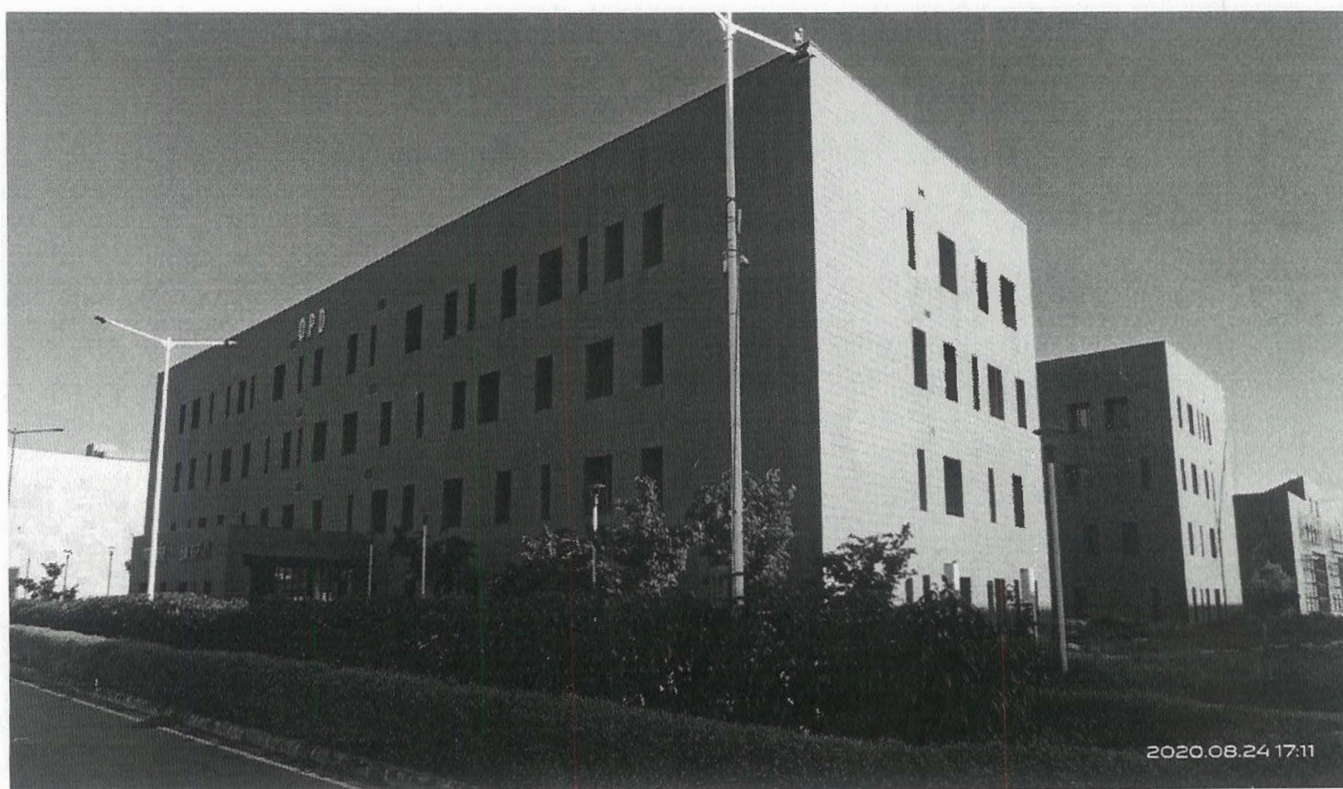


**Kalyan Singh Super Specialty Cancer Institute  
Sultanpur Road, Lucknow – 226002**

**Standard Operating Procedure (SOP)**

**for**

**Departmental Research Committee  
Institutional Research Committee  
Collaborative Research & Investigators**



**April 2022**

**Version-2**



# Kalyan Singh Super Specialty Cancer Institute

कल्याण सिंह सुपर स्पेशियलिटी कैंसर संस्थान

C.G. City Sultanpur Road, Lucknow-226002

सी.जी. सिटी, सुल्तानपुर रोड, लखनऊ-226002

(An Autonomous Institute of the Govt. of Uttar Pradesh)

(उत्तर प्रदेश सरकार का स्वायत्तशासी संस्थान)

Prof. R.K. Dhiman

Director

प्रो० आर० के० धीमन

निदेशक

E-mail: [director.sscih@gmail.com](mailto:director.sscih@gmail.com)



## Foreword

The objective of the Standard Operating Procedure (SOP) is to put in place an effective and consistent Scientific review mechanism for health and Biomedical Research in the area of Oncology and its allied field for all the protocols submitted by the Principal Investigator of this Institute.

The primary responsibility is to ensure that the research performed at this Institute within the existing frame work is of appropriate scientific quality and high standard.

The Institute, as a matter of policy, encourages its faculty to undertake, independent or collaborative research in the field of Oncology and allied Sciences, either wholly or partly funded by the Institute or by any other reputed and recognized agency, provided it is in keeping with the objectives of the Institute.

The research protocols generated at this Institute needs to have the approval by the Institutional Research Committee, before being submitted to Institutional Ethics Committee for Ethical Clearances. The Institutional Research Committee has been constituted by the Institute in the year 2019. It has been realized that there should be a SOP for Institutional Research Committee as well as for Investigators.

In this endeavor, the SOPs document Version-2 has been prepared for Departmental Research Committee, Institutional Research Committee, Collaborative Research and for Principal Investigators, for the smooth functioning of the Institutional Research Committee and for reducing the time taken for critical review of the Protocols. This document also helps the Investigators to prepare the protocols with certain requirements and submission of annual and final reports on prescribed formats.

However, the SOPs should be revised and updated as and when such a need arises.

I hope the Research Committee Members, Principal Investigators and Researchers will find the document user friendly.

Any suggestions to improve the documents are most welcome.

(Prof. R.K. Dhiman)

Director



# Kalyan Singh Super Specialty Cancer Institute

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(उत्तर प्रदेश सरकार का स्वायत्तशासी संस्थान)

Dr. Sharad Singh  
Faculty In-charge (Research)

डॉ शरद सिंह

फैकल्टी इंचार्ज (रिसर्च)

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## Foreword

This gives us great pleasure and satisfaction that we have been able to establish the Standard Operating Procedures (SOPs) for the Departmental Research Committee, Institutional Research Committee, Principal Investigators & Collaborative projects.

The Standard Operating Procedures (SOPs) by the definition are a detailed written instruction to achieve uniformity and maintain standards in the performance of specific functions thereof.

The Research Policy of the Institute directs that the Institute Research committee (IRC) shall function as per SOPs to be laid down by the Institute, hence, the SOPs was prepared in the year 2020. A need was felt that it may be revised to the present context incorporating the latest development regarding the updated Research policies to be undertaken by the Institute for smooth functioning of IRC and Investigators.

The development of the SOPs Version-2 document started in the month of April, 2022 and just within 3 weeks, it has been prepared by the Research Cell and approved by the Director and Chairman of the Institutional Research Committee for its implementations.

I wish to thank the Research Cell for their valuable contributions, without which this great achievement would not have been achieved.

As a living document, the SOP's will be reviewed from time to time in future and KSSSCI will endeavor to ensure the full participation of all stakeholders.

(Dr. Sharad Singh)  
Faculty In-charge (Research)



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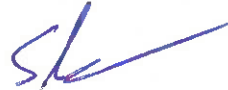


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**Kalyan Singh Super Specialty Cancer Institute,  
C.G. City, Sultanpur Road, Lucknow - 226002  
Institutional Research Committee**

**Chapter 1: Standard Operating Procedure (SOP) for Departmental Research Committee**

	Name	Signature & date
Written by:	Dr. S. Srivastava	
Reviewed by:	Dr. Sharad Singh	
Approved by:	Prof. R.K. Dhiman	

## Standard Operating procedures (SOP) for Department of Research Committee

### 1. Scope.

Department Research Committee has been constituted for all Academic Departments to discuss all the Research projects requires Ethical Clearance from Institutional Ethics Committee /Institutional Research Committee for scientific evaluation. All the members of the committee will critically evaluate the scientific merit of the study and its feasibility in the Department.

### 2. Constitution

- |  |                  |
|--|------------------|
| a) Head of the Department  | Chair person     |
| b) All the faculty members   | Members          |
| c) Other faculty members from different Department (optional) as are the projects need | Co-opted members |

### 3. Frequency of DRC

The Departmental Research Committee will meet as and when required by the Department and at least every two months the committee should meet. The minutes of the DRC will be sent to Research Cell within two weeks along with a copy of the research project discussed, with the signature of all the members who had attended the meeting.

### 4. Quorum Requirements

At least 50% of members of the DRC including regular HOD, should be present during the meeting and all should sign on the proceedings.

### 5. Procedure

The DRC will forward all the projects to Institutional Research Committee / Institutional Ethics Committee as required, if the project is approved (Apart from a copy of DRC minutes & project to Research Cell as mentioned above), if the project is not approved, it should be sent to Research Cell along with DRC minutes with proper justification. The final decision will be taken by the Institutional Research Committee, of the Institute, whose decision will be final. If the project is not discussed in DRC, a note stating the reason thereof, and it will be sent to the Research Cell by the Head of Department.

## **Format for Department Research Committee Meeting**

1. Title of the Research Project.
2. Name of principal Investigators
3. Name of CO-investigator (if any)
4. Date of Department Research Committee Meeting
5. Specific Comments (on scientific merit/ethics related issues only)
6. Recommendations Accepted/Modifications/Rejected
7. Reasons for Modification/Rejections if any

**(Signature of Regular HOD)**  
**Chairperson**




**(Signature of Members)**

## Flow Chart for Departmental Research Committee



**Kalyan Singh Super Specialty Cancer Institute,  
C.G. City, Sultanpur Road, Lucknow - 226002  
Institutional Research Committee**

**Chapter 2: Standard Operating Procedure (SOP) of Institutional Research Committee**

	Name	Signature & date
<b>Written by:</b>	<b>Dr. S. Srivastava</b>	
<b>Reviewed by:</b>	<b>Dr. Sharad Singh</b>	
<b>Approved by:</b>	<b>Prof. R.K. Dhiman</b>	

## **Standard Operating Procedure (SOP) of Institutional Research Committee**

### **1. Scope**

The scope of the committee is to put in place an effective and consistent scientific review mechanism for the proposals submitted by investigators in their area of research interest in the field of Oncology and such other sub-and super-specialties as they emerge in future at this Institute.

### **2. Objective**

The objective of the committee is to review the scientific merit, rationale of the study, feasibility, scientific design, methodology, data quality, safety, and progress of each Research proposal related to the oncology and its allied specialties for the welfare of human participants, quality of life and finally the eradication of diseases

### **3. Functions of Institutional Research Committee**

The Institutional Research Committee of KSSSCI has the overall responsibility of reviewing, approving, and monitoring of all the research projects undertaken by the Investigators and to discuss the issues related to the area of research.

### **4. Composition of Institutional Research Committee**

The Institutional Research Committee will be multi-disciplinary and multi-institutional in composition. The number of members will be kept small (10-14 members) as a large committee makes it difficult in reaching consensus and in ensuring the presence of all members. At least approximately 25% will be external members (not affiliated to the Institute) in the committee, preferably from the local and reputed Institutions, to ensure the fair scientific evaluation of the protocols submitted by the Investigators.

The Director, KSSSCI will constitute the Institutional Research Committee and forward it to Academic Board/Governing Body for its notification. The Chairperson of the committee shall be the Director of Kalyan Singh Super Specialty Cancer Institute, Lucknow. The Member Secretary and Alternate Member Secretary may be drawn from the Institute itself, will conduct the business of the committee. In the absence of the Member Secretary, the Alternate Member Secretary will conduct the business of the Committee. Other members will be mix of medical, surgical and allied specialties including external members to reflect the different view points

The composition is mentioned vide infra:

a.	Director	Chairperson
b.	Dean	Member & Vice-Chairperson
c.	Faculty In charge Research	Member Secretary
d.	Two Faculty from Medical discipline (One at least from the Medical/Pediatrics Oncology)	Member
e.	Two Faculty from Surgical discipline (One at least from Surgical Oncology)	Member
f.	One Faculty from Radiation Oncology	Member
g.	One Faculty from Laboratory sciences	Member
h.	One Faculty from Allied Department	Member
i.	One Faculty from Department of Public Health	Member
j.	One Faculty from the Institute	Alternate Member Secretary
k.	Four external medical/non-medical members from local/outside institutions	Member

The Institutional Research Committee must have majority of members involved in medical research for long duration. They must be drawn from the Institute as well as from the outside Govt./Private Institutions anywhere in the country. There must be adequate representation of age, gender etc.

### 5. Duration of Committee

The duration of committee will be for the period of Three years.

### 6. Membership Duration and Responsibilities

- a. The duration of the membership will be for Three years.
- b. There will be no bar on the members serving for more than one term but it is desirable to have around two third new members.
- c. A member can be replaced in the event of long-term non-availability (three consecutive meetings).  
Authority to replace the member will be with the Director, KSSSCI.

- d. The member must maintain confidentiality during the meeting and sign a confidentiality form at the start of their term.
- e. Each members of the committee will submit a declaration to maintain the confidentiality documents submitted to them during their membership period.
- f. Conflict of interest, if any, will be declared by members of the Institutional Research Committee at the beginning of every meeting.

## **7. Quorum Requirements**

A minimum of 8 members including at least two outside members will be required for the quorum. All decisions must be taken in the meeting and not by the circulation of project proposals.

## **8. Offices/Conduct of Meeting**

The Chairperson will conduct all the meetings of the Institutional Research Committee. If for reasons beyond control, the Chairperson is not available, then the Dean will conduct the meeting. The Member Secretary will be responsible for organizing the meeting, maintaining the records and communicating with all concerned. He/she will prepare the minutes of the meetings and get them approved by the Chairperson. In the absence of Member Secretary, the Alternate Member Secretary will conduct the meeting. All the decisions will be communicated to Investigators by the Research Cell. The minutes must be circulated by the Research Cell, within one week to all the members for their information & records.

## **9. Independent Consultants**

Institutional Research Committee may call upon subject experts as special invitee for the review of selected research protocols. These experts must be from the outside of the Institute and have sufficient expertise on the concern research proposals. They will not take part in the decision-making process. The decision to invite independent consultants for a particular project will be taken by the Member Secretary and Chairperson of the Institutional Research Committee.

## **10. Responsibility of the Member Secretary**

- a. The Member Secretary will be responsible for inviting the proposals from the faculty of the Institute as per the given schedule for conducting the Institutional Research Committee Meeting.
- b. He/she will develop efficient procedures for receiving, preparing, circulating, and maintaining each proposal for review.



- c. Schedule Institutional Research Committee meetings, prepare the agenda, and minutes.
- d. Organize Institutional Research Committee, documentation, communication, and archiving.
- e. Ensure SOPs are updated as and when required.
- f. Ensuring adherence of Institutional Research Committee functioning as per SOPs.
- g. Timely submission of agenda items to members at least two weeks before the schedule of meeting.
- h. Ensure the quorum during the meeting and record discussions and decisions.
- i. In the absence of Member Secretary, the Alternate Member Secretary will discharge the duties of Member Secretary.

## 11. Application Procedure

- a. All the proposals must be submitted in the prescribed application format, the copies of which must be available with the Research Cell.
- b. All relevant documents must be enclosed with the proposal as per the check list.
- c. The required number of hard copies along with CD/PD of the proposal with application & documents in prescribed format duly signed by the PI and Co-investigators/collaborators must be forwarded by the regular Head of the Department.
- d. The Research Cell will acknowledge the receipt.
- e. The pdf version of protocol should also be E-mailed to the Research Cell at [irc.ksssci@rediffmail.com](mailto:irc.ksssci@rediffmail.com)
- f. The date & time of meeting will be intimated to the Principal Investigators, who will be available for the presentation of their proposals during the Research Committee meeting. It will be the responsibility of the Principal Investigators, to inform their Co- Investigators to be present during the presentation of the said project proposal during the meeting.
- g. The decision of Institutional Research Committee will be communicated in writing within one week by the Research Cell. If the revision is to be made, the revised proposal must be submitted by the PI within stipulated period of time as recommended by the Research Committee.

## 12. Review Procedure

The Institutional Research committee meeting will be held 4 times in a year as per the following schedule:

- Second week of January, April, August and November (For new and old protocols).

### For Old Projects

There will be Annual/Final review by the Institutional Research committee for the old or new projects sanctioned to the Investigators with the following elements to review:

- To review the progress of the project in terms of sample size target projected in the initial protocol by the Investigator.
- The procurement of consumables and utilization of budget.
- Any deviation on experimental design from the methodology as proposed in the original protocol

The subsequent review of the project will be conducted after two years to review the completion of the project and its outcome.

Due to any unavoidable circumstances, if the Institutional Research Committee meeting is not held, the progress report can be reviewed by a sub-committee of Dean, Faculty I/c Research and three members of the Research Committee. The committee will be nominated by the Director, KSSSCI & Chairperson of the IRC.

### For New Projects

- The agenda & proposals must be sent to the members at least two weeks in advance. The decisions will be taken by consensus and through a procedure described in the point no. 14.
- The Principal Investigator must present the proposal before the Research Committee & the Co-investigator must be present for any clarification regarding the project. Residents/Students must not be allowed to present the proposal. In case PI is not available during the meeting, he/she can authorize one of the Co-investigators to present the proposal before the committee, who is closely associated with the project work.
- Independent consultants/experts may be invited as a Special Invitee to offer their opinion on specific research proposals.
- The decisions of the meeting must be recorded in the minute's book and must be confirmed during the next meeting with the signatures of the Chairperson and Member secretary at each page.

### **13. Element of Review**

- a. Rationale of study
- b. Scientific design & methodology
- c. Relevance of sample size and its statistical correlation
- d. Experimental details and its feasibility
- e. Conduct of study
- f. Procedure for selection of subjects including inclusion & exclusion criteria
- g. Outcome of the proposal
- h. Facilities & infrastructure
- i. Plans for data analysis & reporting
- j. Relevance of budget estimation.

### **14. Decisions Making**

- a. A member must withdraw from the meeting during the business meeting and should submit application to Faculty In-charge research prior to the meeting, where a conflict of interest arises. This must be indicated to the Chairperson prior to the review of the application & recorded in the minutes.
- b. Only members will make the decision. The decisions must be taken in absence of the Principal Investigators & Co-investigators.
- c. In case, if the member has submitted the project as Principal Investigator/Co-PI, he/she must be outside of the Committee Room during the decision-making process and will not give the marks to his/her project.
- d. The decision of the Research Committee must be to approve or revise or reject the proposals. Specific suggestions for modifications and reasons for rejection must be recorded in the minutes and communicated to PI.

**15. Procedure for decision making for the project (Intramural)**

• Research question	=10	}	Maximum marks = 40
• Design of the project	=10		
• Methodology	=10		
• Relevance	=10		
			Minimum marks — 0

After cumulating the marks given by members, the percentage must be drawn. Marks below 50%, the project will not be considered for Intramural funding. In case, there is funding available only for one project and there are two or more projects at a same percentage then the preference will be given to the Junior Faculty Members.

**16. Communicating the decision**

- a. Decisions will be communicated to the Principal Investigators by the Research Cell in writing.
- b. Suggestions for modifications and reasons for rejection must be communicated to the Principal Investigators & their respective HOD's.

**17. Follow up the procedures**

- a. Annual report must be submitted by the Principal Investigator at the end of one year on prescribed format for its review. If PI fails to submit the annual report in time, the expenditure of grant may be stopped by the competent authority of the Institute.
- b. The final report must be submitted by the PI within four weeks of the expiry of the project, to the Research Cell for its onward submission to the Institutional Research Committee for final review.
- c. If any amendments/deviations has been done by the Principal Investigator in the particular project, then it must be reported to the Research Cell for its placement to the Institutional Research Committee.
- d. It is mandatory for the Principal Investigator to submit a copy of the manuscript of the research paper derived from the project and to submit a copy of the abstract derived from the project presented in the National / International Conference.
- e. If at any stage, a research paper has been published in indexed journal resulting from the same Intra-mural Project, the PI should submit a copy of it to the Research Cell for record and Faculty In charge Research will submit it to the Institutional Research Committee for information.

## **18. Record keeping and archiving**

- a. Curriculum Vitae (CV) of all members of the Institutional Research Committee.
- b. Minutes of all the meetings duly signed by the Chairperson and Member Secretary.
- c. Copy of all the correspondence with members, Investigators etc.
- d. Copy of all the existing relevant documents of the Institutional norms related to the Research activities.
- e. Copy of all the reports (Annual and Final).
- f. Copy of manuscript, accepted/published reprints of the research papers.
- g. Copy of the original Project proposal.
- h. Copy of Grant Sanctioned Order.
- i. Copy of the Ethical clearances for the particular project (Extra-mural, Intra-mural, Non funded & collaborative projects).

## **19. Release of Intra-mural funds**

- a. As per the recommendation of the Institute Research Committee, for particular sanctioned project, the Faculty In-charge Research will issue letters for sanction of Intra-mural research grant as 1<sup>st</sup> Installment and the later for 2<sup>nd</sup> Installment will be issued after the annual review of the same project by the Institute Research Committee and its recommendations thereof.

## **20. Updating Research Committee Members**

- a. All the relevant informations regarding the research activities derived from the various statutory bodies must be brought to the attention of the members of the Institutional Research Committee by the Member Secretary.

- b.** If any changes are done in any formats or procedure, it must be brought to the knowledge of members, investigators, and co-investigators and must be available on the Institute's website.
  
- c.** If any directions had been given by the statutory bodies of the institute in relation to the research affairs at any point of time, it should be well informed to the Research Committee Members/ Investigators by the Faculty In-charge Research.

**Kalyan Singh Super Specialty Cancer Institute, C.G City, Sultanpur Road, Lucknow - 226002**

**Secrecy Undertaking by Member of Institutional Research Committee**

Name:

Designation:

Address:

I understand that as a Member of Institutional Research Committee, I may receive documents containing confidential or privileged informations about research activities related to the study.

I agree not to disclose or discuss such information or minutes of the meeting with persons not entitled to have them. I also agree either to return all documents marked CONFIDENTIAL /PRIVILEGED to Member Secretary or destroy them after perusal.

Date:

Signature:



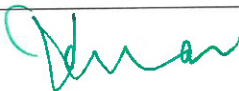
**One Page CV for Members of Institutional Research Committee**

Last Name	First Name	Middle Name
Date of Birth (DD/MM/YYYY)		Sex:
Professional Mailing Address (Include institution name)		
Telephone (Office):		Mobile Number:
Telephone (Residence):		E-Mail:
Academic Qualification (Most current qualification first)		
Degree/Certificate	Year	University/Institution, Country
Professional Experience:		
Month and Year	Title	Institution, Country
Signature: (Signature Required)		Date:



**Kalyan Singh Super Specialty Cancer Institute,  
C.G. City, Sultanpur Road, Lucknow - 226002  
Institutional Research Committee**

**Chapter 3****Standard Operating Procedure (SOP) for  
Principal Investigators regarding Intramural Projects**

	<b>Name</b>	<b>Signature &amp; date</b>
<b>Written by:</b>	<b>Dr. S. Srivastava</b>	
<b>Reviewed by:</b>	<b>Dr. Sharad Singh</b>	
<b>Approved by:</b>	<b>Prof. R.K. Dhiman</b>	

## **Standard Operating Procedures (SOP) for Principal Investigators regarding Intramural Projects**

### **1. Scope**

The project must be developed with well-defined objectives that can be completed in 24 months (two years). These are specifically meant to generate pilot data or innovative technology or new concept in the area of Research. These projects will help the Investigators to generate Extramural grants on larger sample size study on similar project.

### **2. Period for submission of project**

The projects proposal will be invited from all the Faculty Members twice in a year in the month of April and October for Two years duration. The Institutional Research Committee will review the projects in the month of August and January each year. The Principal Investigators are also encouraged to submit projects even before the invitation is send by the institute, so that they can be taken in the upcoming Institutional Research Committee Meeting.

### **3. Number of copies**

Three (03) hard copies & a soft copy (PDF) over Email must be submitted by the Principal Investigator to the Research Cell.

### **4. Procedure for application of intramural funding**

- a. Faculty member must apply for only one intramural project.
- b. The projects must be well discussed within the Department of the Institute.
- c. At the time of submission of project for intramural funding, the PI must attach proof of submission of the project to the Institutional Ethics Committee or clearance by the Institutional Ethics Committee, if already obtained and submit to the Research Cell.
- d. The duration of the project must not exceed 24 months (Two year).
- e. The budget must not exceed 10 lacs. Under exceptional circumstances the budget for more than Rs. 10 lacs may be considered by the committee for outstanding, innovative projects with their proper budget justification.
- f. The budget must be given in detail with full justification of all the items on a separate sheet.

- g. Please do not tailor the budget to make it around 10 lacs.
- h. There is **no provision for staff** in the intramural projects. Contingency must not be asked separately in the project budget.
- i. Intramural funds must be utilized for purchase of consumables: chemicals/reagents/kits/disposables/micropipettes etc. All the items covered under the Learning Resource Allowance will not be allowed in the Intramural projects.
- j. **Stationary (office and computer), photocopying, postage and permanent equipment are NOT allowed.**
- k. Junior Residents, Senior Residents, Pool Officers, PhD students, Research Associates or Paramedical staff etc. or any other staff working in the project cannot be co-investigator. (Only Faculty members/ Scientists employed by the institute will be Principal Investigators or co-investigators).
- l. Collaborative projects involving more than one department must be discussed with all the Investigators involved in the project. Only those actually involved in the Research work may be included as co-investigators. The co-investigator from outside the institute may be approved by the Institutional Research Committee depending upon the need & merit of the project. In this case, the PI must attach one-page CV of the outside co-investigators along with the project proposal.
- m. If the project involves direct intervention or interaction with patients, the Principal Investigators must be a clinical faculty member. Similarly, if the project involves Research work on human subjects with no direct intervention then the co-investigator may be from the concerned Department, where the samples are collected.
- n. For faculty member approaching superannuation, the remaining service period of Principal Investigator must be longer than the duration of project at the time of submission of the Extramural/Intramural / Non-funded Projects.
- o. At any given period of time, the faculty member should not have >2 intramural projects running simultaneously. Third project will be considered only when at least one of the currently running two projects has been completed and reviewed in the Institutional

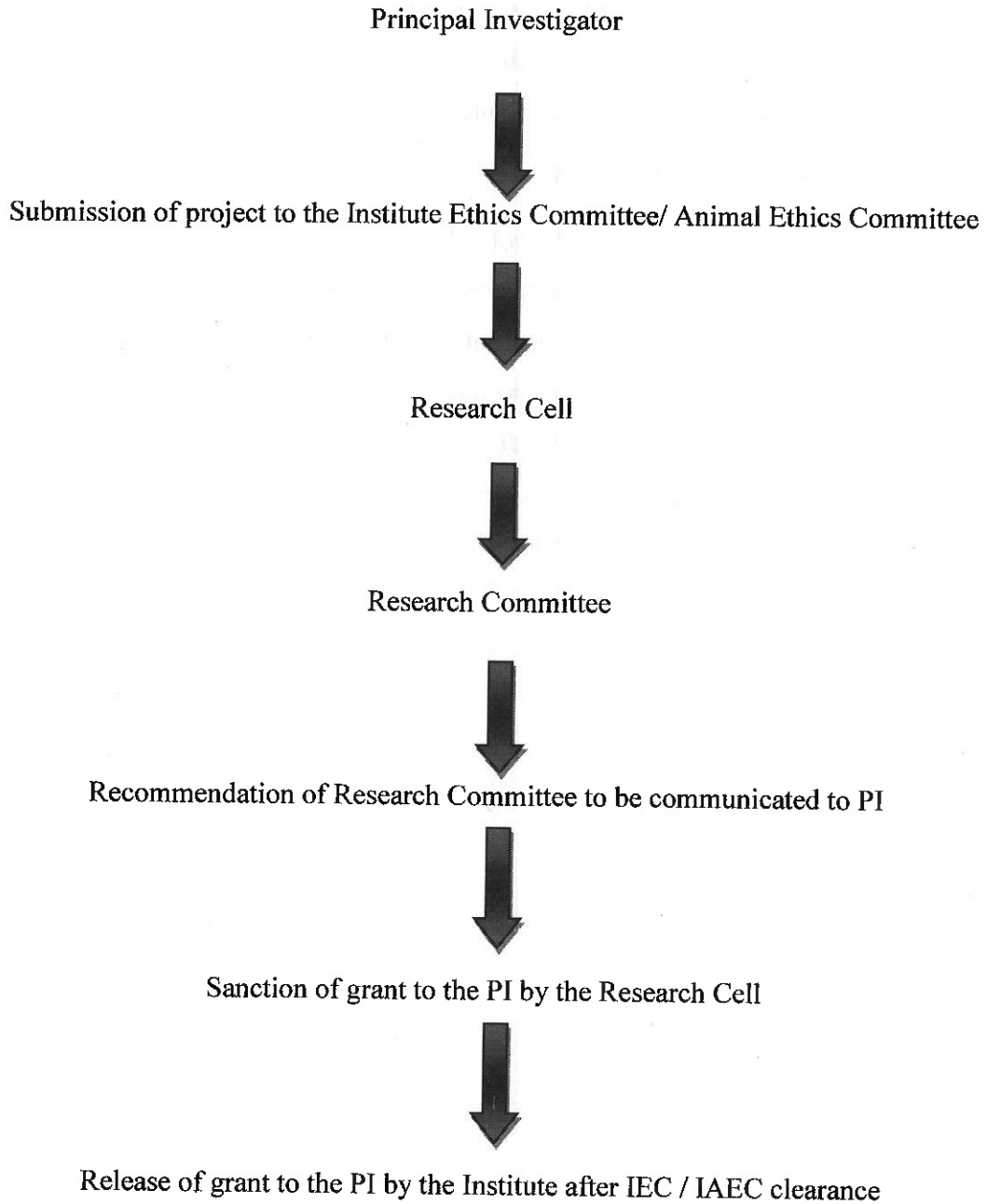
- Research Committee & Principal Investigator has submitted manuscript/copy of the published research paper derived from the concerning project.
- p. The ongoing intramural project should not be sent to the extramural funding agencies for funding simultaneously.
  - q. For those faculty members who have already completed two or more intramural projects, further projects will be sanctioned only if they have published a paper in an indexed journal from at least one of the last two completed projects or have generated an extramural research grant from the inputs derived from the intramural project.
  - r. The grant for newly sanctioned intramural project will be released by the Finance section when the PI will provide the ethical clearance of the concerning project to the Research Cell.
  - s. For the new project, the PI has to present the project proposal before the Institutional Research Committee Meeting consisting of **not more than 10 slides on Power Point**.
  - t. The PI must send the project as per the prescribed format and each section must start on a new page and all the points must be addressed.
  - u. If the faculty wants to use his/her Intramural project for funding a student project, the student must not be the Co-investigator.
  - v. Till such time that institute develops a mechanism for provision of insurance cover/corpus fund for the trial participants in case of injury related to the project no drug/device/procedural trials will be allowed either for intramural project, independent projects or DM/M.Ch./MD/Ph.d projects or for investigator-initiated trials. It is allowed only when there is a provision of sufficient insurance cover for compensation of trial participants, for e.g. in extramural projects, drug/device trials funded by Government organizations /industries having suitable documentation from insurance company.
  - w. If an investigator conducts a drug/device/procedural trial and if any serious adverse events arise during the study period and related to the study, the compensation to the participants will be decided & paid as per the National Ethical Guidelines for Biomedical and Health Research Involving Human Participants ICMR 2017 & Gazette of India 19<sup>th</sup> March, 2019.

- x. It will be responsibility of the Principal Investigator, that for ongoing study, he/she will inform the IEC of the Institute, for any SAE occurred during the project duration.
- y. Outsourcing of any investigations will not be permitted from intramural projects. If there is a strong justification, it has to be discussed in the Institutional Research Committee meeting and will have to be approved explicitly.

**Guidelines for preparing the protocol:**

1. The Research hypothesis should be clearly stated.
2. The Research question should be specific and focused only on one particular aspect.
3. The background should be brief and not more than one page.
4. The objective should be clear and the methodology should be well written.
5. Sample size should be statistically designed.
6. Inclusion/ Exclusion criteria should be clearly mentioned.
7. End point should be clearly mentioned.

**Flow chart for submission of projects by the Principal Investigators**



**Kalyan Singh Super Specialty Cancer Institute, C.G City, Sultanpur Road, Lucknow****Intramural Research Project Receipt form to be submitted in Duplicate**

Type of submission:	New	<input type="checkbox"/>	Revised	<input type="checkbox"/>
Title of the project:				
Name of Principal Investigator & Department.				

**Checklist to assess the project submission to the Research Committee for review**

S. No.	Mandatory Document	Yes	No	Not Applicable	Page No.
1.	Project proposal as per the prescribed format				
2.	Institutional Ethics Committee Receipt for submission				
3.	Institutional Animal Ethics Committee Receipt for submission				
4.	Undertaking by the Principal Investigator				
5.	C.V. of new or outside Investigators				

**Documents submitted**

- Complete
- Incomplete, will submit on

Receivers Name:

Signature &amp; Date (with stamp)

Project submitted by Name &amp; Signature:

**Kalyan Singh Super Specialty Cancer Institute, C.G City, Sultanpur Road, Lucknow****Format for submission of Intramural Project****Part – 1: General Information**

Project Title:

Investigators:

Name	Department	Signature
------	------------	-----------

Principal Investigator

Co-investigator

Co-investigator 1

Co-investigator 2

Total Cost (Rs.):

Project summary including clearly state objectives (Not Exceed 250 words):

Key words (at least 5):

Copy of the Ethics committee submission certificate

(Head of Department will be responsible for periodic monitoring of the project)

**Part – 2: Technical Details**

Rationale of the study supported by cited literature (Must state the Hypothesis/Key questions being addressed).

The relevance and expected outcome of the proposed study

Preliminary work done so far

Specific objectives (in bulleted form)

Work plan methodology/experimental design to accomplish the stated aim including the sample size (Patient/Control/Volunteers) and source of volunteers/Control

Inclusion/Exclusion criteria



**Part – 3: Budget Particulars** (on separate sheet) (All items must be listed with cost)

Budget must not include salary for research staff/purchase of equipment

**Part – 4: Brief Biodata Of Principal Investigators**

Name:

Designation:

Professional Experience and Training relevant to the project:

Publications (Numbers only):

Books:

Research Papers (Only indexed, not abstract):

National

International

(Please Specify):..... (Please Specify):.....

Selected peer-reviewed publication in last 5 years (Maximum 5)

**Part – 5 (A): Details of Previous Intramural Projects**

S.No	Title	Duration	Budget	Completed/Not Completed	Final Completion Report Submitted	Manuscript Submitted/Paper Published. Give Details.	Details of Abstract Presented at Conference/ Details of Publications	Extramural Project Generated from the Intramural Project - Yes/No. If yes, give details.

**Part – 5(B): Details Of Extramural Projects**

<b>S. No.</b>	<b>Title</b>	<b>Duration</b>	<b>Budget</b>	<b>Name of Funding Agency</b>	<b>Ongoing/ Completed</b>

**Kalyan Singh Super Specialty Cancer Institute, C.G City, Sultanpur Road, Lucknow****Undertaking by the Principal Investigator**

1	Title of the project:	
2	Name, designation and Department of Principal Investigator:	
3	Other investigators of the research project:	
4	Name and address of any other medical college, hospital, or Institution where parts of the study will be done:	
5	Number of ongoing projects in which you are PI:	

- A. I confirm that I will initiate the study only after obtaining the ethical clearance from the Institute.
- B. I will not implement any deviation from the approved protocol without prior consent of the Institutional Research Committee.
- C. I confirm that the Co-investigators of the study team have been informed about their obligations and are qualified to meet them.
- D. I will personally supervise the study and ensure that requirements of obtaining informed consent and other ethical requirements are as per the SOP of the IEC.
- E. I will inform the IEC about any unexpected or serious adverse event at the earliest as per the guidelines of the SOP of the KSSSCI.

- F. I will maintain confidentiality of the identity of all participating subjects and assure security and confidentiality of study data.
- G. I will submit the Annual reports of the project on prescribed format after the completion of one year for its review by the Institutional Research Committee.
- H. I will submit the final report of the project on prescribed format along with the copy of the manuscript or copy of the accepted/published research paper derived from the said project.

Signature of Principal Investigator

Date

**CV for Outside Investigators**

<b>Full Name:</b>		
<b>Last Name</b>	<b>First Name</b>	<b>Middle Initial</b>
<b>Date of Birth (DD/MM/YYYY):</b>		<b>Sex:</b>
<b>Study Site Affiliation (e.g. Principal Investigator, Co-Investigator, Coordinator)</b>		
<b>Professional Mailing Address</b> (Include institution name)		<b>Study Sited Address</b> (Include institution name)
<b>Telephone (Office):</b>		<b>Mobile Number:</b>
<b>Telephone (Residence):</b>		<b>E-Mail:</b>
<b>Academic Qualifications (Most current qualification first)</b>		
<b>Degree/Certificate</b>	<b>Year</b>	<b>University/Institution, Country</b>

Current and Previous 4 Relevant Including Academic Appointments (Most current position first)		
Month and Year	Title	Institution, Country

Brief Summary of Research Experience related to the project:

Signature:  (Signature Required)	Date:
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**Kalyan Singh Super Specialty Cancer Institute,**

**C.G. City, Sultanpur Road, Lucknow - 226002**

**Institutional Research Committee**

**Chapter 4**

**Standard Operating Procedure (SOP) for submission of  
Annual Progress Report by Principal Investigators**

	<b>Name</b>	<b>Signature &amp; date</b>
<b>Written by:</b>	<b>Dr. S. Srivastava</b>	
<b>Reviewed by:</b>	<b>Dr. Sharad Singh</b>	
<b>Approved by:</b>	<b>Prof. R.K. Dhiman</b>	



**Standard Operating Procedures (SOP) for submission of Annual Progress Report by the  
Principal Investigator**

1. The Principal Investigator will submit the annual progress report and utilization of funds on prescribed format after one year from the date of release of grant.
2. The investigator must clearly highlight the target of sample size as per the sanctioned protocol.
3. The PI must clearly mention any changes in the objective or design of the protocol.
4. The PI must justify that the project will be completed in remaining one year of the project.
5. If the PI found that the project is not completed within the sanctioned duration, he must clearly justify for extension of the project with duration.
6. Only PI will present the Annual Progress Report of the project in the Research Committee meeting.

### **Format for Annual Progress Report for Intramural Project**

1. Name of Principal Investigator, Co-investigator (if any) and Department
  
2. Title of the project
  
3. Total budget sanctioned
  
4. Amount utilized out of the total budget sanctioned during one year
  
5. Progress during the one year duration
  
6. Sample size as per the sanctioned project and how many completed during one year
  
7. Does the project required extension, if so, give justification
  
8. Highlight of the work done during the one year
  
9. Do you think that after the completion of project a suitable data will be generated for publication out of the project, keeping in mind the current status of the project?

Signature of PI

Signature of Co-investigator

(if any)

Signature of concerning HOD

**Flow chart for submission of annual progress report by the Principal Investigators**





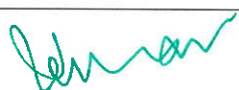
**Kalyan Singh Super Specialty Cancer Institute,**

**C.G. City, Sultanpur Road, Lucknow - 226002**

**Institutional Research Committee**

**Chapter 5**

**Standard Operating Procedure (SOP) for submission of Final  
Progress Report by Principal Investigators**

	<b>Name</b>	<b>Signature &amp; date</b>
<b>Written by:</b>	<b>Dr. S. Srivastava</b>	
<b>Reviewed by:</b>	<b>Dr. Sharad Singh</b>	
<b>Approved by:</b>	<b>Prof. R.K Dhiman</b>	

**Standard Operating Procedures (SOP) for submission of Final Progress Report by the  
Principal Investigator**

1. The Principal Investigator must submit the final report of the project after the completion of the study on the prescribed format for its review before the Institutional Research committee.
2. The Principal Investigator must highlight the results and discussion of the study in the final report.
3. The Principal Investigator must clearly state if this project can be explored for extramural funding.
4. The Principal Investigator must attach the copy of the manuscript or copy of the accepted research/published paper in Indexed Journals.

**Kalyan Singh Super Specialty Cancer Institute, C.G City, Sultanpur Road, Lucknow****Intramural Final progress report form to be submitted in Duplicate**

Type of submission	Final	<input type="checkbox"/>
Title of the Project:		
Name of Principal Investigator & Department:		

**Checklist of assess the project report before submission to the Research Committee for review**

Sl. No.	Mandatory Document	Yes	No	Not Applicable	Page No.
1.	Copy of the sanctioned project proposal				
2.	Annual report on prescribed format				
3.	Final report on prescribed format				
4.	Copy of the manuscript				
5.	Copy of published paper in indexed international/national journals with impact factor				
6.	Copy of abstract presented in the international/national conferences				

**Documents submitted**

- a) Complete
  - b) Incomplete, will submit on
- 

Receivers Name:

Signature & Date (with stamp)

Project submitted by Name & Signature:

### **Format for Final Progress Report for Intramural Project**

1. Name of Principal/co-investigator & Department
2. Title of the project
3. Total sanctioned budget of the project (Rs.)
4. Total expenditure incurred for the project (Rs.)
5. Duration of the project
6. Report for the period: From ..... To.....
7. Objectives of the project (as stated in the sanctioned project)
8. Experimental details
9. Results & discussion
10. Does this project leads to an extramural project?
11. Copy of the manuscript
12. Publication from the project (Name author, title of paper, name of journal, Vol, Page, year)
13. Self-assessment of the progress

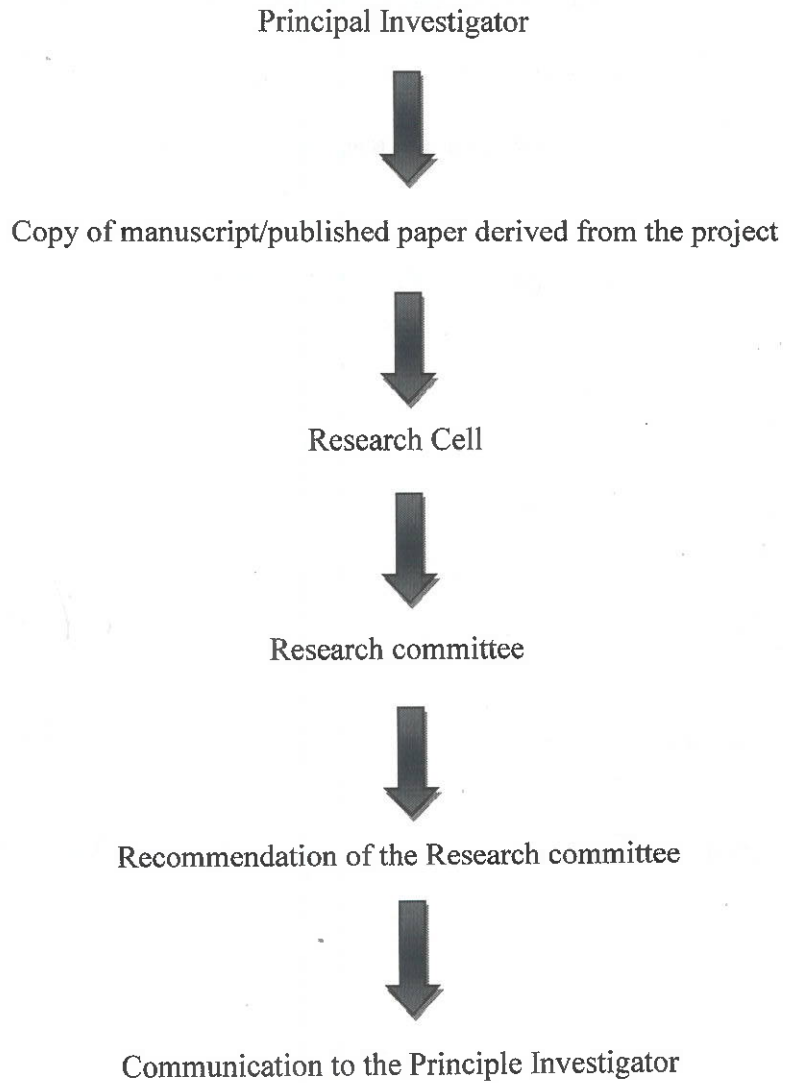
Signature of Principal  
Investigator

Signature of Co-Investigator  
(If any)




Signature of Head of the  
Department



**Flow chart for submission of final report by the Principal Investigators**



**Kalyan Singh Super Specialty Cancer Institute,****C.G. City, Sultanpur Road, Lucknow - 226002****Institutional Research Committee****Chapter 6 Standard Operating Procedure (SOP) for Collaborative Research**

	<b>Name</b>	<b>Signature &amp; date</b>
<b>Written by:</b>	<b>Dr. S. Srivastava</b>	
<b>Reviewed by:</b>	<b>Dr. Sharad Singh</b>	
<b>Approved by:</b>	<b>Prof. R.K. Dhiman</b>	

## **Standard Operating Procedures (SOP) for Collaborative Research**

### **1. Scope**

The collaboration in research has been recognized as essential component of knowledge, development and is vital for promotion of scientific practices. Collaborative studies should take into account the values/benefits expected from the research as compared to the risks involving the persons/population being studied.

### **2. Objectives**

Research can involve a vast scope of collaborations within departments of institutions, between institutions and internationally. Collaborative research has increased significantly recently and has raises specific issues, such as managing research findings, managing conflicts of interests, sharing intellectual property, and commercializing research outcomes. Though research practices differ between institutions, researchers should make every effort to adhere and comply with all relevant policies and guidelines, while conducting their research.

### **3. Criteria:**

For any collaborative research the following points may be considered in a collaborative protocol:

- a) Establishing agreements for each collaboration
- b) Management of conflict of interest
- c) Management of access to research materials
- d) Discussing authorship in advance
- e) Discussing data and material management in advance
- f) Discussing intellectual property issues in advance
- g) Managing accountability
- h) Establishing the research team.
- i) Implementing the project.
- j) Evaluating the outcome of the project.

**4. Norms:**

- a) The collaborative organizations should function as a partner with the collaborator(s) and sponsor(s) in terms of ownership of the samples, data analysis, dissemination, and publication as appropriate. There must be free flow of knowledge and capacity at bilateral/multilateral levels.
- b) In the protocol, each collaborating centre and investigator should have specific role defined.
- c) The benefits and burdens should be equally distributed amongst participants recruited by all the collaborative institutions.
- d) Any collaborative research should be presented before the Institute Research Committee for scientific review and also to the Institute Ethics Committee for ethical clearance.
- e) There has to be EC approval of all collaborative institutions, before the start of the study.

**5. Standard Requirements:**

- a) Copy of the protocol with consent of all the collaborative partners and their institutional authority.
- b) There should be Memorandum of Understanding Document (MOU) signed by the collaborative institutions.
- c) Material Transfer Agreements (MTA) documents, if the collaborative research involves the transfer of human biological materials, as per the standard format of the DHR-ICMR.
- d) If the human biological materials are imported or exported for the particular collaborative project then approval / clearance from the HMSC division of the DHR-ICMR is absolutely necessary as per the guidelines of the Office Memorandum F.No. L. 19015/53/97-IH(Pt.) dated: 19<sup>th</sup> November, 1997, issued by Ministry of Health & F.W. Department of Health, Govt. of India, New Delhi and subsequent letter from the ICMR vide No. INDO/FRC/442/04-IHD dated. 31<sup>st</sup> March, 2004.

## **Format for Material Transfer agreement**

### **Material Transfer agreement**

1. Title of the project along with the funding agency & date of approval by HMSC:
2. Name and address of the Institution where material is to be sent:
3. Name and address of the Institution providing the bio-material:
4. Bio-material to be transferred:
5. Quantity to be transferred:
6. Purpose and need of transfer of the material:
7. Type of research/investigation to be carried out using the material:
8. Safety norms to be observed during transit:
9. Safety norms to be observed while working with the bio-material:
10. Any other relevant information pertaining to this bio-material:

This transfer is governed by the following conditions:

1. The bio-material would not be used for any future commercial purposes other than those stated above.
2. The collaborating Institution would be the only user of the bio-material.
3. The bio-material would not be transferred to any other person/agency in any circumstances.
4. No patent/intellectual property issues shall be filed on any product or process so developed with this bio-material without the written consent of the collaborating scientists and approval by the competent authority of the Institute.
5. The requesting Institution indemnifies the donor Institution from all damages that may occur due to improper handling of the bio-material.
6. The collaborating Institution shall provide a yearly report on the use of bio-material.
7. Mutual agreement by collaborating scientists on publications, confidentiality etc. are to be agreed to.
8. The present MTA shall remain in force for the duration of the research proposal and cannot be transferred/assigned to any other Scientists or Institutions.
9. The guideline issued by the MOHFW, GOI vide O.M. No. L-190155397-IH (Pt) dated 19<sup>th</sup> Nov., 1997 are to be followed for proposals involving transfer of human biological material for biomedical research purposes.

**Signature:**

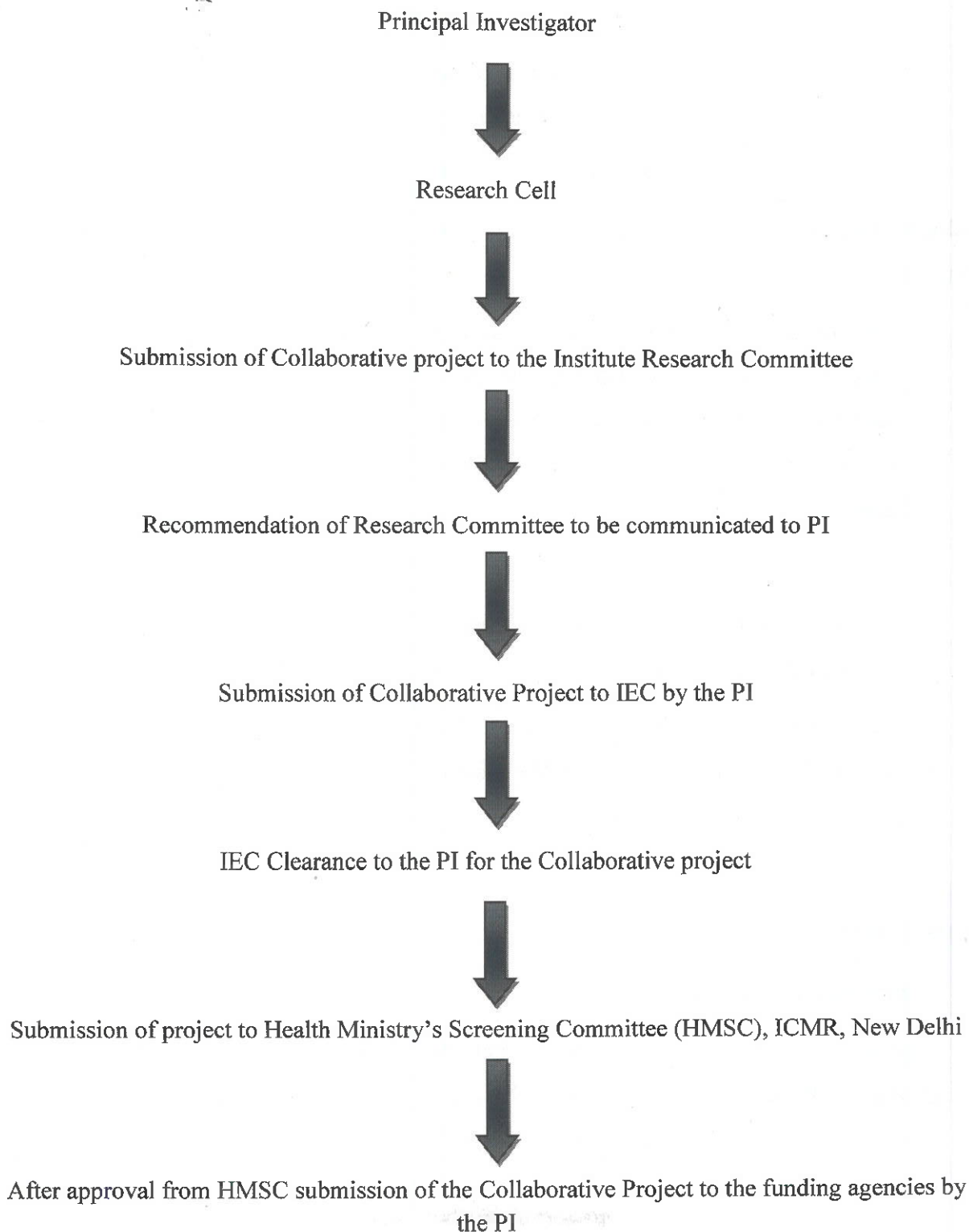
**Signature:**

**(Indian Principal Investigator)**

**(Foreign Principal Investigator)**

**Date:**

### Flow chart for project submission by Principal Investigators for Collaborative Research



## APPENDICES

F.No.L.19015/53/97-IH(Pt.) GOVERNMENT OF INDIA

Ministry of Health & F.W.

Department of Health

Nirman Bhawan

New Delhi, the 19th November, 1997

### OFFICE MEMORANDUM

Subject : Guidelines for Exchange of Human Biological Material for Biomedical Research Purposes.

1. The Ministry of Health & F.W. issued an office Memorandum No.L.20025/90-90-F. dated 27th Feb., 1992 which permitted the restricted transfer of biological material abroad under certain circumstances for research/diagnostic purposes. The O.M. also indicated that the Director-General, ICMR would be the nodal point to clear all such proposals.
2. The need for revised/expanded guidelines has been felt over the past two years. Accordingly, the Ministry of Health & F.W. have taken necessary steps in this regard.
3. The revised guidelines in respect of HUMAN BIOLOGICAL MATERIAL, in supersession of this Ministry's Office Memorandum No.L.20025/90/90-F, dated 27th Feb., 1992 are prescribed as under:

#### I. DEFINITION

Human Material with potential for use in biomedical research' :

Organs and parts of organs; Cells and tissue; Sub-cellular structures and cell products: Blood; Gametes (sperm and Ova); Embryos and Fetal Tissue; Wastes (urine, faeces, sweat, hair, epithelial scales, nail clippings, placenta etc.); Cell lines from human tissues;

The sources of these materials could be from patients following diagnostic or therapeutic procedures, autopsy specimens, donations of organs or tissue from living or dead persons,



fetal tissue, body wastes or abandoned tissue. Human material could also be held in tissue banks and used for research.

## II. TRANSFER

- i. Guidelines for considering requests for transfer of biological material abroad for research/diagnostic purposes and requests for transfer of biological material from abroad to Indian Institutions for research purposes:
- ii. Exchange of material for diagnostic or therapeutic purposes for individual cases may be done without restriction, if this exchange is considered necessary by the doctor(s) in charge of the patient. No permission needs to be sought from any authority for this purpose
- iii. Exchange of material from and to recognized laboratories such as WHO Collaborating Centers or WHO Centers may be allowed as part of their routine activities relating to quality control, quality assurance, comparison with reference material etc., without having to seek permission from any authority.
- iv. Where exchange of material is envisaged as part of a collaborative research project, the project proposal as a whole must be routed through the appropriate authorities (details under III below) for evaluation and clearance. The exchange of human materials should be an integral part of a collaborative project, which should have been approved by the Institutional Review and Ethics committees, and not be a separate activity.
- v. The availability of facilities within India for carrying out certain investigation need not prevent collaboration with scientists in other countries for the same investigations, including transfer of human material, if required.

- vi. On the issue of technology transfer/training of Indian scientists abroad/training of foreign scientists and students in India, and visits by the foreign collaborators to their Indian partners laboratories to work with Indian material, there should be no restrictions on the visits of scientists to the laboratories concerned. However, any field work to be undertaken in the community and other sensitive issues would have to be regulated according to the rules of the Government.
  
- vii. In order to protect the rights of the Indian study subjects as well as Indian scientists/organizations, Memoranda of Understanding and/or Agreements on Material Transfer should be entered into between the collaborating partners (Indian and Foreign). These should, according to the requirements of case under consideration, include items pertaining to identification of the collaborating or sending/receiving parties, background, the material to be transferred and its quantities, purpose of transfer, the research to be carried out using the material, confidentiality, intellectual property rights, filling of patents, arrangements for future commercial exploitation, reporting, publication rights, indemnification, termination of agreement, assignation or transfer of agreement/rights; safety norms to be observed, shipping arrangements. Qualified user information, and any other matter that may be relevant to the particular exchange of material.

### **III. MECHANISM**

- i. Mechanism for processing requests for transfer of biological material abroad for research / diagnostic purposes.
  
- ii. Agencies and Departments such as ICMR, CSIR, ICAR, DBT, and DST could make use of these guidelines and take decisions accordingly on the requests from their respective institutions.
  
- iii. The Directorate-General of Health Services/Ministry of Health & F.W. could utilize the guidelines and take decisions on the requests from the DGHS/Health & F.W Ministry administered institutions, as also on referrals, if any, from any other government/agency/department not covered under (i) above.

- iv. Autonomous Institutions and Institutions of National Stature such as PGIMER, Chandigarh; AIIMS, New Delhi; Shree Chitra Tirunal Institute of Medical Sciences & Technology, Thiruvananthapuram; and Sanjay Gandhi Post-Graduate Institute of Medical Sciences, -Lucknow, and similar institutions of national stature, could be empowered to take decisions on their in-house proposals for foreign collaboration, by following the guidelines.
- v. Private institutions engaging in collaboration directly with foreign institutions should send their requests to ICMR. If, however, they are also collaborating with an Indian institution as part of the collaborative programmes with a foreign institution (for example, between a private institution and CSIR lab. Collaborating with a foreign institution), then the appropriate central agency (CSIR in the example cited) may decide on the request according to all relevant guidelines.
- vi. Biomedical research project proposals for foreign collaboration from Medical Colleges, Universities and Institutions under the UGC may be routed through ICMR.
- vii. State health authorities may take the decision in respect of institutions under their administrative control.
- viii. All foreign collaborative Projects in biomedical research (after scrutiny and decision by the respective agencies/Departments as described above from (i) to (vi) are to be placed before the Health Ministry Screening Committee (HMSC) for final endorsement. This would mean that all institutions, agencies and departments would have to send their proposals to the ICMR for obtaining such endorsement by the HMSC, as ICMR is the Secretariat for the HMSC at present.

- ix. It is essential for information to be available in a central location. This could be the secretariat of the HMSC, i.e. the ICMR Headquarters.

#### **IV. EXCHANGE OF BIOLOGICAL MATERIAL FOR COMMERCIAL PURPOSES**

Guidelines for Exchange of Biological material for commercial purposes:

The ICMR has been advised to set up a Committee consisting of experts from relevant fields for deciding each proposal on a case-by-case basis and to furnish their views to the Government for consideration. The Committee, in addition to biological material, will also consider proposals involving transfer of medicinal plants and biological molecules developed in the laboratories, after seeking inputs from the relevant experts, if such transfer is for commercial purposes and a proposal in this regard is received from the Foreign Investment Promotion Board (FIPB). A minimum of three months' time would be required to process the FIPB proposals.

Sd/-  
(Ashok Mehta)  
Under Secretary to the Govt.  
of India



**icmr**  
INDIAN COUNCIL OF  
MEDICAL RESEARCH  
Serving the nation since 1911

**प्रोफेसर (डॉ.) बलराम भार्गव**, पद्म श्री  
एम.डी., डी.एच., एफ.आर.सी.पी. (जी.), एफ.आर.सी.पी. (ई.), एफ.ए.सी.टी.,  
एफ.ए.ए.ए.ए., एफ.ए.ए.ए.ए.ए., एफ.ए.ए.ए.ए.ए., एफ.ए.ए.ए.ए.ए., डी.ए.ए.सी.  
**सचिव, भारत सरकार**  
स्वास्थ्य अनुसंधान विभाग  
स्वास्थ्य एवं परिवार कल्याण मंत्रालय एवं  
भ्रष्टानिदेशक, आई सी एम आर

**Prof. (Dr.) Balram Bhargava**, Padma Shri  
MD, DM, FRCP (Glasg.), FRCP (Edin.),  
FACC, FAHA, FAMS, FNAsc, FAsc, FMA, DSc  
**Secretary to the Government of India**  
Department of Health Research  
Ministry of Health & Family Welfare &  
**Director-General, ICMR**

**भारतीय आयुर्विज्ञान अनुसंधान परिषद**  
स्वास्थ्य अनुसंधान विभाग  
स्वास्थ्य एवं परिवार कल्याण मंत्रालय  
भारत सरकार  
वी. रामलिंगस्वामी भवन, अंसारी नगर  
नई दिल्ली - 110 029

**Indian Council of Medical Research**  
Department of Health Research  
Ministry of Health & Family Welfare  
Government of India  
V. Ramalingaswami Bhawan, Ansari Nagar  
New Delhi - 110 029

F.No.INDO/FRC/442/2010-IHD

Dated: 24<sup>th</sup> January, 2020

Dear All,

I wish to bring an important issue related to international collaborative research projects undertaken by scientists to your notice.

All applications for research projects involving foreign assistance and/or collaboration in biomedical/ health research are necessarily required to be submitted by the Indian Investigators to Indian Council of Medical Research (ICMR), Hqrs. through HMSC portal for approval of Government of India through Health Ministry's Screening Committee (HMSC). It is a High Level Committee constituted by the GoI to screen & consider such proposals relating to the health research and are sought to be carried out with the foreign assistance and / or collaboration.

There are certain other regulatory requirements as listed out on ICMR website under "Guidelines for International Collaboration/ Research Projects in Health Research; MoU & HMSC Procedure" which are to be followed by the Indian Researchers as a part of documents to be submitted along with their project for HMSC's consideration such as Institutional Ethics Committee (IEC) clearance(s) from all centres/study sites involved in the study; approval of Drugs Controller General of India (DCGI); registration with Clinical Trial Registry of India (CTRI), wherever required.

Additional FCRA clearance is must for all Private Institutes/ NGOs/ Agencies receiving foreign funds. These should be empanelled with NITI Ayog and they should submit certain other documents also.

Any transfer of biological material has to be an integral part of a collaborative research project and a duly filled in Material Transfer Agreement (MTA) needs to be submitted. The guidelines of the Ministry of Health & Family Welfare for exchange of human biological material F.No.L.19015/53/97-1H (Pt.) dated 19/11/1997 are to be followed (available on ICMR web site).

For projects involving foreign assistance/ collaboration, all Directors/ HODs/ Scientists must ensure that Pis should obtain HMSC approval, before initiation of the study. Otherwise, it will be taken as a serious lapse on their part.

Best regards,

Yours sincerely,

*Balram Bhargava*

(Balram Bhargava)

To  
All Directors of ICMR Institutes/Centres  
All HODs  
ICMR website

# Kalyan Singh Super Specialty Cancer Institute

C.G. City, Sultanpur Road, Lucknow-226002

## Constitution of Institute Research Committee: Three years (2022-2025)

S. No.	Name	Designation	Role
1.	Prof. R. K. Dhiman	Director	Chairperson
2.	Dr. Vijendra Kumar	Dean	Vice Chairperson & Member
3.	Prof. Rakesh Kapoor	Head, Department of Radiation Oncology, PGIMER, Chandigarh	Member
4.	Prof. Shally Awasthi,	Head, Department of Pediatrics, KGMU, Lucknow	Member
5.	Prof. Amita Aggarwal	Head, Department of Clinical Immunology, SGPGIMS, Lucknow	Member
6.	Prof. Soniya Nityanand	Director, Dr. RMLIMS, Vibhuti Khand, Gomti Nagar Lucknow	Member
7.	Dr. Gaurav Singh	Associate Professor, Department of Dentistry	Member
8.	Dr. Gitika Pant	Assistant Professor, Department of Pediatrics	Member
9.	Dr. Durgesh Kumar	Assistant Professor, Department of Surgical Oncology	Member
10.	Dr. Ayush Lohiya	Assistant Professor, Department of Public Health	Member
11.	Dr. Manisha Gupta	Assistant Professor, Department of Microbiology	Member
12.	Dr. S. Priya	Assistant Professor, Department of General Medicine	Member
13.	Dr. Asim Rasheed	Associate Professor, Department of Anesthesia	Member & Alternate Member Secretary
14.	Dr. Sharad Singh	Associate Professor, Department of Radiation Oncology	Member and Member Secretary