EDUCARE
INSTITUTE OF DENTAL SCIENCES

Standard Operating Procedure

Introduction

The purpose of developing Standard Operating Procedure (SOP) of the Research Committee is to give a clear idea to undergraduate/post-graduate/faculty researchers about its proposal processing pathway. The Research Committee at Educare institute of Dental sciences consists of faculties from clinical, paraclinical and basic sciences disciplines. The Research Committee aims to offer timely and complete critical appraisal to the submitted research proposals and offer technical guidance to those who submit their proposals for its review. The review of the submitted research proposals is an in-house exercise, where an attempt is made to assess its feasibility, to improve relevance to the local context, technical quality and ethical aspects of proposed research.

Develop the procedures for processing the submitted research proposals

1. To offer guidance to RC members and investigators as how to review and receive comments respectively
2. Conduct periodic research methodology trainings to empower students and faculty on relevance, technical quality and ethical aspect of the research
3. Define a policy for funding institutional research.

Composition of the Research Committee

The committee consist of members from various clinical, paraclinical and basic sciences disciplines. departments, who have the qualification and experience to review and evaluate the scientific, ethical and legal aspects of research projects. We have members who are professionally trained in quantitative and qualitative research methods. Members are also trained to review the ethical issues and offer guidance to the researchers.

The Committee will ensure that their members receive initial and continued education in research ethics and science, and are kept aware of current issues and developments in the broad area of ethics and science.

Meeting and quorum requirement

The meetings are flexible depending on the number of projects submitted or the need to review post-graduate thesis proposals.

Recording of the discussion

The minutes of the meetings are recorded. The members are given a template to note down their comments. Later on, comments for each proposal are compiled and communicated to the concerned investigators.

Guidance for the Investigators: How to develop the research proposal?

The investigators are advised to develop their proposals as per the pre-specified checklist. The proposal should be developed under the following titles

Introduction

The proposal should have an "Introduction' section which states the 'need' for the present study. It should have a brief note on what is known to the science on the given topic and what 'new' will be added by doing the present study. It should state as how this study is going to benefit the current state of practice/medical care/education etc.

A brief review of literature

It should include some known facts and some existing gaps in the knowledge. It is better to review the recent articles from the indexed journals. An attempt should be made to know as what is happening at international level, national level and regional level. It should also explore the strengths and limitations in the previously reported studies.

Objectives

'Objectives (Primary and Secondary) of the students' should be clearly defined.

Material and Methods

In the 'Methods' section, please define the setting (Laboratory/hospital/community/college) in which the present study will be done. Also, specify under which Department the proposed study will be done.

Study design

Please specify the study design

Study participants/subjects

Human/Animals/Laboratory samples/Secondary data

Sample size

In quantitative research, sample size should be worked out on the basis of a 'primary outcome' of the study and justified. It is better to avoid feasible sample/convenient sample in quantitative research as it affects its external validity. In qualitative research, type of sample and sampling should be worked out and described.

Sampling procedure

Once the sample size is decided, then that sample should be selected from a suitable 'sampling frame' by using some random selection methods, where every study participant has equal probability of getting into the study. Sampling procedures and the study period should be defined. In case of clinical trials, the details related to 'Phase' of the trial, randomization and blinding should be given.

Measurement

Develop a tool which is reliable and valid i.e. It measures what you want to measure more accurately. Follow standard questionnaire development practices. Please check copyright/permission issues if you are using a standard questionnaire. The details of study participants such as age, gender etc. should be mentioned.

Ethical issues

Please mention the ethical issues you are expected to face and your strategy to minimize any potential harm. Please follow guidelines on Good Clinical Practice (GCP) while conducting clinical trials and CPCSEA guidelines in the conduct of animal experiments. The consent forms for research on human subjects should have an informed consent form as per given template. Please follow Consolidated Criteria for Reporting Qualitative Research for conducting and reporting qualitative researches . We encourage researchers to anticipate ethical issues in the proposed research and try to address it in its design and data collection.

Analysis

The details of the study variables to be measured and the appropriate statistics (test of significance, level of significance) should be given. Analysis plan should be clearly worked out at the time of proposal development. Please mention the name of statistical software to be

used for analysis of proposed study data. Please consult and acknowledge the biostatistician or epidemiologist during the phase of proposal development.

How to submit the research proposals?

- Please submit one hard copy of research proposal with the completed checklist and a covering letter to the member secretary of Research Committee
- Please check the content of proposals as per points in the checklist and then check the box
- Please make sure that a soft copy of the proposal is submitted before the submission of hard copy to the member secretary of Research Committee

Presentation of proposal at RC committee meeting

Investigators are invited to present their proposed research work at a scheduled RC meeting. Investigators are advised to make a PowerPoint presentation of not more than seven minutes as per the template prescribed by the RC. There will be three minutes time for questions and clarifications. The RC members will receive the soft copies of all research proposals on their respective email IDs. In the RC meeting, the members will have to review the proposals as per review template given for the research on humans and animals.

There are separate review templates for research based on humans and animals. Once the presentation of the Investigator is over, the members can write their comments in the respective review templates. The members may obtain these templates from the RC member secretary quite before the RC meeting if they wish to finish the review before attending the meeting.

Comments by the RC members

Investigators are encouraged to note down the comments of the RC members during the presentation. However, all the presenters will receive the complied comments in a written communication within a week after the presentation at RC meeting is over.

How to submit the revised proposals?

Investigators have to revise their proposals in the light of comments given by the RC members. Apart from this, investigators have to respond to each comment point wise as per the given response template and make the corresponding changes in the proposal.

Policy for Research Scholarships at Educare institute of Dental sciences

Purpose of the Research Funding

The purpose of research scholarships is to promote research leading to publication of original research papers by students and faculties in indexed scientific bio-medical/health journals. However, we encourage students, post-graduates and faculties to apply for funding at various regional, national and international level.

Research by the undergraduate students

1. Undergraduate investigators who have obtained clearance from the research committee, may apply for funding.
2. Projects will be shortlisted depending on its scientific merit and publication potential
3. Investigators will have to submit their completed project report and publications related to work done to coordinator of the Research Committee.

Research by the postgraduate

1. No scholarship for mandatory assignments such post-graduate dissertation will be offered
2. Any research project, apart from thesis work and mandatory requirements will be considered for a scholarship which is subject to clearance from the Research committee and the ethics committee
3. Projects will be shortlisted for funding based on its scientific merit, compliance to comments given by research committee members and its publication potential
4. Investigators have to submit their completed project report and related publications to coordinator of Research Committee. Standard Operating Procedure of Research Committee, Educare institute of Dental sciences

Research by the teaching Faculties

1. Scholarship is subject to clearance from the research committee and the ethics committee
2. Projects will be shortlisted for funding based on its scientific merit, national or regional, or local relevance of topics, compliance to comments given by research committee members and its publication potential

3. Investigators have to submit their completed project report and related publications to coordinator of the Research Committee

Authorship Guidelines for Researchers at Educare institute of Dental sciences

The reason for this authorship guideline is to –

Offer technical information and promote good authorship practices among researchers and avoid duplication of efforts.

It is based on the recommendations of the International Committee of Journal Editors, Journal of American Medical Association and FAIMER guideline for authorship.

International Committee of Medical Journal Editors (ICMJE), also known as Vancouver group, 2001, states that – Authorship credit should be based on:

1. Substantial contributions to conception and design, or acquisition of data, or analysis and interpretation of data;
2. Drafting the article or revising it critically for important intellectual content; and
3. Final approval of the version to be published

Conditions 1, 2, 3 must all be met. Acquisition of funding, the collection of data, or general supervision of the research group, by themselves, do not justify authorship.

1. **Encourage a culture of ethical authorship** – Good authorship practices should reduce the incidence of such dilemmas. Each department library should have a book on publication ethics and there should one post-graduate seminar on publication ethics
2. **Start discussion on authorship when you plan your research** – It is better to decide the team to begin with and gather views of all team members and if possible discuss authorship at a face-to-face meeting. Continue to discuss ideas about authorship as research work progresses, especially if new people get involved. Keep a written record of your discussion and decision
3. **Decide authorship before you start writing each article/case report** – Ensure good communication to avoid misplaced expectations and poor communications. Ideally there should be a face-to-face meeting where it is confirmed who will do what – and by when. Keep everyone informed of changes, if any

4. **Review by Research and Ethics Committee –** Please ensure the clearance of your research proposals from the Research Committee and the Ethics Committee of Educare institute of Dental sciences. It is expected to strengthen technical and ethical dimensions of your research proposals
5. **Informed consent –** Please obtain informed consent and retain its details. In a case report, consent for publication in print and electronically must be obtained from the patients. Please prepare your consent forms in the prescribed format as recommended by the Research and Ethics Committee.
6. **Consider author contribution –** All authors must have made an individual contribution to the writing of the article and not just been involved with the patient's care
7. Individuals just involved in the patient's care (including diagnosis and management) should be listed in the acknowledgements.