



JSS Dental College & Hospital Institutional Ethics Committee

CDSCO reg No: ECR/1170/Inst/KA/2019

JSS Dental College and Hospital

A Constituent college of JSS Academy of Higher Education & Research, Mysuru.

General guidelines for Submission of Research protocol to JSSDCH IEC.

1. The researcher is advised to visit the JSSAHER website > JSS Dental College> Institutional Ethics committee> to get all information and details regarding the JSSDCH IEC.
2. The JSSDCH IEC website shall have all details regarding its committee members, link to download all formats and annexures (as word document) required to prepare the research protocol, the schedule for the forthcoming JSSDCH IEC review meeting and the Google forms link for submission of Research protocol and Resubmission form.
3. The researcher is strictly advised to submit all the required documents for JSSDCH IEC review process like, research protocol, resubmission form or revised research protocol on or before the last date of submission as mentioned in the circular. Late submissions will not be permitted.
4. The soft copy (single PDF document) of the research protocol which needs to be uploaded in the google forms platform should have all the required annexures from (1 to 6) as mentioned in the proforma. The synopsis should be submitted along with the checklist (for submission of research protocol) and a covering letter addressed to the Chairman/ Member secretary, JSSDCH IEC.
5. The soft copy of the research protocol should be made as a single PDF document containing all the documents as in the hard copy. The maximum size of the PDF file to be sent as an email attachment should not be more than 10 MB.
6. Due to the present COVID-19 pandemic situation you shall be asked to submit the final hard copies of the research protocol with all the annexures and the required signatures only after final approval of your research protocol from the JSSDCH IEC.
7. You shall be permitted to get any permission letters, collaboration letters and the signatures of the people associated with the study in a digital / electronic format as well.
8. All the faculty and students are hereby informed to submit research protocol of the Research projects/PhD study/ Dissertation/short study to the JSSDCH IEC by utilizing google forms platform created for the particular JSSDCH IEC review meeting.

9. The researcher shall be able to submit their research protocol to the upcoming JSSDCH IEC review meeting by utilizing the link to the Google forms platform. The link for this purpose shall be made available at JSSDCH (IEC) website and will also be sent to all the faculty and students via email.
10. The Google forms link for submission of the research protocol shall be made available 24/7 to all the interested researchers on the above mentioned JSSDCH (IEC) website.
11. The power point presentation (PPT) of the synopsis should be made using the official JSSDCH (JSSAHER) PPT template. Each presenter shall be given ten minutes for the presentation. So kindly ensure that the presentation is having a maximum number of 15 PPT slides.
12. The researcher shall present his/her research study before the JSSDCH IEC members during the JSSDCH IEC review meeting.
13. In case of MDS/ FOD dissertation synopsis presentation the respective department researchers (Student/ Guide/ HOD/ Co-guide/ Co-Investigator) shall be permitted to attend the online/ regular IEC review meeting of their respective department.
14. In case of MDS/ FOD dissertation synopsis presentation the respective student and the guide should mandatorily be present at the time of presentation of their research study.
15. In case of students (PG & UG) presenting their research study for their MDS/ FOD dissertation synopsis or for research project/ short study. The respective student and the guide should mandatorily be present at the time of presentation of their research study.
16. The Principal investigator/ HOD/ Student/ Guide/ Co-guide/ Co-Investigator shall be allowed to join the online/regular IEC review meeting only during their period of synopsis presentation. We have created a "WAITING ROOM" to manage the participants in the Zoom application for this purpose (In case of online review meeting).
17. The Principal investigator/ Student/ Guide/ Co-guide/ Co-Investigator are hereby requested to leave the zoom meeting application after the completion of their respective / relevant synopsis presentation. (In case of online review meeting).
18. The JSSDCH IEC members at review meeting shall go through the presentation of the researcher and shall ask questions or queries to him/her.
19. The researcher and his team shall answer the questions and queries put forward by the JSSDCH IEC members during the review meeting.
20. The JSSDCH IEC members after meticulously going through the research protocol shall decide whether the particular research study is Recommended, recommended with suggestions, advised Re- Review or Rejected.

21. For the approved research protocols the researcher shall collect the JSSDCH IEC approval letter from the JSSDC&H office, (Academic section).
22. The JSSDCH IEC members shall give the recommended corrections and suggestions for the respective research protocol by means of issuing "Reviewers assessment form" to the researcher.
23. The Reviewers assessment form can be collected by the researcher from the JSSDC&H office, (Academic section). The exact date for collecting the form shall be notified by means of circular.
24. The researcher shall give response to the Reviewers assessment form by using the Resubmission form and submit the revised research protocol along with it.
25. The researcher shall be given a maximum of 21 days to submit the resubmission form and revised research protocol to JSSDCH IEC for further review process.
26. The researchers shall submit the revised research protocol with the recommended corrections from JSSDCH IEC and the resubmission form by utilizing the separate Google forms platform created for the purpose. The link for this purpose shall be made available at JSSDCH (IEC) website and will also be sent to all the faculty and students via email.
27. The JSSDCH IEC shall meticulously go through the resubmission form and the revised research protocol sent by the researcher and shall give ethical approval for the research study.
28. The JSSDCH IEC approval letter for the research study can be collected by the researcher from the JSSDC&H office, (Academic section).
29. The researcher needs to submit 2 to 4 sets of hard copies of the complete research protocol with all the annexures and required documents (Printed copies with all the required signatures) to the JSSDC&H office (Academic section) at time of receiving the JSSDCH IEC approval letter. The number of hard copies to be submitted depends upon whether the research protocol is for dissertation or research project.
30. All the faculty and students are hereby requested to contact the member secretary of JSSDCH IEC by email (jssdchdiec@gmail.com) regarding any further queries or information.