the data generated is not intended for submission to licensing authority for</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p>

marketing purposes.]	
Does this study require institutional insurance coverage	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Does this study require permission from regulatory authorities?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A If Yes- <input type="checkbox"/> DCGI <input type="checkbox"/> ICMR <input type="checkbox"/> other govt. Departments/Agencies
Are human biological material/data sent abroad?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A Comment: If yes, permission required <input type="checkbox"/> Health Ministry's Screening Committee(HMSC) <input type="checkbox"/> Others, please specify
Description of the study in brief: (Study objectives/study hypothesis etc) –	

Mark and comment on whatever items applicable to the study

Section A- To be filled by scientific lead discussants		
1	Need for human participants	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A Comment:
2	Objectives of the study	<input type="checkbox"/> Clear <input type="checkbox"/> Unclear What should be improved?
3	Background information and data	<input type="checkbox"/> Sufficient <input type="checkbox"/> Insufficient Comment:
4	Availability of similar study / results	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A

		Comment:
5	<p>Relevance of the work in the context of contemporary Translation or clinical cancer research: * Does this study address an important research question or is it a predominantly service proposal?* If the aims of the application are achieved, how will scientific knowledge or clinical practice be advanced?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p> <p>Comment: (please specify)</p>
6	Methodology:	<p><input type="checkbox"/> Clear <input type="checkbox"/> Unclear</p> <p>What should be improved?</p>
7	Classify Risk/Benefit	<p><input type="checkbox"/> Less than minimal risk/ High Benefit <input type="checkbox"/> Less than minimal risk/ Low benefit</p> <p><input type="checkbox"/> Minimal risk/ High Benefit <input type="checkbox"/> Minimal risk/ Low benefit</p> <p><input type="checkbox"/> High Risk/High Benefit <input type="checkbox"/> High Risk/Low Benefit</p>
8	<p>Risk and benefit considerations</p> <p>a) Are both risks and anticipated benefits accurately identified, evaluated, and described?</p> <p>b) Have the risks and benefits of the research interventions been evaluated separately from those of the therapeutic interventions?</p> <p>c) Are the risks to subjects reasonable in relation to the importance of the knowledge from the study?</p> <p>d) Are the risks (physical, psychological, legal, economic, and social) to subjects minimized by using procedures which are consistent with sound research design and which do not unnecessarily expose subjects to risk?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p>

	<p>e) Are the risks minimized, whenever appropriate, by using procedures already being performed on the subjects for diagnostic or treatment purposes?</p> <p>f) Does the study define risk management plan?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p>
9	Inclusion Criteria	<p><input type="checkbox"/> Appropriate <input type="checkbox"/> Inappropriate</p> <p>Comment:</p>
10	Exclusion Criteria	<p><input type="checkbox"/> Appropriate <input type="checkbox"/> Inappropriate</p> <p>Comment:</p>
11	Discontinuation and withdrawal criteria	<p><input type="checkbox"/> Appropriate <input type="checkbox"/> Inappropriate</p> <p>Comment:</p>
12	Does the study involve modified or new claims, namely, indications, dosage forms (including sustained release dosage form) and route of administration of already approved drugs and combination of two or more drugs	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p>
13	Study/Data collection proforma	<p><input type="checkbox"/> Appropriate <input type="checkbox"/> Inappropriate</p> <p>Comment:</p>
14	Involvement of vulnerable participants	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p> <p>Comment:</p> <ul style="list-style-type: none"> • Children (up to 18 years); • Women in special situations (pregnant or lactating women, or those who have poor decision-making powers/poor access to healthcare. • Terminally ill or are in search of new interventions having exhausted all therapies • Suffering from stigmatizing or rare diseases. • Economically and socially disadvantaged (unemployed individuals, orphans, abandoned individuals, persons below the poverty line, ethnic minorities, sexual minorities – lesbian/gay/bisexual and transgender (LGBT), etc.); • Have diminished autonomy due to dependency or being under a hierarchical

		<p>system (students, employees, subordinates, defense services personnel, healthcare workers, institutionalized individuals, under trials and prisoners).</p> <ul style="list-style-type: none"> • Unduly influenced either by the expectation of benefits or fear of retaliation in case of refusal to participate which may lead them to give consent. • Tribally and marginalized communities; • Refugees, migrants, homeless, persons or populations in conflict zones, riot areas or disaster • Situations • Afflicted with mental illness and cognitively impaired individuals, differently abled mentally and physically disabled; <p>Comments on addressing vulnerability issues:</p>
15	Sufficient number of participants?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A Comment:
16	Control Arms (placebo, if any)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A Comment:
17	Are qualifications and experience of the participating investigators appropriate?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A Comment:
18	Is the duty delegations as per investigator's expertise and study design?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A Comment:
19	Disclosure or declaration of potential conflicts of interest	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A Comment:
20	Facilities and infrastructure of BBCI Guwahati for conduct of the research	<input type="checkbox"/> Appropriate <input type="checkbox"/> Inappropriate Comment:
21	Is community consultation required	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A Comment:

22	Involvement of local researchers and institution in the protocol design, analysis and publication of results	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A Comment:
23	Contribution to development of local capacity for research and treatment	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A Comment:
24	Benefit to local communities	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A Comment:
Section B- To be filled by both scientific and non-scientific lead discussants		
25	Has the PI applied for waiver of consent?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A Comment:
26	Has the criteria for waiver of informed consent documentation been met?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A Comment:
27	Is the waiver of consent granted?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A Specify reasons for granting waiver of consent <input type="checkbox"/> Research involves 'not more than minimal risk' <input type="checkbox"/> There is no direct contact between the researcher and participant <input type="checkbox"/> Rights of the participants are not violated <input type="checkbox"/> Confidentiality of data and privacy of research participant are protected If No, Specify reasons for not granting waiver of consent
28	Does the study involve consenting of participants	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A Comment:
29	Are procedures for obtaining informed consent appropriate?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A Comment:
30	Contents of the informed consent document	<input type="checkbox"/> Clear <input type="checkbox"/> Unclear

		Comment:
31	Language of the informed consent document	<input type="checkbox"/> Clear <input type="checkbox"/> Unclear Comment:
32	Does the informed consent document address all the essential elements of consenting as per the regulations/guidelines?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A Comment:
33	Contact persons for participants mentioned?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A Comment:
34	Privacy & Confidentiality ensured?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A Comment:
35	Inducement for participation	<input type="checkbox"/> Unlikely <input type="checkbox"/> Likely Comment:
36	Does the ICF provide explanations of the research to the participant with an accurate assessment of its risks and anticipated benefits?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A Comment:
37	Provision for Medical / Psychosocial Support	<input type="checkbox"/> Appropriate <input type="checkbox"/> Inappropriate Comment:
38	Provision for treatment of study-related injuries	<input type="checkbox"/> Appropriate <input type="checkbox"/> Inappropriate Comment:
39	Provision for Compensation	<input type="checkbox"/> Appropriate <input type="checkbox"/> Inappropriate Comment:
40	Provision for post-trial access	<input type="checkbox"/> Appropriate <input type="checkbox"/> Inappropriate Comment:
41	Provision for payments	<input type="checkbox"/> Appropriate <input type="checkbox"/> Inappropriate Comment:
42	Provisions for monitoring the data to ensure the safety of participants	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A Comment:
43	Voluntary, Non-Coercive Recruitment of	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A

	Participants	Comment:
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Assessment Report

Project number:	
Project title:	
DECISION :	<input type="checkbox"/> Approved <input type="checkbox"/> Revisions with minor modifications <input type="checkbox"/> Revisions with major modifications for resubmission <input type="checkbox"/> Not approved <input type="checkbox"/> Deferred
Findings/ Modification s required :	
Is there any conflict of interest (scientific, service or financial) between you and that of the Investigators? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Signature :	Date:

AX2-V2/SOP 04a/V2
Dr. B Borooah Cancer Institute
Tata Memorial Centre

Assessment Report
Assessment of Resubmitted Protocol

Protocol Number :	Date (DD/MM/YY):
Protocol Title :	
Principal Investigator:	
Has the PI done the revisions/ modifications or provided justification (as applicable) according to the IEC recommendations: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partial	
Findings/ Modifications required –	
DECISION : <input type="checkbox"/> Approved <input type="checkbox"/> Revisions with minor modifications <input type="checkbox"/> Revisions with major modifications for resubmission <input type="checkbox"/> Not approved <input type="checkbox"/> Deferred	
Is there any conflict of interest (scientific, service or financial) between you and that of the Investigators? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Signature :	Date:

AX3-V2/SOP 04a/V2
IEC scoring form for intramural projects (BBCI)

BBCI, Guwahati Project No.-
Principal Investigator-

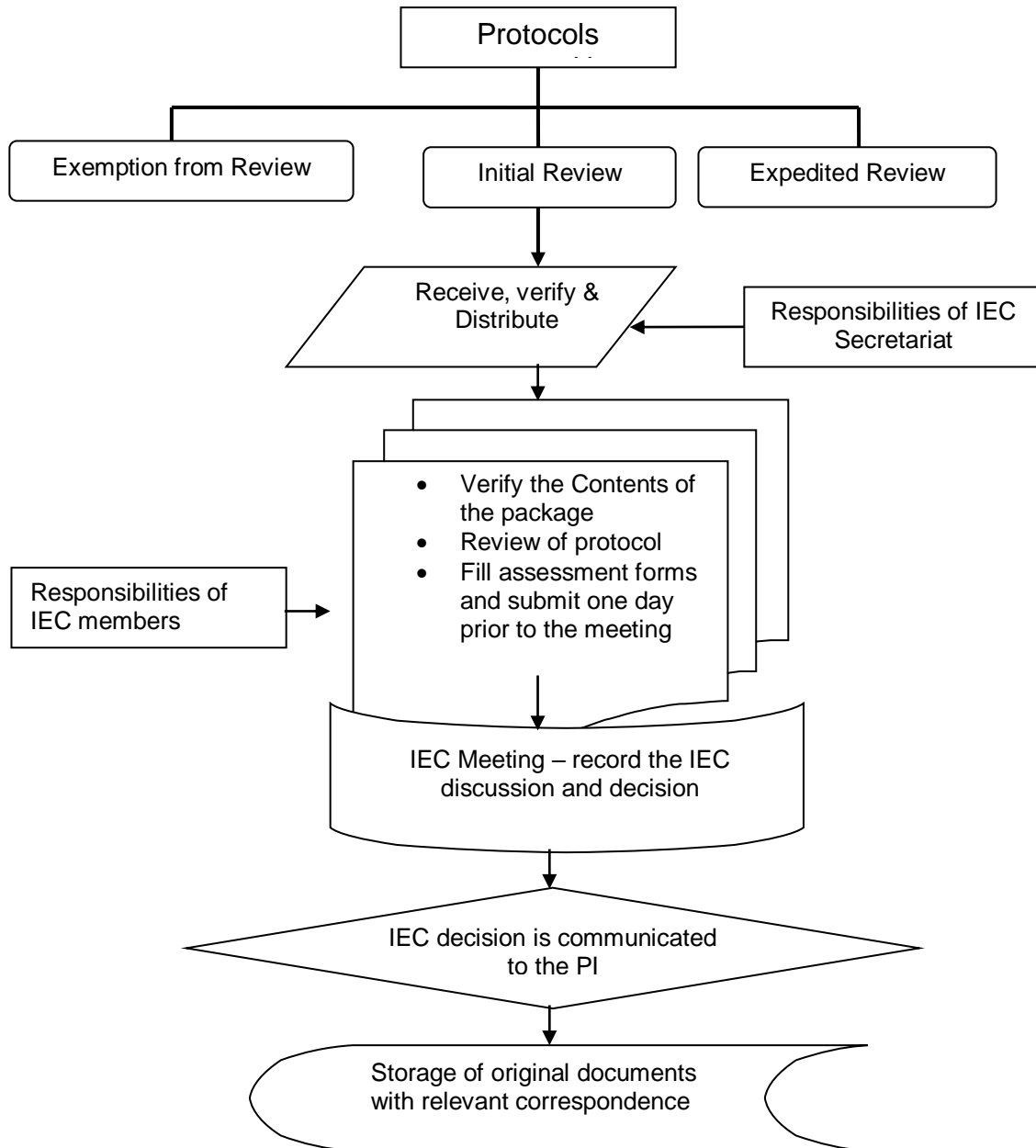
Review Criteria	Max. Marks	IEC Reviewer Score
Innovation: Is the project original and innovative? e.g. Does the project challenge existing paradigms or clinical practice; address an innovative hypothesis or critical barrier to progress in the field? Does the project develop or employ novel concepts, approaches, methodologies, tools or technologies for this area?	30	
Relevance of the work in the context of contemporary translation or clinical cancer research: * Does this study address an important research question or is it a predominantly service based proposal? * If the aims of the application are achieved, how will scientific knowledge or clinical practice be advanced? * What will the effect of these studies be on the concepts, methods, technologies, treatments, services, or preventive interventions that drive this field?	20	
Appropriateness of study design, work plan & structure to achieve the stated objectives: Are the conceptual or clinical framework, design, methods & analyses adequately developed, well integrated, well reasoned & appropriate to the aims of the project?	20	
Potential of the work that would be conducted through research grant to lead into a larger and high impact study	20	
Investigator's capability, availability of Infrastructure & scientific environment to conduct the study within the time frame and carry it forward	10	
Total	100	

Comments or suggestions if any (Attach extra sheets, if necessary):

Is there any conflict of interest (scientific, service or financial) between you and the Investigators? Y/N

IEC member Signature & Name (below the line please):

Flow Chart



**INSTITUTIONAL ETHICS COMMITTEE
DR. B BOROOAH CANCER INTSTITUTE, GUWAHATI
(IEC, BBCI)**

Title: Expedited Review of Submitted Protocol/Documents

SOP Code: SOP 04b/V2 Date: 30/09/2021 Pages: 134 to 140

4b.1 Purpose

The purpose of this SOP is to provide criteria for those research studies which qualify for expedited review by IEC and describe the expedited review process in detail.

4b.2 Scope

This SOP applies to the review and approval of research studies and documents which qualify for expedited review by IEC.

4b.3 Responsibility

It is the responsibility of the Member Secretary to identify the research studies or documents which are eligible for expedited review.

4b.4 Categorization of protocols

The Member Secretary, IEC will screen the study for its completeness and depending on the risk involved in the research study categories it into three types, viz.

- I. Full board review (full board/regular review)
- II. Expedited review
- III. Exemption from review

An investigator cannot categorize his/her study into the above three types. An investigator may apply for expedited review for the study protocol using Expedited Review Application Form (AX1-V2/SOP04b/V2).

However, decision to accept the request will be made by the Member Secretary, IEC with permission from the Chairperson.

4b.5 Expedited Review

Expedited review is a procedure through which certain kinds of research proposals that pose no more than minimal risk may be reviewed and approved by a subcommittee (refer section 4b.6.2) without convening a meeting of the full Board for example;

- Research involving non-identifiable specimen and human tissue from sources like blood banks, tissue banks and left-over clinical samples.
- Research involving clinical documentation materials that are non-identifiable (data, documents, records).
- Modification or amendment to an approved protocol including administrative changes or correction of typographical errors and change in researcher(s), handover of trials or projects.
- Minor changes in previously approved research during the period covered by the original approval may be eligible for expedited review where:
 - a) The research is permanently closed to the enrolment of new subjects
 - b) All subjects have completed all research-related interventions
- Revised proposals previously approved through expedited review, full board review or continuing review of approved proposals.
- Minor amendments/corrections in the CRF, eCRF, budget
Minor deviations from originally approved research causing no risk or minimal risk;
- Continuing review of research previously approved by the convened IEC (e.g., not originally subject to expedited review) may be eligible for expedited review if
 - a) The research is permanently closed to the enrolment of new subjects.
 - b) All subjects have completed all research-related interventions.
 - c) The research remains active only for long-term follow-up of subjects.
 - d) Where no subjects have been enrolled and no additional risks have been identified.
 - e) Where the remaining research activities are limited to data analysis.
- Expedited review of SAEs/unexpected AEs of minor nature will be conducted by SAE subcommittee.
- For multicentre research where a designated main Ethical Committee among the participating sites has reviewed and approved the study, a local Ethical Committee may conduct only an expedited review for site specific requirements in addition to the full committee common review.

- Premature Termination/ Discontinuation/ Suspension/Withdrawal of study before site initiation.
- Research on interventions in emergency situation –
When proven prophylactic, diagnostic, and therapeutic methods do not exist or have been ineffective, physicians may use new intervention as investigational drug (IND) / devices/ vaccine to provide emergency medical care to their patients in life threatening conditions. Research in such instance of medical care could be allowed in patients –
 - I. When consent of person/ patient/ responsible relative or custodian/ team of designated doctors for such an event is not possible. However, information about the intervention should be given to the relative/ legal guardian when available later;
 - II. When the intervention has undergone testing for safety prior to its use in emergency situations and sponsor has obtained prior approval of DCGI;
 - III. Only if the local Ethical Committee reviews the protocol since institutional responsibility is of paramount importance in such instances.
 - IV. If Data Safety Monitoring Board (DSMB) is constituted to review the data;

DHHS (CFR) criteria may be applicable only when research involving human subjects is conducted, supported or otherwise subject to regulation by any United States government federal department or agency funded by a U.S. federal agency.

The expedited review procedure is not applicable:

1. When the research involves more than minimal risk to the subjects.
2. Where identification of the subjects and/or their responses would reasonably place them at risk of criminal or civil liability or be damaging to the subjects' financial standing, employability, insurability, reputation, or be stigmatizing, unless reasonable and appropriate protection will be implemented so that risks related to invasion of privacy and breach of confidentiality are no greater than minimal.
3. For studies intended to evaluate the safety and effectiveness of medical devices, including studies of cleared medical devices for new indications.
4. When the research involves no more than minimal risk to the subjects but require funding.

4b.6 Detailed instructions to the IEC secretariat:

4b.6.1 Receive the submitted documents

- Receive the application and documents submitted by investigators as described in SOP03/V2.

4b.6.2 Expedited Review

Procedure: The PI submits a completed IEC submission form along with the study protocol, waiver of consent form, case record form and any other documents [as applicable- Document Checklist (AX2-V2/SOP 03/V2)] to IEC. Principal Investigator may submit expedited review application form to IEC, if he/she feels the study meets the eligibility criteria for expedited review. Upon receipt of the application, IEC staff screens it for completeness and accuracy. Member Secretary, IEC makes a preliminary determination that the application/research proposal/documents meet the criteria for expedited review, including minimal risk, and

identifies the research categories. If the application does not meet the criteria for expedited review, IEC informs the PI to resubmit the study for full board review (as per SOP 04a).

After deciding that the study or study documents qualify for an expedited review, Member Secretary informs the Chairperson. Member Secretary in consultation with the Chairperson forms a subcommittee comprising of the Member Secretary of the IEC, an external IEC member and one or two IEC members from BBCI Guwahati. The external member will chair the meeting. The project documents will be provided to the lead discussant. Two lead discussants will be assigned. Review may be made either by circulation of comments, email, telephone discussion or meeting. The lead discussant should complete the study assessment form (**AX1-V2/SOP04a/V2**).

IEC members who are conducting expedited review must disclose to the IEC Member Secretary any conflicts of interest related to the study under review, and must not review those items. If IEC Member Secretary has any conflicts of interest related to the study under review, he must disclose the same to the IEC subcommittee Chair and must not review that project. Items identified to have a conflict of interest by the IEC Member Secretary are presented to an IEC subcommittee Chair or designee who does not have a conflict with the study.

In reviewing the research, the lead discussants may exercise all the authorities of the IEC except that the lead discussants may not disapprove the research. If that is the case, it must go through full board review. The decision of the full board meeting will be communicated to the PI.

The lead discussants while reviewing the projects meeting the criteria for expedited review are required to document in the study assessment form the justification for using the expedited procedure for initial and continuing review of research, actions taken by the reviewer and any findings required by laws, regulations, codes, and guidance.

The lead discussant using expedited procedures should complete the study assessment form to document protocol-specific reasons justifying a waiver of consent.

The expedited review process should ordinarily be completed within 7 working days after it has been accepted and categorized for expedited review by the Member Secretary of the IEC. Although the project qualifies for expedited review, it may be reviewed in the full board meeting due to logistics or any other reason.

Research proposals that have undergone expedited review/undergone subcommittee review should be ratified by the full committee, which has the right to reverse/or modify any decision taken by the subcommittee or expedited committee.

4b.6.3 Communication between the IEC and the investigator

- The decision of the IEC subcommittee will be communicated to the Principal Investigator at the latest by one week of the expedited meeting. The minutes of expedited review will be ratified in the full board meeting.

- If the project is approved or has to be revised with minor modifications, this will be informed to the Principal Investigator in writing and the modifications submitted by PI will be reviewed by the Member Secretary or lead discussants for final approval. The PI will need to submit the modifications/revisions within 5 working days of receipt of communication from the IEC.

AX1-V2/SOP 04b/V2

Expedited Review Application Form

BBCI, Guwahati Project No. : _____ (To be filled by IEC Secretariat)

1. Principal Investigator's Name: _____

2. Department/DMG: _____

3. Title of Project: _____

4. Name of study team members: _____

5. Brief description of the project:

6. State reasons why expedited review from IEC is requested? (Tick applicable)

Risks to subjects is no more than minimal

Research involving non identifiable specimen and human tissue from sources like blood bank, tissue banks, left over clinical samples

Research involving materials (data, documents, records, or specimens) which are non-identifiable that have been collected, for non-research (clinical) purposes

Are children included in the study? Yes No

Does the research involve vulnerable population? Yes No

Any other reasons: _____

Principal Investigator's signature: _____ **Date** _____

Recommendations by the IEC Member Secretary:

Consider for expedited review, Reasons

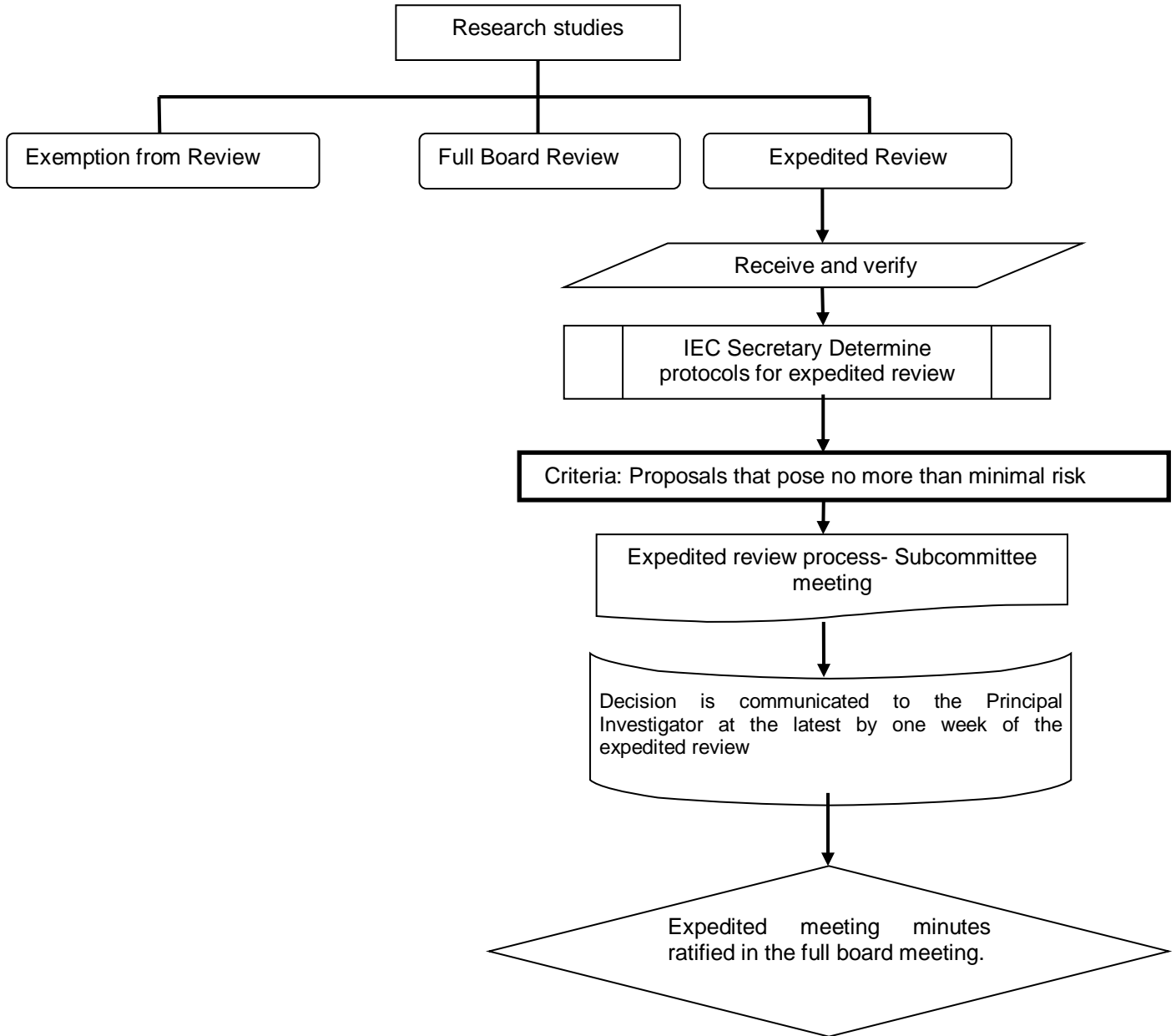
Cannot consider for expedited review, Reasons _____

Final Decision: Expedited Review Full Board Meeting

Signature of the Member Secretary:

Date- _____

Flow Chart



**INSTITUTIONAL ETHICS COMMITTEE
DR. B BOROOAH CANCER INSTITUTE, GUWAHATI
(IEC, BBCI)**

Title: Exemption from the Review for Research Projects

SOP Code: SOP 04c/V2 Date: 30/09/2021 Pages: 141 to 149

4c.1 Purpose

The purpose of this Standard Operating Procedure (SOP) is to describe the IEC review exemption process and delineate the research studies that can be exempted from full board/expedited IEC review. The Exemption Form AX1-V2/SOP04c/V2 is designed to standardize the process of exemption.

4c.2 Scope

This SOP applies to the studies submitted for exemption from review by the IEC. This SOP describes exemption from review in detail. The specific points in the Exemption Form shall guide the Member Secretary to determine whether the study qualifies for exemption from review. The decision should be taken by the Member Secretary in consultation with the Chairperson and should be informed to the members in the forthcoming IEC meeting.

4c.3 Responsibility

It is the responsibility of the Member Secretary to record the decision in the Exemption Form with reasons. The IEC Secretariat is responsible for recording and filing the Exemption Form.

The Member Secretary/Chairperson must sign and date, the letter conveying the decision. AX01-V2/SOP04c/V2.

4c.4 Categorization of protocols

The Member Secretary, IEC or secretariat shall screen the proposals for their completeness and depending on the risk involved in the research proposals categorize them into three types, viz., Exemption from review, Expedited review and Full review.

An investigator may also apply for exemption from IEC review of the study protocol using Review Exemption Application Form (AX1-V2/SOP04c/V2). However, the decision to accept the request will be made by the Member Secretary, IEC with permission from the Chairperson.

4c.5 Exemption from review

Proposals which involve less than minimal risk fall under this category.

Minimal risk would be defined as probability of harm or discomfort anticipated in the research is not greater than that ordinarily encountered in routine daily life activities of a healthy individual or general population or during the performance of routine physical or psychological examinations or tests. However, in some cases like surgery, chemotherapy or radiation therapy, great risk would be inherent in the treatment itself, but this may be within the range of minimal risk for the research participant since it would be undertaken as part of current everyday life. (ICMR)

Review Exemption: A research study is said to be exempt from review when it does not require the IEC approval for its conduct. Proposals that can be exempt from review include those with less than minimal risk where there are no linked identifiers such as;

- Research conducted on data available in the public domain for systematic reviews or meta-analysis.
- Observation of public behavior when information is recorded without any linked identifiers and disclosure would not harm the interests of the observed person.
- Quality control and quality assurance audits in the institution.
- Comparison of instructional techniques, curricula, or classroom management methods.
- Public health programmes by Govt. agencies such as programme evaluation where the sole purpose of the exercise is refinement and improvement of the programme or monitoring (where there are no individual identifiers).

Exceptions:

- a. When research on use of educational tests, survey or interview procedures, or observation of public behavior can identify the human participant directly or through identifiers, and the disclosure of information outside research could subject the participant to the risk of civil or criminal or financial liability or psychosocial harm.
 - b. When interviews involve direct approach or access to private papers.
1. In circumstances where research appears to meet minimal risk criteria may need to be reviewed by the IEC. This might be because of requirements of:

- a. The publisher of the research.
 - b. An organization which is providing funding resources, existing data, access to participants etc.
2. No research can be considered as minimal risk if it involves but is not restricted to the following:
- I. Invasive physical procedures or potential for physical harm
 - II. Procedures which might cause mental/emotional stress or distress, moral or cultural offence
 - III. Personal or sensitive issues
 - IV. Vulnerable groups
 - V. Cross cultural research
 - VI. Investigation of illegal behavior(s)
 - VII. Invasion of privacy
 - VIII. Collection of information that might be disadvantageous to the participant
 - IX. Use of information already collected that is not in the public arena which might be disadvantageous to the participant
 - X. Use of information already collected which was collected under agreement of confidentiality
 - XI. Participants who are unable to give informed consent
 - XII. Conflict of interest e.g. the researcher is also the lecturer, teacher, treatment-provider, colleague or employer of the research participants, or there is any other power relationship between the researcher and the research participants.
 - XIII. Deception
 - XIV. Audio or visual recording without consent
 - XV. Withholding benefits from “control” groups
 - XVI. Inducements
 - XVII. Risks to the researcher

4c.6 Detailed instructions to the IEC secretariat:

4c.6.1 Receive the submitted documents

- The Secretariat will receive the Exemption from Review Application Form AX1-V2/SOP04c/V2, Protocol and other documents submitted by the investigators.
- Acknowledge the submitted documents.
- Hand over the received documents to the Member Secretary, IEC.

4c.6.2 Determine protocols eligible for exemption from review

The IEC Member Secretary will determine whether a protocol qualifies for exemption from review based on criteria explained in section 4c.5.

4c.6.3 Exemption Process

- If the protocol and related documents satisfy the criteria as listed in 4c.5, the IEC Member Secretary in consultation with the Chairperson will review the brief summary of the project and the Exemption Form.

- The Member Secretary will record the decision on the Exemption Form.
- The Secretariat will communicate the decision to the investigator.
- The Member Secretary will inform the IEC about the decision at the next full board meeting.
- In case the study does not qualify for exemption from review, the Member Secretary / Chairperson will refer the study for full board/expedited meeting as appropriate.
- Exempt research should fulfill organization's ethical standard, such as:
 - ❖ The research should hold less than minimal risk to participants.
 - ❖ Selection of participants should be equitable.
 - ❖ If there is recording of identifiable information, there should be adequate provisions to maintain the confidentiality of the data.
 - ❖ If there are interactions with participants, the IEC should determine whether there should be a consent process that will disclose such information as:
 - i. That the activity involved in the research.
 - ii. A description of the procedures.
 - iii. That participation is voluntary.
 - iv. Name and contact information of the researcher.
 - v. There are adequate provisions to maintain the privacy and interests of participants.

Exempt research does not require continuing review or submission of status report.

4c.6.4 Communication between the IEC and the investigator

- The decision regarding request for exemption from review, signed by the IEC Member Secretary/Chairperson, will be forwarded by the Secretariat to the Principal Investigator within 15 days after the decision regarding the exemption is taken.
- The Member Secretary will inform the IEC of the decision at the forthcoming regular meeting and minute it in the meeting notes.

AX1-V2/SOP 04c/V2
Dr. B Borooah Cancer Institute
Tata Memorial Centre

Review Exemption Application Form

BBCI, Guwahati Project No.: _____ (To be filled by IEC Secretariat)

1. Principal Investigator's Name: _____
2. Department/DMG: _____
3. Title of Project: _____
4. Names of study team members:

5. Brief description of the project:

Please give a brief summary (approx. 300 words) of the nature of the proposal, including the aims/objectives/hypotheses of the project, rationale, study population, and procedures/methods to be used in the project.

Please check that your application / summary includes:

- Procedures for voluntary, informed consent
- Privacy & confidentiality
- Risk to participants
- Needs of dependent persons
- Conflict of interest
- Permission for access to participants from other institutions or bodies
- Inducements

6. State reasons why exemption from IEC review is requested? (Tick applicable)

- Audit of educational practices
- Observation of public behaviour when information is recorded without any linked identifiers and disclosure would not harm the interests of the observed person;
- Quality control and quality assurance audits in the institution;
- Comparison of instructional techniques, curricula, or classroom management methods;
- Research on microbes cultured in the laboratory
- Research on immortalized cell lines

- Research on cadavers or death certificates which reveals no identifying personal data
- Analysis of data freely available in the public domain for systematic reviews or meta-analysis;
- Consumer acceptance studies related to taste and food quality; and
- Public health programmes by Govt. agencies such as programme evaluation where the sole purpose of the exercise is refinement and improvement of the programme or monitoring (where there are no individual identifiers).
- Any other (please specify) -----

Principal Investigator's signature: _____ **Date** _____

Forwarded by the Head of the department:

Name: _____

Signature: _____

Date: _____

Forwarded by the DMG/ Scientific Committee Convener/Secretary:

Name: _____

Signature: _____

Date: _____

Recommendations by the IEC Member Secretary:

Exemption, Reasons _____

Cannot be exempted, Reasons _____

Discussion at full board

Signature of the Member Secretary: _____ **Date** _____

Final Decision:

Exemption

Cannot be exempted,

Reasons _____

Discussion at full board

Signature of the Chairperson: _____ **Date** _____

Final Decision at Full Board meeting held on _____

Signature of the Chairperson: _____ **Date** _____

NOTE:

No research can be counted as minimal risk if it involves:

- i. Invasive physical procedures or potential for physical harm
- ii. Procedures which might cause mental/emotional stress or distress, moral or cultural offence
- iii. Personal or sensitive issues
- iv. Vulnerable groups
- v. Cross cultural research
- vi. Investigation of illegal behavior(s)
- vii. Invasion of privacy
- viii. Collection of information that might be disadvantageous to the participant
- ix. Use of information already collected that is not in the public arena which might be disadvantageous to the participant
- x. Use of information already collected which was collected under agreement of confidentiality
- xi. Participants who are unable to give informed consent
- xii. Conflict of interest e.g. the researcher is also the lecturer, teacher, treatment-provider, colleague or employer of the research participants, or there is any other power relationship between the researcher and the research participants.
- xiii. Deception
- xiv. Audio or visual recording without consent
- xv. Withholding benefits from “control” groups
- xvi. Inducements
- xvii. Risks to the researcher

This list is not definitive but is intended to sensitize the researcher to the types of issues to be considered. Minimal risk research would involve the same risk as might be encountered in normal daily life.

Please check that your application / summary has discussed:

- Procedures for voluntary, informed consent
- Privacy & confidentiality
- Risk to participants
- Needs of dependent persons
- Conflict of interest

- Permission for access to participants from other institutions or bodies
- Inducements

In some circumstances research which appears to meet minimal risk criteria may need to be reviewed by the IEC. This might be because of requirements of:

- The publisher of the research
- An organization which is providing funding resources, existing data, access to participants etc.

AX2-V2/SOP04c/V2

Template of the decision letter/communication of decision regarding exempt from review

Date:

PI Name,
Principal Investigator,
PI Dept.,
BBCI, Guwahati.

Ref: Project No. _____ - Request for exemption from review.

Dear Dr. PI,

Your application dated _____ for **Project No. _____ Project Title**
“ _____ ”
was reviewed by the Chairperson on _____.

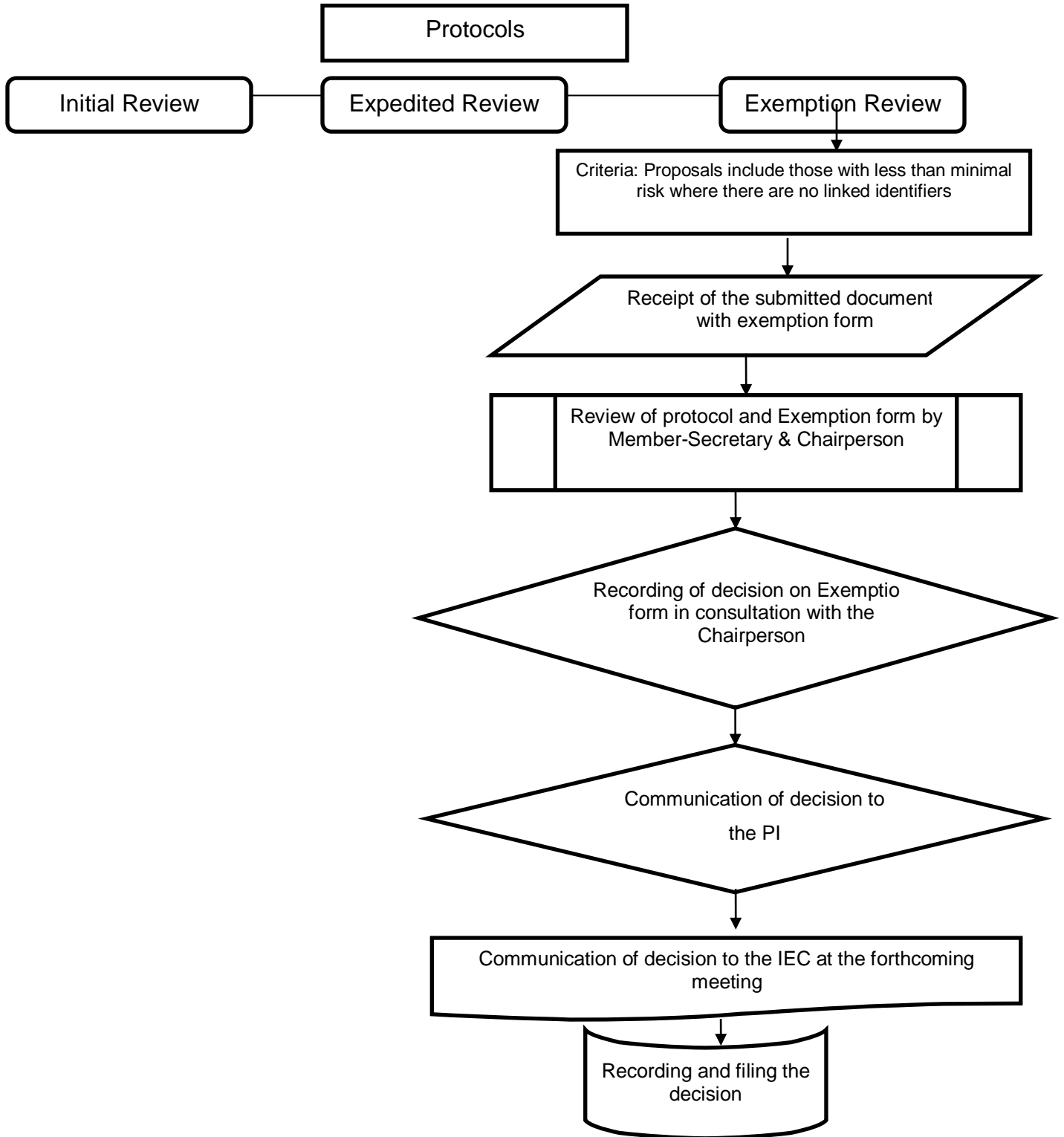
Status: Exempted

Thanking you,

Yours faithfully,

**Member Secretary,
Institutional Ethics Committee
BBCI
Guwahati**

FLOW CHART



**INSTITUTIONAL ETHICS COMMITTEE
DR.B BOROOAH CANCER INSTITUTE, GUWAHATI
(IEC, BBCI)**

Title: Agenda Preparation, Meeting Procedures and Recording of Minutes

SOP Code: SOP 05/V2 Date: 30/09/2021 Pages: 150 to 166

5.1 Purpose

The purpose of this procedure is to elaborate administrative process and provide instructions for preparation, distribution of meeting agenda, review, approval, minutes, and communicating the decision to the Principal Investigator.

The day, time, and venue of IEC meetings for committees are specified as follows:

IEC meet once in a month. **The IEC, BBCI will meet on second Saturday of every alternate month at 11.00 a.m. (Unless otherwise notified).**

Meeting Venue: Conference Room, Second Floor, Dr. B Borooah Cancer Institute, Gopinath Nagar, Guwahati-16 (Assam).

Virtual meeting- IEC meetings may be conducted as virtual meetings. The mode of video conferencing used will ensure confidentiality of the data and discussion. The privacy of the members participating in the meeting will be protected.

Maximum interval between 2 regular meetings should not be more than 3 months.

5.2 Scope

This SOP applies to procedures to conduct the IEC meeting.

5.3 Responsibility

It is the responsibility of the Member Secretary, IEC and IEC staff to prepare minutes for the IEC meeting

5.4 Detailed instructions

5.4.1 Before full board IEC meeting

- Prepare the agenda of the IEC meeting
- Proposals submitted for initial review will be allocated to the IEC. Investigators are advised to submit proposals well in advance to ensure that their projects would be reviewed in the IEC meeting scheduled in a given month.
- No limit is placed on the number of items on the agenda. The number of items is based on available expertise (members and consultants), urgency, order of submission to the IEC and IEC workload.
- Lead discussants will be assigned as necessary taking into account conflicts of interests of members. In addition, the IEC Administrator will check the agenda prior to the meeting to identify IEC members who may have a conflict of interest due to their participation as key personnel on a current or proposed research project. If a conflict of interest is identified, the study is assigned to another member who does not have a conflict of interest. An IEC member who has a conflict of interest with regard to a research project that will be reviewed at a convened IEC meeting must notify the IEC office of the conflict prior to the meeting. Once the IEC office receives notice of recuse, the IEC Member Secretary will seek an alternate IEC member to join the meeting for the review of that project, if necessary to meet quorum.
- It is general practice (but not required policy) that IEC Chairs are not assigned lead discussant responsibilities except in circumstances when their expertise is the most appropriate.

5.4.2 Distribution of Study/Documents Packages to the IEC Members

- A hard copy/ soft copy of the Agenda, Study Assessment forms would be dispatched to all IEC members and soft copies of protocols under discussion will be sent on email preferably 7 days in advance of the scheduled meeting
- Verify by e-mail with the members whether the protocol packages are received.

- It is the responsibility of the IEC member to verify items of the parcel on receipt and in case of any missing items, intimate the IEC office immediately so that the relevant documents could be made available to the members before the meeting
- It is the responsibility of the IEC member to identify any conflict of interest and notify the IEC office of the conflict prior to the meeting.

5.4.3 Preparation for the meeting

- Reserve the IEC meeting room on the scheduled meeting date and time. The meeting will be held in the meeting room of IEC, unless otherwise specified. In case of meetings held via video-conference, the necessary arrangements would be made with IT support.
- Ensure that the room, equipment (projectors, recorder, etc) and facilities are available in good working conditions.
- All original files of studies on the agenda are kept in the meeting room for ready reference before the meeting.
- E-copy of SOPs, New Drugs and Clinical Trial Rules, ICMR guidelines are kept available for ready reference.
- Secretariat informs the scheduled meeting date and time to the Principal Investigators.
- The meeting will be re-scheduled or canceled if it becomes apparent that meeting requirements (quorum, sufficient expertise) will not be met.

5.4.4 Conduct of Meeting

- The members should gather in IEC meeting room on scheduled time. The Chairperson before beginning the discussion will:
 - Ensure that the quorum (SOP 02a/V2 section no. 2.9) is fulfilled. This should be maintained throughout the meeting and at the time of decision making.
 - Request to declare conflict of interest either verbally or written on any study for discussion.
 - At the beginning of each convened IEC meeting, the IEC Chair or designee will ask the members if anyone has a financial or non-financial conflict of interest with regard to any of the research projects that will be reviewed at the meeting. The IEC Chair or designee will announce that members with a conflict of interest must excuse themselves from deliberation and voting on that research protocol.
 - If an IEC member has conflict of interest involving a project then he/she should declare the same, before the meeting commences and leave the meeting room before the discussion on the same. This should be recorded in the minutes. The excused member can answer questions from the IEC, but cannot be present for IEC deliberations and voting.
 - If the unanticipated conflict of interest affects quorum, that particular item will not be discussed and will be deferred to the next scheduled meeting.
 - Research involving vulnerable populations (vulnerable to coercion or undue influence) will be placed on the agenda only when at least one individual (IEC

member or independent consultant) who is knowledgeable about or experienced in working with the population will participate in the meeting (or an independent consultant has been obtained). If expertise with a specific vulnerable population is needed but not available from the IEC members, a consultant will be obtained or the item will be scheduled for a later meeting when expertise is available.

- The Member Secretary should discuss the minutes of the previous full board/expedited meeting of IEC as well as major issues/policies discussed in minutes of the other IEC and present the agenda for the current meeting. The list of protocols that were exempted should be notified.
- The IEC may invite investigators to attend the full board meeting related to their studies, and clarify doubts, if any
- All proposals that are determined to undergo full board review must be deliberated and decision about the proposal taken at a full board meeting.
- Time allotted for the meeting should be reasonable to allow ample discussion on each agenda item.
- The meeting proceeds in the sequential order of the agenda; however, the Chairperson may change the order, if the situation so demands.
- The Member Secretary will request the lead discussant to discuss the research study. The lead discussant should submit the duly filled study assessment form only in case of initial review and resubmission preferably one day prior to the meeting.
- All the scientific members including the lead discussant should score the intramural projects and submit the scoring sheet at the end of the discussion or at the conclusion of IEC meeting.
- Amendments /Continuing review Application/SAEs/Documents will ordinarily be reviewed by previously assigned lead discussant.
- In case the Secretary of the IEC is the Principal Investigator for project under discussion, the IEC member nominated as Acting Member Secretary will perform the function of the Secretary only for that study. The Secretary should declare his conflict of interest and leave the meeting room.
- In case the lead discussant cannot attend the meeting, Secretary, IEC or any other IEC member may brief the IEC about the research study and also discuss the written comments/duly filled study assessment form, if provided by the lead discussant.
- The Member Secretary may identify subject experts to review the proposal as per need. The comments of an independent consultant (if applicable) could be presented by the Member Secretary or these experts may be invited to the IEC meeting or join via video/ tele conference but will not participate in final decision making. However, her/his opinion must be recorded.
- During the initial or continuing review of the research, material provided to IEC members will be considered confidential and the board members will assure the confidentiality of the information provided to them.
- The Member Secretary, IEC / IEC administrator minutes/records the proceedings of the IEC meeting

5.4.5 Decision Making Process

IEC completes the adequate review of the research studies submitted. The committees will review new studies, amendments, annual /continuing review of ongoing studies, SAE reports, any other documents and assess final reports of all research activities through a scheduled agenda.

- An IEC member will withdraw from the meeting for the decision procedure concerning the study where conflict of interest exists.
- If any IEC member has her/his own proposal for IEC review he/she will not participate in the IEC discussion or vote on that particular project.
- Decision may only be taken when sufficient time has been allowed for review and discussion of study in the absence of non-members (e.g., the investigator, representatives of the sponsor, independent consultants) from the meeting, with the exception of IEC staff.
- Decisions will only be made at meetings where a quorum (SOP02a/V2) is present.
- The documents required for a full review of the application should be complete and the relevant elements considered before a decision is made.
- Only IEC members who attend the meeting will participate in the decision.
- Decisions will be arrived at through consensus/unanimous or majority opinion amongst the voting members of IEC. The decision-making is thus concerned with the process of deliberating and finalizing a decision. When a consensus is not possible, the IEC will vote.

Voting Procedure;

1. This may be in the form of voice vote, show of hands, or by secret ballot, as determined by the Chairperson, IEC.
 2. All members of the IEC including the Chairperson and the Member Secretary present in the room have the right to vote/express their decision and should exercise this decision. If there is equality of votes, the chair will have a casting vote.
 3. The concurrence / voting of the members will be recorded in the minutes as -
Agreed / Disagreed / Abstained / Recused.
 - Agreed: in favor
 - Disagreed- Against
 - Abstain: Present but did not agree/disagree
 - Recused: Listed under "Members Present" but not present for the discussion and decision on the study.
- Types of decision
 - **Approved-** The study is approved in its present form.
 - **Revision with minor modifications/amendments** - refers to minor modifications that do not alter the risk-benefit assessment for the research and do not require substantial changes in protocol and informed consent document.

The revisions will be reviewed by the Member Secretary, IEC or in some cases by the respective lead discussant on behalf of the full board. Such revised proposals may not be taken up for the full board review, however in some cases may be referred for a full board review. If revisions are found satisfactory, approval will be granted.

Examples may include but are not limited to- minor, non-substantive changes in the protocol and consent form(s), Correction of typos, grammatical errors, minor wording clarifications (in informed consent forms).

- **Revision with major modifications for resubmission** - Extensive revisions are necessary. Principal Investigator has to comply with the changes suggested by IEC and respond to the queries. The revised project will then be reviewed in the next full board meeting.

Resubmit refers to major modifications that may alter the risk-benefit assessment for the research and require substantial changes in protocol and informed consent document.

Examples may include but are not limited to- significant changes in the protocol (research methodology, study design) and consent form(s), and modification affecting participant.

- **Not approved**- The study is not approved in its current form. A negative decision on an application will be supported by clearly stated reasons. If the investigator wishes to appeal to the decision, he/she may do so by contacting the IEC Secretariat.
- **Deferred**- The decision cannot be arrived at present and therefore post pone to next meeting. Grounds for this: lack of quorum, lack of expertise, etc.
- **Noted**- Study documents that are notified to IEC.
- **Query**- Further clarification/modification required.

An IEC may decide to reverse its positive decision on a study if it receives information that may adversely affect the risk/ benefit ratio/ safety of participants.

- Any advice by the IEC that is non-binding will be appended to the decision.
- The discontinuation of a trial will be recommended if the IEC finds that the goals of the trial have already been achieved midway, unequivocal results are obtained or if the IEC feels the continuation of the trial may potentially harm participants.
- If necessary, the investigator may be invited to present the protocol or offer clarifications in the meeting. Representative of the patient groups or community can be invited during deliberations to offer their viewpoint.
- Subject expert/s may be invited to offer their views or their review comments would be considered. The expert/s should not participate in the decision making process. However, his / her opinion must be recorded.
- The proceedings of the IEC meetings will be documented and the meeting minutes will be signed by the Chairperson/Member Secretary, IEC.

5.4.6 After the IEC meeting

5.4.6.a Preparing the minutes and the decision letters

- The Member Secretary and IEC Administrator(s)/Staff will compile the proceedings of IEC meeting in a concise and easy-to-read style and will check spelling, grammar and context of the written minutes.
- The minutes of the meeting will be compiled by the IEC Administrator(s) and finalized by the Member Secretary within 15 working days.
- The minutes will record whether the decision was unanimous, or whether a vote was taken for the decision. The number of members voting for, against, and abstaining will be recorded. The recusal of the IEC member for conflict of interest is recorded in the IEC meeting minutes.
- The basis for requiring changes in or disapproving research; and a written summary of the discussion of controversial issues and their resolution must be recorded.

5.4.6.b Approval of the minutes and the decision

- The minutes will be circulated to all the members for comments before final approval by Chairperson.
- The minutes of the IEC meeting will be approved and signed by Chairperson/Member Secretary, IEC (or the Acting Member Secretary as in 5.4.4).
- The minutes of the IEC meeting will be ratified in the subsequent IEC meeting.
- The IEC decisions will be communicated to the PIs.

5.4.6.c Filing of the minutes of the meeting

- Place the original version of the minutes in the minutes' file and copy of the minutes are filed only in the corresponding initial review research protocol file

5.4.7 Communicating Decision

The decision will be communicated in writing to the PI and relevant stakeholders, preferably within a period of 15 working days of the IEC meeting at which the decision was made.

The communication of the decision will include, but is not limited to, the following

- BBCI Guwahati Project No. and title of the research proposal reviewed
- The clear identification of the protocol of the proposed research or amendment, date and version number (if applicable)
- The names and specific identification number version numbers/dates of the documents reviewed, including the potential research participant information sheet/material and informed consent form
- The name and title of the Principal Investigator
- The name of the site(s)
- The date and place of the decision

- A clear statement of the decision reached
- Validity of approval will be for the complete duration of the study. This approval is subject to annual review. However, failure to submit completed status report by the late due date may result in the expiration of approval.
- Calculation of Approval and Expiration Dates

The IEC calculates the date of initial IEC approval in the following manner:

- When a research study is approved at a convened full board/expedited review meeting, the date of the approval letter is the date of IEC approval.

Calculation of Expiration Date

Initial Approval

The expiration date is the last date that the protocol is approved

The IEC calculates the date of expiration in the following manner:

- Based on the proposed duration of the project– the date of expiration is calculated by the following means-

Date of IEC approval +364 days= Date of expiry

01/05/2016 + 364 days = Valid till 30/04/2017

01/05/2016 + 179 days = Valid till 31/10/2016

- Location of study conduct.
- Number of participants to be accrued.
- To submit the continuing review application/annual status report.
- To register the study in the Clinical Trials Registry (if applicable).
- Any suggestions by the IEC.
- The date of approval of a study is the date of issuance of the IEC approval letter.
- In the case of a positive decision, the PI is notified of the following requirements through an approval letter (AX2-V2/SOP05/V2).
 - Responsibilities of the PI
 - Submission of annual status reports/progress report(s) is decided on case to case basis, usually yearly.
 - The need to notify the IEC in the case of amendments to the recruitment material like the potential research participant information, or the informed consent form.
 - The need to report serious and unexpected adverse events related to the conduct of the study.

- The need to report unforeseen circumstances, the termination of the study, or significant decisions by other IEC or DSMU.
 - The information the IEC expects to receive in order to perform ongoing review.
 - The final summary or final report.
 - The schedule/plan of ongoing review by the DSMB of sponsored trials.
- Academic Clinical Trials: In the event of a possible overlap between the academic clinical trial and clinical trial or a doubt on the nature of study, the Ethics Committee concerned shall inform the Central Licencing Authority in writing indicating its views within thirty working days from the receipt of application to that effect. The Central Licencing Authority shall, after receiving the communication from the Ethics Committee referred to in sub-rule (2), examine it and issue necessary clarification, in writing, within thirty working days from the date of receipt of such communication:
 - An IEC may decide to reverse its positive decision on a study if it receives information that may adversely affect the risk/ benefit ratio.
 - Any advice by the IEC that is non-binding will be appended to the decision
 - In the case of a negative decision, the reasons should be clearly stated in the communication to the PI.
 - The PI will also be notified of the cap for accrual of number of participants.
 - All decision and approval letters will be signed by the Member Secretary, IEC or the nominated Secretary for that meeting. In case Member Secretary IEC is Principal Investigator, the decision letters will be signed by Acting Member Secretary / Chairperson, IEC.
 - The decisions letters will be communicated to the Principal Investigator and wherever required to the organizational offices and officials and other concerned authorities.
 - Member Secretary, IEC/Chairperson IEC, will sign and date the approval certificate in the original research protocol.
 - The letter will mention whether the decision has been arrived at by consensus unanimous or majority opinion amongst the voting members of IEC, or by voting.
 - If the decision has been arrived by voting, the letter will state the number of votes for and against approval of the project.

5.4.8 Procedures for Appealing the IEC Decision to Disapprove or Terminate a Study

- If an investigator disagrees with the IEC decision to disapprove or terminate a study, the Investigator may submit a written appeal of the decision to disapprove of the IEC decision within 21 working days of being notified of the decision. The appeal should address the specific concerns of the IEC and the IEC basis for disapproval.
- The appeal will be reviewed by the full board. The Investigator may request to be in attendance at or be invited to the convened meeting to provide clarification or additional information to the IEC.
- The IEC may decide to accept or deny the appeal (Decision making Process-Voting). The Principal Investigator will be notified in writing of the decision.

- If the appeal to the decision on disapproving a study is accepted, the Investigator is invited to submit a new study application to the IEC for review and approval, according to the conditions set forth by the IEC in accepting the appeal.
- If the appeal is denied, the IEC decision is final and the study may not be approved or resumed.

AX1-V2/SOP 05/V2
Agenda/ Minutes format

- I. Minutes- IEC & DSMU
- II. SAEs
- III. Deviations
- IV. Projects for Initial Review
- V. Resubmission of projects after initial review
- VI. Post approval amendments: a) Protocol, b) ICF, c) IB, d) CRF
- VII. Status Reports
- VIII. Monitoring Reports
- IX. Letters
- X. Any other

AX2-V2/SOP 05/V2
Approval Letter Format

FORMAT FOR APPROVAL LETTER OF IEC

To,
Dr. _____
Principal Investigator,
Dr. B Borooah Cancer Institute
Guwahati

Ref: Project No.

Dear Dr.

Institutional Ethics Committee reviewed and discussed your application (dated) to conduct the research study entitled “ _____ ” during the IEC meeting held on _____ [(Date) (time)(venue)]

The following documents were reviewed and approved:

1. Project Submission form.
2. Study protocol (including protocol amendments), dated _____, version no(s).
3. Patient information sheet and informed consent form (including updates if any) in English and/Vernacular language.
4. Investigator’s Brochure, dated _____, version no. _____
5. Case Record Form
6. Proposed methods for patient accrual including advertisement(s)etc. proposed to be used for the purpose.
7. Current CVs of Principal investigator, Co-investigators
8. Package inserts
9. Insurance policy/compensation for participation and for serious adverse events occurring during the study participation.
10. Investigator’s Agreement with the sponsor.

11. Investigator’s undertaking.
12. DCGI/DGFT approval
13. Clinical Trial Agreement (CTA)/Memorandum of Understanding (MOU)/Material Transfer Agreement(MTA) if applicable

The following members of the Institutional Ethics Committee (IEC) were present at the meeting held on Date _____ Place _____

Name of member/Position on IEC/Affiliation/Gender/Expertise

_____ Chairman of the Institutional Ethics Committee

_____ Member secretary of the Institutional Ethics Committee

_____ Name of each member with designation

Status- The study is approved in its present form for a period of _____ till (date) _____. The Principal Investigator should submit continuing review application/annual status report on or before (date). You may request for extension of validity in the submission of continuing review application/annual status report. In order ensure that there is no lapse in the IEC approval period, it is mandatory to submit study status report prior to lapse of study validity.

- The waiver of consent was granted since _____
- PI should intimate IEC on any extramural funding obtained as part of educational/unconditional support and/or other sources. Agreement/ MoU with the funding bodies should be submitted to the IEC, prior to starting accrual on the study.
- The source documentation should be done in the electronic medical record and case file.
- Project related expenditure should not be made from trust accounts/ Rajiv Gandhi etc.
- In case of sites of the study other than BBCI, Guwahati, then PI should submit the local IEC approval. PI will immediately intimate to IEC, if any adverse actions or decisions taken by the local IECs at other sites for this project.

The study should be initiated only after -

- Registration of the study with Clinical Trials Registry India (CTRI) (if applicable).
- Submission of Finalized Clinical Trial Agreement (if applicable)/ Memorandum of Understanding Agreement/ Material Transfer Agreement/Data Sharing Agreement
- Submission of DCGI approval to IEC (if applicable).
- Submission of HMSC approval to IEC (if applicable)

Following points must be noted:

1. IEC has approved recruitment/review of ____ participants/samples on this study.
2. IEC has approved the conduct of the study at BBCI.
3. Principal Investigator and study team should be GCP trained.
4. PI and other investigators should notify initiation of the study. Principal Investigator should intimate the IEC after accrual of first 10 participants in the study or after 6 months of initiation of study whichever is earlier (NA for retrospective study).

5. PI and other investigators should co-operate fully with IEC/ Data and safety monitoring unit (DSMU), who will monitor the study from time to time (NA for retrospective study).
6. The decision was arrived at through consensus/unanimous or majority opinion amongst the voting members of IEC. Member(s) of the committee who is/are listed as investigator(s) on a research proposal opted out from all deliberations on the proposal and did not participate in decision making. Neither PI nor any of proposed study team members participated during the decision making of the IEC.
7. At the time of PI's retirement/intention to leave the institute, study responsibility should be transferred to colleague after obtaining clearance from HOD and/or convener of the PI's DMG and IEC. Status report, including accounts details should be submitted to HOD and extramural sponsors.
8. The IEC functions in accordance with its SOP and is compliant with the New Drugs and Clinical Trial Rules, ICMR guidelines and Indian/ ICH GCP.
9. In the events of any protocol amendments, IEC must be informed and the amendments should be highlighted in clear terms as follows:
 - a) The exact alteration/amendment should be specified and indicated where the amendment occurred in the original project. (Page no. Clause no. etc.)
 - b) Alteration in the budgetary status should be clearly indicated and the revised budget form should be submitted
 - c) If the amendments require a change in the consent form, the copy of revised Consent Form should be submitted to Institutional Ethics Committee for approval (NA for retrospective study).
 - d) If the amendment demands a re-look at the toxicity or side effects to patients, the same should be documented (NA for retrospective study).
 - e) If there are any amendments in the study design, these must be incorporated in the protocol, and other study documents. These revised documents should be submitted for approval of the IEC, only then can they be implemented.
 - f) Approval for amendment changes must be obtained prior to implementation of changes. Without including all the above points, the amendment is unlikely to be approved by the IEC.
10. Any Serious Adverse Events (SAEs) occurring on the study should be reported to IEC (NA for retrospective study)
11. Any deviation/violation/waiver in the protocol must be informed to the IEC.
12. Principal Investigator should conduct the study in accordance to the IEC approved protocol
13. The PI should submit a report to the IEC at the time of study completion or Premature Termination / Suspension / Discontinuation Report as is applicable
14. Principal Investigator should comply with regulations and guidelines as applicable

Thanking You,
Yours Sincerely,
Member Secretary,
IEC, BBCI

AX3-V2/SOP 05/V2
Letter Format for project / Amendments

Dr...
Principal Investigator,
Dr. B Borooah Cancer Institute
Guwahati

Ref: Project No. _____ Title “ _____ ”

Dear Dr...

The following documents of the above referenced project was reviewed and discussed during the IEC meeting held on date/time/place.....

The following members of the IEC were present:.....
.....

IEC comments were as follows-

- a.
- b.
- c.

Status-

- i. Approved**
- ii. Revision with minor modifications/amendment, Revision with major modifications for resubmission. Kindly comply with the above suggestions of the IEC and submit the one copy of revised proposal or documents within six months for review. If you fail to submit within six months, this project will be closed by IEC and you will have to submit a new project.**
- iii. Not Approved. If an investigator disagrees with the IEC decision, the investigator may submit a written appeal of the decision to disapprove of the IEC decision within 21 working days of being notified of the decision. The appeal should address the specific concerns of the IEC and the IEC basis for disapproval.**

The appeal will be reviewed by the full board. The Investigator may request to be in attendance at or be invited to the convened meeting to provide clarification or additional information to the IEC.

This decision was taken by consensus.

Neither PI nor any of proposed study team members participated during the decision making of the IEC.

Thanking you,
Yours sincerely,

**Member Secretary,
IEC, BBCI**

AX4-V2/SOP 05/V2
Format for Documents

Dr. _____
Principal Investigator,
Dr. B Borooah Cancer Institute
Guwhati

Date

Ref: Project No. _____ Title “ _____ ”

Dear Dr.

The following documents for the above referenced project were discussed during the IEC meeting held on (date) (time) (place)

The following members of the IEC were present:.....
.....

Status-

- i. Approved.**
- ii. Revision with minor modifications/amendments, Revision with major modifications for resubmission. Kindly comply with the above suggestions of the IEC and submit the one copy of revised proposal or documents within six months for review. If you fail to submit within six months, this project will be closed by IEC and you will have to submit a new project.**
- iii. Noted.**
- iv. Not Approved. If an investigator disagrees with the IEC decision, the investigator may submit a written appeal of the decision to disapprove of the IEC decision within 21 working days of being notified of the decision. The appeal should address the specific concerns of the IEC and the IEC basis for disapproval.**

The appeal will be reviewed by the full board. The Investigator may request to be in attendance at or be invited to the convened meeting to provide clarification or additional information to the IEC.

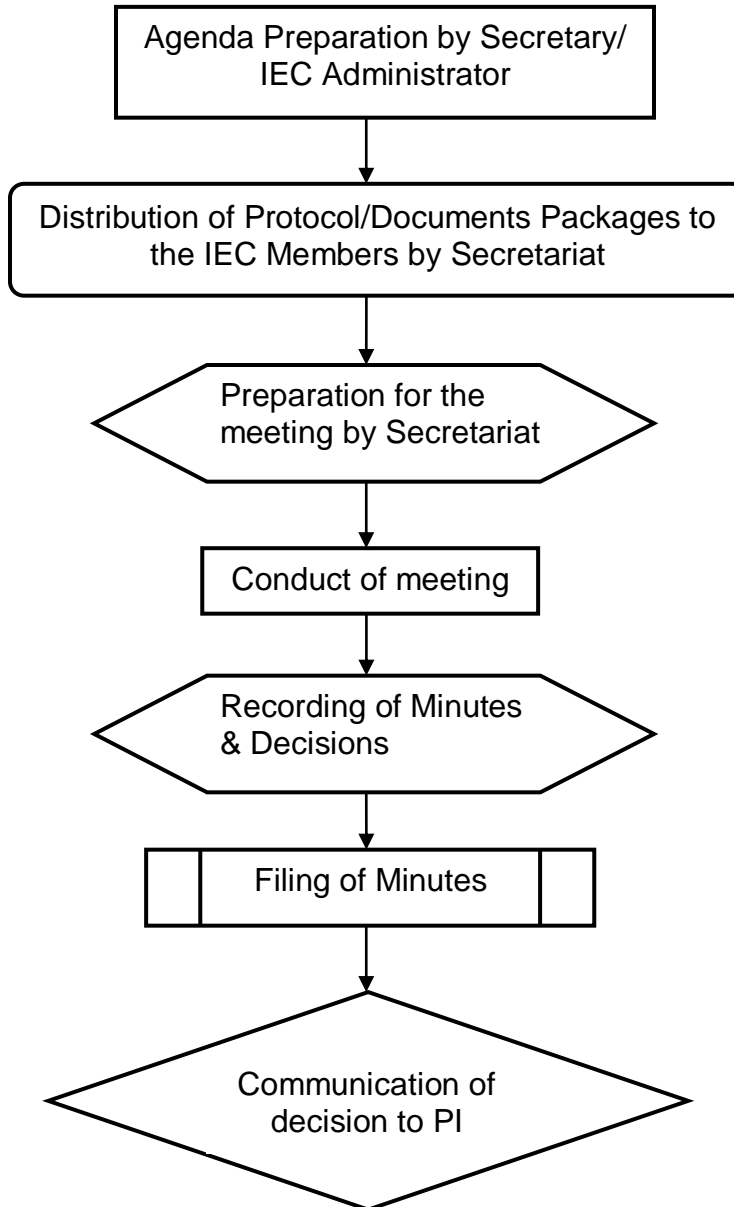
This decision was taken by consensus.

Neither PI nor any of proposed study team members participated during the decision making of the IEC.

Thanking you,
Yours truly,

**Member Secretary,
IEC, BBCI**

Flow Chart



**INSTITUTIONAL ETHICS COMMITTEE
DR. B BOROOAH CANCER INSTITUTE, GUWAHATI
(IEC, BBCI)**

**Title: Review of post approval amended protocol / Protocol
related documents**

SOP Code: SOP 06/V2 Date: 30/09/2021 Pages: 167 to 173

6.1 Purpose

The purpose of this procedure is to describe how protocol amendments (post approval modifications) or any other amendments/letters are reviewed by the IEC.

6.2 Scope

This SOP applies to amended study protocols/ documents and letters that are modified after IEC approval. Amendments made to protocols or any other amendments related to the study may not be implemented until reviewed and approved by the IEC.

6.3 Responsibility

PIs are responsible for obtaining IEC approval of proposed amendments to an IEC approved protocol before implementing them.

Amendment is a revision, modification, addition to or deletion from an approved research protocol.

It is the responsibility of the IEC secretariat to manage protocol amendments/ documents and letters.

Receipt of the Amendment Package

- The amendment /documents along with the appropriate soft copy forwarded by the PI is received by the secretariat. The amendment /documents along with the covering letter should be accompanied by Amendment Reporting Form (AX2-V2/SOP 06/V2)
- The secretariat will confirm that the: changes or modifications in the amended version are underlined or color highlighted along with detailed summary of changes
- The Secretariat will check for completeness of the submission and inform the Principal Investigator telephonically to submit the required documents at the earliest, if any of the documents are missing/ incomplete.
- The secretariat of the IEC should follow the procedures as in SOP03/V2 (Management of Research Study Submissions)

The Member Secretary, IEC, classifies the amendments into minor or major and tables the major amendments on the agenda of the subsequent scheduled meeting (for major amendment refer 6.4.1 and for Minor amendments refer to 6.4.2). The amendments and other documents which need full board review are processed as per the SOP 04a/V2 (Full Board Review of Submitted Protocol).

6.4 Review amended protocols/documents/letters: Review as per Section 4a.3 SOP 04a/V2

6.4.1 Review process for major protocol amendment :

The protocol amendment and other related documents will be reviewed by primary reviewers and will be discussed in the scheduled full board meeting. The reviewer will present a brief summary list of amendment and the comments on the amendment in the IEC Full Board meeting.

The primary reviewers will review the amended documents and assess the change in risk benefit ratio and impact of the amendment (modifications in the ICD, re-consent of research participants, untoward effects likely to occur because of the amendment or any other) •

Following aspects of the Protocol amendment which may include but is not limited to:

- a) Change in study design
- b) Additional treatments or the deletion of treatments
- c) Changes in inclusion/exclusion criteria.
- d) change in method of dosage formulation, such as, oral changed to intravenous
- e) A significant change in the number of research participants (if the decrease/increase in the number of research participants alters the fundamental characteristics of the study, it is significant)
- f) A significant decrease or increase in dosage amount

g) Change in risk/benefit ratio

6.4.2 Minor amendments and notifications:

Minor amendments (those that do not increase the risk or decrease the potential benefit to subjects) and minor changes in previously approved research during the period covered by the original approval: Where the research is permanently closed to the enrolment of new subjects; all subjects have completed all research-related interventions may be reviewed in the expedited review subcommittee meeting (Refer SOP No. 04b/V2).

Minor notifications may be noted by the Member Secretary, IEC and not tabled in IEC meeting.

This may include but may not restrict to:

- Renewed insurance policy
- DCGI approvals
- Administrative notes
- Documents of administrative nature

6.5 Decision

- If the IEC approves the amendments, the decision is communicated to the PI.
- If the IEC does not approve the amendments, the secretary should immediately notify the investigator in writing of the decision and the reason for not approving the amendment.
- If the IEC recommends or suggests modifications to any of the documents, or the amendments, the secretariat sends a written communication to the investigator about the specific changes asking him or her to make the necessary changes and resubmit the documents to IEC.
- Member Secretary will issue an approval letter to the Principal Investigator, if response from the PI found to be satisfactory

6.6 Storage of Documents:

File the amendments in the corresponding research protocol file, as per the SOP 10/V2 on documentation and archival.

AX1-V2/SOP 06/V2
Amendment/Document Amendment Approval letter
Format for Approval for amended documents

Date

Dr. _____,
Principal Investigator,
Dr. B Borooah Cancer Institute
Guwahati

Ref: Project No. _____ Title “ _____ ”

Dear Dr.

The following documents for the above referenced project were tabled and discussed during the IEC meeting held on (date) (time) (place).

The following members of the IEC were present:

Status: Approved / Revision with major modification for resubmission / Revision with minor modification/amendments / Not approved / Deferred

This decision was taken by consensus.

Neither Principal Investigator nor any of the study team members participated during the decision making of the IEC.

Thanking You,
Yours Sincerely,

Member Secretary,
IEC, BBCI

AX2-V2/SOP 06/V2
Post approval Amendment Reporting Form
(Kindly tick in the boxes provided)

Project No. :	
Title:	
Principal Investigator :	
Date of IEC Approval:	
Start Date of Study:	
Status of Study:	
Validity of IEC approval-	
No. of amendment: Have the changes modifications in the amended versions been highlighted/ underlined? <input type="checkbox"/> Yes <input type="checkbox"/> No Nature of amendment <input type="checkbox"/> Major <input type="checkbox"/> Minor	
Does this amendment entail any changes in Informed Consent Form (ICF)	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, whether amended ICFs are submitted pl. specify ICF Version No. & Date and its IEC approval	
Please mention version no. and date of amended Protocol / Investigators Brochure / ICF Addendum/ Case Record Form / Any other documents	
<ul style="list-style-type: none"> • Does the revision entail any change in the Risk vs Benefit Analysis 	<input type="checkbox"/> Yes <input type="checkbox"/> No
<ul style="list-style-type: none"> • Target accrual of trial (entire study) _____ • Total patients to be recruited at BBCI (IEC ceiling)_____ • Screened: _____ • Screen failures: _____ • Enrolled: _____ • Consent Withdrawn: _____Reason: (Attach in format below) • Withdrawn by PI: _____Reason: (Attach in format below) • Active on treatment: _____ • Completed treatment : _____ • Patients on Follow-up: _____ • Patients lost to follow up: _____ 	

<ul style="list-style-type: none"> • Any other: _____ • Any Impaired participants • <input type="checkbox"/> None _____ • Physically _____ • Cognitively _____ • Both _____ 	
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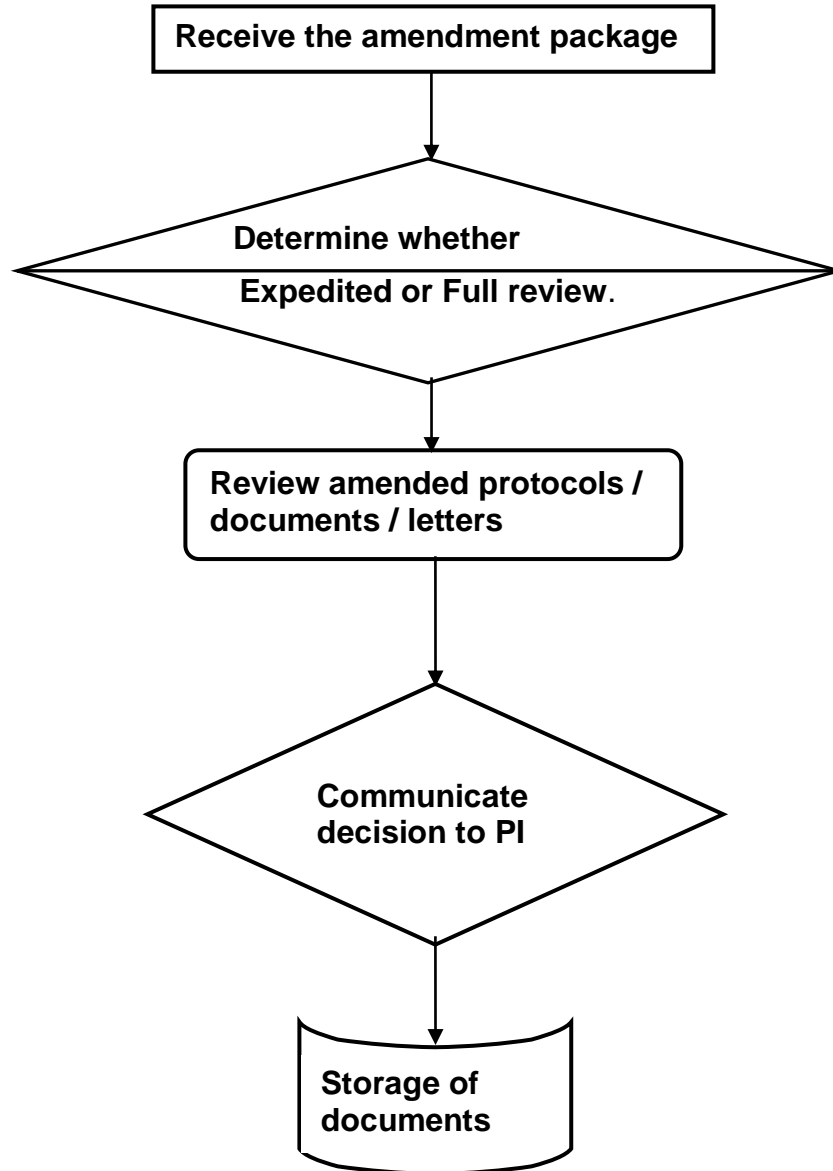
(Important note: Please submit summary list of changes should include document/Revised version no Section, page no, change(s) and risk/benefit or justification.

Table 1: Summary List of Changes

Name of document	Revised version/Date	Section	Page No	Change(s)	Risk/Benefit Assessment /Justification

Signature of the Principal Investigator & Date:

Flow Chart



**INSTITUTIONAL ETHICS COMMITTEE
DR. B BOROOAH CANCER INSTITUTE, GUWAHATI
(IEC, BBCI)**

Title: Continuing review of study protocols

SOP Code: SOP 07/ V2 Date: 30/09/2021 Pages: 174 to 195

7.1 Purpose

The purpose of continuing review is to monitor the progress of the study which was previously approved; not only for the changes but to ensure continued protection of the rights and welfare of research subjects.

7.2 Scope

This SOP applies to conducting continuing review of studies involving human subjects at intervals appropriate to the degree of risk but not less than once a year. Depending upon the degree of risk to the participants, the nature of the study, the vulnerability of the study participants and duration of the study, IEC may choose to review the study more frequently.

7.3 Responsibility

It is the responsibility of the IEC secretariat to send reminders to Principal Investigators regarding the submission of Continuing Review Application/Annual Status Report.

All IEC approved studies will be reviewed at least annually. IEC is responsible for determining the date of submission of continuing review application of the IEC approved projects including those that are reviewed more frequently in the year based on specific criteria. (e.g., an IEC may set a shorter approval period for high-risk protocols or protocols with a high risk: potential benefit ratio). This decision is taken during the IEC meeting wherein the project is finally approved.

IEC is primarily responsible for reviewing the study progress, the rate of accrual of participants, the occurrence of unexpected events or problems along with protocol deviation/violation and non-compliance, any new information pertaining to the research and assess final reports of all research activities. The protocol, informed consent documents and assent documents are examined to ensure that the information remains accurate. The IEC has delegated this responsibility of initial detailed review of Continuing Review Application to DSMU.

7.4 Detailed Instructions

7.4.1 Determine the date of continuing review

- The secretariat will identify the list of IEC approved projects that are due for continuing review on a regular basis.
- The Secretariat should receive the continuing review application well in advance i.e. 10 months after IEC final approval and at least annually.

7.4.2 Notify the Principal Investigator or the study team

- Reminder emails are sent from the IEC secretariat to the Principal Investigators for submission of continuing review applications for projects, 3 months prior to the expiry of study approval/CRA approval validity date. Principal Investigators are required to submit one signed hard copy of the CRA to the DSMU.
- First reminder will be sent 3 months in advance to the lapse in validity/annual review
- Failure to submit the CRA within the due date after the 1st reminder will result in issuance of warning letter and necessary action.
- IEC may close/suspend the study if PI fails to submit CRA on time and consider appropriate decision on publication and presentation of study data.

7.4.3 Manage continuing review application upon receipt

- The Secretariat will receive the Continuing Review Application submitted by the Principal Investigator for each approved study.
- Upon receipt of the Continuing Review Application, the Secretariat of the IEC will review the application for its completeness and forward it to the DSMU Member Secretary for further scrutiny. However, IEC may verify from sources other than the investigators to ensure that no material changes had occurred since previous IEC review by conducting monitoring of the study. The projects for which this may be done includes complex

projects involving unusual levels or types of risk to subjects; projects conducted by investigators who previously have failed to comply with the regulatory/IEC requirements, projects in which concern about possible material changes occurring without IEC approval have been raised based upon information provided in previous continuing review reports or from other sources.

7.4.4 Verify the contents of the package

- The Secretariat will check for duly complete and signed application by Principal Investigator.

7.4.5 Review of Continuing Review Application

- If IEC determines that a project needs verification from sources other than the investigators that no material changes have occurred since previous IEC review, including specific criteria used to make these determinations (e.g., such criteria could include some or all of the following: (a) randomly selected projects; (b) complex projects involving unusual levels or types of risk to subjects; (c) projects conducted by investigators who previously have failed to comply with the regulatory/IEC requirements ; and (d) projects where concern about possible material changes occurring without IEC approval have been raised based upon information provided in continuing review reports or from other sources.)
- The IEC/ DSMU Member Secretary will review the Continuing Review Application and will record his/her comments on the application and the same will be forwarded to the IEC Secretary.
- In case any clarifications or queries are raised by the Secretary DSMU the same will be intimated to PI and reply will be awaited. The IEC Secretary will decide whether to discuss the application along with the comments of the DSMU and Principal Investigator's response in the next full board meeting or expedited review meeting.

7.4.6 Prepare meeting agenda

The Secretariat will follow procedures on the preparation of meeting agenda and place the forwarded Annual Progress Report/Continuing Review Application on the agenda for the full board/expedited review meeting of the IEC

7.4.7 Review Process

The IEC Chairperson/ Member Secretary/ members will use the Continuing Review Application Form (AX1-V2/SOP 07/V2) to guide the review and deliberation process. The IEC members could arrive at any one of the following decisions at the IEC meeting:

1. Approval to continue the study
2. Revision with minor modifications- - Studies for which modifications have been suggested by the IEC may not proceed until the conditions set by the IEC have been

met. Studies should be amended and submitted to the IEC within one month for re-review.

3. Query – The IEC and/or DSMU has raised queries against the continuing review application submitted.
4. Deferred/On-hold- The IEC has postponed the decision on approval of continuing the study due to reasons such as awaiting expert opinion, awaiting site monitoring reports from the DSMU etc.
5. Not approved- The IEC feels that there are major concerns in the conduct of the study.

The decision will also include any significant findings that have arisen during review process and this will be communicated to Principal Investigator. It is the responsibility of Principal Investigator to provide this information to the participants and once done submit the report to IEC.

- The decision regarding the approval / recommended modifications / disapproval will be noted and documented in the minutes of the meeting by the Member Secretary and maintained as part of the official record of the review process.
- Continuing review of the study may not be conducted through an expedited review procedure, unless
 - 1) The study was eligible for, and initially reviewed by, an expedited review procedure; or
 - 2) The study has changed such that the only activities remaining are eligible for expedited review.
 - 3) Continuing review of research previously approved by the convened IEC (e.g., not originally subject to expedited review) may be eligible for expedited review:
 - a. Where
 - i. the research is permanently closed to the enrollment of new subjects;
 - ii. all subjects have completed all research-related interventions; and
 - iii. the research remains active only for long-term follow-up of subjects; or
 - b. Where no subjects have been enrolled and no additional risks have been identified; or
 - c. Where the remaining research activities are limited to data analysis.

7.4.8 Store original documents

The IEC secretariat will file the continuing review application in master file of the research study.

7.4.9 Communicate the IEC decision to the Principal Investigator

The Secretariat will notify the Principal Investigator of the decision of the IEC. If IEC has recommended modifications, the decision will be notified to the Principal Investigator and he/she will be requested to comply to IEC recommendations/ respond to IEC queries within 1

week of receipt of the IEC decision letter. In case the IEC decision is to put the study on-hold, then the subject recruitment or enrollment is suspended, however in case of safety concerns the project is completely suspended.

7.4.10 Lapses in IEC Approval

Investigators must plan ahead to meet IEC determined dates of submission of continuing review application. If an investigator fails to submit continuing review application to the IEC or the IEC does not approve continuation of the research, the research must stop. All of the following research procedures must stop:

- Subject recruitment or enrollment
- Collection of data/information
- All research-related interventions or interactions with currently enrolled subjects*
- Data analyses involving subject identifiable data

*Exception: Research-related interventions or interactions with currently enrolled subjects can continue only if stopping the research would jeopardize the rights or welfare of current subjects. The IEC must make this determination and decide which subjects should continue with the intervention during the lapse. A request for such an exception must be made in the writing to the IEC by the PI.

AX1-V2/SOP 07/V2
Form A
Continuing Review Application
SECTION A

- 1) BBCI Guwahati Study No:
- 2) CTRI No (if applicable):
- 3) Date of Registration:
- 4) Protocol title:
- 5) Principal Investigator:
- 6) Names of Co-Investigator:
- 7) Phone No:
- 8) Email Id:
- 9) Institute:
- 10) Source of funding: Please tick
 - Intramural
 - Extramural – Please specify _____
 - Pharma – Please specify _____
 - Others- Please specify _____
 - Not applicable
- 11) Account No (If Applicable):
- 12) Date of IEC approval:
- 13) Date of lapse of IEC approval (for the full duration of the study):
- 14) Mention overall duration of study (in years/months) approved by IEC at the time of study approval:
- 15) Start Date of study:
- 16) If the start date is > 6 months from the IEC approval date kindly provide the reasons for the same
- 17) Date of approval of last CRA (if applicable):

- 18) CRA approval valid till date:
- 19) Period of report of the current CRA: ____/____/____ to ____/____/____
- 20) Study was initially reviewed by expedited review (Please tick) – Yes No
- 21) Is the study expected to extend beyond the projected duration: Yes No
- 22) If Yes- provide reasons for not being able to complete the work in stipulated time
- 23) Are you applying for extension for the same: Yes No
- 24) If yes- period of extension requested? _____
- 25) How many prior extensions sought? (in number) _____

Section B

If the study pertains to retrospective case series / paraffin blocks / MRI or other radiological studies, etc. Please provide information on the status/progress of the study so far with regards to the final accrual/objective. Please mark what is not relevant as not applicable.

- 1) No of study arms (If Applicable):
- 2) Project Status (In case of studies on blocks/samples/retrospective case series please give the following information with respect to amount of work completed)
- Ongoing (Kindly select one option from below)
- Active Enrollment
 - Accrual completed
 - Target accrual reached- Yes No NA
 - If No – provide reasons _____
 - Follow-up
 - Analysis
- Not started/Not initiated (If 'Not started' state Reason)
- _____

The research is permanently closed to the enrollment of new subjects (Tick)

- Yes No NA

All subjects have completed all research-related interventions; and the research remains active only for long-term follow-up of subjects; (Please tick)

Yes No NA

The remaining research activities are limited to data analysis (Please tick)

Yes No NA

3) Provide the date of last status review report submitted to IEC for this project
 _____ (State NA if this is the first status report)

4) Summary of Protocol participants: (If the study does not deal with patient accrual, please provide a summary of the progress on the study so far)

- a) Target accrual of trial (entire study) including healthy volunteers, patients and biomedical samples/blocks) _____
- b) Total patients/samples to be recruited at BBCI, Guwahati (IEC ceiling)_____
- c) Screened: _____
- d) Screen failures: _____
- e) Total participants/samples accrued since protocol began _____(should be equal to sum of i to n)
- f) Date of accrual of first subject/sample:
- g) New participants accrued since last review _____
- h) Date of accrual of last participant: _____
- i) Active on intervention- (exclude subjects who have completed intervention)05
- j) No of participants who have completed intervention and are on follow-up:02
- k) Patients lost to follow up: _____ (includes subjects who have completed intervention)
- l) Consent Withdrawn: _____ Reason and state at which phase of the study – before /during/after completion of intervention (Specify BBCI Guwahati case number/Sub Id)
- m) Withdrawn by PI: Reason and state at which phase of the study – before /during/after completion of intervention (Specify BBCI Guwahati case number/Sub Id)
- n) Deaths: State at which phase of the study – before /during/after completion of intervention (Specify BBCI Guwahati case number/Sub Id)

Sub id	Phase- Before /during/after completion of intervention	Whether notified to IEC- Yes/No If No- provide reasons

- o) Any other: _____
- p) Any Impaired participants
 - None _____
 - Physically _____
 - Cognitively _____
 - Both _____

5) a) Have any SAEs been noted since the last status report?

- Yes No NA

If 'Yes', attach in format below

BBCI Case No/Sub Id	SAE Event	Report type	Arm	Date submitted to DSMU

b) In case of multicentre trials state whether reports of offsite SAEs have been submitted to the IEC –

- Yes No NA

6) Have any Deviations/Violations/Waivers been noted since the last status report?

- Yes No NA

If 'Yes', attach in format below

BBCI Case No/Sub Id	Type of Deviation	Study Arm	Date of submission

7) Have any unanticipated problems involving risks to participants or others (including but not limited to adverse events) been noted?

- Yes No NA

If 'Yes', please provide a summary-

8) Were there any Complaints about the research?

- Yes No

If 'Yes', please provide a summary-

If this is your first CRA kindly mention about the changes which has been done in the period after final approval till the submission of this CRA.

9) Have there been any Protocol amendments since last status report?

Yes No NA

If 'YES', please provide in format below

Amendment No. Version Dated	Date of submission	Date of IEC Approval

1) Were any changes initiated in approved research without IEC approval to eliminate apparent immediate hazards to the participants:

Yes No NA

If 'yes', please provide in format below

Date Reported to the IEC.	Description of change	Date of IEC Approval

2) Have any Informed Consent documents been amended since the last status report? Yes No NA

If 'YES', fill in format below

Amendment No. Version Dated	Date of submission	Date of IEC Approval

3) If the amendments were approved by IEC then please state whether all the patients were re-consented on the amended ICF on the next scheduled visit

Yes No NA

Amendment No. Version Dated	Date of submission	Date of Approval

4) Is the recruitment on schedule?

Yes No NA

(If 'NO', please attach a sheet giving reasons and your plans to improve accrual)

5) Have there been any changes in the participant population, recruitment or selection criteria since the last status report was submitted to IEC?

Yes No NA

(If 'YES', Kindly attach a sheet explaining the changes)

10) Have any participating investigators been added or deleted since the last status report was submitted to IEC?

Yes No NA

(If 'YES', Kindly attach a sheet with details regarding the changes)

11) Have any new collaborating sites (institutions) been added or deleted since the last status report was submitted to IEC?

Yes No NA

(If 'YES', kindly give details in the attached sheet)

If 'YES', kindly confirm if MOU/CTA has been submitted to the IEC: Yes No NA

12) Does the protocol have an inbuilt monitoring plan?

Yes No NA

(Kindly mark the above as 'No' in case of an Investigator initiated study wherein there is no external DSMB to monitor the data generated. The study will be then monitored by DSMU, BBCI Guwahati)

13) Has the study been monitored?

Yes No NA

(If 'YES', submit the monitoring report only in case of pharma-sponsored)

Date of monitoring _____

Monitored by _____

Number of subjects monitored _____

14) Is the Data Safety and Monitoring Board report available?

Yes No NA

(If 'YES', submit as an attachment)

15) Did the monitoring team have any adverse comments regarding the study?

Yes No NA

(If, 'YES', please attach a copy of their comments)

16) Is the report on interim data analysis available?

Yes No NA

(If 'YES', kindly submit as an attachment)

17) Has any information appeared in the literature, OR evolved from this OR similar research that might affect the IEC evaluation of the risk/benefit analysis of human subjects involved in this protocol?

Yes No NA

(If 'YES' kindly attach a sheet providing the details)

18) Has there been any presentation/publication related to the data generated in this trial?

Yes No NA

(If, 'YES', kindly attach a sheet enclosing the details)

If 'YES' then has this been intimated to the TRAC office?

Yes No NA

Please provide summary of current risk-potential benefit assessment based on study results if any?

19) Details regarding the budget- : (kindly attach consolidated account summary duly signed by Accounts Officer)

Total budget proposed for the project _____

Total budget sanctioned for the project _____

Total budget utilized for the project _____

20) Total Budget utilized for patient reimbursement_____ (kindly attach details of reimbursement to participants e.g. investigations/scans/travel as per IEC approved budget)

21) Have any investigators developed an equity or consultative relationship with a source related to this protocol which might be considered as conflict of interest?

Yes No NA

(If YES, kindly append a statement of disclosure for the same)

22) Any other information: _____

SIGNATURE:

Principal Investigator:

Date:

AX1-V2/SOP 07/V2

Form B

**Continuing Review Application Form/Annual Status Report Form
(Basic Human study)**

BBCI Project No:
PROTOCOL TITLE:
Principal Investigator: Co- Investigator (s): Phone no: Email Id: Institute: Dr. B Borooah Cancer Institute Date of BBCI Guwahati IEC approval: _____ Approval valid up to: _____ Mention overall duration of study (in years/months) approved by IEC at the time of study approval: Start Date of study: If the start date is > 6 months from the IEC approval date kindly provide the reasons for the same Duration of study: Period of Report of the current CRA: _____ / _____ / _____ to _____ / _____ / _____ Funding Source : Account no :

1) Project Status

- Ongoing
 - Active accrual on going
 - Accrual completed /Follow-up

<p><input type="radio"/> Analysis on going</p> <p><input type="checkbox"/> Not started/Not initiated</p> <p>If 'Not started' state reasons _____</p>
<p>2) Provide the date of last status review report submitted to BBCI Guwahati - IEC for this project : __/__/____ <input type="checkbox"/> NA</p>
<p>3) Have there been any Protocol amendments since the last status report?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If 'YES', Were these Protocol Amendments approved by BBCI Guwahati- IEC?</p> <p><input type="radio"/> YES If 'YES', please provide date of approval _____</p> <p><input type="radio"/> NO</p> <p>Note: Kindly attach a sheet with the list of amendments to be approved/ approved by the BBCI-IEC in a tabular column with details of amendment no. with date, date of submission to BBCI-IEC and date of approval by BBCI-IEC.</p>
<p>4) Have there been any Informed Consent document amendments since the last status report?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA</p> <p>If 'Yes', were these informed consent document amendments approved by BBCI Guwahati - IEC?</p> <p><input type="radio"/> YES If 'YES', Please provide date of approval _____</p> <p><input type="radio"/> NO</p> <p>Note: Kindly attach a sheet with the list of amendments to be approved/ approved by the BBCI-IEC in the tabular column with details of amendment no. with date, date of submission to BBCI-IEC and date of approval by BBCI-IEC.</p>
<p>5) Summary of Protocol participants:</p> <p><input type="radio"/> Total patients/samples to be recruited at BBCI Guwahati (IEC ceiling)_____</p> <p><input type="radio"/> Total number of samples screened since protocol began: _____</p> <p><input type="radio"/> Total Screen failures since protocol began: _____</p> <p><input type="radio"/> Total participants accrued / samples collected since protocol began_____</p> <p><input type="radio"/> New participants accrued /samples collected since protocol began: _____</p> <p><input type="radio"/> Date of accrual of last participant / Samples: _____</p>

<ul style="list-style-type: none">○ Number of active participants/Sample (analysis going on) _____○ Number of samples analyzed: ____○ Any other: _____
<p>6) Is the recruitment on schedule?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA</p> <p>(If 'NO', please attach a sheet giving reasons and your plans to improve accrual)</p>
<p>7) Have there been any changes in the participant population, recruitment or selection criteria since the last status report was submitted to BBCI-IEC?</p> <p><input type="checkbox"/> Yes (Kindly attach a sheet explaining the changes)</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> NA</p>
<p>8) Were any samples not suitable for analysis during the last one year (only the report period.)?</p> <p><input type="checkbox"/> Yes (Kindly attach a sheet stating reasons)</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> NA</p>
<p>9) Have any participating investigators been added or deleted since the last status report was submitted to BBCI-IEC?</p> <p><input type="checkbox"/> Yes (Kindly attach a sheet with details)</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> NA</p>
<p>10) Have any new collaborating sites (institutions) been added or deleted since the last status report was submitted to BBCI-IEC?</p> <p><input type="checkbox"/> Yes (Kindly attach a sheet with details)</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> NA</p>
<p>11) Were there any protocol deviations/violations in the study?</p> <p><input type="checkbox"/> Yes (Kindly attach a sheet with details)</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> NA</p>

12) Is interim data analysis report available?

- Yes (If 'YES', kindly submit as an attachment)
- No
- NA

13) Has there been any presentation/publication related to the data generated in this study?

- Yes (Kindly attach a sheet enclosing the details)
- No

If 'YES' then has this been intimated to the TRAC office?

- Yes
- No
- NA

14) Has any information appeared in the literature, OR evolved from this OR similar research that might affect the BBCI-IEC evaluation of the risk/benefit analysis of human subjects involved in this protocol?

- Yes (If 'YES' kindly attach a sheet providing the details)
- No
- NA

15) Was the study Monitored by Data Safety and Monitoring Unit (DSMU)?

- Yes (If 'YES' kindly attach a sheet providing the details)
- No
- NA

If Yes, When was study last monitored?

Date of monitoring _____

Monitored by _____

Number of subjects monitored _____

16) Is the DSMU report available?

- Yes (If 'YES', submit as an attachment)
- No
- NA

17) Did the Data safety and monitoring team have any adverse comments regarding the study?

- Yes (If, 'YES', please attach a copy of their comments)
- No

<input type="checkbox"/> NA
18) <u>Scientific and Technical Progress</u> a) Progress made against the Approved Objectives, Targets & Timelines during the Reporting Period. (Attach a separate sheet of detailed work progress report till date, including tables/figures and experimental data generated last one year and future objectives) b) Summary and Conclusions of the Progress made so far (minimum 100 words, maximum 200 words) c) Details of New Leads Obtained, if any:
19) Is the project likely to finish in the stipulated time? If no please mention reason for not being able to complete the work in stipulated time, what percent of work is pending and the period of extension (months/year(s)) is required to complete the project. How many prior extensions sought? (in numbers)
20) Have any investigators developed an equity or consultative relationship with a source related to this protocol which might be considered as conflict of interest? <input type="checkbox"/> Yes (If YES, kindly append a statement of disclosure for the same) <input type="checkbox"/> No <input type="checkbox"/> NA
21). Details regarding the budget: (kindly attach account statement sheet duly signed by Accounts Officer) Total budget proposed for the project: Rs. _____ Total budget sanctioned for the project: Rs. _____ Total amount utilized for the Project: Rs _____ If extramural funding was sought, name the funding source and amount. Funding Source: _____ Amount : Rs. _____

SIGNATURES:

Principal Investigator:

Date:

AX2-V2/SOP 07/V2
Reminder letter to investigator

Name of Principal Investigator: -
Address of Principal Investigator: -
Ref: - Project Title: XXXXXX

The above referenced project was approved by the IEC on (date) and CRA validity is up to (date) and is due for continuing annual review by the IEC.

Kindly submit the continuing review application on or before_____. In case the project have been completed / terminated, kindly complete the appropriate form and submit to IEC/ DSMU on or before (date).

Thanking you for your co-operation,

Yours truly,

Signature with date
Member Secretary, IEC/ DSMU
BBCI, Guwahati

AX4-V2/SOP 07/V2

IEC decision letter for Continuing Review of projects

Date

Principal Investigator,
Dr. B Borooah Cancer Institute
Guwahati

Ref: Project No. _____ / Title “ _____ ”

Dear Dr.

The continuing review application for the above referenced project was reviewed and discussed during the Institutional Ethics Committee (IEC) meeting held on (date) (place) (time)

The following members of the Institutional Ethics Committee were present:

IEC comments were as follows:

Status: IEC approved the continuation of the study till (valid date). The Principal Investigator should submit continuing review application/annual status report on or before _____. In order to ensure that there is no lapse in the IEC approval period, it is mandatory to submit study status report prior to lapse of study validity.

Status: Revisions with minor modifications/ Query/ Deferred/ On-hold/ Not approved. Kindly respond to IEC at the earliest.

This decision was taken by consensus/unanimously/voting.

Neither Principal Investigator nor any of the study team members participated during the decision making of the IEC.

Thanking you,
Yours faithfully,

Member Secretary,
IEC, BBCI

AX4-V2/SOP 07/V2
IEC warning letter for continuing Review of projects

To,
PI,
Principal Investigator,
Dr. B Borooah Cancer Institute
Guwahati

Ref: Project No. - “ _____ ”

Sub: Warning letter for CRA non-compliance

Dear Dr. ,

The above referenced project was approved on _____.

The IEC has noticed that you had failed to submit the annual status report/continuing review application as is mandated by the IEC SOPs, in spite of reminder on _____. Last CRA reminders were sent on _____.

The committee expresses strong concerns about your non adherence to IEC policy and negligence of your duty as Principal Investigator.

You are hereby mandated to submit the continuing review application/study completion report as is applicable by _____.

Failure to comply with the final reminder of the IEC will result in immediate closure of the study by the IEC. You shall thereafter abstain from all research activities of the project except those that would jeopardize the safety, rights or welfare of current subjects.

Thanking you,

Yours faithfully,

**Member Secretary,
Institutional Ethics Committee,
BBCI**

AX5-V2/SOP 07/V2

IEC closure letter for noncompliance to submission of study status reports

Date

Principal Investigator,
Dr. B Borooah Cancer Institute
Guwahati

Ref: Project No. _____ / Title. " _____ "

Dear Dr.

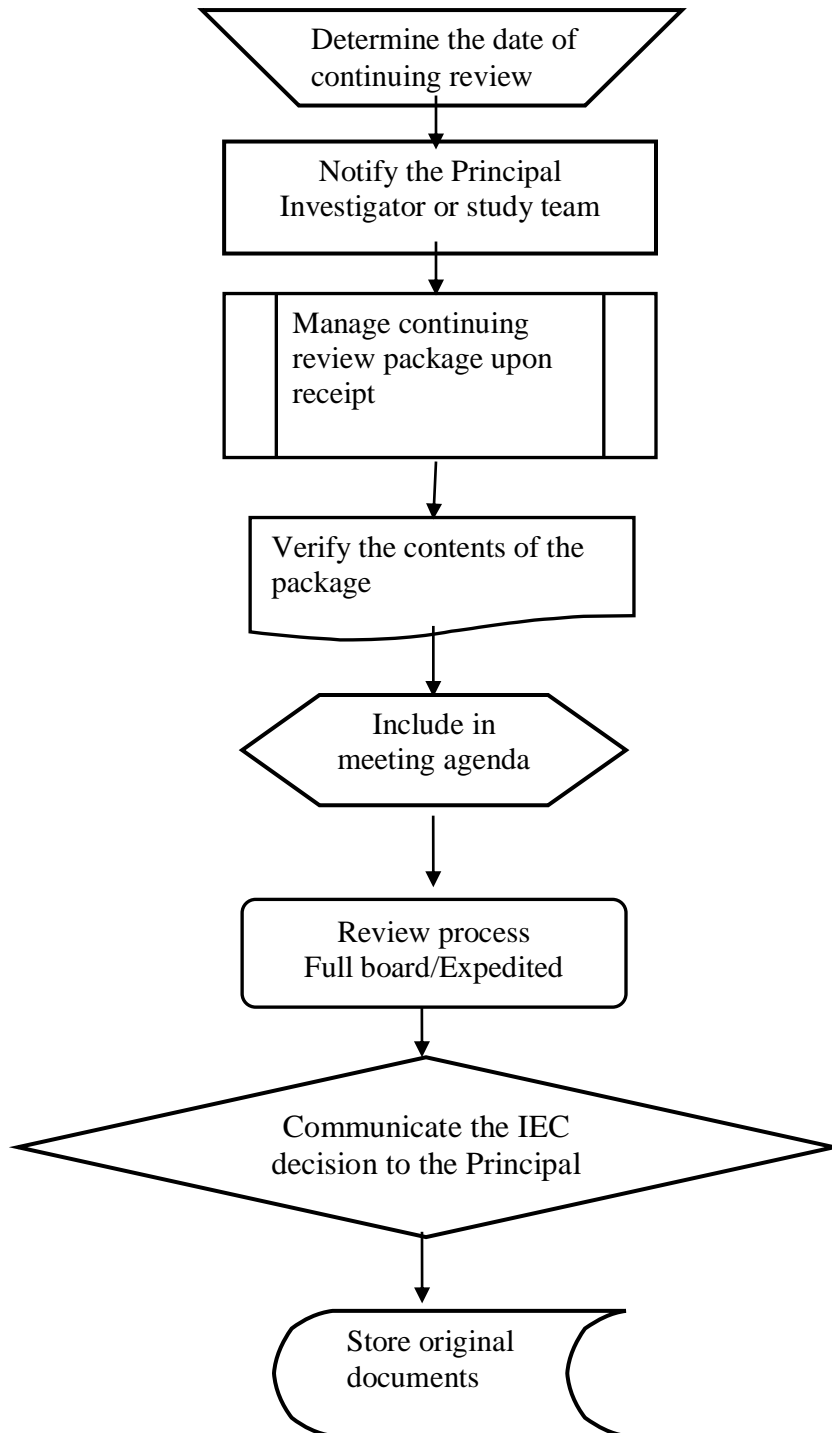
Sub:

Pursuant to the CRA non-compliance warning letter sent to you on (date), kindly note that your study has been closed by the IEC due to failure in timely submission of Continuing Review Application (CRA) or study completion report / response to the IEC queries on CRA submitted to IEC resulting in lapse of IEC approval for the above referenced study.

Thanking you,
Yours faithfully,

Member Secretary,
Institutional Ethics Committee
BBCI

Flow Chart



**INSTITUTIONAL ETHICS COMMITTEE
DR. B BOROOAH CANCER INSTITUTE, GUWAHATI
(IEC, BBCI)**

Title: Review of Protocol Deviation / Violation / Waiver/ Non-Compliance

SOP Code: SOP 08/V2 Date: 30/09/2021 Pages: 196 to 206

8.1 Purpose

To provide instructions for taking action and maintaining records when investigators/ trial sites fail to -

- Follow the procedures written in the approved protocol.
- Comply with national / international guidelines / institutional guidelines or rules or procedures mandated by the IEC for the conduct of human research.
- Respond to the IEC requests regarding statutory, ethical, scientific or administrative matters.

8.2 Scope

This SOP applies to all IEC approved research studies involving human participants/data.

8.3 Responsibility

1. The IEC secretariat is responsible for receiving deviations /violations as per (AX1–V2/SOP 08/V2) and waiver reports submitted by the Principal Investigator/others and placing it on the agenda of the meeting. The IEC secretariat is responsible for receiving non-compliance reports and taking the appropriate action. Reporting of deviation/violation in any other reporting format will not be accepted.
2. IEC members should review and take action on such reports.

8.4 Detailed instruction

a) Protocol violation/s

Definition: Divergence or departure from the expected conduct of an approved study not consistent with the current Institutional Ethics Committee approved version of the research protocol, consent document or addenda.

This usually

- Constitutes a change in the conduct of the research that should have received prospective IEC review and approval prior to implementing the change; or
- Has harmed or posed a significant risk of harm to a research participant or others; or
- Has damaged the scientific integrity of the data collected or confounded the scientific analysis of the study results; or
- Has resulted from willful or voluntary misconduct on the part of a Principal Investigator or a member of the research team.

Examples:

- Participant was enrolled but did not meet the protocol's eligibility criteria.
- Participant received the wrong treatment or incorrect dose.
- Participant being consented after the screening procedures are completed
- Participant being consented after the first dose of the drug has been given
- Wrong version of the informed consent form being used.
- Consenting lapse e.g. LAR signing as impartial witness.

b) Protocol deviation/s

Definition: Divergence or departure from the expected conduct of an approved study not consistent with the current Institutional Ethics Committee approved version of the research protocol, consent document or addenda is a protocol deviation if it:

- Has no substantive effect on the risk posed to a research participant or others;
- Will not affect the participants' willingness to participate in the study;
- Has no substantive effect on the value of the data collected;
- Does not confound the scientific analysis of the study results; and
- Did not result from willful or voluntary misconduct on the part of an Investigator or a member of the Investigator's study team.

Examples:

- Sample collections at different time points than specified in the protocol.
- Participant following up on days not specified in the protocol.

c) Protocol Waiver

It is a prospective deliberate decision to deviate from the protocol that has been approved by the sponsor. Such waivers must be notified to and approved by IEC Member Secretary/Chairperson.

e.g. Protocol Waiver means a prospective decision by a sponsor or investigator to permit accrual of a participant who does not satisfy the approved inclusion/exclusion criteria for enrollment (age, concurrent medication).

When a deviation occurs it should be reported to the sponsor as well as the IEC. In some instances, a sponsor will issue a waiver related to a specific participant, to continue the participant in the study

Examples of waivers are:

- It is in the participant's best medical interest to remain on study.
- Exception to inclusion/exclusion criteria (age, concurrent medication).
- Visits out of sequence or out of protocol "window".
- Injection of study drug in left arm rather than right arm.

d) Non-compliance

Non-compliance is defined as failure to comply with national regulations, IEC policy or the determinations or requirements of the IEC.

- i. Non-serious and Non-continuing non-compliance involves isolated incidents, e.g. an unintentional mistake, an oversight or a misunderstanding. The issue is not serious or continuing in nature.
- ii. Serious Non-compliance: An action or omission, non-compliant with national regulations or IEC policy, taken by an investigator that any other reasonable investigator would have foreseen as increasing risks or compromising the rights and welfare of a participant or other persons.
- iii. Continuing non-compliance: A pattern of repeated actions or omissions taken by an investigator that indicates a deficiency in the ability or willingness of an investigator to comply with national regulations, IEC policy or determinations or requirements of the IEC.
- iv. Research Misconduct non-compliance that involves callous disregard for the protection of human participants or for the integrity of research may meet the definition of research misconduct. Any fabrication, falsification, or plagiarism in proposing, performing, or reviewing research or reporting research results.

8.4.1 Detection of Protocol deviation/ non-compliance/ violation/waiver

8.4.1.a The IEC/DSMU members performing monitoring of the project at trial site can detect a protocol deviation/non-compliance/violation

- If the project is not conducted as per protocol/ national/international

regulations;

- While scrutinizing annual/ periodic reports/ SAE reports.
- Based on any other communication received from the Investigator/ trial site/ sponsor/ study monitor/ CRO.

Additionally, information regarding protocol deviation/ violation /non-compliance in studies that enroll human participants may come to the attention of the IEC through:

- Continuing reviews
- For cause monitoring
- Audit reports
- SAE reports
- DSMU minutes
- Any other sources.

8.4.1.b The Secretariat can detect a protocol deviation/non-compliance/ violation from failure to:

- Comply with statutory requirements;
- Respond to requests from the IEC within a reasonable time limit;
- Respond to communication made by the IEC,

8.4.1.c The PI himself/herself should forward protocol deviation / violation / waiver reports to the IEC preferably within 10 working days of the PI's knowledge of the deviation/violation.

Investigators, research staff, or other individuals affiliated with BBCI, Guwahati are required to report all suspected non-compliance to the IEC.

8.4.1.d Communication/ complaint/ information received from research participant who has been enrolled or any individual who has been approached for enrollment.

8.4.1.e Any report/ communication brought to the notice of Member Secretary /Chairperson of IEC.

8.4.1.f Communication received from the Director, BBCI, Guwahati informing IEC about an alleged protocol violation/ protocol deviation/ non-compliance.

8.4.2 Noting protocol deviation / violation / waiver / non-compliance by the Secretariat

- The PI will report the protocol deviation/violation as per AX1-V2/SOP 08/V2.
- The IEC members who have performed monitoring of a particular trial and detect protocol deviations/non-compliance/violations will inform the IEC Secretariat in writing.
- Whenever a protocol deviation / violation / non-compliance have been observed, the IEC Secretariat will ensure that the issues as well as the details of non-compliance involving research investigators are included in the IEC meeting agenda.

The deviations/violations will be scrutinized for gravity and implications in the formal full board IEC meeting. The IEC decision will be communicated to the PI.

8.4.3 Procedures for Handling Suspected Non-compliance

1. Upon receipt of an allegation, Member Secretary IEC in consultation with Chairperson, IEC will review the allegation and determine if it is valid. If the allegation is valid, then IEC will undertake an inquiry. Chairperson, IEC may temporarily suspend the study, pending review in IEC.
2. Member Secretary IEC in consultation with Chairperson, IEC undertakes an inquiry of the allegations within 15 working days of the suspected non-compliance. The purpose of the inquiry is fact-finding, and may involve examination of study records and discussion with the research team, other personnel, research participants, witnesses, the complainant (if not anonymous), and others as appropriate.
3. Qualified IEC staff documents and compiles the information and Member Secretary IEC presents the findings to the IEC.
4. IEC determines whether the allegation is (1) non-serious and non-continuing or (2) serious or continuing non-compliance that warrants investigation by the IEC or (3) has no basis in fact.
5. IEC determines if immediate suspension of study procedures and/or study enrollment is required for the project in question, as well as for other projects under the same investigator. This initial decision is based on preliminary review of available information, communication with the principal investigator(s) involved in alleged non-compliance activities, and the seriousness of the allegations.
6. The principal investigator(s) involved in the allegations and associated research staff personnel, appropriate Department Head(s), and Institutional Head are notified in writing about any suspension.
7. National regulatory agencies are notified, if applicable.
8. In case of externally funded studies, notice is sent to the sponsor and to the concerned regulatory bodies.
9. If a study is suspended, further fact-finding and a timely review by a convened IEC determines the length of any suspension.

If the non-compliance activity is determined to be non-serious and non-continuing:

1. The issue is resolved by a subcommittee of IEC (comprising of Member Secretary, IEC, DSMU Secretary, one IEC member). Principal investigator and concerned staff may be called for the discussion.

2. Member Secretary IEC documents the outcome of all communications in writing. This report includes any actions to be taken by IEC or corrective actions required on the part of the investigator and the timelines for resolution.
3. A copy of this report is sent to the principal investigator(s) involved in the non-compliance, associated research staff and others as deemed appropriate within 21 working days.
4. A written response from the principal investigator acknowledging the report and describing corrective actions is required within 07 working days from the date of the corrective report.
5. The complainant will be provided information as deemed appropriate by the IEC Chair.
6. All communication is documented in a restricted IEC confidential file.
7. If during the inquiry of a non-serious or non-continuing non-compliance is determined that the non-compliance is serious or continuing, the matter will be referred to the full board IEC for their investigation.

If the non-compliance activity is determined to be a serious or continuing, the matter is forwarded to the IEC Secretariat for their investigation:

IEC Chair and Member Secretary IEC, readdresses the possible need for suspension of study procedures and/or study enrollment for the project in question, as well as for other projects under the same investigator, pending a timely review by a convened Institutional Review Board.

If research activity suspension is warranted:

- The principal investigator(s) involved in the non-compliance activities and associated research staff, Department Head(s) and Institutional Officials are notified in writing about any suspension.
- Concerned National regulatory agencies are notified, if applicable
- In case of national externally funded studies, notice is sent to the sponsor and to the concerned regulatory bodies.

The issue is presented to the next appropriate convened IEC. For urgent issues, member Secretary IEC may convene an emergency meeting of the IEC.

- The IEC will receive a copy of the most recently approved consent form, any necessary sections from the IEC approved protocol and all documented communications and discussions concerning the non-compliance from the inquiry phase. The complete IEC protocol will be available at the IEC meeting.
- The Principal Investigator will be invited to attend the meeting and provided an opportunity to respond to the allegation(s).
- The IEC may also meet with the complainant (if no anonymous) and others as needed.
- After the IEC has completed the investigation, the IEC will determine the appropriate course of actions, such as:
 - Modification of the research protocol;

- Modification of the informed consent form or process;
 - Additional information provided to past participants;
 - Notification of current participants (required when such information may have related to participants' willingness to continue to take part in the research);
 - Requirement that the current participants re-consent to participation;
 - Modification of the continuing review schedule;
 - Monitoring of research;
 - Monitoring of the consent process;
 - Suspension of the research;
 - Termination of the research;
 - Obtaining more information pending a final decision;
 - Referral to other organizational entities (e.g., legal counsel, risk management, institutional official, etc.);
 - Requirement of additional training or re-training;
 - Other appropriate actions
- A copy of IEC report is sent to the principal investigator(s) involved in the non-compliance activities, associated research staff and others as deemed appropriate within 21 working days.

Responsibilities of the IEC in case of Research involving human subjects conducted supported or otherwise subject to regulation by any United States government federal department or agency which takes appropriate administrative action (e.g. NIH, HHS).

Any serious or continuing non-compliance with the requirements or determinations of the IEC; or any suspension or termination of IEC approval must be communicated to the concerned US Federal Department Agency head as well as to the Office for Human Research Protection (OHRP), within 10 working days of the occurrence of the event.

Contact details for the OHRP are:

Office for Human Research Protections- E-mail: OHRP@hhs.gov

8.4.4 Board discussion, Decision and Action

- If a protocol deviation / non-compliance / violation is detected by an IEC/DSMU member during a monitoring visit, he/she will present the monitoring report which will be discussed at the full board meeting.
- If detected by the Secretariat/forwarded by Principal Investigator, the Secretary will present the protocol deviation / non-compliance / violation/waiver information.
- Each allegation is taken seriously and reviewed in a consistent, prompt, and professional manner. Additionally, care is taken to maintain confidentiality.
- The Chairperson/IEC members will review the information available and take a decision depending on the seriousness of the violation.

- The decision will be taken to ensure that the safety and rights of the research participants are safeguarded. The decision will be taken by consensus and if no consensus is arrived at, voting will be conducted.

The actions taken by the IEC could include one or more of the following, but not limited to

- Determine that no further action is required, or take other actions as appropriate.
- Inform the PI that the IEC has noted the violation/ non-compliance/ deviation, and instruct the PI to ensure that deviations/non-compliance/ violations do not occur in future and to follow IEC recommendations.
- Enlist measures that the PI would undertake to ensure that such deviations / non-compliance / violations do not occur in future.
- Observe the research or consent process, (depending on the nature and frequency of the deviation).
- Suggest modifications to the protocol.
- Alter the interval for submission of the continuing review/annual project status
- Require additional training of the investigator and study team.
- Reprimand the PI.
- Seeking additional information from the Principal Investigator.
- Audit of trial by the IEC.
- Suspend the study till additional information is made available and is scrutinized.
- Suspend the study till recommendations made by the IEC are implemented by the PI and found to be satisfactory by the IEC.
- Suspend the study for a fixed duration of time.
- Suspension or termination of the study
- Revoke approval of the current study.
- Inform DCGI/ other relevant regulatory authorities.
- Keep other research proposals from the PI/ Co-PI under abeyance.
- Review and/ or inspect other studies undertaken by PI/Co-PI.

8.4.5 Procedure for notifying the investigator and other concerned authorities

- The IEC secretariat records the IEC decision.
- The Member Secretary drafts a notification letter.
- The signed letter by Member Secretary is sent to the Principal Investigator and if required to the Department Head(s) and Institutional Officials.
- The IEC secretariat sends a copy of the notification to the relevant national authorities and institutes if applicable, as in the case of a multi-centric trial.

8.4.6 Records and follow up to be kept by IEC secretariat

The IEC secretariat:

- Keeps a copy of the notification letter in the respective project file.
- Stores the file on the shelf with an appropriate label.
- Follows up the action after a reasonable time

AX1-V2/SOP 08/V2
Deviation (D) / Violation (V)
Reporting Form

PLEASE REPORT SINGLE EVENT IN ONE REPORTING FORM

Specify if D/V- _____

Note-

Protocol deviation: Changes or alterations in the conduct of the trial which do not have a major impact on the participant's rights, safety or well-being, or the completeness, accuracy and reliability of the study data.

Protocol violation: Changes or alterations in the conduct of the trial that may affect the participant's rights, safety, or wellbeing or alter the risk benefit ratio, and/or affect the participants' willingness to participate in the study, and/or impact the completeness, accuracy and reliability of the study data.

IEC Project No.:

Project Title:

Participant Case No.:

Trial Id:

Date of Occurrence: dd/mm/yyyy

Total number of deviations /violations/ reported till date on the study:

Total number of similar deviations /violations/ occurred for the same trial:

Phase of Study i.e. Active Intervention/Completed Intervention/Follow up:

Study status:

IEC approval Date-

Target recruitment -

No. of participants recruited:

D/V identified by- Principal Investigator / study team
 Sponsor / Monitor
 DSMU/IEC

Classify the lapse (Tick the appropriate box) :

- Consenting
- Enrollment
- Protocol procedure
- Laboratory assessment
- Investigational Product
- Safety Reporting
- Source documentation
- Staff
- Participant non-compliance
- Others (Please specify)

Complete Details of D/V:

Impact on Trial participant (if any): Yes No

If yes, please specify:

Impact on Quality of data (if any): Yes No

If yes, please specify:

Action taken by PI/Co-PI/Co-I:

Are any changes to the project/protocol required? Yes No

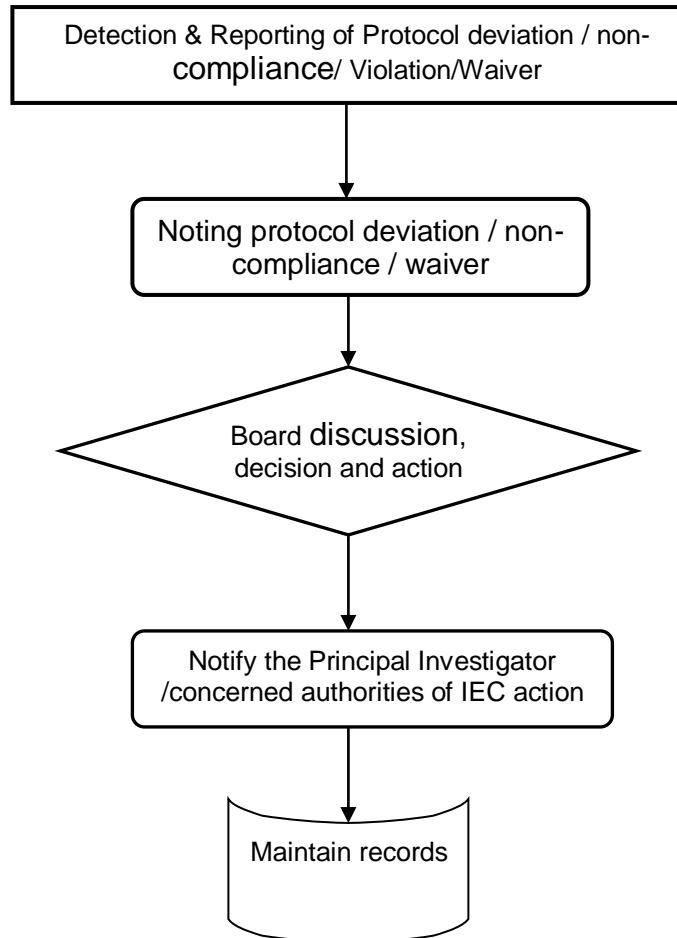
If yes, please specify the changes of Protocol

Name of PI:

Sign of PI:

Date

Flow Chart



**INSTITUTIONAL ETHICS COMMITTEE
DR. B BOROOAH CANCER INSTITUTE, GUWAHATI
(IEC, BBCI)**

Title: Review of Serious Adverse Events (SAE) Reports

SOP Code: SOP 09/V2 Date: 30/09/2021 Pages: 207 to 221

9.1 Purpose

The purpose of this SOP is to describe the process on the submission, reporting, review of serious adverse events (SAEs) and unexpected events for any active study approved by the IEC.

Unanticipated risks are sometimes discovered during the course of studies. Information that may impact on the benefit /risk ratio should be promptly reported to and reviewed by the IEC to ensure adequate protection of the welfare of the study participants. The unanticipated risks may as well include any event that in the investigator's opinion, may adversely affect the rights, welfare and safety of study participants.

9.2 Scope

This SOP will be applicable in case of the Data Safety Monitoring Unit (DSMU) has been established in the Institute. This SOP applies to the Data Safety Monitoring Unit (DSMU) and IEC review of SAEs and unexpected events reports, both onsite and offsite, including follow

up reports submitted by investigators. The detailed instructions regarding on site and off site SAE review are described in the following section 9.4.

Investigators, IEC members and DSMU members must follow the procedure as per current regulations. This prescribes procedures for reporting of SAEs and the provision of compensation in case of injury or death during clinical trial.

9.3 Responsibility

The primary responsibility of the DSMU/IEC is to review and address SAE and unexpected events involving risks to research participants. In addition, the committee is authorized to offer mediation under appropriate circumstances.

IEC should also make sure that researchers are made aware of the policies and procedures concerning reporting and continuing review requirements.

The IEC/ DSMU Secretariat is responsible for receiving the complete SAE / unexpected events/SUSAR/CIOMS reports and directing them to DSMU for detailed review. Following the DSMU meeting, the Secretary, DSMU will then forward the minutes of the DSMU meeting to the IEC. DSMU minutes are discussed in the subsequent IEC meeting.

Notifying the IEC/DSMU does not relieve the PI from his/her responsibility to notify the sponsor and regulatory authorities.

9.4 Detailed instructions

On site SAEs

9.4.1 Instructions for PI

- **The initial reports of all serious adverse event of Death/ other than death** should be reported by the PI along with the justification for the causality assessment **within 24 hours** of the occurrence to-
 1. IEC
 2. Sponsor or its representative
 3. CDSCO (in case of studies that require approval of the CDSCO)

- **The follow up report of the serious adverse event of Death/ other than death** along with the justification for the Principal Investigator's causality assessment shall be forwarded by the Investigator within **fourteen calendar days** of the occurrence of the serious adverse event of death to-
 1. IEC
 2. Sponsor or its representative
 3. CDSCO (in case of studies that require approval of the CDSCO)
 4. Head of the Institution (in case of studies that require approval of the CDSCO)

- In case the event is Death due to disease progression, the event should be notified in the SAE reporting format unless it is specified in the IEC approved protocol that such events will not be reported.
- If the patient is out of trial and on survival follow up, the event should be notified unless it is specified in the IEC approved protocol that such events will not be reported
- SAE reports are received by IEC/ DSMU - 01 signed hard copy (original) + soft copy
- Serious Adverse Event should be graded as per CTCAE Ver. 5.0.
- Follow-up reports on the SAEs should be submitted within 14 calendar days of the initial report or when any additional information regarding the event is available, whichever is earlier.
- In case of research involving human subjects conducted, supported or otherwise subject to regulation by any United States government federal department or agency which takes appropriate administrative action (e.g. NIH, HHS), the PI must promptly communicate to the appropriate US Federal Department Agency head and the Office for Human Research Protection (OHRP) within 14 working days from the occurrence or knowledge of any of
 1. Any unanticipated problems involving risks to subjects or others
 2. Any serious or continuing noncompliance with the United States HHS policy
 3. Any serious or continuing noncompliance with the requirements or determinations of the IEC;
 4. Any suspension or termination of IEC approval

Contact details for the OHRP are:

Office for Human Research Protections, E-mail: OHRP@hhs.gov

9.4.2 SAE related activities before IEC meeting

- One signed hard copy and a soft copy of the SAE report must be submitted to the DSMU Office.
- The IEC/DSMU Secretariat will verify if the reports are complete, signed and dated by the PI/Co-PI/Co-I and will check for dates and typo errors in the SAE report such as SAE description, SAE term and CTCAE grading
- In case the IEC Secretariat notes that the report is incomplete or incorrect, the report will be returned to the PI with the consent of Secretary, DSMU
- The IEC secretariat should receive the reports of all SAEs including deaths for IEC approved studies within 24 hours of the occurrence of the SAE.
- In case of public holidays or weekends or any other justified reasons, SAEs may be reported as email notifications or soft copy attachment of SAE form in

order to meet SAE reporting timelines. Email notifications should include patient trial id, patient case number, SAE event and a brief description of the SAE. However duly signed hard copies of the SAEs along with the email notification (hard copy) should be submitted to DSMU office on the next working day.

- The SAE reported for death will be stamped "Death" on the right corner of the 1st page of SAE form for easy / immediate identification.

9.4.3 Actions to be taken by Member Secretary, IEC/DSMU

- This will be applicable in case of the Data Safety Monitoring Unit (DSMU) has been established in the Institute
- The Secretary DSMU will review the SAE report and will write the comments if any
- In case of urgency or if a particular significant trend in serious unexpected and related or unrelated events is observed on any trial a meeting may be held. Based on discussion, necessary action may be taken by the DSMU Secretary/IEC Member Secretary
- SAE's received will be discussed in subsequent DSMU Meeting
- Regulatory SAEs may be taken on table for IEC/DSMU review
- Two lead discussants are assigned by Secretary DSMU for SAE review. It is ensured that the lead discussant is not a part of the study team and has no conflict of interest.
- Agenda is sent to Secretary, DSMU for finalization and signature.
- The original signed hard copy of agenda is filed. The soft copies of meeting agenda and SAE reports are sent to DSMU members via email for review.

9.4.4 After the DSMU review of SAE

- This will be applicable in case of the Data Safety Monitoring Unit (DSMU) has been established in the Institute
- After the DSMU meeting, the Minutes are finalized by the Secretary, DSMU.
- The IEC secretariat will send a formal letter signed by DSMU Secretary to the investigator/s with instructions for specific actions as per the DSMU decision.
- In case a PI fails to respond to the DSMU letter, the matter will be discussed at the next full board IEC meeting and a decision will be taken for specific action.
- The IEC secretariat will send the letter to the PI and file a copy of the letter in the master file of the research protocol.
- The original signed hard copy of Minutes of meeting is filed in the 'DSMU Agenda and Minutes file'.
- Minutes are ratified in the next DSMU meeting.
- PI should respond to DSMU queries within 07 working days from the receipt of the DSMU query letter. The PI response to DSMU queries are reviewed by

Secretary DSMU. These replies get discussed in the next scheduled DSMU meeting and may be forwarded to IEC in case further opinion is required.

- The Member Secretary will table the SAEs and the DSMU minutes in the next earliest full board meeting of IEC.

9.4.5 Responsibilities of the IEC in case of studies that are approved by licensing authority (DCGI):

- In case of SAE (any) report, IEC after due analysis will send its opinion on compensation to the licensing authority within 30 calendar days-of the from the date of reporting of the serious adverse event.

9.4.6 During the IEC meeting

The Secretary, DSMU will discuss the SAEs and actions taken in the IEC meeting. The minutes of DSMU meeting will be discussed. If appropriate, specific action or combination of actions will be taken, based on the consensus decision of the IEC. Some of which are listed below:

- Note the SAE report in the IEC records if information submitted is found to be adequate.
- Direct the PI to inform participants already enrolled in the study about the SAE and request them to undertake additional visits, additional procedures, additional investigations, etc. as per recommendation.
- Direct the PI to re-evaluate the event as to whether it is AE/SAE and report to IEC.
- Direct the PI to inform participants already enrolled in the study about the SAE and obtain their consent regarding continuation in the research study, if necessary.
- Request further follow up information.
- Request additional details.
- Recommend an amendment to the protocol, the ICD, Participant information sheet, investigator brochure and/ or any other document.
- Recommend whether or not compensation should be paid to the patient /his nominee for trial related injury / death as per institutional policy.
- Suspend certain activities under the protocol (while going on with activities intended to protect the safety, well-being of participants who have already been enrolled);
- Suspend enrolment of new research participants;
- Suspend the study till amendments requested for by the IEC are accepted
- Suspend the study for a fixed duration of time;
- Suspend the study till additional information is obtained;
- Suspend the study till review is completed;

- Terminate the study;
- Any other action

9.4.7 Actions to be taken by Chairperson

The Chairperson, IEC on the basis of the information and comments received from the Member Secretary IEC and Secretary DSMU, and applying his/ her judgment will direct the IEC Secretariat to any one or more actions listed below, but are not limited to.

- Soliciting opinion of one or more expert in writing. The information can be provided to expert after he/ she/ they agree(s) to the confidentiality clause and abide by the rules and regulations of IEC. The expert would be requested to provide an opinion in writing within 2-14 working days, depending upon the gravity and seriousness of the matter.
- Calling for an emergency review by full board.
 - This review should be initiated within 48 working hours (2 working days) of receipt of information.
 - This review could be done through a meeting, teleconference, email or telephonic conversation.
 - The IEC Secretariat will take appropriate steps to ensure that IEC members are informed about this full board meeting.
 - Depending upon the complexity of the issue(s) involved, the Chairperson could direct the Member Secretary, IEC, to invite one or more experts whose opinion would be valuable. These experts could participate after they agree to the confidentiality clause and abide by the rules and regulations of IEC.
 - For-cause monitoring
- Suspend trial-related procedures as listed by the secretariat.
- Suspending all trial related procedures (except those intended for safety and well-being of the participant) till further review by the IEC.
- Suspending enrolment of new research participants till further review by the IEC.

9.5 Off-site SAEs

- Off Site SAEs where adverse event reports that are serious, unexpected and related (definitely, probably and possibly) to the drug need prompt reporting to the IEC.
- The SAEs that are expected (if listed in the informed consent) or unexpected but unrelated to the drug (classified as per the Off Site SAE Classification form – AX2-V2 SOP 09/V2) have to be logged by the PI and to be submitted timely. The following log has to be maintained continuously until the end of the study.
- Those off site SAEs which qualify for prompt reporting, (classified as per the Off Site SAE Classification form – AX2-V2/SOP 09/V2) will be reported to IEC

Secretariat, and forwarded to Member Secretary, IEC and Secretary, DSMU.

- If the IEC and DSMU need to review the offsite SAE reports, the committee will request copies of SAE reports at any time, as and when necessary.
- If a trend is observed in SAEs by PI, such a trend needs to be reported by the PI and action on such reports will be taken by the Member Secretary, IEC and Secretary DSMU, as per 9.3-9.4
- The IEC Secretariat will timely accept the complete set of “Off-site SAE reports” and/ or the log.

Offsite SAEs (Periodic Safety Update Report; PSUR)

- The PSUR/Line listings submitted by PI on a monthly/quarterly/biannual basis are filed by DSMU as a detailed review of the same is out of the scope of IEC/DSMU.
- It is the PI’s responsibility to review the listings in detail and report if a trend is observed and communicate the same to DSMU.
- The offsite SAEs are received in the format as per SOP and one copy is acknowledged and returned back to PI.
- The soft copy is saved.
- The same is entered in the Offsite SAE entry book by IEC secretariat.
- The SAEs are checked and stamped ‘For DSMU/Noted & File’ and then forwarded to IEC for signature/review
- Any queries raised by the IEC Secretary are sent to PI by email or letters as applicable; else the Offsite SAEs are filed in the respective project files.
- Depending on the trend observed by the PI, if appropriate, specific action or combination of actions will be taken. Some of which are listed below:
 - Note the SAE report in the IEC records.
 - Direct the PI to inform participants already enrolled in the study about the SAE and request them to undertake additional visits, additional procedures, additional investigations, etc. as prescribed in the amendment.
 - Direct the PI to inform participants already enrolled in the study about the SAE and obtain their consent regarding continuation in the research trial, if necessary.
 - Request further follow up information.
 - Request additional details.
 - Recommend an amendment to the protocol, the ICD, Participant information sheet, investigator brochure and/ or any other document.
 - Suspend certain activities under the protocol (while going on with activities intended to protect the safety, well-being of participants who have already been enrolled);
 - Suspend enrolment of new research participants;
 - Suspend the study till amendments requested for by the IEC are accepted.
 - Suspend the study for a fixed duration of time;

- Suspend the study till additional information is obtained;
- Suspend the study till review is completed;
- Terminate the study;
- Any other action

9.6 DCGI Query on Serious Adverse Events

- 1) DCGI queries on SAEs which were already discussed in DSMU and ratified in previous IEC meetings will be answered based on the opinion and findings of the DSMU and IEC at that time. IEC discussion or opinion at that time will be conveyed to DCGI and Principal Investigator.
- 2) In potentially contentious issues, Member Secretary, IEC will inform Chairperson. Chairperson may use his/her discretion to bring it to the full board IEC meeting. The reply to DCGI is sent with a copy of same to Principal Investigator.

AX1-V2/SOP 09/V2 **SERIOUS ADVERSE EVENT REPORT**

BBCI PROJECT NO:	
Regulated by DCGI:	Yes / No
CTRI Reg. No:	

As per ICH-GCP:

Serious Adverse Event (SAE) or Serious Adverse Drug Reaction (Serious ADR) is any untoward medical occurrence (due to the participation in the concerned trial) that occurred at any dose that:

- Results in death,
- Is life-threatening,
- Requires inpatient hospitalization or prolongation of existing hospitalization,
- Results in persistent or significant disability/incapacity,

or

- is a congenital anomaly/birth defect

Investigator(s) shall report all SAE's including Death to the IEC, Sponsor and CDSCO within 24 hours of their occurrence or the knowledge of the PI. If a delay is expected kindly notify the same by email.

1.	Title of project:	
2.	Principal Investigator:	
3.	Date of Occurrence of SAE :	
4.	Report Date : Report Type <input type="checkbox"/> Initial <input type="checkbox"/> Follow-up _____ If Follow-up report, State Date of Initial report _____ <input type="checkbox"/> Final _____ If Final report, State Dates of Initial & Follow up report _____	
	If report is delayed, provide reasons- _____	
5.	Subject Case No : Subject Trial ID :	5a. Age : 5b. Gender : <input type="checkbox"/> Male <input type="checkbox"/> Female
6.	Study Arm to which subject is randomized : <input type="checkbox"/> Test <input type="checkbox"/> Standard Arm <input type="checkbox"/> NA	
7.	Mention the total number of SAE (prior) occurred at this site : _____ Other site(s) : _____	
8.	Mention number of similar SAEs (prior) occurred for same study at this site : _____ Other site(s) : _____	
9.	A] State SAE Event term : (Kindly refer to CTCAE V 5.0 where applicable)	B] CTCAE Grade : (where applicable)
10.	Does the Principal Investigator feel this SAE is related to participation in the trial <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA Principal Investigator to provide justification for causality assessment-	
11.	Tick whichever is applicable for serious adverse event : (Kindly note that this refers to IP/intervention being evaluated and NOT disease process) A] <input type="checkbox"/> Expected Event <input type="checkbox"/> Unexpected Event	
	B] <input type="checkbox"/> Hospitalization <input type="checkbox"/> Increased hospital stay <input type="checkbox"/> Death <input type="checkbox"/> Others In case of Death, state probable cause of death _____ (If others, please specify) : Kindly provide number of days of the hospitalization:	
	C] <input type="checkbox"/> No permanent significant functional/ cosmetic impairment <input type="checkbox"/> Permanent significant functional/ cosmetic impairment <input type="checkbox"/> Not applicable	
12.	The cost of treatment/hospitalization was borne by, <input type="checkbox"/> Patient <input type="checkbox"/> Institute <input type="checkbox"/> Sponsor/CRO Reimbursement done- <input type="checkbox"/> Yes <input type="checkbox"/> In process <input type="checkbox"/> No <input type="checkbox"/> NA If Yes, attach proof of reimbursement	

Drug information (refers to drug/ device/ procedure under investigation)			
13.	IP/ Placebo (include generic name)/device/intervention:		
14.	Dose : Dosage Form :	15.	Route(s) of administration :
16.	Therapy Dates (From/To) :	17.	Therapy duration :
Was study intervention discontinued due to event? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA			
18.	Did the reaction decline after stopping the drug / procedure (De-challenge & Re-challenge information) <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA		
Concomitant drugs and history (drugs that the patient maybe on)			
19.	Concomitant drug(s) and date of administration:		
20.	Patient relevant history (e.g. diagnosis, allergies): (Tick in the applicable box) (This is applicable only for regulated clinical trials) R = Risk Factor depending on the seriousness and severity of the disease, presence of co-morbidity and duration of disease of the subject at the time of enrolment in the clinical trial between a scale of 0.5 to 4 as under: a) 0.5 Terminally ill patient (expected survival not more than (NMT) 6 months) <input type="checkbox"/> b) 1.0 Patient with high risk (expected survival between 6 to 24 months) <input type="checkbox"/> c) 2.0 Patient with moderate risk <input type="checkbox"/> d) 3.0 Patient with mild risk <input type="checkbox"/> e) 4.0 Healthy Volunteers or subject of no risk <input type="checkbox"/>		

SAE Details			
21.	Description of serious adverse event (indicate if this is follow-up report and if so, include follow-up information only)		
22.	Describe the medical treatment provided (if any) to the research subject: This is an update on treatment given during hospitalization and /or used for management of the SAE.		
	Medication	Dose	Start date
			End date

23.	Outcome was <input type="checkbox"/> Resolved <input type="checkbox"/> Ongoing <input type="checkbox"/> Death			
24.	Was the research subject continued on the research protocol? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA (Mark 'NA' in case of death)			
25.	What phase of the research protocol is the patient in? <input type="checkbox"/> On active treatment <input type="checkbox"/> Short term follow-up <input type="checkbox"/> Long term follow-up <input type="checkbox"/> Surveillance/ Monitoring			
26.	In your opinion, does this report require any alteration in trial protocol? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA If yes then please specify. Name of Principal investigator : Profession (Specialty) : Signature of Principal investigator _____ Date: _____ Contact No. of PI: _____ Upon receipt of this report, the IEC/DSMU will decide whether additional information is needed or whether further investigation of the incident is required. A follow-up report with further details should be submitted by PI within 14 days or earlier (of occurrence of the SAE) to the IEC			
For IEC use only				

Final Assessment of DSMU/ IEC (strike out what is not applicable)
Related/ Unrelated
Expected/ Unexpected
On active treatment/ Short term follow-up /Long term follow-up/ Surveillance/ Monitoring
Resolved/ Ongoing/ Death
SAE treatment borne by: Institute/ Sponsor/participant
Compensation warranted: Yes/ No
If yes- please tick <input type="checkbox"/> Adverse effect of investigational product(s) <input type="checkbox"/> Violation of approved protocol, scientific misconduct or negligence <input type="checkbox"/> Failure of investigational product to provide intended therapeutic effect where, the standard care, though available, was not provided to the subject as per the clinical trial protocol <input type="checkbox"/> Use of placebo in placebo controlled trial where, the standard care, though available, was not

provided to the subject as per the clinical trial protocol

- Adverse effect due to concomitant medication excluding standard of care, necessitated as part of approved protocol
- Injury to a child in utero due to participation of parent in clinical trial
- Any clinical trial procedures involved in the study

I _____ agree _____ disagree with the assessment of the principal investigator.
DSMU Reviewer _____ date: _____
Explanation: _____

AX2-V2/SOP 09/V2
Off-site Safety Reports Classification Form

NOTE to PI:

The following questions will act as a guide for submission of the "Safety Reports". This form is merely providing guidance for reporting / logging of Off-Site Safety Reports'.

If the answer to all three questions is "**Yes**", **prompt reporting is required** and such off site safety reports need to be reported to IEC along with the log.

If any one answer is "**No**", **it needs to be logged as prescribed format**. (AX3-V2/SOP 09/V2). This log should be timely submitted to the IEC Secretariat

Project No. :

Project Title :

Questions	Yes	No
Is adverse event serious?		
Is adverse event related?		
Is adverse event unexpected?		

Date of reporting:

Signature of PI:

Name of PI:

AX3-V2/SOP 09/V2
Off Site Safety Reports Log

NOTE to PI:

1. Please log in details of Off-Site Safety Reports.
2. The following log has to be maintained continuously until the end of the study.
3. This log should be timely submitted to the IEC Secretariat. The log must be submitted to the IEC Secretariat immediately, if prompt reporting is required and/or if a trend related to the occurrence of SAE is observed.
4. Please note the complete set of Off-Site Safety Reports need not be sent to IEC Secretariat as and when received. If the IEC needs to review the reports, they can request copies at any time.

Project No.	:-
Project Title	:-
Total Sample Size	:-
Total No. of patients to be enrolled	:-
No. of Participants already enrolled	:-
No. of patients active on Treatment	:-
No. of patients on FU	:-
No. of Patients lost to follow up	:-
No. of Consent Withdrawn	:-
No. of patients withdrawn by Principal Investigator	:-
No. of patients completed treatment	:-

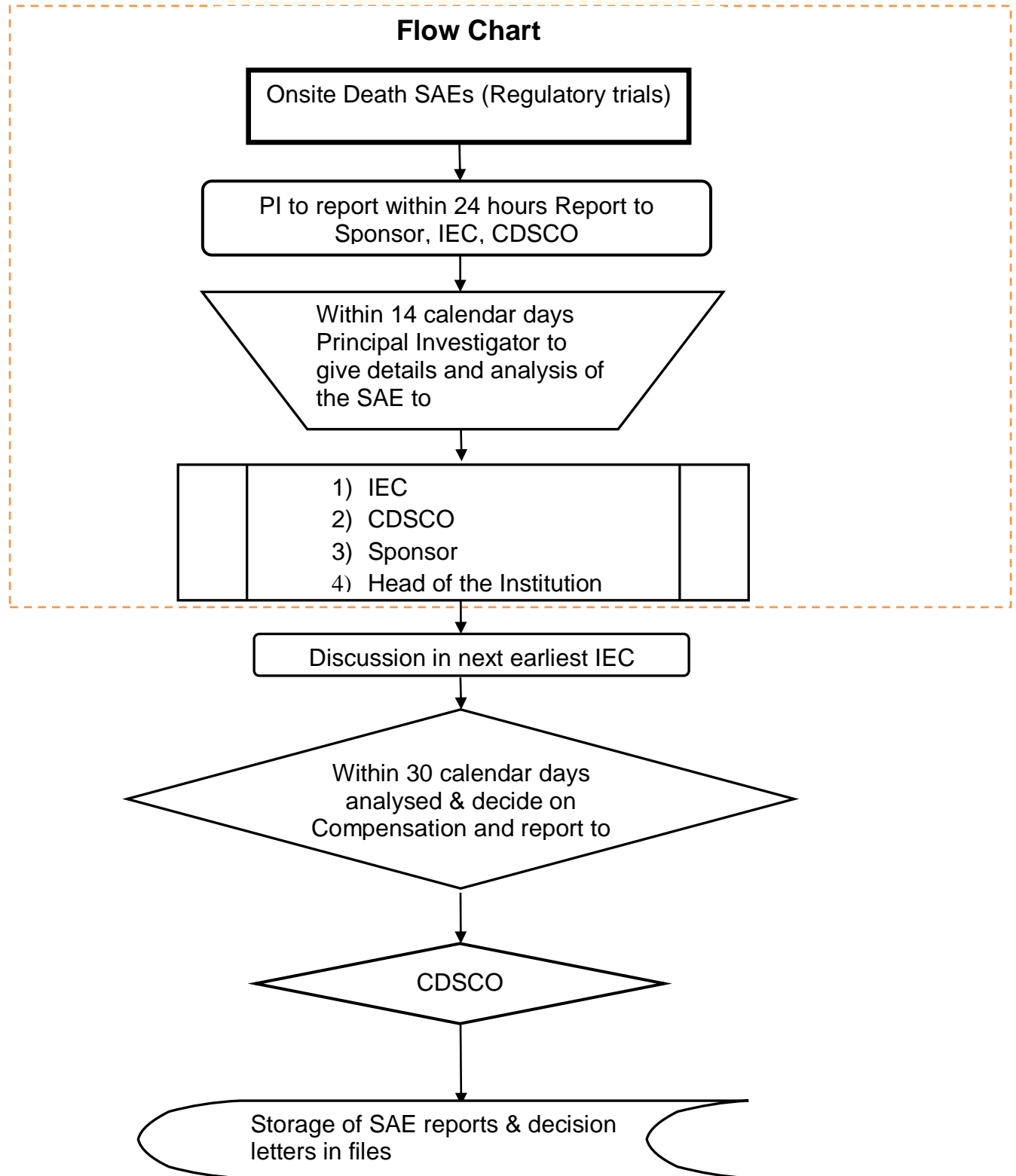
S. No.	Country	Date of Onset	Adverse event	Out Come	Remarks

PI Assessment:

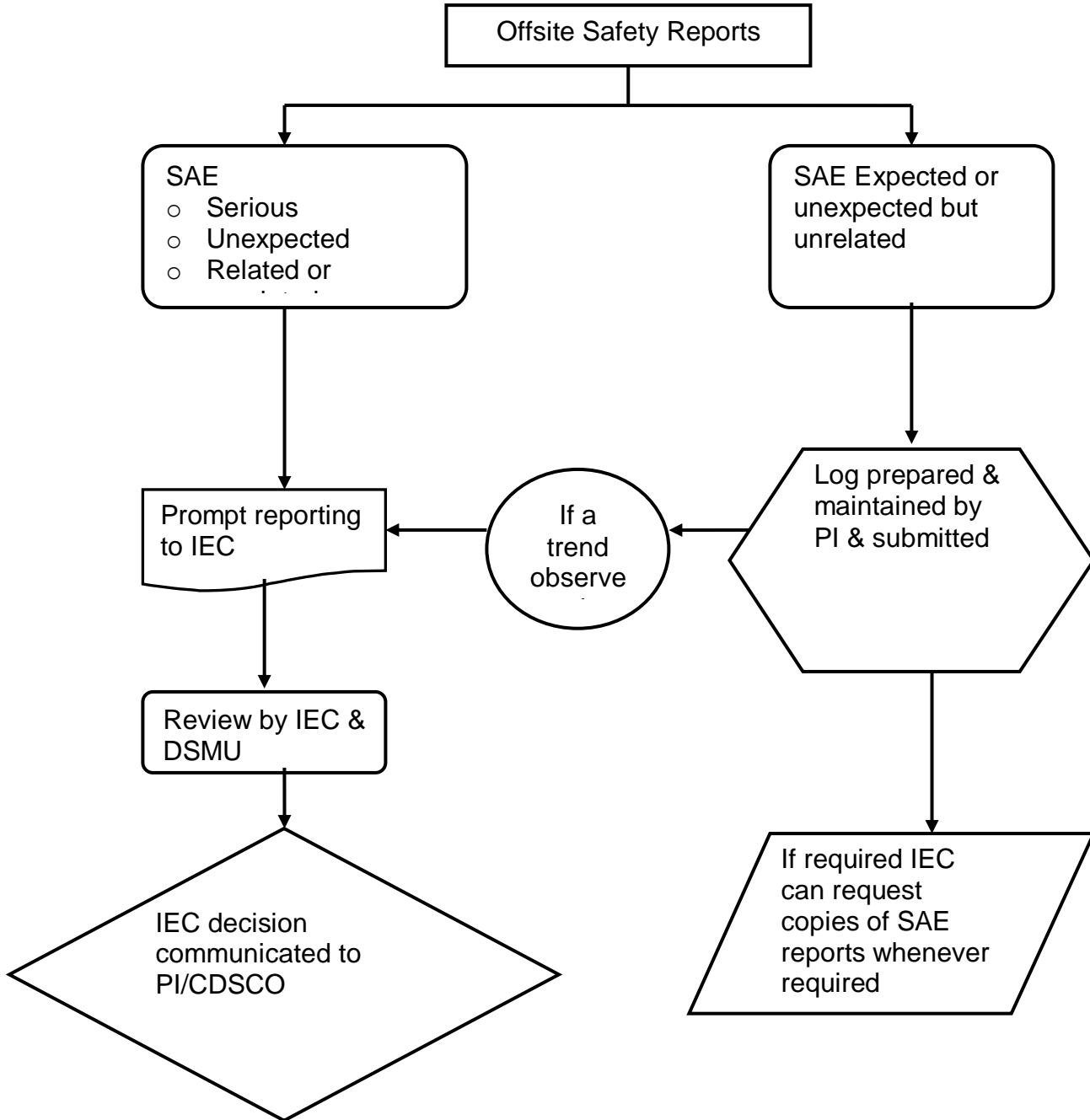
Do you observe a trend? Yes No NA

Name and Signature of Principal Investigator:

Date



Flow Chart



**INSTITUTIONAL ETHICS COMMITTEE
DR. B BOROOAH CANCER INSTITUTE, GUWAHATI
(IEC, BBCI)**

**Title: Maintenance of Active Project Files, Archival /
Disposal of closed files and Retrieval of documents**

SOP Code: SOP 10/V2 Date: 30/09/2021 Pages: 222 to 226

10.1 Purpose

To provide guidelines for preparation and maintenance of study files and other related documents for all IEC approved ongoing projects as well as storage/archival/disposal of study files and other study related documents for projects which are completed and closed

10.2 Scope

This SOP applies to all active/closed protocol/study files and their related documents that are maintained in the IEC office and archival site.

10.3 Responsibility

It is the responsibility of IEC staff to ensure that all study files are prepared, maintained, and kept securely for the complete period of the study and for five years after the closure of the project (under a proper system that ensures confidentiality and facilitates retrieval at any time).

10.4 Active study files maintenance & archival of closed files

A Study Master File is the file comprising of all essential documents and correspondence related to the study/protocol. Study master file should be established at the time of initial submission in the IEC office.

- The study files are assigned unique identifiers (serial project no.)
- All documents related to the study file are gathered, classified and combined together appropriately.
- All active files are kept in a secured file cabinet with controlled access. Only authorized individuals' i.e. IEC Secretariat will have access to the files. The study files are maintained in an easily accessible and secure place for complete period of the study and at least 5 years after the study closure.
- All closed study files are separately archived.
- IEC staff will archive the closed project files once the completion/status reports are reviewed by the IEC. The completed/closed project files are clearly labeled and stored in the archival room. Only the IEC Secretariat, auditors and the regulatory authorities would have access to these files.
- The records are stored by ITS on servers and are backed-up at regular intervals. Documentation of back-up for the IEC database and electronic files is kept by IT programmer.

10.5 Disposal of closed files and copies of protocols and documents submitted for IEC review.

The study master file will be maintained in the IEC office for complete period of the study and for five years following closure of the study. After completion of the archival period the closed files will be shredded and disposed off in the central shredding facility. However, all the copies of the research projects and documents submitted for IEC review will be shredded by the authorized IEC personnel after the IEC meeting without any notification to the Principal Investigator. A log book of disposed documents will be maintained.

10.6 Accessibility / Retrieval

Master files will be made available for inspection and copying by authorized representatives of regulatory authorities after receiving the request in writing.

In case any investigator needs a copy of any document from the master file, he/she should make a written request. (AX1-V2/SOP 10/V2). The IEC staff will furnish a copy of the required document within a week with the IEC Secretary's consent. The IEC will issue a copy of the requested documents on formal written request.

For administrative purposes, the IEC Secretariat can retrieve archived file(s) without requiring the Chairperson's approval. For this purpose, the IEC Secretary can authorize a staff member of the IEC secretariat to physically retrieve a file.

10.7 Final Disposal of Master files

The master files will be disposed off by the IEC secretariat after the archival period of 5 years. A formal written off register (AX2-V2/SOP 10/V2) will be maintained, providing details of the documents being written off / disposed off.

AX1-V2/SOP 10/V2 Document Request Form

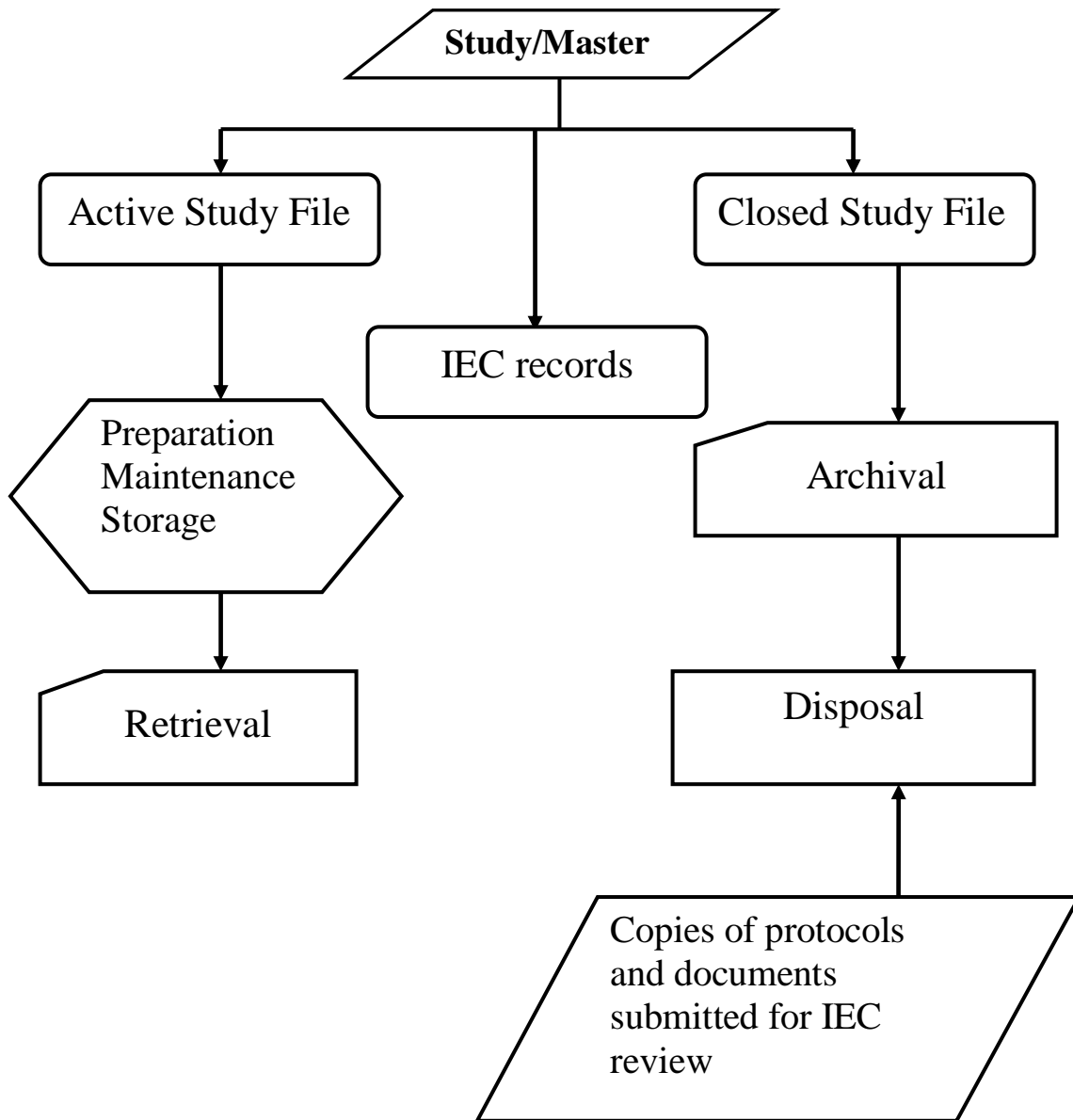
Project No :	Project Title:
Name of Principal Investigator/Requesting Person:	Date:
Documents requested (Specify document type and date of submission): Purpose of request: Provide reason for non-availability of the requested document in the PI master file:	
Principal Investigator / Requesting person' s sign & date	
Permission of the Secretariat: Yes/No	
Signature of IEC Secretariat:	

AX2-V2/SOP 10/V2

Format of written off/disposal register

Project No	Title	PI	No. of Files	IEC Approval Date	Study Initiation Date	Status	Study Closure Date	Date of disposal	Name & Sign of Authorized Individual

Flow Chart



**INSTITUTIONAL ETHICS COMMITTEE
DR. B BORROAH CANCER INSTITUTE, GUWAHATI
(IEC, BBCI)**

Title: Documentation of the IEC activities

SOP Code: SOP 11/V2 Date: 30/09/2021 Pages: 227 to 230

11.1 Purpose

To describe the procedures for documenting the IEC activities.

11.2 Scope

This SOP will apply to all research proposals submitted to IEC for review and approval.

11.3 Responsibility

It is the responsibility of the IEC staff to maintain the IEC files in the IEC office.

11.4 Detailed Instructions

11.4.1 IEC records will include the following

1. IEC member records
 - a. Appointment and Acceptance letters of each member
 - b. Terms of Reference

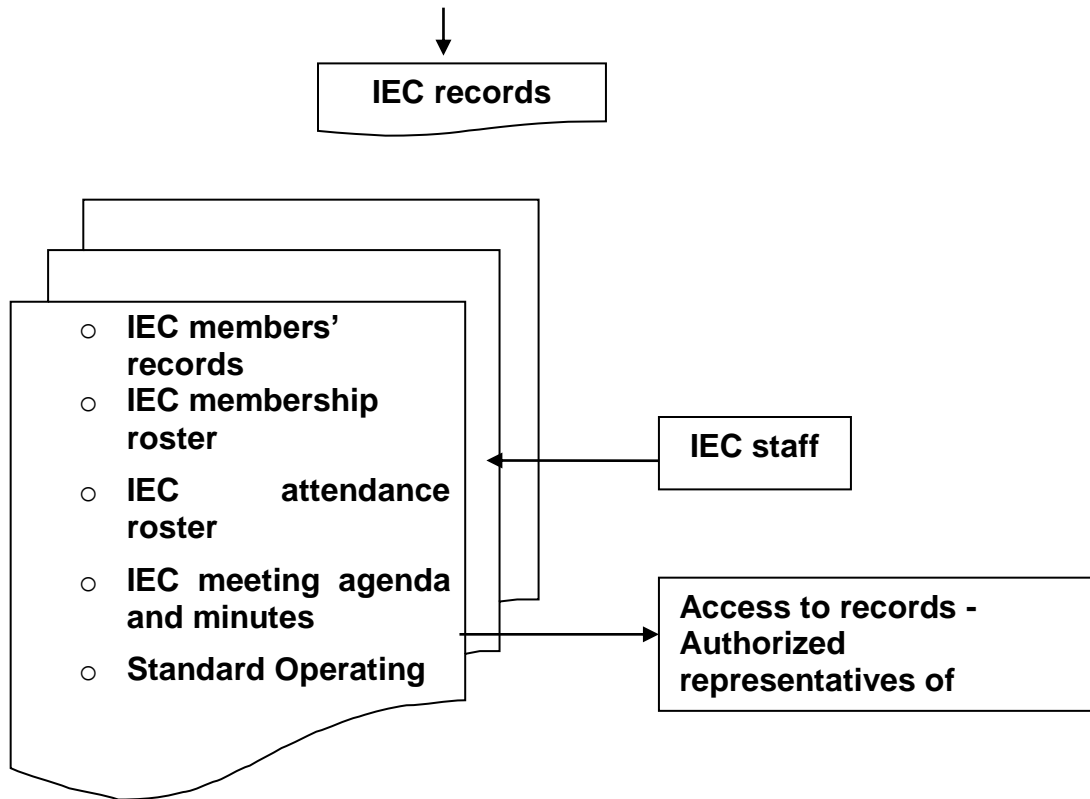
- c. Signed and dated confidentiality agreements/ Conflict of Interest and financial disclosure form
 - d. Updated Curriculum vitae /Medical Council Registration (if applicable)/ Good Clinical Practice certificate
 - e. Training records of each IEC member
 - f. Documentation of resignations/terminations
2. IEC membership roster/mandate- An IEC roster will be maintained for the committee. Changes in IEC membership shall be reported to the DCGI (if applicable).
The IEC roster will contain:
- i. Names of IEC member
 - ii. Gender
 - iii. Earned degrees
 - iv. Scientific status
 - v. Representative capacity
 - vi. Affiliation status (e.g. unaffiliated or consultant)
 - vii. Alternates to the IEC (if applicable)
3. IEC attendance roster
4. IEC meeting Agenda and Minutes
5. Standard Operating Procedures
6. Annual reports
7. Files - Workshops & Conferences organized by IEC (Continuing education for members and staff)
8. SOP Training Logs
9. Copies of all original research proposals reviewed, scientific evaluations, if any, that accompany the proposals, approved consent documents, applications for study re-approval, study progress reports and interim reports, modifications, serious adverse event report forms submitted by investigators, and other reports, IEC letters are maintained in the “master file.”
10. IEC records of initial and continuing review of research by the full board procedure include:
- Study assessment forms submitted by the lead discussants on review of research proposals.
 - Scoring sheets of proposals that has sought intramural funding.
 - Any other findings required by laws, regulations, codes, and guidance to be documented.
11. IEC records of initial and continuing review of research by the expedited procedure include:

- The justification for using the expedited procedure.
 - Study assessment forms submitted by the lead discussants on review of research proposals.
 - Any other findings required by laws, regulations, codes, and guidance to be documented.
12. IEC audit files
 13. IEC Member/Staff evaluation file
 14. IEC records document the justification for exempt determinations. Maintains files on Exemption Requests and Emergency Use Notification.
 15. Registration/accreditation documents, as required
 16. Regulatory correspondence
 17. A copy of national and international guidelines and applicable regulations
 18. Any other correspondence

11.4.2 Access to IEC records

IEC records will be made available for inspection to authorized representatives or regulatory authorities after receiving the request in writing.

Flow Chart



**INSTITUTIONAL ETHICS COMMITTEE
DR. B BORROAH CANCER INSTITUTE, GUWAHATI
(IEC, BBCI)**

Title: Review of Study completion reports

SOP Code: SOP 12/V2 Date: 30/09/2021 Pages: 231 to 235

12.1 Purpose

The purpose of this SOP is to provide instructions on the review of Study Completion Report for the study previously approved by the IEC.

12.2 Scope

This SOP applies to the review of the Study Completion Report which is an obligatory review of each investigator's activities presented to the IEC as a written report of study completed.

Although IEC provides a Study Completion Report Form (AX1-V2/SOP 12/V2) to the investigator, additional information (letter format, form provided by the Sponsor, etc.) may be submitted to provide adequate and sufficient information. The report should include 250-300 words, with aims, methods, results, discussion and conclusion as in an abstract.

12.3 Responsibility

It is the responsibility of the IEC members to review the study completion report and notify it or request for further information, if necessary.

12.4 Detailed instructions

12.4.1 Before each Board Meeting

- The Secretariat will receive 1 hard copy + soft copy of Study Completion Reports from the PI.
- The Secretariat will follow instructions as in SOP 03/V2 (Management of Research Study Submission) for receiving and checking the report packages.
- It is the responsibility of the IEC Secretariat to review the report for completeness before submission for the Board meeting.
- The Member Secretary should keep the study completion reports on the Agenda for IEC meeting. (Procedures for Agenda preparation, Meeting procedures and recording of Minutes- SOP 05/V2).

12.4.2 Before and during Board Meeting

- IEC member(s) should review the completion report.
- The members will discuss the report in the IEC meeting.
- If appropriate to the discussions, the Chairperson may call for consensus to accept it or request further information or take any other action.

12.4.3 After the Board Meeting

- The Secretariat will note the decision in the meeting minutes and the study will be considered as closed if the document is accepted.
- The IEC decision will be communicated to the investigator. In case, further information / action is requested, the same should be followed by the PI and communicated to the IEC office within 15 days. This update will be tabled in the Full Board Meeting of IEC.
- Once the report is accepted by IEC, the Secretariat will file the report in the Study Master File.
- The IEC Secretariat will archive the entire study as per SOP 10/V2 section 10.4 and the report for a period of 5 years from the date of completion of the project, if the report is accepted.

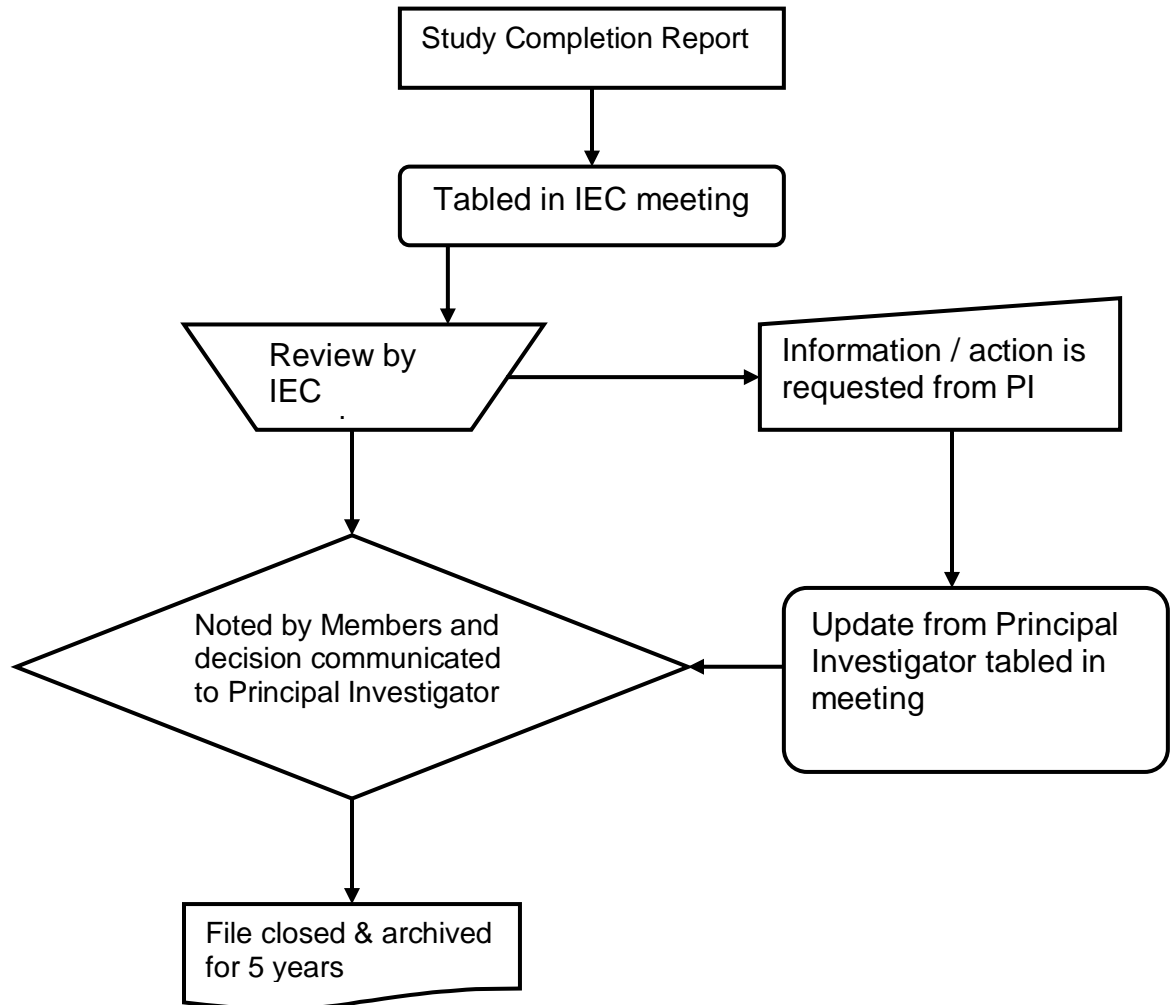
AX1-V2/SOP-12/V2

Study Completion Report
BBCI Project No. - Study Title: - Principal Investigator: -
Sponsor - Funding Source - Account No -
Duration of the study -
Date of IEC Approval Study Start Date - If delayed start -state reasons - Completion Date -
Summary of Protocol participants: <ul style="list-style-type: none">○ Target accrual of study (entire study) including healthy volunteers, participants and biomedical samples/blocks) _____○ Total participants/samples to be recruited at BBCI (IEC ceiling)_____○ Screened: _____○ Screen failures: _____○ Enrolled: _____○ If total target accrual could not be achieved – Kindly provide reasons○ Consent Withdrawn: _____ BBCI Case No& Reason for withdrawal○ Withdrawn by PI: _____ BBCI Case No& Reason for withdrawal○ Active intervention: _____○ Completed intervention and on Follow-up: _____(includes participants who had received intervention)○ Participants lost to follow up: _____○ Any other: _____○ Any Impaired participants<ul style="list-style-type: none">● <input type="checkbox"/>None_____● Physically _____● Cognitively _____● Both _____
No. of study arms/interventions :-

Objectives: -
Results (brief) (use extra blank sheets, if more space is required)- a) * 250-300 words, with aims, methods, results, discussion and conclusion as in an abstract b) Summary and Conclusions c) Details of new leads/information obtained, if any: *Note: In case of Pharma sponsored projects, if the final report is not available from Sponsor, it may be submitted later to the IEC once it is ready.
Conclusion *
Presentation/publication related to the data generated in this trial <ul style="list-style-type: none">• If yes: please enclose reprint of research publication• Did you inform the funding agency/ TRAC- Yes / No
Serious Adverse Events at our center (Total number and type) Note: applicable for Interventional study
Whether all Serious Adverse Events were intimated to the IEC (Yes/No)
Protocol deviations/violations (Type and Number) Whether all Protocol deviations/violations were intimated to the IEC (Yes/No)
Please specify if the raw data was submitted to BBCI - (applicable only for investigator initiated studies). Budget sanctioned- Rs. _____ Budget utilized-Rs. _____ If underutilized provide reasons- (Kindly submit utilization certificate in case of institutional funded studies)
Signature of PI Date:

***mandatory fields**

Flow Chart



**INSTITUTIONAL ETHICS COMMITTEE
DR. B BOROOAH CANCER INSTITUTE, GUWAHATI
(IEC, BBCI)**

Title: Management of Premature Termination / Suspension / Discontinuation of the study / Withdrawal of study before site initiation

SOP Code: SOP 13/V2

Date: 30/09/2021

Pages: 236 to 242

13.1 Purpose

The purpose of this SOP is to describe how the IEC proceeds and manages the premature termination/suspension/discontinuation/withdrawal before site initiation of a research study. Research studies are usually terminated/suspended/discontinued as per the recommendation of the IEC, DSMU, PI, sponsor or other authorized bodies wherein subject enrollment and subject follow-up are discontinued before the scheduled completion of the study.

13.2 Scope

This SOP applies to any study approved by IEC that is being recommended for termination/suspension/discontinuation before its scheduled completion.

13.3 Responsibility

It is the responsibility of the Chairperson, IEC to terminate any study that the IEC has previously approved when the safety or benefit of the study participants is doubtful or at risk, also to review the termination suggested by DSMU, PI, Sponsor or other authorized bodies.

The secretariat is responsible for management of the premature termination/suspension/discontinuation documents.

13.4 Detailed instructions

13.4.1 Receive recommendation for study termination / suspension / discontinuation

- The secretariat will receive recommendation and comments from DSMU, PI, Sponsor or other authorized bodies for premature termination/suspension / discontinuation of study.

- **Suspension/Termination/ Discontinuation by IEC**

The IEC can terminate or suspend previously approved trial in following circumstances but not limited to:

- When research is not conducted in accordance with IEC policies.
- When research is associated with unexpected serious harm to participant.
- Failure to submit status report.
- For e.g. - Frequency of SAEs occurring at the institution or other sites in case of multicenter studies may require the study to be prematurely terminated for the safety of the patients.
- If protocol non-compliance/violation is detected.

- **Suspension/Termination/ Discontinuation by Investigator/Sponsor:**

An investigator may also put on hold a previously approved research when in the judgment of the investigator this is appropriate to protect the rights or welfare of participants or when new safety information appeared in the literature, or evolved from this or similar research.

- Withdrawal of study before site initiation. An investigator may withdraw a study before site initiation due to reasons such as regulatory delays, logistic and budgetary infeasibility etc.
- Reports of Suspension/Termination/ Discontinuation/ by IEC will be tabled in the convened full board meeting.
- The secretariat will receive the study protocol termination/suspension/discontinuation prepared and submitted by the Principal Investigator and verify the contents of the report for inclusion of:
 - ❖ Premature Termination Report / suspension / discontinuation / Withdrawal of IEC approved study before site initiation (AX1-V2/SOP 13/V2) signed and dated by the PI and/or other material (letter from Principal Investigator/sponsor etc)
 - ❖ The Secretariat will check the completeness of the information
 - ❖ The Secretariat will receive and acknowledge the reports.

13.4.2 Review and discuss the Premature Termination / suspension / discontinuation / report of Withdrawal of IEC approved study

- IEC will review the report of premature termination suspension/discontinuation/Study withdrawal by Principal Investigator before IEC approval at regular full board meeting or expedited review meeting.
- The Secretary in the meeting will inform of the premature termination suspension / discontinuation of the project and the IEC members will review the Premature Termination / Suspension / Discontinuation Report (AX1-V2/SOP 13/V2) and Reports of Suspension / Termination / Discontinuation by IEC along with relevant SAE Report / DSMU Reports.
- A suspension of IEC approval is a decision taken at the convened IEC meeting either to stop temporarily some or all previously approved research activities for a particular study, or to stop permanently some previously approved research activities. Suspended protocols remain open and require continuing review.
- A termination of IEC approval is a decision taken at the convened IEC meeting to stop permanently all activities in a previously approved research protocol. Terminated protocols are considered closed and no longer require continuing review.
- The IEC has the authority to suspend or terminate approval of research that is not being conducted in accordance with the IEC policies, is not in compliance with the local regulations or that has been associated with unexpected serious harm to participants. Suspensions and terminations will be reported to concerned authorities and appropriate institutional officials when applicable
- Member Secretary IEC, documents in the IEC minutes the reasons for the suspension or termination / withdrawal of IEC approved study by Principal Investigator before site initiation and if applicable, any actions ordered to take place.

13.4.3 When IEC will suspend/terminate any study the following will be checked:

- Has PI notified about the suspension/termination of the trial to the currently enrolled participants.
- Whether procedures for withdrawal of enrolled participants take into account their rights and welfare (e.g., arranging for medical care off a research study).
- Have any adverse events or outcomes reported to the IEC

13.4.4 Notify the Principal Investigator

- The Secretariat will prepare a notification letter acknowledging the acceptance of termination/suspension/discontinuation or query letter to request information regarding the premature termination / suspension / discontinuation.
- The Secretariat will send the letter signed by Member Secretary/Chairperson to the PI within 15 working days after the meeting. Copies will be provided to the Head of the Institution / TRAC Chairperson, Head of Department of the Investigator and concerned regulatory authorities within 14 working days after the meeting.

The letter includes:

- ❖ The activities to be stopped;

- ❖ Actions to be taken by the Investigator like PI to notify about the suspension / termination of the trial to the currently enrolled participants, whether arrangements for medical care of enrolled participants who are off a research study are made.
 - ❖ An explanation of the reasons for the decision;
 - ❖ A request to immediately notify the IEC with a list of names of participants who might be harmed by stopping research procedures and a rationale as to why they might be harmed.
- The investigator may appeal or respond to the convened IEC in writing.

13.4.5 Withdrawal of the suspension

- If a query is sent to PI, Principal Investigator should report to IEC on the actions taken as per IEC recommendations. This will be reviewed in the forthcoming full board meeting.
- The convened IEC then decides to lift the suspension, continue or modify the suspension, or terminate the study.

13.4.6 Store the Report

- The secretariat will keep the original version of the Premature Termination / Suspension / Discontinuation report in the study file and send the file to archive.
- The study documents will be stored for a period of 5 years from the date of project termination / suspension / discontinuation.

AX1-V2/SOP 13/V2

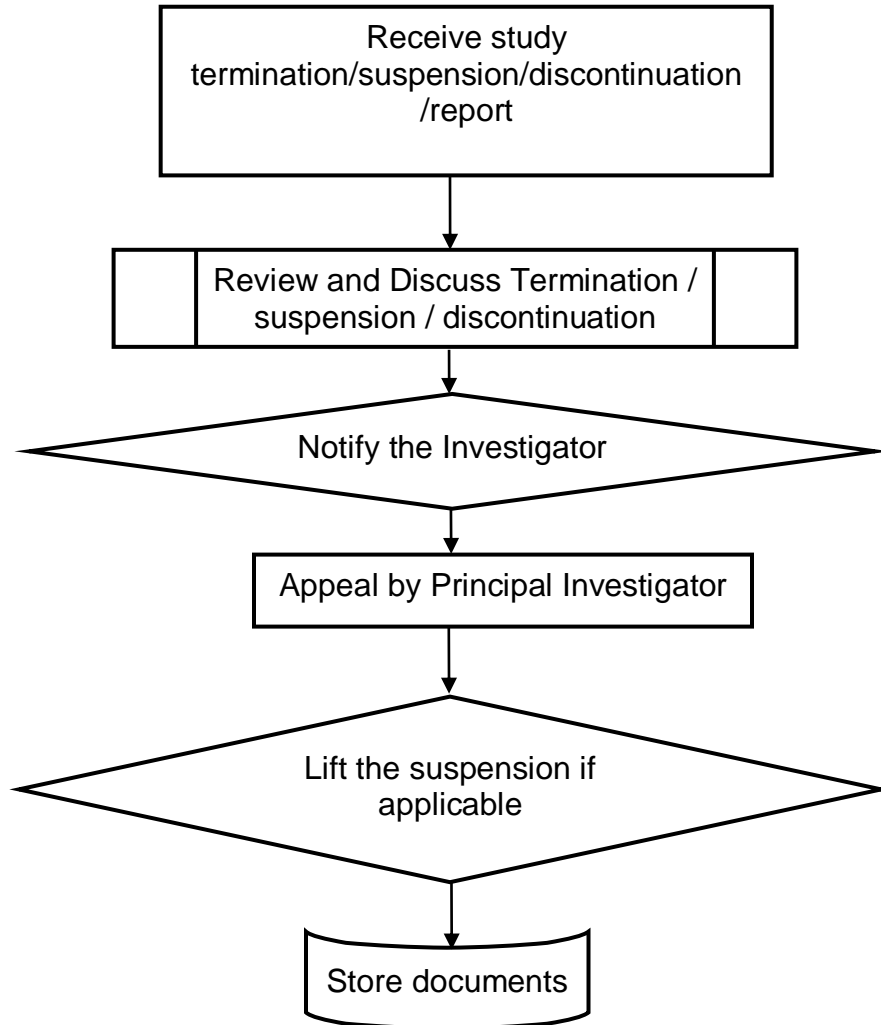
Premature Termination / Suspension / Discontinuation Report

BBCI Project No.:	
Protocol Title:	
PI:	
E-Mail:	
Study Site:	
Sponsor/Funding agency:	
IEC Approval Date:	Date of Last Progress Report Submitted to IEC

Please tick the appropriate <input type="checkbox"/> Premature Termination <input type="checkbox"/> Suspension <input type="checkbox"/> Discontinuation	
Reason for Termination/Suspension/Discontinuation:	
Study Start Date:	Termination / Suspension / Discontinuation Date:
Study Participants <ul style="list-style-type: none">○ Target accrual of trial (entire study) _____○ Total patients to be recruited at BBCI (IEC ceiling) _____○ Screened: _____○ Screen failures: _____○ Enrolled: _____○ Consent Withdrawn: _____ Reason: (Attach in format below)○ Withdrawn by PI: _____ Reason: (Attach in format below)○ Active on treatment: _____○ Completed treatment: _____○ Patients on Follow-up: _____○ Patients lost to follow up: _____○ Any other: _____○ Any Impaired participants<ul style="list-style-type: none">● None _____ <input type="checkbox"/>● Physically _____● Cognitively _____● Both _____	
Total number of SAEs reported (if applicable): Type of SAEs reported: Have any adverse events or outcomes reported to the IEC- <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	
Have any Protocol deviation/ violation reported to the IEC- <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA If yes, please provide the list of reports in tabular form.	
Have there been participant complaints or feedback about the study <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA If yes Describe _____	
Had there been any suggestions from the DSMU	

<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA If yes, have you implemented that suggestion <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA Whether procedures for withdrawal of enrolled participants take into account their rights and welfare (e.g., making arrangements for medical care off a research study): <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA If No- provide reasons-	
Summary of Results (if any) :	
Budget sanctioned- Budget utilized- (please enclose UC duly signed by Accounts officer)	
PI Signature:	Date:

Flow Chart



**INSTITUTIONAL ETHICS COMMITTEE
DR. B BOROOAH CANCER INSTITUTE, GUWAHATI
(IEC, BBCI)**

Title : Review of Request for waiver of Written Informed Consent

SOP Code: SOP 14/V2 Date: 30/09/2021 Pages: 243 to 249

14.1 Purpose

The purpose of this Standard Operating Procedure (SOP) is to describe the type of research for which the IEC may grant waiver for requirement of administering written informed consent and the format of the application form to be used by the investigators for requesting waiver of consent. The Application Form AX1-V2/SOP 14/V2 is designed to standardize the process of applying for consent waiver.

14.2 Scope

This SOP applies to the protocols with a request for granting consent waiver submitted for IEC review.

14.3 Responsibility

It is the responsibility of the Member Secretary to table the request along with the project for expedited or full board review. The decision to grant waiver of consent should be taken by the IEC members at the expedited subcommittee meeting or during full board meeting.

14.4 Detailed instructions

- The PI can apply to the IEC for a waiver of consent; if the research involves less than minimal risk to the participants and the waiver will not be adversely affect the rights and welfare of the participants.
- When a request for waiver of consent is submitted by the Principal Investigator along with the study documents to the IEC secretariat, in the given format AX1-V2/SOP 14/V2 stating the reasons for the consent waiver; the following steps are taken:
 - ✓ The IEC Secretariat will check if the concerned documents are filled completely and the required list of documents is enclosed.
 - ✓ The IEC members will review the request taking into consideration the types of studies for which waiver of consent may be granted.
 - ✓ The IEC will ensure that there are adequate mechanisms described in the protocol for protection of the identity of the research participants and maintaining confidentiality of the study data. This is necessary as the participant cannot be assured directly about confidentiality of health data through a formal informed consent process, when consent waiver is granted.
 - ✓ The decision whether to grant the waiver is taken during expedited or full board review.
 - ✓ The IEC will document its findings justifying the waiver or alteration of the consent process.
 - ✓ The IEC minutes will document required determinations and protocol-specific findings justifying those determinations for:
 - Waiver or alteration of the consent process.
 - Research involving participants with diminished capacity
 - ✓ The decision regarding approval/disapproval of waiver is informed to the Principal Investigator in writing. If the waiver is not granted, the IEC will provide reasons for the same.

14.5 Type of research projects which may qualify for consent waiver :

A request to waive written informed consent must be accompanied by a detailed explanation. The investigator is also required to provide assurance regarding protection of identity of research participants and maintenance of confidentiality about the data of the research participants. The following criteria (ICMR 2017 guidelines) must be met for a research project so that it can qualify for granting a waiver of both written and verbal consent.

The researcher can apply to the IEC for a waiver of consent if the research involves less than minimal risk to participants and the waiver will not adversely affect the rights and welfare of the participants (5.7-ICMR 2017)

1. The IEC may grant consent waiver in the following situations:
 - Research cannot practically be carried out without the waiver and the waiver is scientifically justified;
 - Retrospective studies, where the participants are de-identified or cannot be contacted;
 - Research on anonymized biological samples/data;

- Certain type of public health studies/surveillance programmes/programme evaluation studies;
- Research on data available in the public domain; or
- Research during humanitarian emergencies and disasters, when the participant may not be in a position to give consent. Attempt should be made to obtain the participant's consent at the earliest.

2. When it is impractical to conduct research since confidentiality of personally identifiable information has to be maintained throughout research as maybe required by the sensitivity of the research objective.

e.g. conducting interviews with citizens about their religious beliefs/ people with HIV and AIDS/conducting phone interviews with homosexuals.

The only record linking the participant and the research would be the consent document and when there is a possible legal, social or economic risk to the participant entailed in signing the consent form as they might be identified as such by signing the consent form, the requirement for obtaining consent can be waived of by the IEC.

3. In case of telephonic interviews, waiver of written informed consent may be requested but this does not mean that verbal consent cannot be utilized.

The following points need to be considered.

- a. The following documents need to be submitted for the IEC review

- A script for verbal consent - a verbal consent script provides all of the elements of consent in a more informal style. In addition, each subject should be provided with an information sheet that describes the study and gives contact names and numbers.
- The interview schedule will confirm that the interview is a simple 5-minute call and that no questions are asked that compromise a person's confidentiality or position.

- b. Normally, investigators will be asked to keep a log of those who were approached about the study, and offered verbal consent. A simple chart can indicate the subjects as participant 1, participant 2, and participant 3. A column can indicate that verbal consent was given and a date. Since a specific number of study participants are to be recruited. It is important that investigators keep some record to indicate that they are not enrolling more subjects than they originally requested.

4. Research on publicly available information, documents, records, work performances, reviews, quality assurance studies, archival materials or third party interviews, service programs for benefit of public having a bearing on public health programs, and consumer acceptance studies.
5. Research on anonymized biological samples from deceased individuals, left over samples after clinical investigation, cell lines or cell free derivatives like viral isolates, DNA or RNA from recognized institutions or qualified investigators, samples or data

from repositories or registries and data, documents, records, or specimens that have been collected for non-research (clinical) purposes.

6. In emergency situations when no surrogate consents can be taken. (ICMR guidelines) when consent of person/ patient/ responsible relative or custodian/ team of designated doctors for such an event is not possible, the IEC can allow waiver of consent for recruiting participant in a research study. However, informed consent should be administered whenever participant regains consciousness / capacity to consent or to relative / legal guardian when available later.

The points 7-11 DHHS (CFR) criteria may be applicable only when research involving human subjects is conducted, supported or otherwise subject to regulation by any United States Government federal department or agency funded by a U.S. federal agency.

7. An IEC may approve a consent procedure which does not include, or which alters, some or all of the elements of informed consent set forth above, or waive the requirement to obtain informed consent provided the IEC finds and documents that:
 - I. The research or demonstration project is to be conducted by or subject to the approval of state or local government officials and is designed to study, evaluate, or otherwise examine: (i) public benefit or service programs; (ii) procedures for obtaining benefits or services under those programs; (iii) possible changes in or alternatives to those programs or procedures; or (iv) possible changes in methods or levels of payment for benefits or services under those programs; and
 - II. The research could not practicably be carried out without the waiver or alteration
8. An IEC may approve a consent procedure which does not include, or which alters, some or all of the elements of informed consent set forth in this section, or waive the requirements to obtain informed consent provided the IEC finds and documents that:
 - i. The research involves no more than minimal risk to the subjects;
 - ii. The waiver or alteration will not adversely affect the rights and welfare of the subjects;
 - iii. The research could not practicably be carried out without the waiver or alteration; and
 - iv. Whenever appropriate, the subjects will be provided with additional pertinent information after participation.
9. The informed consent requirements in this policy are not intended to preempt any applicable local laws and concerned regulations which require additional information to be disclosed in order for informed consent to be legally effective.
10. Nothing in this policy is intended to limit the authority of a physician to provide emergency medical care, to the extent the physician is permitted to do so under applicable local laws and concerned regulations. The research or demonstration project is to be conducted by or subject to the approval of state or local government officials and is designed to study, evaluate, or otherwise examine: (i) public benefit or

service programs; (ii) procedures for obtaining benefits or services under those programs; (iii) possible changes in or alternatives to those programs or procedures; or (iv) possible changes in methods or levels of payment for benefits or services under those programs; and the waiver or alteration will not adversely affect the rights and welfare of the subjects; The research could not practicably be carried out without the waiver or alteration; and whenever appropriate, the subjects will be provided with additional pertinent information after participation.

11. An IEC may waive the requirement for the investigator to obtain a signed consent form for some or all subjects if it finds either:
 - 1) That the only record linking the subject and the research would be the consent document and the principal risk would be potential harm resulting from a breach of confidentiality. Each subject will be asked whether the subject wants documentation linking the subject with the research, and the subject's wishes will govern; or that the research presents no more than minimal risk of harm to subjects and involves no procedures for which written consent is normally required outside of the research context.
 - 2) In cases in which the documentation requirement is waived, the IEC may require the investigator to provide subjects with a written statement regarding the research.
 - 3) An IEC may waive the requirement for the investigator to obtain a signed consent form if an appropriate well documented mechanism is substituted for protecting the children who will participate in the research.
 - 4) The IEC is allowed to waive parental consent by determining that the criteria for waivers or alterations are met.
 - 5) The IEC is allowed to waive the requirement for written documentation of the consent process by determining that the criteria for waivers are met.

14.6 Consent in public health research may be waived:

- On routinely collected data under programme conditions, including research involving linkage to large anonymous databases of information that has been routinely collected such as administrative data and through surveillance activities. However, at the time of collection people concerned may have been told that the data would be used for other purposes, including research.
- In circumstances where obtaining consent is impractical, such as for stored anonymous data/ biological samples, surveillance and administrative data or personal non-identifiable data/ material available from public health programmes.
- For studies performed within the scope of regulatory and public health authorities, such as process and impact evaluations of national policies and programmes, including neonatal screening programmes or diabetes screening as part of national programme activities may be exempt from the requirement for informed consent.
- When the primary purpose is refinement and improvement of the public health programmes;
- For studies using health-related registries that are authorized under national regulations.

AX1-V2/SOP 14/V2

Application form for requesting waiver of consent

1. Principal Investigator's name:

2. Designation:

3. Department:

4. Title of project:

5. Names of other Co-investigators:

6. Request for waiver of informed consent:

- **Please tick the reason(s) for requesting waiver (in box provided)**

1. Research involves 'less than minimal risk'

2. There is no direct contact between the researcher and participant

3. Retrospective studies, where the participants are de-identified or cannot be contacted-

4. Certain types of public health studies/surveillance programmes/programme evaluation studies-

5. Research on anonymized biological samples/data

6. Research on using data available in the public domain

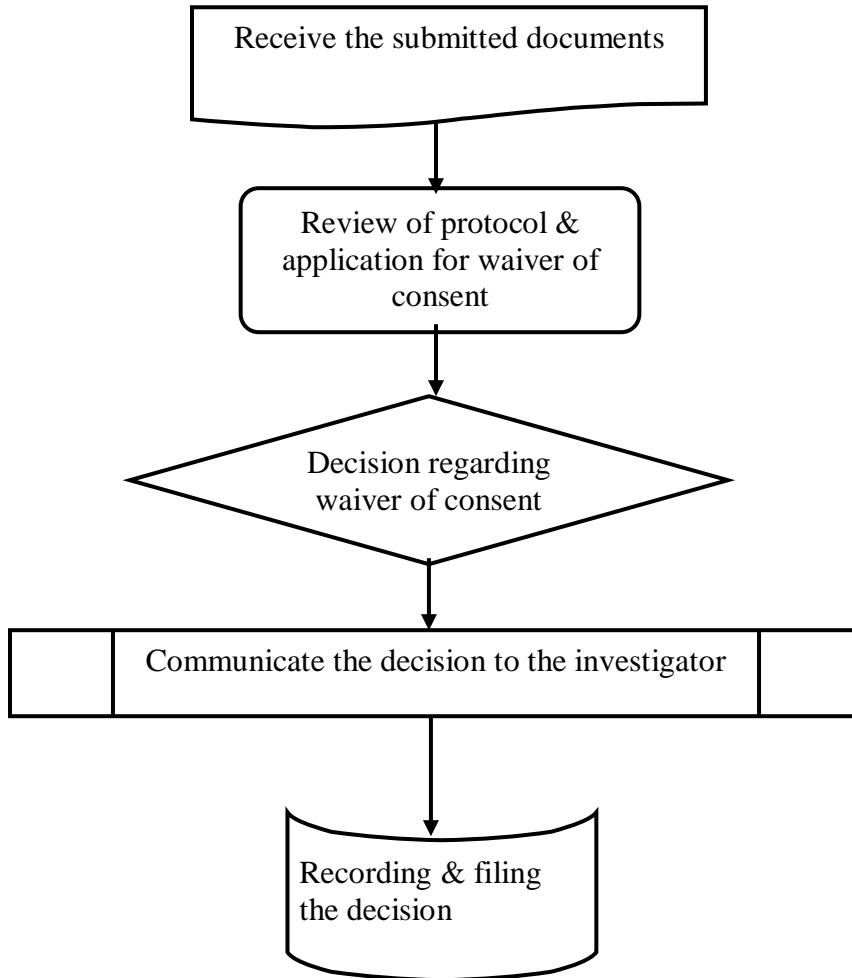
7. Any other (please specify)- [PI to provide justification for the waiver of consent]

- **Statement assuring that the rights of the participants are not violated**

- **State the measures described in the protocol for protecting confidentiality of data and privacy of research participant**

Principal Investigator's signature with date _____

Flow Chart



**INSTITUTIONAL ETHICS COMMITTEE
DR. B BOROOAH CANCER INSTITUTE, GUWAHATI
(IEC, BBCI)**

Title: Site Monitoring

SOP Code: SOP 15/V2 Date: 30/09/2021 Pages: 250 to 2

15.1 Purpose

The purpose of this Standard Operating Procedure (SOP) is to provide the procedures for monitoring the study.

15.2 Scope

This SOP applies to any visit and/or monitoring of IEC approved study protocols. Clinical trials sponsored by external funding sources and industry are continually audited for compliance and monitored for progress by the external monitors. Institutional clinical studies without outside sponsorship are the focus of the monitoring system of this committee. However, if any of the aforementioned studies require a “for cause” monitoring, as thought necessary by the IEC, these SOPs will also apply to the same.

15.3 Responsibility

Data Safety and Monitoring Unit of IEC is charged with the mission of developing and enacting quality assurance procedures to monitor the overall progress of institutional clinical trials and for ensuring adherence to clinical trial and procedural requirements.

This includes review of the overall progress of each study to insure the safety of participants, validity of data, that the projected accrual goals are met on a timely basis, that excess accrual

is avoided, that eligibility and evaluability rates do not fall below minimum acceptable standards, that risks are not excessive, that adverse events are appropriately monitored and reported to the appropriate agencies. Inherent in this process is the goal of enhancing the quality of the research by providing the investigator with constructive criticism.

The DSMU Secretary assigns the DSMU members /independent experts to monitor the trials. The monitoring is conducted by at least 2 members of the DSMU who have enough expertise and understanding of the clinical aspects of the disease/ patient population being studied, with an adequate understanding of relevant biostatistics and clinical trial conduct and methodology.

15.4 Detailed instructions

15.4.1 Selection of study

- Investigator initiated studies will be identified for routinely monitored (at least annually) by the degree of intervention, sample size, complexity of the study and risk involved.
- Principal Investigator should intimate the IEC after accrual of first 10 participants in the study or after 6 months of initiation of study whichever is earlier.
- Pharma sponsored studies are not routinely monitored but for “cause” monitoring may be conducted.
- For “cause” monitoring will be performed for the study for reasons identified by any member of IEC, approved by Chairperson. Cause monitoring could be initiated, in any of the following conditions but not limited to:
 - For high number of protocol violations
 - Too many studies carried out by a Principal Investigator
 - High number of SAE reports
 - High recruitment rate
 - Non-compliance or suspicious conduct
 - Any complaints related to the research
 - Any other cause as decided by IEC

15.4.2 Before the visit

- For cause/routine monitoring of the project, the IEC Chairperson/ Secretary will inform DSMU to perform the task of monitoring during discussion of the study, on receipt of annual status reports or review of SAEs.
- 2 members of the DSMU who have enough expertise and understanding of the clinical aspects of the disease/ patient population being studied, with an adequate understanding of relevant biostatistics and clinical trial conduct and methodology will be allocated the task of monitoring a particular trial
- The Secretariat will intimate the PI regarding the scheduled monitoring visit. DSMU and PI will coordinate the monitoring visit
- A request regarding the monitoring visit will be sent to the monitor along with a copy of the monitoring visit form

- The monitor will also:
 - Notify the Principal Investigator about the scheduled visit.
 - The monitor will review the study project files and make appropriate notes.
 - The monitor may carry copy of documents from the IEC approved project files for verification and Study Monitoring Visit Report Form (AX1-V2/SOP 15/V2).

15.4.3 During the visit

The monitor will –

- Review the informed consent document to make sure that the PI is using the current, approved version
- Review randomly the participant's source files for proper informed consent documentation. (usually about 10%, or maybe higher)
- Observe the informed consent process, if possible,
- Check investigational product accountability is adequately controlled and documented throughout the product flow (arrival, dispensing, use, return from the participant and return/destruction after the study). Storage times, conditions and expiry dates must also be acceptable and sufficient supplies available wherever applicable.
- Observe laboratory and other facilities necessary for the study, if possible.
- Review the study/ source files to ensure appropriate documentation.
- Verifying that the investigator follows the approved protocol and all approved amendment(s), if any.
- Ensuring that the investigator and the investigator's trial staff are adequately informed about the trial.
- Verifying that the investigator and the investigator's trial staff are performing the specified study functions, in accordance with the approved protocol and any other written agreement between the sponsor and the investigator/institution, and have not delegated these functions to unauthorized individuals.
- Verifying that the investigator is enrolling only eligible participants.
- Verifying that source documents and other study records are accurate, complete, kept up-to-date and maintained.
- Checking the accuracy and completeness of the CRF entries, source documents and other study related records against each other.
- Determining whether all Serious Adverse Events (SAEs) are appropriately reported within the time periods required by GCP/ Regulatory agencies, the protocol, the IEC/IEC, the sponsor, and the applicable regulatory requirement(s). Case record forms would be checked to review the safety data i.e. Adverse Events (AEs) and Serious Adverse Events (SAEs) for the volume or severity of adverse events.
- Collect views of the study participants, if possible.
- Fill the Study Monitoring Visit Report Form AX1-V2/SOP 15/V2 and write the comments.

15.4.4 After the visit

- The monitor will complete the report (use the form AX1-V2/SOP 15/V2) describing the findings of the monitoring visit and submit the same to the DSMU office. After the form is received at DSMU office, it is checked for completeness. The preliminary comments will be shared with the PI.
- Form is reviewed by DSMU secretary, and the form is forwarded to IEC Secretary for action.
- The IEC Secretary/DSMU member representative/lead discussant for the project presents the monitoring visit findings including briefing about the study protocol, performance, SAE and previous monitoring reports if any in the IEC full board meeting.
- The Secretariat will place the report in the correct files.
- Full board recommendations to change the study/ premature termination/ continuation of the project will be informed to the Principal Investigator in writing within **14 days of the meeting**.
- Grounds for recommending suspension or termination of a clinical trial to the IEC include, but are not limited to:
 1. Zero accrual for 1-2 years or long-term, low accrual.
 2. Stopping rule violations.
 3. Major violations in the conduct of the study (including serious IEC violations) that result in an unacceptable audit rating.
 4. Safety issues
 5. Compliance issues
 6. The decision to recommend suspension or termination of a clinical trial is carefully considered and takes into account whether corrective actions had been requested at previous reviews and were not implemented.

If the decision is made to recommend suspension or termination of a clinical trial, the recommendation will be sent to IEC. IEC has the ultimate authority to effect termination or suspension of a clinical trial.

AX1-V2/SOP15/V2 Site Monitoring Visit Report

Instructions for completing the monitoring report:

TITLE PAGE:

- This box must appear on the title page of the final document.
- Monitoring reports may also feature the monitoring report title and preparers' name and contact information more on the title page.

MONITORING REPORT:

- Instructions for completing the monitoring report can be found under the section headings in this template.
- Applicable study details (Title page, Section 1-4) can be entered before the commencement of the monitoring visit for effective time management at the site during monitoring.
- Sections which are not applicable may be left blank but should NOT be deleted from the final document.

All instructions, including this introductory text, should be deleted from the final document.

Project Title & Short title	
Project ID <i>(TMC IRB Project No.)</i>	
Monitoring Date(s) <i>DD-Month-YYYY</i>	
Prepared By	
Contact <i>Telephone, email</i>	

1. SUMMARY OF FINDINGS

Study File related
ICF related
Inclusion/Exclusion Criteria
Source Document related
Study Drugs related
Others (IRB, Compensation, Administration related)

2.Introductory Information	
2.1 Date/Time of monitoring visit <i>DD-Month-YYYY</i>	
2.2 Purpose of monitoring <i>Site Qualification Visit</i> <i>Site Initiation Visit</i> <i>Routine Monitoring Visit</i> <i>Site Close-Out Visit</i>	
2.3 Date of Last monitoring visit <i>DD-Month-YYYY</i>	
2.4 Enumerate the open queries from the last monitoring visit if any	<ol style="list-style-type: none"> 1. 2. 3. 4. 5.
2.5 Mention the study file numbers (subject IDs) which were reviewed at this visit	

3.Project Details	
3.1 Study Title	
3.2 Project Type <i>(Investigator initiated/sponsored)</i>	
3.3 Any changes in the study team since last monitoring visit	
3.4 If Yes mention the details	
3.5 Have the changes been notified to the IRB	
3.6 Project start date <i>DD-Month-YYYY</i>	

4. Project Status	
4.1 Current protocol version and date	
4.2 Current status <i>a. Ongoing</i> <i>b. Completed</i> <i>c. Accrual Completed</i> <i>d. Follow-up</i> <i>e. Suspended</i> <i>f. Terminated</i> <i>g. Closed</i> <i>h. Closed Prematurely</i>	
4.3 If the response to the above question is option e, f or h, kindly provide relevant explanation	
4.4.1 Total patients to be randomized	
4.4.2 Total Subjects screened	
4.4.3 Total subjects randomized (a) Total number of patients registered form general category (b) Total number of patients randomized form the private category <i>(Please specify the total and category specific randomization figures)</i>	
4.4.4 Recruitment status on schedule(Yes/No) <i>Comments(if any)</i>	
4.4.5 Total subjects who withdrew consent	
2.4.6 Total Subjects who discontinued <i>Comments/Reasons</i>	

2.4.7 Total Subjects who completed the study <i>Comments/Reasons</i>	
2.4.8 Total Subjects who are active in the study	

5. Informed Consent						
Enumerate subject IDs of the monitored subjects' ICDs	<i>Subject ID</i>	<i>Any Findings (Yes/No)</i>	<i>Details</i>	<i>Reported to IRB (Yes/No)</i>	<i>Issues Closed/Open</i>	<i>Corrective Action/Suggestions/Comments</i>
a. <i>as appropriate consent been obtained before beginning any study procedure</i>						
b. <i>correct version of the ICF</i>						
c. <i>source record documentation</i>						
d. <i>signature/date of PI administration of ICP</i>						
e. <i>as the subject been given a copy of the consent form</i>						
f.						

<i>thers please specify in details section</i>						

**Kindly add separate word pages to this sheet if needed*

6. Protocol specific deviations/violations						
	<i>Subject IDs</i>	<i>Any Findings (Yes/No)</i>	<i>Details</i>	<i>Reported to IRB (Yes/No)</i>	<i>Issues Closed/Open</i>	<i>Corrective Action/Suggestions/Comments</i>
a. Inclusion/Exclusion criteria related						
b. Efficacy parameters related						
c. Visit windows related						
d. Labs related						
e. Others please specify in details section e.g. PK sampling related						

**Kindly add separate word pages to this sheet if needed*

7.SAEs						
<i>Subject ID</i>	<i>Any SAE (Yes/No)</i>	<i>SAE type</i>	<i>Source Documentation</i>	<i>Reported to IRB (Yes/No)</i>	<i>Issues Closed/Open</i>	<i>Corrective Action/Suggestions/Comments</i>

8. Study Drug Management - delete section if non CTIMP (Not applicable)				
	Yes	No	NA	Comments (if applicable include a comment and describe any corrective actions that were initiated)
8.1- Is there sufficient IMP on site/held in the pharmacy?				
8.2- Are the drug accountability records correct and up-to-date?				

8.3- Are IMP returns being destroyed appropriately & destruction certificates available?				
8.4- Is IMP being stored in a secure location & under the correct storage conditions?				
8.5- Is there an automated or min/max temperature monitoring procedure in place?				
8.6- Has the temperature stayed within the correct range throughout the duration of the study?				
8.7- If not, has this been reported and resolved?				
8.8- Are the code-breaks intact / has the blind been maintained?				

9. Site Personnel, Facilities & Equipment / Study Supplies				
	Yes	No	NA	Comments (if applicable include a comment and describe any corrective actions that were initiated)
9.1- Has there been a repeated breach of GCP or protocol?				
9.2- If yes, has this been reported appropriately?				
9.4- Have there been any changes in facilities or equipment?				
9.5- Do the facilities & equipment remain adequate for the conduct of the study?				
9.6- Are there adequate study supplies (CRFs, lab kits etc) available on site?				

9.7- If yes, are lab ranges documented and updated?				
9.8-Does the study involve reimbursement of: (a) Study specific investigations (b) Medical Management of SAEs (c) Travel				
9.9- Have the proof of reimbursement been maintained in form of voucher/ledger/any other? Please specify in the comments section				

10. Ethics Committee Related				
10.1. General Information				
	Yes/No	If Yes please provide details	Issues Closed/ Open	Corrective Action/Suggestions/Comments
10.1.1. Change in IEC membership		-	-	-
10.1.2. Change in IEC SOP		-	-	-
10.1.3. Change in IEC registration		-	-	-
10.2. Study Related Documents				

10.2.1. Latest version of study related documents submitted and approved?				
10.3. Details of Study Documents				
Documents	Version Number	Version Date	Approval/ Notification	IEC approval/notification acceptance date
10.3.1. Protocol				
10.3.2. IB (if applicable)				
10.3.3. IB updates (if applicable)				
10.3.4. ICD				
10.3.5. ICD Back Translation				
10.3.6. CRF				

11. Source Data Verification				
	Yes	No	NA	Comments (if applicable include a comment and describe any corrective actions that were initiated)
11.1. Is the Source Data Verification done?				
11.2. Have the data queries been resolved?				

12. Investigators Site File				
	Yes	No	NA	Comments (if applicable include a comment and describe any corrective actions that were initiated)

12.1. Was the ISF reviewed for accuracy and completeness?				
12.2. Have the required documents being filed in the relevant section of the ISF?				
12.3. Was the ROMV visit recorded on the Site Visit Log?				

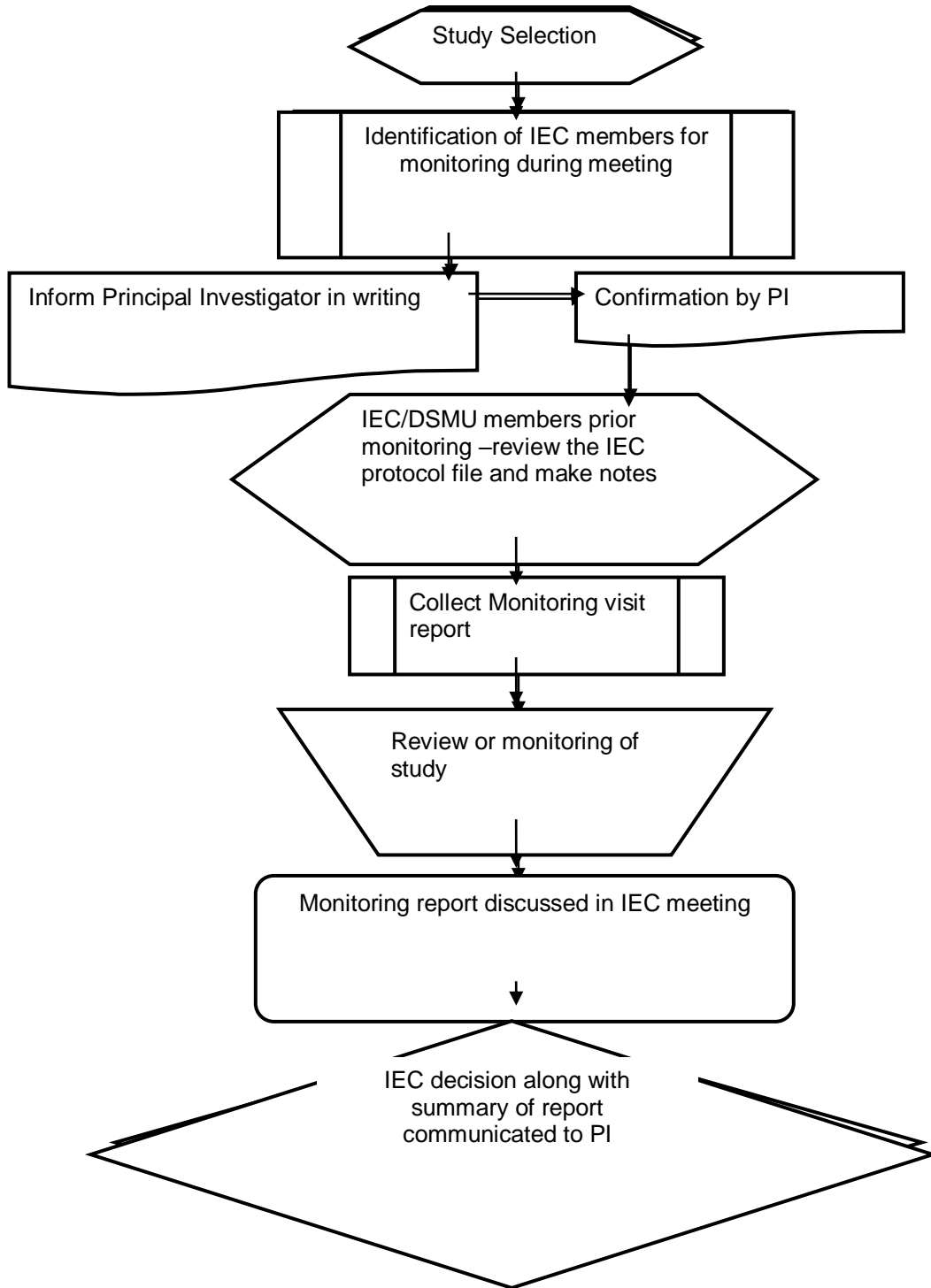
13.General Comments

(any information relevant to the study, other than Summary or specific sections e.g. deficiency identified in protocol, CRF vs Protocol etc.)

Name/Designation /Signature & Date of PI/study team member

Name/Designation /Signature & Date of DSMU member/monitor

Flow Chart



**INSTITUTIONAL ETHICS COMMITTEE
DR. B BORROAH CANCER INSTITUTE, GUWAHATI
(IEC, BBCI)**

**Title: Dealing with participants / patients queries,
requests and complaints**

SOP Code: SOP 16/V2 Date: 30/09/2021 Pages: 266 to 269

16.1 Purpose

The IEC considers protection of the rights and welfare of the human subjects participating in a clinical research approved by the IEC as its primary responsibility.

This SOP provides guidelines for dealing with queries/requests/complaints of participants/patients regarding their rights as a participant in any approved research study.

16.2 Scope

This SOP applies to all queries, requests and complaints concerning the rights and well-being of the research participants participating in studies approved by the IEC.

16.3 Responsibility

It is the responsibility of the IEC Member Secretary to provide the required information to the research participants/ research participant's representatives/patient, in the case of queries received.

It is the responsibility of the Member Secretary/Chairperson to initiate a process of giving information to the participants or identifying and addressing any injustice that has occurred, if complaints are received from research participants.

16.4 Detailed instructions

Informed Consent document of the research study provides the contact details of IEC. In case of any queries/concerns/complaints, participants can directly contact the IEC.

When the IEC member/ administrative staff receives an inquiry or query or request from a research participant/ research participant's representatives/patient via phone/email/letter -

- The query, request and information will be recorded in the Query/Request/Complaint record (Form AX1-V2/SOP 16/V2)
- The Member Secretary will inform the Chairperson about the query/complaint received via phone/email/letter.
- The Chairperson / Members designated by the Chairperson will provide the information required by the research participant.
- In case of a complaint received from a research participant, the Chairperson will initiate a process to identify and address any injustice that may have occurred.
- The Chairperson will direct the Member Secretary to consider the matter for discussion at a full board meeting or to call an emergency meeting of 2 or more IEC members for discussion or to appoint a subcommittee of 2 or more IEC members for enquiry in order to resolve the matter.
- The Chairperson/ Member Secretary/ designated IEC members will assess the situation and will mediate a dialogue between the research participant and the investigator in an attempt to resolve the matter.
- The IEC will insist on factual details to determine the reality between the truth and individual perception.
- The final decision will be informed to the research participant by the Secretariat.
- The information including any action taken or follow-up will be recorded in the form AX1-V2/SOP 16/V2 and the form will be signed and dated.
- The IEC members will be informed about the action taken and the outcome in the forthcoming IEC meeting.

16.5 Filing the request document

- The record form will be filed in the "response" file by the Member Secretary / Administrative staff.
- A copy of the same will be kept in the study file.
- The file will be stored in a secure place.

AX1-V2/SOP 16/V2

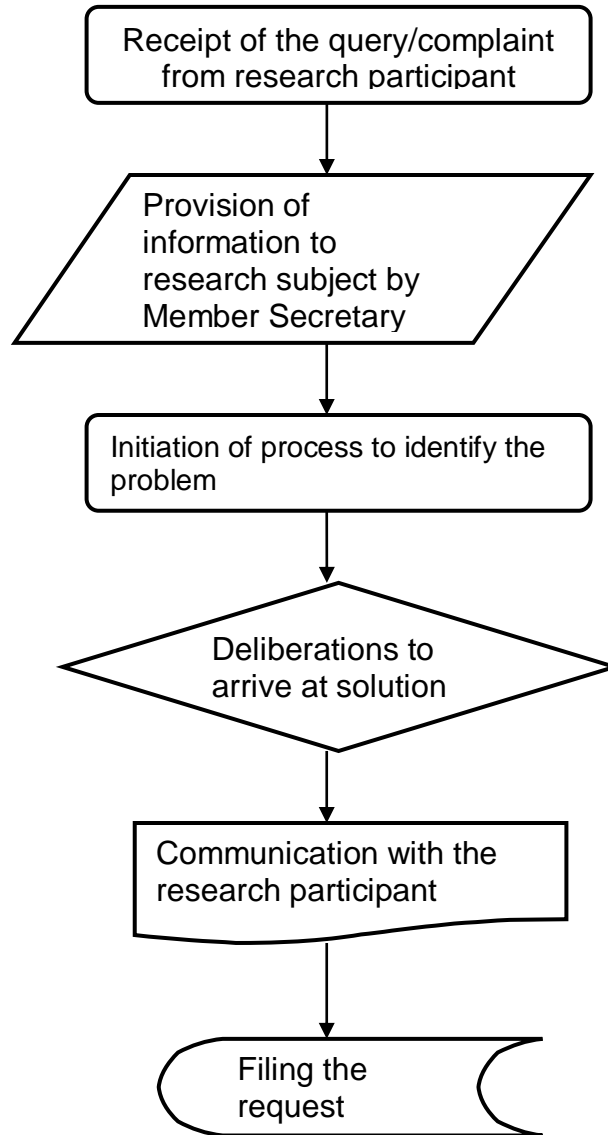
Research Query/Request/Complaint record form

<input type="checkbox"/> Query <input type="checkbox"/> Request <input type="checkbox"/> Complaint Date Received:						
Received by – Name of IEC staff-						
Request received through: <table style="width: 100%; border: none;"><tr><td style="width: 50%; border: none;">● Telephone call No.....</td><td style="width: 50%; border: none;">● Fax No.....</td></tr><tr><td style="border: none;">● Letter / Date.....</td><td style="border: none;">● E-mail / Date.....</td></tr><tr><td style="border: none;">● Walk-in / Date / Time.....</td><td style="border: none;">● Other, specify</td></tr></table>	● Telephone call No.....	● Fax No.....	● Letter / Date.....	● E-mail / Date.....	● Walk-in / Date / Time.....	● Other, specify
● Telephone call No.....	● Fax No.....					
● Letter / Date.....	● E-mail / Date.....					
● Walk-in / Date / Time.....	● Other, specify					
Participant's Name: _____ Anonymous <input type="checkbox"/>						
Contact Address: Phone:						
P.No./Title of the Study :						
Starting date of participation (enrollment) :						
Specify details- Nature of Query / Request/ Complaint:						
Action taken:						
Outcome (Resolution) / Final decision :						
Date of resolution :						
Date of IEC meeting (if applicable) :						

Name of the Chairperson/ Member Secretary - _____

Signature of the Chairperson/ Member Secretary _____ Date - _____

Flow Chart



**INSTITUTIONAL ETHICS COMMITTEE
DR. B BOROOAH CANCER INSTITUTE, GUWAHATI
(IEC, BBCI)**

Title: Reviewing Research Studies Involving Vulnerable Populations

SOP Code: SOP 17/V2 Date: 30/09/2021 Pages: 270 to 297

17.1 Purpose

The purpose of this Standard Operating Procedure (SOP) is to describe procedures to review research protocol involving vulnerable populations. The SOPs provides clear, unambiguous instructions so that the related activities of the Ethics Committee are conducted in accordance with Indian laws and relevant, National and International Guidelines. It describes the requirements concerning review of research that involves groups that could be potentially vulnerable to coercion in regard to autonomy, and present conditions that may affect risk/benefit determinations or bearing unequal burden in research.

17.2 Scope

- This SOP applies to all policies and procedures of review and assessment applied to all research dealing with vulnerable population that require additional consideration or protection, submitted and approved by the IEC.

17.2.1 Guidelines for review of research involving vulnerable population

The word vulnerability is derived from the Latin word “*vulnerere*” which means ‘to wound’. Vulnerable persons are those individuals who are relatively or absolutely incapable of protecting their own interests because of personal disability, environmental burdens, social injustice, lack of power, understanding or ability to communicate or are in a situation that prevents them from doing so.

Vulnerable groups: Effort may be made to ensure that individuals or communities invited for research be selected in such a way that the burdens and benefits of the research are equally distributed.

- a. Research on genetics should not lead to racial inequalities.
 - b. Persons who are economically or socially disadvantaged should not be used to benefit those who are better off than them.
 - c. Rights and welfare of mentally challenged and mentally differently able persons who are incapable of giving informed consent or those with behavioral disorders must be protected. Appropriate proxy consent from the legal guardian should be taken after the person is well informed about the study, need for participation, risks and benefits involved and the privacy and confidentiality procedures. The entire consent process should be properly documented.
 - d. Adequate justification is required for the involvement of participants such as prisoners, students, subordinates, employees, service personnel etc. who have reduced autonomy as research participants, since the consent provided may be under duress or various other compelling reasons.
- Individuals whose willingness to volunteer in a research study may be unduly influenced by the expectation, whether justified or not, of benefits associated with participation, or of a retaliatory response from senior members of a hierarchy in case of refusal to participate may also be considered vulnerable.

Examples are members of a group with a hierarchical structure, such as medical, pharmacy, dental, and nursing students, subordinate hospital and laboratory personnel, employees of the pharmaceutical industry, members of the armed forces, and persons kept in detention.

- "Vulnerable" or "special" classes of participants include as listed below:
 1. Socially, economically or politically disadvantaged and therefore susceptible to being exploited.
 2. Incapable of making a voluntary informed decision for themselves or whose autonomy is compromised temporarily or permanently, for example
 - a) people who are unconscious,
 - b) differently abled,
 - c) able to give consent, but whose voluntariness or understanding is compromised due to their situational conditions/ contexts.
 - d) Unduly influenced either by the expectation of benefits or fear of retaliation in case of refusal to participate which may lead them to give consent.

Following are some examples of vulnerable populations or groups:

1. Economically and socially disadvantaged (unemployed individuals, orphans, abandoned individuals, persons below the poverty line, ethnic minorities, sexual minorities – lesbian/ gay/bisexual and transgender (LGBT), etc.)
2. Unduly influenced either by the expectation of benefits or fear of retaliation in case of refusal to participate which may lead them to give consent
3. Children (up to 18 years)
4. Women in special situations (pregnant or lactating women, or those who have poor decision-making powers/poor access to healthcare).
5. Tribals and marginalized communities
6. Refugees, migrants, homeless, persons or populations in conflict zones, riot areas or disaster situations.
7. Afflicted with mental illness and cognitively impaired individuals, differently abled – mentally and physically disabled.
8. Terminally ill or are in search of new interventions having exhausted all therapies.
9. Suffering from stigmatizing or rare diseases.
10. Have diminished autonomy due to dependency or being under a hierarchical system (students, employees, subordinates, defense services personnel, healthcare workers.
11. Institutionalized individuals, under trials and prisoners.

Principles of research among vulnerable populations

Vulnerable populations have an equal right to be included in research so that benefits accruing from the research apply to them as well. If any vulnerable group is to be solely recruited, then the research should answer the health needs of the group. Participants must be empowered, to the maximum extent possible, to enable them to decide by themselves whether or not to give assent/consent for participation.

In vulnerable populations, when potential participants lack the ability to consent, a Legally Authorized Representative (LAR) should be involved in decision making. Special care must be taken to ensure participant's privacy and confidentiality, especially because breach of confidentiality may lead to enhancement of vulnerability.

If vulnerable populations are to be included in research, all stakeholders must ensure that additional protections are in place to safeguard the dignity, rights, safety and wellbeing of these individuals.

Additional safeguards/protection mechanisms

When vulnerable individuals are to be recruited as research participants, additional precaution should be taken to avoid exploitation/retaliation/reward/credits, etc., as they may either feel intimidated and incapable of disagreeing with their caregivers, or feel a desire to please them. In the first case, they may be subjected to undue pressure, while in the second, they may be easily manipulated. If they perceive that their caregivers want them to participate in research, or if the caregiver stands to benefit from the dependent's participation, the feeling of being pressed to participate may be irresistible which will undermine the potential voluntariness of the consent to participate.

Researchers must justify the inclusion of a vulnerable population in the research. IECs must satisfy themselves with the justification provided and record the same in the proceedings of the IEC meeting.

Additional safety measures should be strictly reviewed and approved by the IEC. The informed consent process should be well documented. Additional measures such as recording of assent and re-consent, when applicable, should be ensured. IEC should also carefully determine the benefits and risks of the study and examine the risk minimization strategies. As potential participants are dependent on others, there should be no coercion, force, duress, undue influence, threat or misrepresentation or incentives for participation during the entire research period. Vulnerable persons may require repeated education/information about the research, benefits, risks and alternatives, if any.

Research on sensitive issues such as mental health, sexual practices/preferences, HIV/AIDS, substance abuse, etc. may present special risks to research participants. Researchers should be cognizant of the possibility of conflicting interests between the prospective participant and LAR and should be more careful. Participants may be prone to stigma or discrimination, specifically when the participant is enrolled as a normal control or is recruited from the general population in certain types of research. Efforts should be made to set up support systems to deal with associated medical and social problems. Protection of their privacy, confidentiality and rights is required at all times – during conduct of research and even after its completion. Whenever possible, ancillary care may be provided such as setting up of a facility, school for unattended children of the participants or a hospital, or counseling centre.

Stakeholders Obligations / duties

Researchers

- Recognize the vulnerability of the participant and ensure additional safeguards are in place for their protection
- Justify inclusion/exclusion of vulnerable populations in the study.
- COI issues must be addressed.
- Have well defined SOPs to ensure a balanced benefit-risk ratio.
- Ensure that prospective participants are competent to give informed consent.
- Take consent of the LAR when a prospective participant lacks the capacity to consent.
- Respect dissent from the participant.
- Seek permission of the appropriate authorities where relevant, such as for institutionalized individuals, tribal communities, etc.
- Research should be conducted within the purview of existing relevant guidelines/regulations.

Ethics Committees

- During review, determine whether the prospective participants for a particular research are vulnerable.
- Examine whether inclusion/exclusion of the vulnerable population is justified.
- Ensure that COI do not increase harm or lessen benefits to the participants.

- Carefully determine the benefits and risks to the participants and advise risk minimization strategies wherever possible.
- Suggest additional safeguards, such as more frequent review and monitoring, including site visits.
- Only the full committee should do initial and continuing review of such proposals. It is desirable to have empowered representatives from the specific populations during deliberations.
- IEC has special responsibilities when research is conducted on participants who are suffering from mental illness and/or cognitive impairment. They should exercise caution and require researchers to justify cases for exceptions to the usual requirements of participation or essentiality of departure from the guidelines governing research. IEC should ensure that these exceptions are as minimal as possible and are clearly spelt out in the Informed Consent Document (ICD).
- IEC should have SOPs for handling proposals involving vulnerable populations.

Sponsors

- The sponsor, whether a government, an institution or a pharmaceutical company, should justify the inclusion of vulnerable groups in the protocol and make provisions for protecting their rights/safety.
- The sponsor must enable monitoring and ensure that procedures are in place for quality assurance (QA) and quality control (QC).
- The sponsor should ensure protection of the participants and research team if the research is on sensitive topics.

The following is required when children are enrolled in research:

As per the National Commission for Protection of Child Rights, a child is defined as a person from 0 to 18 years of age

Research proposals should be scientifically sound.

- Risk or harm is a very important consideration in research involving children. Risk refers to a potential harm that can occur to the child as a direct or indirect consequence of the research procedure. The risks entailed in research procedures need to be considered when they are over and above the routine care of the participant.

Research may include any procedure the participant undergoes for research including questionnaires, investigations such as blood sampling, bone marrow aspiration, liver biopsy etc., or therapeutic interventions such as medication or surgery, over and above the routine standard of care for the patient. Harm occurring from participating in research may be physical (such as pain from a needle prick for blood sampling), psychological (such as fear of separation from parents) or social (such as missing school and friends etc). Risks must be assessed in relation to benefits.

A benefit is a good outcome. The benefit is usually potential, which means positive but uncertain outcome. The benefit may be direct, as in a direct benefit to the participant; or indirect.

Examples of direct benefits include the possibility of recovery, reduction in pain, improvement in disease severity, etc. Indirect benefits include the opportunity to understand

more about the disease, develop social relationship with other patients, etc. Payments for participation should not be considered in the benefit-risk- ratio. Also, patients and participants may consider other benefits such as better access to doctors, access to investigations which are not otherwise freely available, being special patients as part of research, etc. These indirect benefits may be more misunderstood by illiterate patients from poor socioeconomic strata.

The equation between the potential benefit and the risk or potential harm should be at least as favorable for the proposed research procedure as for the alternatives available to the children.

- There should be benefit to children in general and, in most cases, to the individual child subject. Interventions intended to provide direct diagnostic, therapeutic, or preventive benefit for the individual child participants must be justified in relation to potential risks involved in the study and potential benefits to society. The risk presented by interventions not intended to benefit the individual child participant is low when compared to the importance of the knowledge that is to be gained.
- The need for the study should be justified by a thorough review of literature.
- The research should be conducted by a team of investigators who have the requisite expertise. One or more members of the team should be a pediatrician and/or have prior experience of conducting research involving children.
- Research involving children should take into consideration the unique physiology, anatomy, psychology, pharmacology, social situation and special needs of children and their families.
- Research involving children must be conducted in a child-friendly environment, as far as possible. The settings of the research provide the child and parent adequate medical and psychological support. Both pain and emotional discomfort should be prevented as much as possible. When unavoidable, it should be adequately managed and reduced. To do this, non-invasive procedures should be preferred.
- In general, drugs should be tested for safety, pharmacokinetics, and at least initial indications of efficacy in adults established before they are tested in children. It may often be appropriate to defer paediatric testing until adult testing has reached Phase III or beyond, when substantial data are available on the safety and efficacy of a drug in adults. However, there may be situations where studies involving children would be needed without prior adult studies, for example, surfactant use in premature babies with respiratory distress syndrome. For studies prior to phase III the drug has a therapeutic value in a primary disease of the children.
- Children will not be involved in research that can be carried out equally well with adults.
- The purpose of the research is to obtain knowledge relevant to health needs of children. For clinical evaluation of a new drug the study in children should always be carried out after the phase III clinical trials in adults.
- Interventions that are intended to provide therapeutic benefit are likely to be at least as advantageous to the individual child participant as any available alternative interventions.

- A parent or legal guardian of each child has given proxy consent.
- The assent of the child should be obtained to the extent of the child's capabilities such as in the case of mature minors or adolescents, unless there is no medically acceptable alternative to the therapy provided or tested, and consent has been obtained from at least one parent or guardian.
- Investigators must seek to involve children in discussions about research and obtain their assent to participation as in accordance with their developmental level and decision making capacity. The parental/LARs' permission for the child's participation in the research is termed as 'consent', whereas the child's agreement to participate is termed as 'assent'.

Consent process for illiterate parents /LARs

- When a participant is willing to participate but not willing to sign or give thumb impression or cannot do so, then verbal/oral consent may be taken on approval of the IEC, in the presence of an impartial witness who should sign and date the document. This can be documented through audio or video recording of the participant, the PI and the impartial witness, all of whom should be captured in the frame. However, verbal consent should be an exception for specific reasons carried out with the approval of IEC and not to be followed routinely.
- In non-regulatory, observational studies, sometimes literate or illiterate, parents /LARs may verbally agree to participate but refuse to give their thumb impression. In such cases, again, the documentation of the consent process needs to be done by a literate impartial witness.

In some cases, fresh or re-consent may need to be taken, such as when:

- New information becomes available which would necessitate amendment/deviation of protocol (excluding any new safety related information which can harm the participant if not immediately implemented by the investigator).
- A research participant regains consciousness from an unconscious state or becomes mentally competent to understand the study (procedures to address such a possibility should be spelt out in the informed consent form).
- Long term follow-up or study extension is planned at a later stage.
- There is change in treatment modality, procedures, site visits.
- Attains 18 years of age, or the legally acceptable representative has changed.
- There is possibility of disclosure of identity through data presentation or photographs (which should be camouflaged adequately) in an upcoming publication.
- Future research may be carried out on stored biological samples if not anonymized.

Determinants of risk

1. Age and developmental status: Risk assessment in children must take into account their age, developmental status and maturity. For example, taking 10 ml blood sample may be low risk for a 10-year-old but high risk for a preterm neonate.
2. Underlying medical condition: In some cases, a research procedure that may be of minimal or low risk to a healthy child could be of high risk to a child with underlying medical condition. For example, intramuscular injections that may be safe for healthy children are risky for children with clotting disorders. **Ethics committees should ensure that children with underlying medical conditions that place them at risk due to research procedures are excluded from the study.**
3. Cumulative characteristics of risk during research: Determinations about risk should consider the cumulative characteristics of research interventions or procedures and the time period for which they are done. For example, a single chest X-ray is a minimal risk procedure, but if the child has to undergo multiple chest X-rays over a short duration of time, the risk category should be higher.

Type of assays and sample collection

In research involving children, due consideration should be given to the number and type of body fluid assays and investigations.

- Blood samples should be age and/or bodyweight appropriate. Depending on the nature of the study the ethics committee may obtain an independent opinion from a pediatrician regarding the safety of blood volumes proposed to be drawn for the purpose of the study.
- The samples should be obtained using appropriate facilities and materials.
- Alternative sampling (for example, urine or saliva sampling) for pharmacokinetic studies should be preferred when possible. However, the ability to use alternative samples may depend on the validation of the analytical methodology and clinical utility of measurements made in these matrices.
- For blood and tissue assays, micro volumes and micro-assays should be used, whenever possible.
- For painful and/or invasive procedures standard pain relief methods should be employed.
- Timing of sampling should be coordinated with the routine standard of care sampling of the patients to avoid repeated needle pricks.
- Sampling should be performed by trained staff.
- The number of attempts for sampling should be limited. Timing of sampling and number of sampling attempts should be defined in the protocol. For example, it is recommended that after one unsuccessful attempt, another experienced person should take over the procedure.

Paediatric formulations to be used in paediatric studies

Formulations used in a study should be described in the protocol. Age-appropriate formulations should be used to avoid the risk of adverse reactions (for example, young children choking on tablets), the risk of dosing errors or inaccuracy. Whenever available,

paediatric formulations should be used. Excipients used for the formulation should take into consideration the age of the children included in the study (for example, benzyl alcohol is contraindicated in neonates). Conditions to avoid bacterial contamination and degradation of the medicinal product should be specified in the protocol.

Guidelines for ethical approval based on degree of risk

For research procedures that are intended to provide potential direct diagnostic, therapeutic or preventive benefit for the individual child participant, a risk category higher than minimal risk may be justified. For studies having interventions not intended to directly benefit the individual child participant, the risk-levels should be minimum risk or low risk.

Concerns regarding informed consent

1. The process of obtaining consent and assent should not be a mere formality, limited to getting the participants' signatures on the forms. Instead this should be a process, wherein the onus is on the investigator to ensure that the parents and children (as far as their developmental level and maturity permits) understand what is going on in the research. This process should also include opportunities for the parents and children to ask questions. The consent process is not a one-time process but should be an ongoing interaction between the researcher and the participant, to help resolve the queries which may arise in the participant's mind during the course of the study.
2. The language of the patients/participant information sheet (PIS) should be simple and easily understood by the parents. Many times, in order to protect themselves from any future litigation, investigators fill PIS with technical terms (medical and legal) which the parents find difficult to understand. While translating to a local language difficult technical words must be avoided, and simple daily-use words that the participant is able to understand should be used.
3. When checking that parents understand all the aspects of research participation, a particular concern is whether they understand that they will be participating in research and that the purpose of research differs from the purpose of normal clinical care. The purpose of research is to generate knowledge, usually for the benefit of patients or individuals in the future. The misbelief that the purpose of research is treatment is termed as therapeutic misconception.

Children's assent

Assent is defined as a child's affirmative agreement to participate in research. A mere failure of the child to object should not be interpreted as assent. The assent process should take into account the children's developmental level and capability of understanding. Cultural and social factors also play an important role. Children vary considerably in the ability to understand abstract concepts depending on their age and maturity. The assent form chosen should be appropriate for the child's age and reading ability. Children with chronic illness may have been challenged to develop increased capacity to make independent judgments based on previous experiences. The other important issue here is the child's general level of independence and autonomy.

Content of the assent form has to be in accordance with the developmental level and understanding capacity of the child. For example, a child aged 8 years should be told what exactly she/he is going to undergo, although they may not understand the concept of research. Younger children are better able to grasp the more practical aspects of research (e.g., what they are expected to do or what will happen) than they are to understand the abstract concepts such as randomization. For a 15-year-old, however, the assent process should be similar to the informed consent process. If the study is of a long duration study, the researchers may have to repeat the assent process with more information, as the child grows older.

Age and method of obtaining assent

For children between 7 (84 months and above) and 11 years of age, oral assent must be obtained in the presence of parent/LAR. For children between 12 and 18 years of age, written assent must be obtained. If a child becomes 13 years old during the course of the study, then written assent must be obtained in addition to parent/LAR consent. This is a joint decision-making process between the child and the concerned adult. In cases of verbal assent, the parent /LAR's counter-signature must be obtained confirming that the child's verbal assent has been taken. Re-assent must be taken in all the same situations as re-consent as mentioned above. For children less than 7 years of age, parental consent is sufficient. As assent is part of the informed consent process, the regulations as per the CDSCO guidelines for regulatory clinical trials apply for assent as well.

Content of assent form- The type and amount of information given needs to be simplified as per the child's cognitive and developmental level. The information should be simple, and age-appropriate.

Waiver of assent

Waiver of assent may be provided by the ethics committees in the following situations:

1. If the research has the potential of directly benefiting the child and this benefit is available only in the research context. In such situations, the child's dissent may be overruled.
2. Waiver of assent may also be considered if the research involves children with mental retardation and other developmental disabilities, where the children may not have the developmental level and intellectual capability of giving assent.
3. Assent may also be waived under the same conditions in which adult's informed consent may be waived.

Dissent or refusal of a child to participate must always be respected. Explanation must be given to ensure that to the child understands that she/he may withdraw her/his assent at any time during the study.

Data and Safety Monitoring Board (DSMB)

The need for a DSMB may be determined as an additional safeguard by the IEC depending on the anticipated risks to the children involved in the research. Data and Safety Monitoring

Board evaluating research performed in children should have members with appropriate *expertise* in reviewing clinical studies in children.

When studies have a significant safety concern, the establishment of a DSMB can enhance the safety of study participants. An independent review of research data may be essential to ensure the ongoing safety of study participants. Those involved in the study design and conduct of a study may be biased in reviewing the data. Hence, there is a need for a group of expert advisors to ensure that such concerns would be addressed in an unbiased way.

Data and Safety Monitoring Boards are traditionally established for large, multicentric, randomized, studies that evaluate interventions intended to prolong life or decrease an adverse health outcome.

Factors to consider while establishing a DSMB for a particular study;

- ❖ The study endpoints are such that a highly favorable or unfavorable result or even a finding of futility, during an interim review might make the continuation of the study unethical.
- ❖ The indicators for safety concern due to the intervention (for example, an invasive procedure, or potentially toxic drug).
- ❖ The study is being performed in a potentially vulnerable population such as neonates or other vulnerable individuals.
- ❖ The study involves a population at heightened risk of death or other serious adverse health outcomes.
- ❖ The study includes a large number of individuals, is of long duration, or is multi-centric.

In studies with one or more of the above characteristics, the additional oversight provided by a DSMB can further protect the study participants.

If the study is likely to be completed in a short span, the DSMB may not be effective. In such situations, mechanisms should be in place a priori to expedite DSMB reviews and inputs. Alternatively, the study could build in periods of pauses to allow the DSMB to review interim data before any further enrolment of participants.

A DSMB can also enhance the scientific validity of a study by reviewing accumulating data of the study (for example, overall event rates) and suggest modifications in the protocol such as change in the inclusion criteria, the study endpoints, or the size of the study.

Finally, any independent DSMB evaluating studies performed in children should have members with appropriate expertise in the evaluation of clinical studies in children.

Research in neonates

Neonates represent the most vulnerable group within the paediatric population. Study protocols in this population should take into account this, and the potential long-term effects

of interventions, including developmental effects. IEC reviewing any research proposed in neonates should have an advisory member with expertise in neonatal research/care.

IEC should carefully scrutinize all research proposed in neonates for potential risks. Risks if any should be carefully weighed against possible benefits in this fragile population. IEC should ensure a proper scientific review of the protocol by a competent person/s to remove any risks resulting from poor methodology. Neonates should be researched when the findings of the study will have potential implications for neonatal healthcare. All measures to reduce risks should be undertaken. When possible, older children should be studied before conducting studies in younger children and infants. Within neonates, those who are critically ill should be considered for research even more carefully. Parents or caretakers of these babies face stresses that may interfere with their ability to make an informed decision on behalf of their baby. Strategies such as continuous consent can to some extent reduce such problems. The consent of one parent is required for studies in neonates with research exposing them to no or minimal risk or in studies that offer the prospect of direct benefit to the participant. However, for studies that do not offer the prospect of direct benefit or are high risk, consent from both parents is required. The exception being when only one parent has legal responsibility for the care and custody of the child, one parent is deceased, unknown, incompetent, or not reasonably available. In such cases, it is the duty of the investigators to provide adequate justification.

If one of the parents is a minor, then consent should not be taken from her/him. If both parents are minors, then enrolment of such a baby should be avoided as far as possible. To enroll such neonates for research, the investigators should provide adequate justification to the IEC. A legally acceptable representative should provide an informed consent in such situations.

When adults are unable to consent, the IEC determines:

- A non-therapeutic clinical trial (i.e. a trial in which there is no anticipated direct clinical benefit to the participant) should be conducted in participants who personally give consent and who sign and date the written consent document.
- Non-therapeutic clinical trials may be conducted in participants with consent of a legally acceptable representative provided the following conditions are fulfilled:
 - The objectives of the clinical trial cannot be met by means of a trial in participants who can give consent personally.
 - The foreseeable risks to the participants are low.
 - The negative impact on the participant's wellbeing is minimized and low.
 - The clinical trial is not prohibited by law.
 - The opinion of the IEC is expressly sought on the inclusion of such participants, and the written opinion covers this aspect.
 - Such trials, unless an exception is justified, should be conducted in patients having a disease or condition for which the investigational product is intended. Participants in these trials should be particularly closely monitored and should be withdrawn if they appear to be unduly distressed.

The following is required when Pregnant or nursing women are enrolled in research:

Pregnant or nursing women: Pregnant or nursing women should in no circumstances be the participant of any research unless the research carries no more than minimal risk to the foetus or nursing infant and the object of the research is to obtain new knowledge about the foetus, pregnancy and lactation. As a general rule, pregnant or nursing women should not be participants of any clinical trial except such trials as are designed to protect or advance the health of pregnant or nursing women or fetuses or nursing infants, and for which women who are not pregnant or nursing would not be suitable participants.

- a. The justification for participation of these women in clinical trials would be that they should not be deprived arbitrarily of the opportunity to benefit from investigations, drugs, vaccines or other agents that promise therapeutic or preventive benefits. Example of such trials are, to test the efficacy and safety of a drug for reducing perinatal transmission of HIV infection from mother to child, trials for detecting foetal abnormalities and for conditions associated with or aggravated by pregnancy etc. Women should not be encouraged to discontinue nursing for the sake of participation in research and in case she decides to do so, harm of cessation of breast-feeding to the nursing child should be properly assessed except in those studies where breast feeding is harmful to the infant. Compensation in terms of supplying supplementary food such as milk formula should be considered in such instances.
- b. Research related to termination of pregnancy: Pregnant women who desire to undergo Medical Termination of Pregnancy (MTP) could be made participants for such research as per The Medical Termination of Pregnancy Act, GOI, 1971.
- c. Research related to pre-natal diagnostic techniques: In pregnant women such research should be limited to detect the foetal abnormalities or genetic disorders as per the Prenatal Diagnostic Techniques (Regulation and Prevention of Misuse) Act, GOI, 1994 and not for sex determination of the foetus.

17.3 Categorization of protocols

Vulnerable population will be subjected to full board Initial review (SOP 4a/V2). Research involving vulnerable populations is not eligible for expedited review or exemption from review.

17.4 Review Process

- The IEC evaluates whether additional safeguards have been included in the study to protect the rights and welfare of vulnerable participants.
- The IEC requires at least one or more individuals who are knowledgeable about or have experience in working with these participants are part of the review process.
- New study submissions, amendment and continuing review applications involving vulnerable populations (except prisoners, which should be reviewed by the full board) may be reviewed by the convened board or by expedited review, as decided during initial review and as per SOP 04a/04b.

The research protocol involving vulnerable population will be reviewed according to current requirement and guidelines. The decisions are arrived at using the approved checklist for lead discussants (Refer AX1-V2/ SOP 17/V2 to AX5-V2/ SOP 17/V2).

If the research includes a vulnerable population that is not covered in the above list or there are no national or international guidelines for ensuring protections, IEC will evaluate the research proposal to ensure that precautions are taken to protect the participants.

The protocol should be reviewed keeping in mind the following points:

- Measures to protect autonomy,
- Risk/benefit determinations with respect to the vulnerability
- Whether vulnerable participants are bearing unequal burden in research.

Member of the IEC who would be reviewing such protocols should be well versed with the potential harm or risk of such population participating in the study. The checklist for different vulnerable population provided in Annexure (A-F) should be used. Special justification is required for inviting vulnerable individuals to serve as research participants and, if they are selected, the means of protecting their rights and welfare must be strictly adhered to.

The extent of protection afforded should depend upon the risk of harm and the likelihood of benefit. The judgment that any individual lacks autonomy should be periodically reevaluated and will vary in different situations. The central issue for the IEC to consider is whether the potential subject's ability to exercise free choice is limited in some way.

Reviewing research protocol involving vulnerable population: When researchers are likely to approach participants who lack the ability to consent, the IEC evaluates whether:

- ✓ The proposed plan for the assessment of the capacity to consent is adequate
- ✓ Before requesting assent/ surrogate consent to participate in clinical trial the Investigator must provide the LAR and/or impartial witness with the following information in a language that is non- technical and understandable by the LAR and/or impartial witness and the same shall be recorded through audio-visual means.
- ✓ Assent/surrogate consent of the participants is a requirement wherever possible, and, if so, whether the plan for assent/ surrogate consent is adequate.
- ✓ There is adequate room for ensuring the involvement of the LAR and/or impartial witness in the consenting process.
- ✓ Details of such questions if any, asked by the LAR/ or impartial witness and his/her understanding on consent are also to be recorded through the audio video means. The process of signing/putting thumb impression by the LAR/ or impartial witness should also be video recorded.
- ✓ When a research participant regains consciousness from unconscious state or is mentally competent to understand the study. If such an event is expected, then procedures to address it should be spelt out in the informed consent form.

17.5 Responsibility

The IEC Secretariat is responsible for receiving, verifying, and managing the hard copies of the received research protocols pertaining to vulnerable groups based on new and evolving applicable regulations and guidelines as per the checklist.

The Secretariat should create a study specific file, distribute the packages and study assessment forms to the IEC members for review with the updated checklist (Refer AX1-V2/ SOP 17/V2 to AX5-V2/ SOP 17/V2), and communicate the review results to the investigators.

- It is the responsibility of the IEC Secretariat to maintain up-to-date tools (e.g. checklist) for review of research pertaining to vulnerable groups based on new and evolving applicable national and international regulations and guidelines.
- Maintain file for update-checklist (Refer AX1-V2/ SOP 17/V2 to AX5-V2/ SOP 17/V2) which conforms to recent / current applicable regulations and guidelines.

The Member Secretary will assign two or more members of the IEC who have a thorough understanding of the ethical review process and experience in the field of research to review such type of protocols. The lead discussants should be familiar and trained in the concept of vulnerability and protections for participants with diminished autonomy.

IEC Chairperson/ Member Secretary is responsible for ensuring that IEC members are well versed in new and evolving regulations and guidelines pertaining to vulnerable populations through regular training programs, for selecting lead discussants with appropriate expertise to conduct the reviews of such research, and for securing appropriate consulting expertise as needed for selected reviews.

IEC members are responsible for verifying, and reviewing the research protocols pertaining to vulnerable populations using study assessment form and checklist (Refer AX1-V2/ SOP 17/V2 to AX5-V2/ SOP 17/V2).

IEC member is responsible for conducting appropriate review of research planned for vulnerable populations, including an assessment of potential for coercion, in consultation with any appropriate experts and resources as described in this SOP.

IEC Members will review the protocol and the informed consent document or assent form (Refer SOP 4a.5.5) and opine.

17.6 IEC Meeting

- The details of review procedures and communication of decision is described in detail in SOP 05/V2.
- Document review of risk assessment in IEC minutes for the protocols involving vulnerable population.
- IEC Member Secretary will minute the discussions.

Annexure 1
AX1-V2/SOP 17/V2

Checklist 01- Requirements for Research Involving Children

Investigator:

IEC:

Study Title:

RISK DETERMINATION	BENEFIT ASSEMENT	IEC ACTION
<input type="checkbox"/> Minimal risk	With direct benefit <input type="checkbox"/> without direct benefit <input type="checkbox"/>	Approved <input type="checkbox"/> Not Approved <input type="checkbox"/>
	Potential to child	Approved <input type="checkbox"/> Not Approved <input type="checkbox"/>
	No direct benefit to individual but offer general knowledge about the child's condition or disorder and may benefit to the society or future generations are likely to benefit.	Approved <input type="checkbox"/> case by case (with special safeguards Not Approved <input type="checkbox"/>
<input type="checkbox"/> Less than minimal risk	With direct benefit <input type="checkbox"/> without direct benefit <input type="checkbox"/>	Approved <input type="checkbox"/> Not Approved <input type="checkbox"/>
	Potential to child	Approved <input type="checkbox"/> Not Approved <input type="checkbox"/>
	No direct benefit to individual but offer general knowledge about the child's condition or disorder and may benefit to the society or future generations are likely to benefit.	Approved <input type="checkbox"/> case by case (with special safeguards Not Approved <input type="checkbox"/>
<input type="checkbox"/> Minor increase over minimal risk or Low risk	With direct benefit <input type="checkbox"/> without direct benefit <input type="checkbox"/>	Approved <input type="checkbox"/> Not Approved <input type="checkbox"/>
	Potential to child	Approved <input type="checkbox"/> Not Approved <input type="checkbox"/>
	No direct benefit to individual but offer general knowledge about the child's condition or disorder and may benefit to the society or future generations are likely to benefit.	Approved <input type="checkbox"/> case by case (with special safeguards Not Approved <input type="checkbox"/>
<input type="checkbox"/> More than minimal risk or High risk	With direct benefit <input type="checkbox"/> without direct benefit <input type="checkbox"/>	Approved <input type="checkbox"/> Not Approved <input type="checkbox"/>
	Potential to child	Approved <input type="checkbox"/> Not Approved <input type="checkbox"/>
	No direct benefit to individual but offer general knowledge	Approved <input type="checkbox"/> case by case (with special

	about the child's condition or disorder and may benefit to the society or future generations are likely to benefit.	safeguards Not Approved <input type="checkbox"/>
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- (i) Minimal risk- Probability of harm or discomfort anticipated in the research is not greater than that ordinarily encountered in routine daily life activities of an average healthy individual or general population or during the performance of routine tests where occurrence of serious harm or an adverse event (AE) is unlikely
- (ii) Risk may not be more than a minor increase over minimal risk, consent of both parents required under normal circumstances.
- (iii) Approval to proceed with this category of research must be made by the IEC with input from selected experts

	Yes	No	NA
Does the research pose greater than minimal risk to children?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If yes: Are convincing scientific and ethical justification given?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If yes: Are adequate safeguard in place to minimize these risks?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the study involve normal volunteers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If yes: Is the inclusion of normal volunteers justified?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have appropriate studies been conducted on animals and adults justified?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If No: Is the lack of appropriate studies conducted on animals and adults justified?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Will older children be enrolled before younger ones?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is permission of both parents necessary? If Yes- please justify	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Will efforts be made to ensure that parents' permission to involve their children in research studies is free from coercion, exploitation, and /or unrealistic promises?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are provisions made to obtain the assent of children over 7 and, where appropriate, honoring their dissent?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are provisions made to protect participants' privacy and the confidentiality of information regarding procedures?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are there special problems that call for the presence of a monitor or IEC member during consent procedures?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are special needs of adolescents such as counseling and	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	Yes	No	NA
confidentiality accounted for in the research design?			
Are there any special problems such as confidentiality and reporting that might arise in sensitive research about child abuse or sexual practices of teenagers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the research involve implications for other family member ?(for example, genetic risk , HIV infection , Hepatitis C)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If Yes: Are adequate mechanisms in place to deal with other members of the family?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Should parents be required to be present during the conduct of the research? (Are proposed participants very young? Are the procedures involved painful? Must subject stay overnight in the hospital when they otherwise would not have to?)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments: _____

Name & Sign of Lead discussant:
 Date:

Annexure 2
AX2-V2/SOP 17/V2

Checklist 02 - Requirements for Research Involving Pregnant or nursing women, Fetuses & nursing infant

Investigator:

IEC:

Study Title:

Research Involving Pregnant or nursing women, Fetuses & nursing infant:

RISK DETERMINATION	BENEFIT ASSESSMENT	IEC ACTION
<input type="checkbox"/> Minimal	With or without direct benefit	Approvable
<input type="checkbox"/> Less than minimal risk	With or without direct benefit	Approvable
<input type="checkbox"/> Minor increase over minimal risk or Low risk	With or without direct benefit	Approvable
<input type="checkbox"/> More than minimal risk or High risk	Potential benefit	Approvable
<input type="checkbox"/> More than minimal risk or High risk	No direct benefit to individual but offer general knowledge about disorder and may benefit to the society or future generations are likely to benefit.	Approvable on case to case basis with special safeguards

	Yes	No	NA
Where scientifically appropriate, has preclinical studies including studies on pregnant animals, and clinical studies including studies on non-pregnant women been conducted and data made available for assessing potential risks to pregnant or nursing women, nursing infant and fetuses	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The risk to the fetus or nursing infant is not greater than minimal, or any risk to the fetus which is greater than minimal is caused solely by interventions or procedures that hold out the prospect of direct benefit for the woman or the fetus or nursing infant;	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Any risk, is the least possible, for achieving the objectives of the research	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The woman's consent or the consent of her legally authorized representative is obtained in accordance with the informed consent provisions , unless altered or waived in accord with SOPs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The woman or her legally authorized representative, as appropriate, is fully informed regarding the reasonably foreseeable impact of the	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	Yes	No	NA
research on the fetus or resultant child;			
If the research involves minors who are pregnant, assent and permission will be obtained in accordance with the Schedule Y and ICMR guidelines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
No inducements, monetary or otherwise, will be offered to terminate a pregnancy;	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Individuals engaged in the research will have no part in any decisions as to the timing, method, or procedures used to terminate a pregnancy; and	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Individuals engaged in the research will have no part in determining the viability of a fetus.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does this research promises therapeutic or preventive benefits (e.g. Example of such trials are, to test the efficacy and safety of a drug for reducing perinatal transmission of HIV infection from mother to child, trials for detecting foetal abnormalities and for conditions associated with or aggravated by pregnancy)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the study involves discontinuation of nursing for the sake of participation in research	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the cessation of breast-feeding to the nursing child justified?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is breast feeding harmful to the infant?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the research has provisions for compensation in terms of supplying supplementary food such as milk formula?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Can this research be conducted in women who are not pregnant or nursing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does this research protect or advance the health of pregnant or nursing women or foetuses or nursing infants,	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is this research related to termination of pregnancy and is as per the Medical Termination of Pregnancy Act, GOI, 1971.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does this research violate any provisions of the Medical Termination of Pregnancy Act, GOI, 1971	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is this research related to pre-natal diagnostic techniques in pregnant women	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	Yes	No	NA
Is this research limited to detect the foetal abnormalities or genetic disorders as per the Prenatal Diagnostic Techniques (Regulation and Prevention of Misuse) Act, GOI, 1994 and not for sex determination of the foetus	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does this research violate any provisions of the Prenatal Diagnostic Techniques (Regulation and Prevention of Misuse) Act, GOI, 1994	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

THIS RESEARCH INVOLVES FETUSES AFTER DELIVERY

	Yes	No	NA
1. Where scientifically appropriate, preclinical and clinical studies have been conducted and provide data for assessing potential risks to fetuses;	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. The individual(s) providing consent is fully informed regarding the reasonably foreseeable impact of the research on the fetus or resultant child;	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. No inducements, monetary or otherwise, will be offered to terminate a pregnancy;	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Individuals engaged in the research will have no part in any decisions as to the timing, method, or procedures used to terminate pregnancy;	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Individuals engaged in the research will have no part in determining the viability of a fetus.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

AND

A. Fetuses of uncertain viability	Yes	No	NA
1. Does the research hold out the prospect of enhancing the probability of survival of the particular fetus to the point of viability, and any risk is the least possible for achieving the objectives of the research;	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
OR			
The purpose of the research is the development of important biomedical knowledge which cannot be obtained by other means and there will be no risk to the fetus resulting from the research ;	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. The legally effective informed consent of either parent of the fetus or , if neither parent is able to consent because of unavailability, incompetence, or temporary incapacity, the legally effective informed consent of either parent's legally authorized representative is obtained.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

And/or

B. Nonviable fetuses	Yes	No	NA
1. Vital functions of the fetus will not be artificially maintained;	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. There will be no risk to the fetus resulting from the research;	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. The purpose of the research is the development of important biomedical knowledge that cannot be obtained by other means; and	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. The legally effective informed consent of both parents of the fetus will be obtained in accord with the ICMR guidelines except that the waiver and alteration provisions do not apply. However if either parent is unable to consent because of unavailability, incompetence, or temporary incapacity, the informed consent of one parent of a nonviable fetus will suffice to meet the requirements of this paragraph. The consent of a legally authorized representative of either or both of the parents of a nonviable fetus will not suffice to meet the requirements of this paragraph.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

Name & Sign of Lead discussant:

Date:

Annexure 3 AX3-V2/SOP 17/V2

Checklist 03- Research Involving Cognitively Impaired Adults

- The purpose of this checklist is to provide support for IEC members or the Designated Lead discussant when reviewing research involving cognitively impaired adults as participants.

For review, this checklist is to be completed by the Designated Reviewer to document determinations required by the regulations and protocol specific findings justifying those determinations.

1. Research Involving Cognitively Impaired Adults in which there is Anticipated Direct Benefit to the subject (All items must be "Yes")		
<input type="checkbox"/> Yes	<input type="checkbox"/> No	One of the following is true (Check the box that is true) <ul style="list-style-type: none"> The risk to the participants is presented by an intervention or procedure that holds out prospect of direct benefit for the individual subject. More than minimal risk to participants is presented by monitoring procedure that is likely to contribute to the participants well – being.
<input type="checkbox"/> Yes	<input type="checkbox"/> No	The risk is justified by the anticipated benefit to the participants.
<input type="checkbox"/> Yes	<input type="checkbox"/> No	The relation of anticipated benefit to the risk is at least as favorable to the participants as that presented by available alternative approaches.
<input type="checkbox"/> Yes	<input type="checkbox"/> No	The proposed plan for the assessment of the capacity to consent is adequate.
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Assent is required of: (One of the following must be "Yes") One of the following is true (Check box that is true) <ul style="list-style-type: none"> <input type="checkbox"/> All Participants <input type="checkbox"/> All Participants capable of being consulted. <input type="checkbox"/> None of the participants
<input type="checkbox"/> Yes	<input type="checkbox"/> No	The consent document includes a signature line for a legally authorized representative.

2. Research Involving Cognitively Impaired Adults in which there is No Anticipated Direct Benefit to the subject (All items must be "Yes")		
<input type="checkbox"/> Yes	<input type="checkbox"/> No	The proposed plan for the assessment of the capacity to consent is adequate.
<input type="checkbox"/> Yes	<input type="checkbox"/> No	The objectives of the trial cannot be met by means of study of participants who can give consent personally.
<input type="checkbox"/> Yes	<input type="checkbox"/> No	The foreseeable risks to the participants are low.
<input type="checkbox"/> Yes	<input type="checkbox"/> No	The negative impact on the subject's well-being is minimized and low.
<input type="checkbox"/> Yes	<input type="checkbox"/> No	The trial is not prohibited by law.
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Participants have a disease or condition for which the procedures in the research are intended.

<input type="checkbox"/> Yes	<input type="checkbox"/> No	Participants will be particularly closely monitored.
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Participants will be withdrawn if they appear to be unduly distressed.
<input type="checkbox"/> Yes	<input type="checkbox"/> No	The proposed plan for the assessment of the capacity to consent is adequate.
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Assent is required of (One of the following must be “Yes”) One of the following is true (Check box that is true) <input type="checkbox"/> All Participants <input type="checkbox"/> All Participants capable of being consulted. <input type="checkbox"/> None of the participants
<input type="checkbox"/> Yes	<input type="checkbox"/> No	The consent document includes a signature line for a legally authorized representative.

Comments-

Name & Sign of Lead discussant:

Date:

Annexure 4
AX4-V2/SOP 17/V2

Checklist 04- Research Involving Students, Employees or Residents

Participants who are students, employees or residents require special considerations.

The proposed plan for the assessment of the capacity to consent is adequate.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have the participants been assured that their status (education, employment, and/or promotion) will not be affected by any decision to participate or not?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have the risks to participants been minimized?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have participants been assured that participation is voluntary (no signs of coercion)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have participants been assured that confidentiality will be protected or maintained?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Comments:

Name & Sign of Lead discussant:

Date:

Annexure 5
AX5-V2/SOP 17/V2

Checklist 05 - Considerations for Genetic Research

Investigator:

Study Title:

1. Will the samples be made anonymous to maintain confidentiality? If yes, stop here	<input type="checkbox"/> Yes	<input type="checkbox"/> No
2. Has the investigator established clear guidelines for disclosure of information, including interim or inconclusive research result?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
3. Has the appropriateness of the various strategies for recruiting participants and their family members been considered?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
4. Does the proposed study population comprise family members?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
5. Will family members be implicated in the studies without consent?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
6. Will the samples be destroyed in the future?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
7. Is genetic counseling being offered?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Comments-

Name & Sign of Lead discussant:

Date:

Annexure 6 AX6-V2/SOP 17/V2

Checklist –Requirements for Research involving terminally ill patients

Principal Investigator

BCCI Project No.-

Study Title:

RISK DETERMINATION	BENEFIT ASSEMENT	IEC ACTION
<input type="checkbox"/> Minimal	<input type="checkbox"/> With direct benefit <input type="checkbox"/> Without direct benefit	<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved
	<input type="checkbox"/> Potential benefit	<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved
	<input type="checkbox"/> No direct benefit to individual but offer general knowledge about the child's condition or disorder and may benefit to the society or future generations are likely to benefit.	<input type="checkbox"/> Approved case by case (with special safeguards) <input type="checkbox"/> Not Approved
<input type="checkbox"/> Less than minimal risk	<input type="checkbox"/> With direct benefit <input type="checkbox"/> Without direct benefit	<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved
	<input type="checkbox"/> Potential benefit	<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved
	<input type="checkbox"/> No direct benefit to individual but offer general knowledge about the child's condition or disorder and may benefit to the society or future generations are likely to benefit.	<input type="checkbox"/> Approved case by case (with special safeguards) <input type="checkbox"/> Not Approved
<input type="checkbox"/> Minor increase over minimal risk or Low risk	<input type="checkbox"/> With direct benefit <input type="checkbox"/> Without direct benefit	<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved
	<input type="checkbox"/> Potential benefit	<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved
	<input type="checkbox"/> No direct benefit to individual but offer general knowledge about the child's condition or disorder and may benefit to the society or future generations are likely to benefit.	<input type="checkbox"/> Approved case by case (with special safeguards) <input type="checkbox"/> Not Approved
<input type="checkbox"/> More than minimal risk or High Risk	<input type="checkbox"/> With direct benefit <input type="checkbox"/> Without direct benefit	<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved
	<input type="checkbox"/> Potential benefit	<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved
	<input type="checkbox"/> No direct benefit to individual but offer general knowledge about the child's condition or disorder and may benefit to the society or future generations are likely to benefit.	<input type="checkbox"/> Approved case by case (with special safeguards)

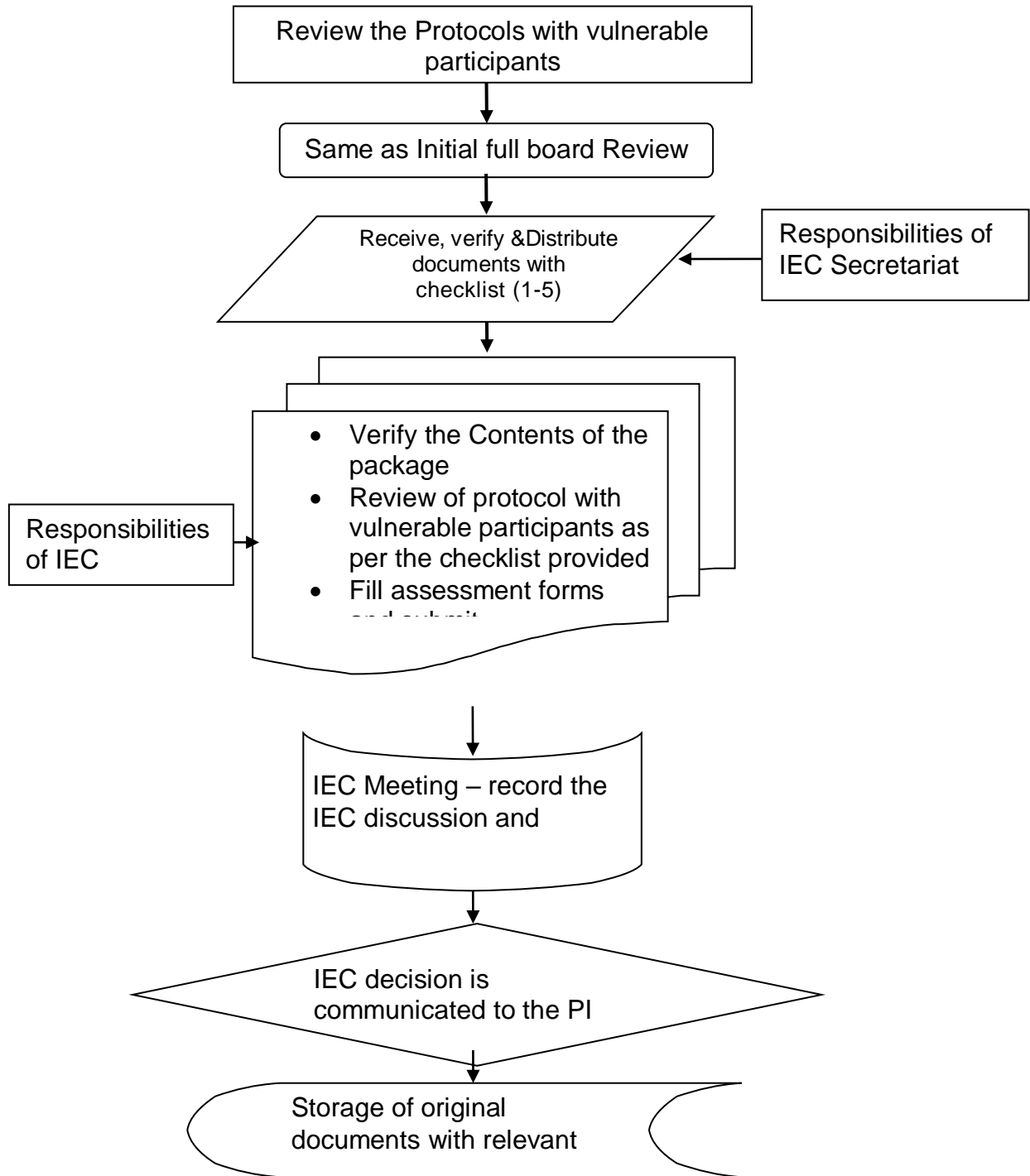
		<input type="checkbox"/> Not Approved
--	--	---------------------------------------

Minimal risk- Probability of harm or discomfort anticipated in the research is not greater than that ordinarily encountered in routine daily life activities of an average healthy individual or general population or during the performance of routine tests where occurrence of serious harm or an adverse event (AE) is unlikely

	Yes	No	NA
Does the research pose greater than minimal risk to patients?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If yes: Are convincing scientific and ethical justification given?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If yes: Are adequate safeguard in place to minimize these risks?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are appropriate studies that have been conducted on animals and adults justified?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If No: Is the lack of appropriate studies conducted on animals and adults justified?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do the anticipated benefits justify requiring the subjects to undertake the risks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is inclusion of vulnerable population warranted?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Can the research question be answered by using a non-vulnerable population?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Will efforts be made ensure that participants are free from coercion, exploitation, and /or unrealistic promises?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are provisions made to obtain the consent?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are provisions made to protect participants' privacy and the confidentiality of information regarding procedures?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are there special problems that call for the presence of a monitor or IEC member during consent procedures?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are special needs of counseling and confidentiality accounted for in the research design?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are there any special problems such as confidentiality and reporting that might arise in this research	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Name & Sign of Lead Discussant:
 Date:

Flow Chart



**INSTITUTIONAL ETHICS COMMITTEE
DR. B BOROOAH CANCER INSTITUTE, GUWAHATI
(IEC, BBCI)**

Title: Review of Academic Clinical Trial

SOP Code: SOP 18/V2 Date: 30/09/2021 Pages: 298 to 301

18.1 Purpose

The IEC should review and must approve, every research study involving human participants and other forms of studies, before the research is initiated. The IEC should evaluate the scientific rationale, scope and, methodology, and the ethical aspects of the study. The committee should evaluate the possible risks to the participants with proper justification as well as the expected benefits to participants/community. The adequacy of documentation for ensuring privacy & confidentiality should also be reviewed.

The purpose of this Standard Operating Procedure (SOP) is to describe the procedures for submission, review, IEC communications for academic clinical research.

18.2 Scope

This SOP applies to the submission, review and IEC communications of all academic clinical trials submitted for initial review and review of revised and resubmitted protocols submitted for approval of the IEC. The specific points/items in the Assessment Form must be adequately addressed in the protocol and/or protocol-related documents submitted for the

review. Relevant comments made during discussion and deliberation about a study should be recorded in the minutes of the meeting.

18.3 Detailed instructions

Academic Clinical Trial

As per the New drugs and Clinical Trials rules, 2019, no permission is required for conduct of academic clinical trials from the licensing authority, where,

- (i) the clinical trial in respect of the permitted drug formulation is intended solely for academic research purposes for a new indication or new route of administration or new dose or new dosage form,
- (ii) the clinical trial referred to in clause (i) has been initiated after prior approval by the Ethics Committee for clinical trial,
- (iii) the observations generated from such clinical trial are not required to be submitted to the Central Licensing Authority, and
- (iv) the observations of such clinical trial are not used for promotional purposes.

In the event of a possible overlap between the academic clinical trial and clinical trial or a doubt on the nature of study, the TMC Ethics Committee shall inform the Central Licensing Authority in writing indicating its views within thirty working days from the receipt of application to that effect. In case the Central Licensing Authority does not send the required communication to TMC Ethics Committee within thirty working days from the date of receipt of communication from the TMC Ethics Committee, it shall be presumed that no permission from the Central Licensing Authority is required.

In such trials, the investigator has the dual responsibility of being an investigator as well as the sponsor. Financial arrangements must be made by the institution/investigator for the conduct of the study as well as to pay for free management of research-related injury and compensation, if applicable. Funds should be made available or appropriate mechanisms be established.

The trials must be registered in CTRI and there should be mechanism for appropriate methods for informed consent, conduct of trial and proper follow-up of patients.

For student conducting clinical trials as part of their academic thesis, the guide and the academic institution should take up the responsibilities of the sponsor.

Submission

- PI should submit mandatory documents as per checklist AX1-V2/SOP 18/V2
- In case of clinical trials involving drugs/devices, it is mandatory to submit drug safety and toxicity profile, adverse events data (incidence, DSMB reports etc.), Technical specifications of devices, risk – benefit assessment

Full board Review

All academic clinical trials submitted for IEC approval will be reviewed in the full board meeting.

IEC has to approve such studies after due consideration of benefits and risks and all other ethical aspects and inform to the licensing authority. Refer SOP 04a and SOP05 for detailed review process.

Communicating Decision

IEC shall intimate the licensing authority about the approval of clinical trials intended for academic purposes such as use of approved drug formulation to study new indication or new route of administration or new dose or new dosage. The IEC shall wait for comments from the DCGI for a period of 30 days from the date of receipt of communication from the IEC. If no communication from DCGI is received in the specified time frame, IEC shall presume that no permissions are required from the licensing authority and will issue the final approval letter for the study.

AX1-V2/SOP-18/V2



Checklist of Documents

Item No.	Mandatory Documents	Yes	No	NA
1	Project Submission Form (both hard and soft copies) duly signed by the Principal Investigator			
	B. Grouping of Project			
	E. Project Fact Sheet Investigators Declaration: Conflict of Interest: Consent of Head of the PI's Department: Consent from Working Group / DMG / Scientific Committee:			
	F. Project Submission Overview			
	G. Budget Sheet for the Proposed Study Detailed Budget for the Proposed Study			
2	Study Protocol			
	Participant Information Sheet & Informed consent forms (ICFs) in English & Assamese (and if required any other language)			
3	Back translations of ICFs (not mandatory for Hindi and Assamese)			
4	Case Record Form			
5	Questionnaire (if applicable)			
6	Questionnaire Validation certificates (if applicable)			
8	Investigator Brochure			
9	Package insert/label			
10	Insurance policy			
11	NOC from ICMR/HMSC			
12	Clinical Trial Agreement (CTA) / Memorandum of Understanding(MOU) / Material Transfer Agreement(MTA) if applicable			
13	Brief resume of Principal Investigators and Co-investigators (1 Page each)			
14	Medical Council registration of Principal Investigators and Co-investigators			
15	Copy of Valid Good Clinical Practice training certificate for all investigators			
16	Cover letter from the investigator			

**INSTITUTIONAL ETHICS COMMITTEE
DR.B BOROOAH CANCER INSTITUTE, GUWAHATI
(IEC, BBCI)**

Title: Training of IEC

SOP Code: SOP 19/V2 Date: 30/09/2021 Pages: 302 to 304

Purpose

This SOP defines the procedure for training IEC members/IEC Secretariat to ensure optimal review of research protocols submitted to IEC.

Scope

This SOP is applicable to all members of the IEC and administrative staff of IEC.

Responsibility

The Chairperson and Member Secretary of the respective Committees will be responsible for ensuring trainings of IEC.

Procedure

- At the time of reconstitution of the IEC, the latest SOPs will be circulated to all members of the IEC via e-mail. Members will be encouraged to familiarize themselves with the SOPs before attending the IEC meeting.

- Member Secretary and other members will be selected at least 3 months and 1 month in advance respectively. Member Secretary designate will be inducted into the IEC as an observer before he/she takes on the mantle in the new IEC. Other member- designates may attend the board meeting as observers before starting their tenure as IEC members.
- At the time of appointment to the IEC, each member should have a valid GCP (Good Clinical Practice) certificate as a pre-requisite to induction in the IEC as GCP certificate is the universal standard in Clinical Research.
- The members will be required to update their GCP certification periodically.
- The Chairperson and/or Member Secretary will conduct a presentation of the BBCI-IEC SOPs in the first meeting of the newly constituted IEC. Regular trainings will be conducted on the various SOPs through the term of the IEC.
- In addition to the SOP and GCP training, the IEC Secretariat will organize regular training for the IEC members. An annual training calendar will be prepared by the IEC Secretariat.
- The topics of training will be finalized by the Chairperson/Member Secretary. The training will be conducted by Chairperson, or any other member of the IEC specialized in a given topic. The IEC may also request a non-IEC member specialized in a topic of importance to impart training to the IEC members. The training programme will be scheduled and spread over the year.
- The topics of training will be selected to help members understand their roles and responsibilities while reviewing the research protocols. The topics will also include, but are not limited to regulatory guidelines, advancements in health research that could impact review of research protocols, research ethics, and concept of fairness and equity in research participation, conflict of interest, Informed consent and its significance, privacy and confidentiality matters, IPR etc.
- On finalization of the training calendar, the IEC Secretariat will circulate the same to all members of the IEC.
- The IEC Secretariat will also maintain logs of the training and certificates attended by the IEC members.
- Members will also be encouraged to attend training in Research Ethics, Bioethics Conferences, Workshops, Seminars conducted at other organizations. The members
- should submit the certificates of such Ethics Conferences/Workshops/Seminars to the IEC Secretariat for IEC record.

List of Annexures

- Training Calendar
- Training

**AX1-V2/SOP 19/V2
IEC Training Calendar**

Sr. No.	Training Session	Speaker	Date	Target Audience
1.				
2.				

**AX2-V2/SOP 19/V2
Training log**

Topic:

Training date:

Training Time:

Venue:

Training conducted by:

Target Audience:

Trainees:

Sr. No	Name	Designation	Signature and date
1.			
2.			

**INSTITUTIONAL ETHICS COMMITTEE
DR. B BOROOAH CANCER INSTITUTE, GUWAHATI
(IEC, BBCI)**

Title: Assessment and Audit of IEC

SOP Code: SOP 20/V2 Date : 30/09/2021 Pages: 305 to 333

20.1 Purpose

This SOP outlines the procedure for the self-assessment of the IEC members/staff and internal audit of the IEC to maintain high standards of research conducted at BBCI.

20.2 Scope

This SOP is applicable to the IEC members and staff

20.3 Responsibility

Chairpersons, Member Secretary and IEC staff will be responsible for the assessment and audit of IEC.

20.4 Procedure

20.4.1 Assessment of IEC members and IEC Secretariat

- The Chairperson will perform assessment of the IEC members annually. This assessment will cover regularity in attendance to IEC meetings, quality of review, time taken to review documents, completion of study assessment forms, etc.
- The Chairperson will also perform self-assessment annually.
- The Member Secretary will perform assessment of the Administrative Staff of the IEC annually. Evaluation forms will be circulated to individual members and the respective IEC staff via email and a copy of the same will be maintained in the IEC records.

20.4.2 Internal Audits

20.4.2.a - Periodicity of Self-Assessment / Internal Audit

- 03 to 04 internal audits will be conducted in a year
- IEC staff will conduct quarterly internal audits as per the checklist AX5- V2/SOP 20/V2.
- IEC staff will conduct annual internal audit as per checklist AX4-V2/SOP 20/V2 which involves standard and objective element of NABH Accreditation Standards for Ethics Committee.

20.4.2.b - Preparation for the audit

- On receipt of written/ mailed communication regarding audit, the IEC Staff will prepare and make necessary arrangements.
- The information and files requested by the auditors should be made available by the Secretariat.

20.4.2.c - Audit Procedure

- The audit involves review of IEC records, minutes, membership files, protocols, IEC correspondence, etc.

20.4.2.d - Report of Internal Audit

- The internal audit report will be prepared by the auditors. A signed copy of the report will be forwarded to the IEC Member Secretary.

20.4.2.e - Correction of deficiencies observed at audit

- The audit report will be discussed in the IEC meeting. Based on the IEC recommendations corrective/preventive action plan will be implemented within 2 months of receipt of the IEC recommendations.
- Action plan will be communicated by the Member Secretary to the Auditor.

20.4.2.f - Records of the Audit

- The Member Secretary/ designated IEC member/ Secretariat must keep record of the audit reports and action plans in a separate audit file.

List of Annexure

1. AX1-V2/SOP 20/V2- IEC Evaluation Form of Chairs & Co- chairs
2. AX2-V2/SOP 20/V2- IEC Evaluation Form of IEC Member Secretary/Members
3. AX3-V2/SOP 20/V2- IEC Evaluation Form of Staff
4. AX4-V2/SOP 20/V2- IEC Audit NABH Checklist
5. AX5-V2/SOP 20/V2- IEC Internal Audit Checklist

AX1-V2/SOP 20/V2 IEC Evaluation Form of Chair & Co- chair Part A

1. Mention (✓) the individual who is performing the evaluation:

Self – evaluation :

2. Name of the person who is evaluated :

3. Number of Meetings attended out of total meetings : /

4. Number of exempt determination made :

5. Number of new protocols reviewed by the expedited procedure :

6. Number of new protocols reviewed that went to the convened full board IEC:

7. Number of continuing review completed as the primary reviewer :

8. Completion of educational requirements : Yes No

9. Attendance at educational sessions (Make tick (✓) in the column)

Regular

Irregular

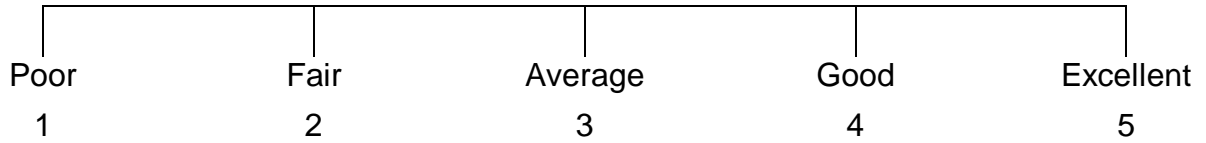
10. Number of educational sessions conducted :

Evaluation of Chair & Co- chair

Part B

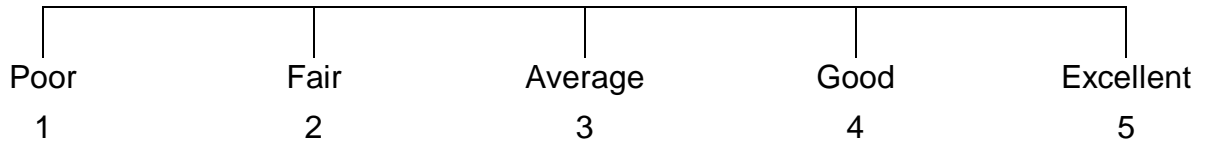
i) Preparedness for meetings

Scale



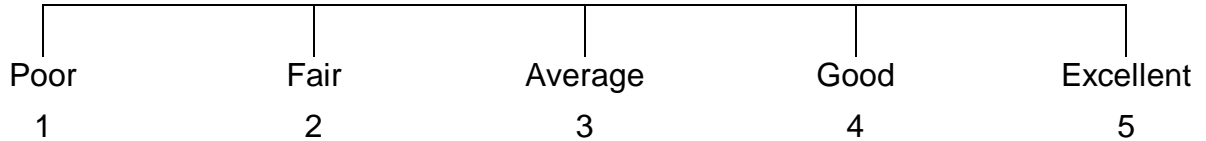
ii) Contribution to IEC meetings

Scale



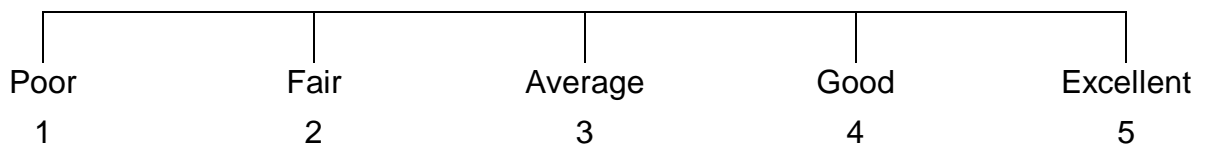
iii) Quality of reviews

Scale



iv) Communication with IEC staff

Scale



Feedback- _____

Signature:

Date:

AX2-V2/SOP 20/V2

IEC Evaluation Form of IEC Member Secretary/Members

Part A

1. Mention (✓) the individual who is performing the evaluation:
Self – evaluation:
Member secretary, IEC:
2. Name of the person who is evaluated: _____
3. Number of Meeting attended out of total meetings : /
 Poor (1-4) Average (5-8) Good (9-10) Excellent (11-12)
4. Preparedness for meetings : (tick (✓) in the box)
 Good Average Poor
5. Contribution to IEC meetings: (tick (✓) in the box)
 Good Average Poor
6. Quality of Reviews : (tick (✓) in the box)
 Good Average Poor
7. Time taken to respond to modification sent
 Good (1 week) Average (2 weeks) Poor (above 2 weeks)
8. Number of exempt determination made : NA
9. Number of new protocols reviewed by the expedited procedure : NA
10. Number of new protocols reviewed that went to the convened full board IEC :
11. Number of continuing reviews completed as the primary reviewer :
12. Number of reviews completed as the primary reviewer for study amendments:
13. Completion of study assessment forms: (tick (✓) in the box)
 Yes (__out of __) No (__out of __)
14. Completion of educational requirement : (tick (✓) in the box)
 Yes No
15. Attendance at educational sessions : (tick (✓) in the box)
 Regular (__out of __) Irregular (__out of __)
16. Attendance at educational sessions (Make tick (✓) in the column)
 Regular
 Irregular

17. Communication with IEC staff : (tick (✓) in the box)
 Good Average Poor

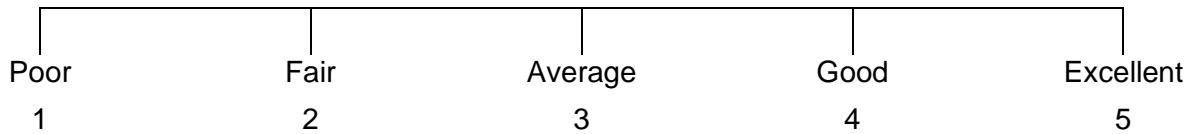
IEC Evaluation Form of IEC Member Secretary/Members

Part B

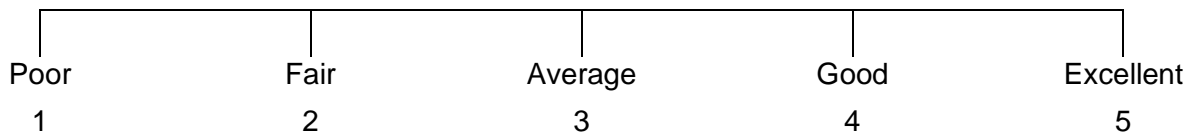
Name of the person who is evaluated- _____

Period –

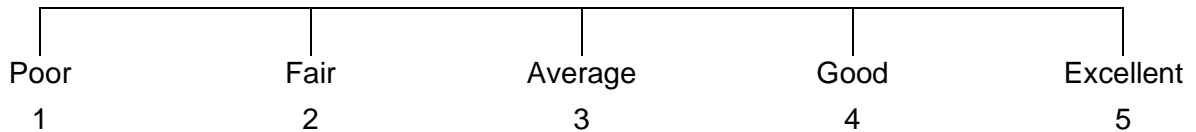
- i) Preparedness for meetings
Scale



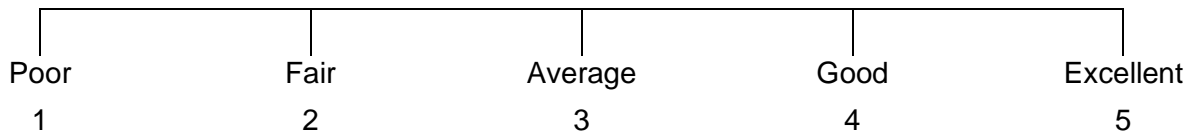
- ii) Contribution to IEC meetings
Scale



- iii) Quality of reviews
Scale



- iv) Communication with IEC staff
Scale



Feedback- _____

Signature:

Date:

AX3-V2/SOP 20/V2 IEC Evaluation Form of Staff

1. Mention (✓) the individual who is performing the evaluation:

Member secretary IEC :

Name of the person who is evaluated:

Period –

2. Handles workload efficiently : (tick (✓) in the box)

Yes: No:

3. Number of new protocol processed that were reviewed by the expedited procedure :

4. Number of new protocols processed that went to the convened IEC :

5. Completion of required checklists and documentation : (tick (✓) in the box)

Yes: No:

6. Maintains paper files efficiently and correctly : (tick (✓) in the box)

Yes: No:

7. Drafting Agenda and Minutes in timely manner : (tick (✓) in the box)

Yes: No:

8. Maintain IEC rosters efficiently and correctly : (tick (✓) in the box)

Yes: No:

9. Prepare IEC records efficiently and correctly : (tick (✓) in the box)

Yes: No:

10. Completion of educational requirement : (tick (✓) in the box)

Yes: No:

11. Attendance at educational sessions : (tick (✓) in the box)

Yes: No:

12. Number of educational sessions conducted : NA

13. Preparedness for meetings : (tick (✓) in the box)

Good: Average: Poor:

14. Quality of pre-reviews : (tick (✓) in the box)

Good: Average: Poor:

15. Communication with IEC chair and vice-chair : (tick (✓) in the box)

Good: Average: Poor:

16. Communication with supervisor: (tick (✓) in the box)

Good: Average: Poor:

17. Communication with investigators : (tick (✓) in the box)

Good: Average: Poor:

18. Ability to help investigator:

Good: Average: Poor:

Feedback-

Name of Member Secretary:

Signature:

Date:

AX4-V2/SOP-20/V2

IEC Audit (NABH Checklist)						
Auditors:						
Date of Audit Conducted:						
Standard 1	Authority for formation of Institutional Ethics Committee: There shall be documented procedures to establish the authority for formation of Institutional Ethics Committee as per applicable rules and regulations.					
Sr. No.	Check Parameters	Documents /evidence to be checked against the parameter	Ye s	N o	N A	Commen ts
	Tick the box to indicate the requirement is met:					
1.1	Does IEC follow procedures to specify the authority under which the Institutional Ethics Committee is established and administratively governed?	SOP				
1.2	Is there any documented policy to ensure the independence of the Institutional Ethics Committee in its functioning and decision making?	SOP				
1.3	Does Institutional Ethics Committee function as per applicable rules and regulations	SOP				
Compliance						
Standard 2	Standard Operating Procedures (SOPs): The Institutional Ethics Committee has and follows written SOPs for its different functions as per applicable rules and regulations.					
Sr. No.	Check Parameters	Documents /evidence to be checked against the parameter	Ye s	N o	N A	Commen ts
2.1	Do the IECs have procedures in place and well defined for the development, review and revision of SOPs?	SOP				
2.2	List of mandatory procedures for IEC					
A	Terms of reference for IEC					

Sr. No.	Check Parameters	Documents /evidence to be checked against the parameter	Ye s	N o	N A	Commen ts
i)	Is the composition (names and qualification of the members) as per DCGI: for new induction, resignation, replacement or removal of members.	SOP, roster, circular, membership files				
ii)	Is there a clause for Declaration of Conflict of Interest and Confidentiality Agreement?	SOP/member file				
iii)	Frequency of Institutional ethics committee meetings.	SOP				
iv)	Is there any policy regarding training for new and existing committee members?	SOP, training records				
v)	Is there any policy of communication with different stake holders?	SOP				
Compliance						
B	Protocol Submission					
Sr. No.	Check Parameters	Documents /evidence to be checked against the parameter	Ye s	N o	N A	Commen ts
i)	Is there any procedure for receipt of applications – original, revised, amended with supporting annexes?	SOP/Manual				
Compliance						
C	Ethical review					
Sr. No.	Check Parameters	Documents /evidence to be checked against the parameter	Ye s	N o	N A	Commen ts
i)	Is appropriate review and decision making of proposals done by IEC?	<ul style="list-style-type: none"> • Minutes • IEC decision letters 				

ii)	Is there any procedure to be followed for vulnerable population?	<ul style="list-style-type: none"> • SOP • Study assessment form • Minutes 				
iii)	Is there any procedure for risk-benefit analysis?	<ul style="list-style-type: none"> • SOP • Study assessment form • Minutes 				
iv)	Is there any procedure for review of Informed Consent Document (subject Information Sheet and Informed Consent Form) and informed consent process?	<ul style="list-style-type: none"> • SOP • ICF assessment • Minutes 				
Compliance						
D	Decision making , Minutes recording , post meeting activities including monitoring					
Sr. No.	Check Parameters	Documents /evidence to be checked against the parameter	Ye s	N o	N A	Commen ts
i)	Is there any procedure for deliberations and maintaining minutes?	<ul style="list-style-type: none"> • SOP • Minutes 				
ii)	Is there any procedure for reporting, analysis of SAEs and making opinion on compensation?	<ul style="list-style-type: none"> • SOP • Procedure for report of any onsite/offsite SAEs • Minutes 				

iii)	Is the CRA reviewed by IEC? • Conduct of on-site monitoring in the past	• SOP • Minutes				
iv)	Procedure for handling issues related to non-compliance, protocol violation, negligence, complaints by the participants and other stake holders.	• SOP Review of deviation/violation/non-compliance reports • Minutes				
v)	Procedure for review of protocol amendments.	• Procedure for filing an amendment review appropriate - How is the amendment reviewed by IEC?				
Compliance						
E	Documentation and archiving					
Sr. No.	Check Parameters	Documents /evidence to be checked against the parameter	Ye s	N o	N A	Commen ts
i)	Procedure for control and archiving of records with confidentiality.	• Procedure for control and archiving of records with confidentiality •Does EC maintain an Archival record?				
Compliance						
Standard 3	Institutional Ethics Committee Composition: The Institutional Ethics Committee meets the requirement for membership as per applicable rules and regulations. Procedures are documented and followed.					

Sr. No.	Check Parameters	Documents /evidence to be checked against the parameter	Ye s	N o	N A	Commen ts
i)	Is the Composition of IEC multidisciplinary, multisectorial and appropriate for its functioning?	<ul style="list-style-type: none"> • IEC Roster • Circulars • SOP/manual 				
ii)	Are any Subject Experts and representatives of vulnerable subjects invited as required with prior intimation?	<ul style="list-style-type: none"> • IEC Roster • Minutes of IEC meeting • SOP/manual 				
iii)	Are Membership, appointment, reconstitution and resignation defined as per terms of reference.?	<ul style="list-style-type: none"> • Does the Membership File have proper documentation of reconstitution, appointment and resignation of EC members • SOP 				
iv)	Are the roles and responsibilities of members well defined?	<ul style="list-style-type: none"> • SOP • TOR (Do appointment letters mention roles and responsibility of member) 				
v)	Are the Institutional Ethics Committee members trained (initial and ongoing) in applicable rules and regulations and Institutional Ethics Committee SOPs?	<ul style="list-style-type: none"> • SOP • Training Calendar 				
vi)	Are Conflict of Interest and Confidentiality addressed at the time of composition?	<ul style="list-style-type: none"> • Membership file 				

Compliance						
Standard 4	Protection of subject rights, safety and wellbeing: The Institutional Ethics Committee follows documented procedures for subject protection.					
Sr. No.	Check Parameters	Documents /evidence to be checked against the parameter	Yes	No	N/A	Comments
i)	Are the rights and responsibilities of subjects documented and specified in the SOP/ ICF template?	<ul style="list-style-type: none"> SOP/ ICF template ICF review/assessment form 				
ii)	Subject's participation and withdrawal from the trial shall be voluntary and with prior intimation?	<ul style="list-style-type: none"> SOP/ ICF template ICF review/assessment form 				
iii)	Subjects shall be informed and should comprehend (initial and ongoing) the associated risks and benefits of the trial.	<ul style="list-style-type: none"> SOP/ ICF template ICF review/assessment form 				
iv)	Are Confidentiality and Privacy of Subjects protected?	<ul style="list-style-type: none"> SOP/ ICF template ICF review/assessment form 				
v)	Monitoring of trials shall be done to ensure equitable selection of Subjects, with special attention to vulnerable and high risk	SOP				
vi)	Is compensation provided to Subjects for participation in the trial appropriate and as per the rules and regulation and is reflected in the contract?	<ul style="list-style-type: none"> SOP/ ICF template ICF review/assessment form Insurance 				
vii)	Is the review of Serious Adverse Events adequate with provision for medical care and an appropriate reporting mechanism is followed as per applicable rules and	DSMU/IEC minutes				

	regulations?					
viii)	Is the Compensation for injury to the subject as per the rules and regulations and are they monitored for compliance?					
ix)	How are Complaints and concerns of subjects addressed and managed appropriately, if the need arises?	SOP				
Compliance						

Standard 5	Administrative support: The Institutional Ethics Committee follows documented procedures / terms of reference (TOR) to ensure that administrative support for its activities is adequate.					
Sr. No.	Check Parameters	Documents /evidence to be checked against the parameter	Ye s	N o	N A	Commen ts
i)	Are adequate finance, human resource allocation and Secretariat for administrative work and record keeping with due care and confidentiality provided?	<ul style="list-style-type: none"> • HRPP manual • SOP 				
ii)	Is there adequate financial transparency of Institutional Ethics Committee activities and functioning?	<ul style="list-style-type: none"> • HRPP manual • SOP 				
iii)	Is there any procedure for communication between ethics committee, investigator/ relevant site staff, institution and regulatory authority?	<ul style="list-style-type: none"> • HRPP Manual • SOP 				
Compliance						

Standard 6						
Review Process: The Institutional Ethics Committee follows documented procedures for initial review of the trial related documents, review of amendments and periodic review.						
Sr. No.	Check Parameters	Documents /evidence to be checked against the parameter	Ye s	N o	N A	Commen ts
i)	Is the review done in a formal meeting within a reasonable time by the Institutional Ethics Committee following appropriate submission of documents by investigator as per rules and regulations and Ethics committee requirement?	<ul style="list-style-type: none"> • SOP 				
ii)	Does the initial review of proposed clinical trial evaluate the scientific validity of the protocol, risk to subjects, expected benefit and ethical standards as per applicable rules and regulations?	<ul style="list-style-type: none"> • SOP • Study assessment Forms • Minutes of meeting 				
iii)	Are Informed consent document, assent form (as applicable) and translations reviewed for appropriateness of language, accuracy and completeness of information?	<ul style="list-style-type: none"> • SOP • ICF assessment Form, • Minutes of meeting 				
iv)	Does Institutional Ethics Committee review the informed consent processes proposed to be followed at the site for a particular trial to ensure that subject/LAR/ impartial witness	<ul style="list-style-type: none"> • SOP 				

	are provided appropriate information, adequate time is given and impartial witness used as applicable?					
v)	Recruitment strategies	• SOP				
vi)	Proposals involving special group and vulnerable population shall be evaluated as per rules and regulations.	• SOP • Study assessment Form • Minutes of meeting				
vii)	Is Contract and budget evaluated, for indemnity, compensation, roles and responsibilities as per applicable rules and regulations.	• SOP				
viii)	Are the amendments to the originally approved protocol, consent forms and investigators brochure reviewed in formal meetings to evaluate the risk to trial subjects.	• SOP • Minutes of meeting				
ix)	Periodic review of trial shall be done for continuation, risk evaluation and adverse event monitoring.	• SOP • DSMU/IEC minutes				
Compliance						

Standard 7	Decision making and post meeting activities: The Institutional Ethics Committee follows documented procedures for decision making process and post meeting activities.					
Sr. No.	Check Parameters	Documents /evidence to be checked against the parameter	Ye s	N o	N A	Commen ts

i)	Are decision making process (approval/disapproval/pending/r evoking) as per applicable rules and regulations, ensuring quorum and consensus/voting requirements fulfilled.	<ul style="list-style-type: none"> • SOP • Decision letters 				
ii)	Does SOP mention statement that the subject shall be recruited into the trial only after written approval from Institutional Ethics Committee and approval by regulatory authority.	<ul style="list-style-type: none"> • SOP 				
iii)	Do minutes capture about declaration of Conflict of Interest prior to the review and voluntary withdrawal during decision making process.	<ul style="list-style-type: none"> • SOP • Minutes of meeting 				
iv)	Whether decisions are based on risk assessment, scientific validity and adherence to ethical principles for the initial and periodic approvals.	<ul style="list-style-type: none"> • SOP • Minutes of meeting 				
v)	Are deliberations and decisions made during the meetings documented, approved, signed and maintained as minutes of meeting.	<ul style="list-style-type: none"> • SOP • Minutes of meeting 				
vi)	Are Protocol deviations and non-compliances reviewed and appropriate actions taken as per rules & regulations.	<ul style="list-style-type: none"> • SOP • Minutes of meeting 				
vii)	Are serious adverse events analyzed and compensation amount assessed and reported to Regulatory Authority as per rules and regulations?	<ul style="list-style-type: none"> •SOP • DSMU/IEC minutes 				
viii)	Does PI notify all decisions/opinions in writing?	<ul style="list-style-type: none"> • SOP • IEC decision letters 				
Compliance						

Standard 8						
Monitoring: The Institutional Ethics Committee follows documented procedures for monitoring and for-cause assessment.						
Sr. No.	Check Parameters	Documents /evidence to be checked against the parameter	Ye s	N o	N A	Commen ts
i)	Are subject's rights, safety and wellbeing monitored appropriately?	<ul style="list-style-type: none"> • SOP • Study assessment Form 				
ii)	Is adequacy and continuity of consent process ensured?	<ul style="list-style-type: none"> • SOP • Study assessment Form 				
iii)	For-cause assessments shall be conducted following non-compliance and/or complaints for the trials approved by the ethics committee.	<ul style="list-style-type: none"> • SOP • DSMU/IEC minutes 				
iv)	Have any opportunities for improvement identified and appropriate actions initiated.	<ul style="list-style-type: none"> • SOP • DSMU/IEC minutes 				
Compliance						

Standard 9						
Self-assessment: The Institutional Ethics Committee has and follows documented procedures for self-assessment.						
Sr. No.	Check Parameters	Documents /evidence to be checked against the parameter	Ye s	N o	N A	Commen ts
i)	Does periodic self-assessments conducted.	<ul style="list-style-type: none"> • SOP • Member Evaluation File 				
Compliance						

Standard 10	Record keeping and archival: The Institutional Ethics Committee follows documented procedures for record keeping and archiving.					
Sr. No.	Check Parameters	Documents /evidence to be checked against the parameter	Ye s	N o	N A	Commen ts
i)	Are security, confidentiality and integrity of all proposals and associated documents reviewed from time to time and administrative communication and maintained as per regulatory requirement and with confidentiality.	<ul style="list-style-type: none"> • SOP 				
ii)	Are documents and records archived after completion /termination of trial as per applicable rules and regulations?	<ul style="list-style-type: none"> • SOP • Archival Log 				
iii)	Are record retrieval policies and procedures in place to ensure access to information for inspection and audit and continual protection of trial subjects, post-trial closure with prior permission in writing?	<ul style="list-style-type: none"> • SOP • Document request form 				

AX5-V2/SOP 20/V2
DR. B BOROOAH CANCER INSTITUTE
GUWAHATI



Institutional Ethics Committee Internal Audit						
Auditors:						
Date of Audit Conducted:						
IEC:						
Date of Meeting Minutes:						
A. Documentation of Attendance						
Sr. No.	Check Parameters	Yes	No	NA	Comments	
	Tick the box to indicate the requirement is met:					
1	Name of members present					
2	Name of members absent					
3	Name of alternate members and the members they are replacing					
4	Inclusion of consultants or permanent members, with competence to review issues that require additional expertise					
5	Researchers or other guests present					
Compliance						
B. Documentation of Quorum:						
Sr. No.	Check Parameters	Yes	No	NA	Comments	

	Tick the box to indicate whether the requirement is met:					
1	Statement that a quorum is met					
2	a lay (non-scientist) person from the community.					
3	a basic medical scientist/clinical pharmacologist.					
4	a non-affiliated member*					
5	a clinician (if research falls under FDA regulations, the physician must be licensed)					
6	a legal expert					
7	a philosopher, ethicist, theologian (or similar person), social scientist, representative of a non-government agency					
Compliance						
C.	Quality of protocol review					
Sr. No.	Check Parameters	Yes	No	NA	Comments	
	Tick the box to indicate the requirement is met:					
1	Incomplete assessment form					
2	Unsuitable reviewer					
3	Appropriate independent expert (if required)					
4	Independent expert comments documented					
5	Appropriate review of recruitment strategies					
7	Failure to assess PI competence/Conflict of interest					
8	Failure to recognize vulnerability					
9	Failure to address vulnerability					
10	Inappropriate risk/benefit assessment					
11	Inappropriate study design					

	12	Appropriate review of ICD					
	13	Appropriate review of parent ICF					
	14	Appropriate review of assent form					
	15	Whether criteria for expedited has been met					
	16	Whether criteria for waiver of consent has been met					
	17	Documentation of IEC deliberations as per SOP					
		Compliance					
	D.	Documentation of Conflict of Interest					
	Sr. No.	Check Parameters	Yes	No	NA	Comments	
		Tick the box to indicate the requirement is met:					
	1	Minutes specify Conflict of Interest declaration by members					
	2	When members report conflicts, they do not participate in discussion or vote, except to provide information to the IEC					
	3	Minutes list criteria for Conflicts of Interest that organization should declare					
		Compliance					
	E.	Membership / Experts file review					
	Sr. No.	Check Parameters	Yes	No	NA	Comments	
		Tick the box to indicate that all IEC membership files have following elements:					
	1	Latest CV signed and dated					
	2	GCP training certificate					
	3	GCP certificate valid					
	4	Confidentiality agreement					
	5	SOP training and other training documentation					

6	COI declaration					
7	Letter of resignation if applicable					
8	Resignation intimation within specified period as per SOP 02					
9	Letter of replacement /removal with reasons (if applicable)					
10	Confidentiality agreement (Independent expert)					
	Compliance					
F.	Documentation of whether files contain additional information for continuing review of ongoing studies					
Sr. No.	Check Parameters	Yes	No	NA	Comments	
	Tick the box to indicate whether IEC records also include the following additional information at the time of continuing review:					
1	Mandatory documents submitted					
2	Records of continuing review activities					
3	Modifications to previously approved research					
4	Unanticipated problems involving risks to participants or others					
5	Documentation of non-compliance (whether there is non-compliance in fact, whether non-compliance is serious, whether non-compliance is continuing)					
6	Significant new findings					
7	Documentation of patient complaints/concerns if any addressed adequately					

8	All correspondence between the IEC, researchers/ site staff, institution, regulatory authorities (e.g., approval letters and other correspondence)					
	Compliance					
G.	IEC Records					
Sr. No.	Check Parameters	Yes	No	NA	Comments	
	Tick the box to indicate the requirement is met:					
1	all minutes					
2	all attendance records, if kept separately from minutes					
3	the Constitution and composition of the IEC					
4	standard operating procedures of the IEC					
5	agenda of all IEC meetings					
6	record of all notification issued for premature termination of a study with a summary of the reasons					
7	Members Evaluation form					
8	CV and GCP of IEC staff					
9	Archival log & shredding log					
10	Procedures followed for record retrieval					
	Compliance					
H	Review of Records (Random records reviewed)					
Sr. No.	Check Parameters	Yes	No	NA	Comments	
1	IEC approval letter					
2	Has the study undergone continuing review?					
3	Does an amendment/s have IEC approval?					

4	Has there been a premature termination / suspension of the study and whether reason for the same is documented					
5	Schedule Y regulated study					
6	DCGI approval					
7	Import/export license					
8	Recruitment methods and materials are approved by IEC					
9	Protocols or research plans					
10	Investigator brochure					
11	Insurance validity					
12	CTA available					
13	HMSC approval					
	Compliance					
I.	Authority for IEC Formation					
Sr. No.	Check Parameters	Yes	No	NA	Comments	
	Tick the box to indicate that all IEC records for each study include:					
1	Letter of Authority (sign and dated)					
2	Valid period of Authority					
3	Terms of reference (sign and dated)					
4	Valid period of TOR					
	Compliance					
J.	Quality of Initial/Ongoing Review of Submission					
Sr. No.	Check Parameters	Yes	No	NA	Comments	

		Tick the box to indicate the requirement is met:					
	1	Mandatory documents submitted					
	2	IEC fees collected					
	3	Document Receipt form present					
		Compliance					
	K.	Review of protocol deviation/violation					
	Sr. No.	Check Parameters	Yes	No	NA	Comments	
		Tick the box to indicate the requirement is met:					
	1	Protocol deviation/violation Review in IEC meeting					
	2	Action taken on deviation /violation (Noted, Warning to the PI, etc)					
		Compliance					
	L.	SAE Review					
		Check Parameters					
	Sr. No.	Tick the box to indicate the requirement is met:	Yes	No	NA	Comments	
		Review in DSMU					
	1	DSMU minutes ratified in the IEC meeting					
	2	Causality assessment appropriate					
	2	IEC reporting to DCGI					
	3	Reporting timelines met for forwarding IEC assessment to CDSCO/DCGI					
	4	DCGI orders for SAE compensation					
	5	IEC intimation to PI for payment of compensation					

6	Documentary evidence submitted for compensation/reimbursement paid by the sponsor to IEC					
	Compliance					
M	CRA Review					
	Check Parameters					
Sr. No.	Tick the box to indicate the requirement is met:	Yes	No	NA	Comments	
1	CRA reminder timelines met					
2	Is the CRA delayed (Has submission timelines as per SOP met by PI)					
3	Action taken by IEC for delayed submission of CRA					
4	Review by DSMU Member Secretary					
5	Appropriate CRA review					
6	Action taken by IEC in case of lapse in IEC approval					
7	Whether CTRI registration done for the studies which are applicable for CTRI					
	Compliance					
N	Completion Report Review					
	Check Parameters					
Sr. No.	Tick the box to indicate the requirement is met:	Yes	No	NA	Comments	
1	IEC review of Completion Report					
2	Action taken by IEC in case of any adverse findings					
3	Study file archived as per SOP					
	Compliance					
O	Monitoring Review					
	Check Parameters					
Sr. No.	Tick the box to indicate the requirement is met:	Yes	No	NA	Comments	

1	Is the monitoring sample size as per the SOP i.e.≥ 10%					
2	ICF monitoring					
3	Risk evaluation and SAE monitoring					
4	Protocol deviation/violation reported by the PI to IEC					
5	For cause monitoring done					
6	Study Monitoring Visit Report completed					
7	Report reviewed by DSMU secretary					
8	Report reviewed by IEC					
9	Findings communicated to PI					
10	PI response review by IEC					
	Compliance					

**INSTITUTIONAL ETHICS COMMITTEE
DR. B BOROOAH CANCER INSTITUTE, GUWAHATI
(IEC, BBCI)**

Title: Emergency Research Review

SOP Code: SOP 21/ V1 Date: 30/09/2021 Pages: 334 to 340

Purpose: To provide guidance on procedures to be followed by Institutional Ethics Committee, BBCI Guwahati during humanitarian emergency situations.

Scope:

This SOP describes procedures to be followed by the IEC and IEC Secretariat to receive and review humanitarian emergency research proposals from principal investigators at BBCI, Guwahati and continued review of new and ongoing non-emergency research proposals during humanitarian emergencies.

Procedure

Once an outbreak/disaster has been declared as a matter of national emergency by the Health Authority of India, any research submitted to the IEC shall be categorized into 3 types namely:

- 1. New research directly related to the emergency situation (outbreaks, epidemic)**
- 2. Ongoing non-emergency research**
- 3. New non-emergency research**

General principles

The Principal Investigators shall submit the hardcopies & / softcopy of research submissions to the IEC office after the verification of the submission by the IEC Secretariat via email. All study documents mandated in BBCI, IEC SOP (SOP 3 and 4a) needs to be submitted. Proposals applying for expedited reviews and Exemption from IEC shall follow BBCI, IEC SOP 4b and 4c.

- a) In an emergency situation, proposals may be submitted with only Principal Investigator's signatures. However, approval by email from DMG Convener and/or Head of Department needs to be attached by PI. Each co-investigator will send an email to the PI stating the following: Title of the project
- b) Acceptance of specific roles and responsibilities
- c) Declaration of conflict of interest.

The PI should submit these emails along with project submission. Once new research proposals are received at the IEC office, these are made available to the Member Secretary and the Chairperson via the email /electronic communication.

The Member Secretary/ Chairperson identify the research proposals submitted to the IEC Office that qualifies for an expedited review, fast-track unscheduled full board meeting or a scheduled full board meeting.

Depending on the type of humanitarian emergency situation- such as an epidemic or a highly contagious outbreak, the mode of conduct of meeting will be identified by the Member Secretary in coordination with the IEC Secretariat. The meeting may be conducted as face-to-face meetings or teleconferences /virtual meetings.

- In situations where face-to-face meetings would pose a health risk to committee members and strict social distancing is mandated, the IEC meetings shall be conducted as virtual meetings after first identifying the available software platform accessible to all IEC members.
- The digital platform used should be secure and have facilities to exclude members with a conflict
- The meeting shall be digitally recorded (audio/video) and will be stored securely and accessible to authorized personnel only.
- The IEC Secretariat will document the attendance of members during the meeting in the Minutes of the meeting

Guidance for review of new research directly related to the emergency situation (outbreaks, epidemics)

- Research during emergencies can be reviewed through expedited review / unscheduled full committee meetings on a case-to-case basis depending on the

urgency and need. If an expedited review/e-expedited review is done, full ethical review will follow whenever next possible

- Given the unprecedented nature of the emergency, the IEC may identify subject experts who may or may not be part of the parent institute, to review these projects. **Irrespective of the institutional affiliation, the research proposals shall be made available to the experts only after obtaining a signed confidentiality agreement from them.**
- Quorum for decision-making should have a minimum of five members, including both medical/non-medical and technical/non-technical members with one non-affiliated member, depending upon the nature of the project being reviewed
- The EC may plan a prior review by subject experts/obtain clarifications from researchers before the meeting or/ invite independent consultants (non-voting) or representative from a specific patient group as special invitee. The special invitees invited for the web-meeting may be asked to leave the meeting before final decision making.
- The findings/queries may be sent to the PI via email to fast track query resolution.
- The IEC decision on approval shall be sent out by the IEC Secretariat via official letter.

Ethics Considerations for research during humanitarian emergencies:

- Research should be coordinated nationally and internationally to avoid wasteful duplication and underpowered study.
- All international collaborations shall be undertaken only after obtaining approval from Health Ministry's Screening Committee (HMSC).
- Collaborative research may be undertaken only after MOUs/CTAs/MTAs are finalized. EC shall ensure that all emergency research proposals (clinical trials/biomedical research) are registered on Clinical Trial Registry of India (CTRI).
- EC should ensure that the research proposals do not impede response efforts by taking away personnel, equipment, facilities, and other resources from those required for response to the emergency situation.
- EC should critically consider the research context, background information, risks of the research, and the most appropriate means of answering specific research questions with rigorous and reliable data to ensure the results are both valid and useful in shaping future response.
- EC should review the participant selection criteria and ensure that it minimizes risk, maximizes social value and upholds the scientific validity of the study.
- Vulnerable groups may not be routinely excluded from the research participation without evidence based scientific and ethical justification such as an unfavorable benefit-risk ratio.

- EC should be vigilant that such humanitarian emergencies may render individuals vulnerable to coercion as they may not have access to formal or informal support during these times
- The EC, while reviewing the ICDs for both humanitarian emergency research proposals and non-emergency proposals during such times, should consider the limitations to obtain written consent due to quarantine, social distancing, severity of medical condition, the high risk of exposure to both study personnel and participants etc.
- Alternate methods of consenting such as electronic consents, telephonic consents, verbal consents etc. may be permitted to document and record consent.
- The consenting process for participants, vulnerable group should be as per National Ethical Guidelines and Regulatory mandate.
- Participants and stakeholders should be fully informed about the collection, storage, future use, bio-banking and export of human biological material. A broad consent shall be used for research on residual clinical samples with an individual opt-out option provided.
- The EC shall continually evaluate progress of ongoing proposals, review SAE reports, protocol deviations/violations/ non-compliance/ DSMB reports/ any new information/ and assess final reports.
- The EC shall periodically monitor emergency research studies.
- The EC reserves the right to halt or terminate such studies in case of violations or non-compliance or due to new safety information that has an adverse risk-benefit ratio.

Elements of an ICD	Additional elements (optional)
1. Statement mentioning that it is research	1. Alternative procedures or treatment
2. Purpose of research and methods	2. Insurance coverage
3. Duration, frequency, methods	3. Possible stigmatizing condition
4. Benefits to participant, community or others	4. Biological material and data, including i. Current and future uses ii. Period of storage, secondary use, sharing iii. Right to prevent use of biological sample iv. Provisions to safeguard confidentiality v. Post-research plan/benefit sharing vi. Publication
5. Foreseeable risks, discomfort or inconvenience	
6. Confidentiality of records	
7. Payment/reimbursement for participation	
8. Treatment and/or compensation for injury	
9. Freedom to participate/withdraw	
10. Identity of research team and contact persons	

	plan/photographs/pedigrees
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Review of on-going studies and new research proposals (no-emergency research)

- The IEC encourages investigators to adopt precautionary measures as mandated by the national regulatory agencies for ensuring the safety and well-being of participants during conduct of ongoing studies during humanitarian emergencies.
- Studies that are ongoing or near term or have shown direct benefit to the participants may follow the measures such as

<ul style="list-style-type: none">• Cancellation or postponements of physical visits unless these involve procedures carried out at TMC and are strictly necessitated.
<ul style="list-style-type: none">• Conduct of follow up via telephone/videoconferencing/email etc. in lieu of physical visits.
<ul style="list-style-type: none">• Reconsenting of participants via phone or video-calls and obtaining oral consents supplemented with email confirmation to implement urgent changes
<ul style="list-style-type: none">• Home delivery of drug to participants while ensuring compliance with applicable privacy and data protection regulations.
<ul style="list-style-type: none">• Incorporating amendments in the proposal(s) to align to the research needs arising from the emergency including issues related to re-consent from participants

This is not an exhaustive list and any alternate procedures adopted by PI in place of routine protocol procedures need to be notified to IEC for review and approval.

- The IEC may also suspend or temporarily halt studies that are not initiated at the time of declaration of the emergency situation.
- New non-emergency research proposals that are submitted during such times maybe postponed to subsequent IEC meetings at the discretion of the Member Secretary based on the workload at the IEC Secretariat.
- The IEC shall consider the existent emergency situation and assess if a planned study may have a negative impact on participants' safety or increase risk to participants and make relevant suggestions for additional safeguards for conducting research before giving approval.

IEC may permit remote monitoring and Source Document Verification activities by Sponsors upon written request from the Principal Investigator. In case it is imperative that a monitoring be done, the PI may remotely share the EMR screen with the sponsor to conduct a live monitoring of source data. However, IEC would not permit sending patient related documents including source documents to the sponsor either electronically or manually.

- If study interventions can increase the risk of developing the emergency health condition, then the condition may be considered a SAE related to participation and the EC may ask PI to budget for the cost of treatment of participants who develop the condition.

In case of an outbreak of infectious diseases, monitored emergency use of unregistered and experimental interventions (MEURI) may be approved with the following precautions:

- Thorough scientific review followed by an ethics review / locally or by national level EC
- Tackle public concerns and ensure oversight by a local EC.
- Use GMP products; make rescue medicines/supportive treatment accessible.
- Meticulous documentation of therapeutic processes including adverse events
- Fast track research and possible sharing of data on safety and efficacy for further research
- Consent process is important and must be carried out with care.
- Community engagement and ensuring fair distribution of scarce supply.
- Facilitate post-trial access of the successful investigational drug/ vaccine free.

Process Flow

