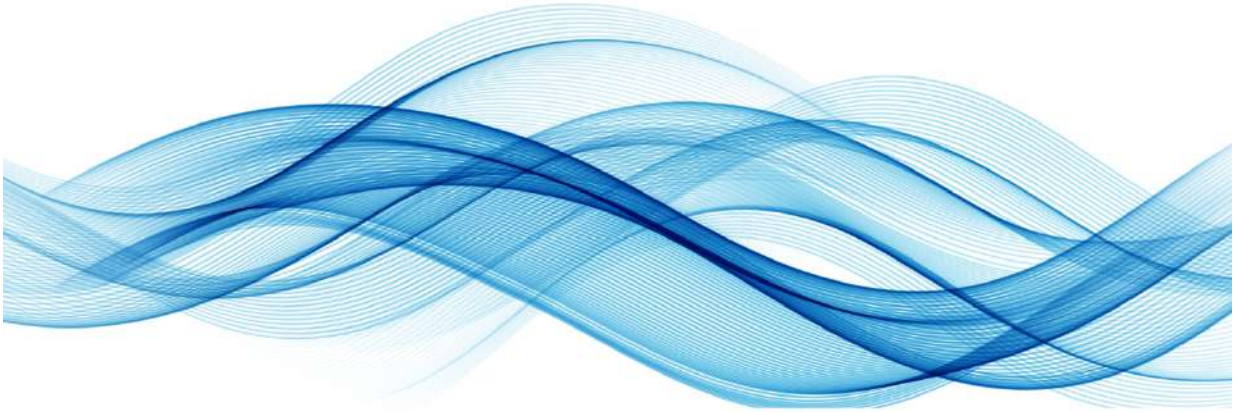
Late Shri Yashwantrao Chavan Memorial Medical & Rural Development Foundation's Dental College and Hospital, Ahmednagar

# INSTITUTIONAL
# RESEARCH POLICY



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# EXECUTIVE SUMMARY

**WHAT IS RESEARCH?**

Research is a process of systematic investigative study of materials and sources in order to establish facts and reach new conclusions.

This entails the collection of relevant data, documentation of critical information, and analysis and interpretation of collected information, in accordance with suitable methodologies set by specific professional fields and academic disciplines.

Research can be: exploratory, descriptive and causal. Each serves a different end purpose and the mastery of all three can lead to sounder insights and greater quality of conclusive information.

**WHY DO WE NEED A RESEARCH POLICY?**

The purpose of the Research Policy is to encourage and facilitate an atmosphere of research among faculty and students of Shri. Yashwantrao Chavan Memorial Medical & Rural Development Foundation's Dental College & Hospital,Ahmednagar. The policy serves as a framework within which research activities are carried out.

The primary purpose of research is to advance knowledge and further the educational program. These functions should be integrated and interwoven through the entire academic and administrative structure.

There is also an inherent obligation to render public service, through relevant research and projects that are useful to the society as a whole. Research policies help the institute to fulfill this responsibility while undertaking various types of research.

**WHO ARE THE STAKEHOLDERS?**

Stakeholders have been defined as “individuals, organizations or communities that have a direct interest in the process and outcomes of a project, research or policy endeavor”

They can be:

- Principal investigators
- Dental College Management
- Patients and Patient organizations
- Professional bodies and Healthcare providers
- Institutional Ethical Committee
- Institutional Research Council
- Academic unit
- Research unit
- Civil society
- Purchasers and Payers
- Public policy-makers
- Policy advocates
- Product manufacturers

**WHAT DOES SAFE RESEARCH LOOK LIKE?**

The Hippocratic Oath itself deems *"do no harm",* and our Institute considers ethical research practices as a matter of paramount importance.

Clinical research improves the understanding of science and promotes oral health. However, it is important to protect the individuals who consent to participate in our research.

These principles can guide the conduct of ethical research in the institute:

1. Ensuring social and clinical value of the research projects
2. Scientific validity of research methods
3. Fair subject selection based on scientific goals of the study
4. Justified risk-benefit ratio
5. Review by Institutional Ethics Committee
6. Voluntary research participants & Informed consent
7. Confidentiality of personal information

# INTRODUCTION

Late Shri. Yashwantrao Chavan Memorial Medical & Rural Development Foundation's Dental College & Hospital, Ahmednagar is committed to a culture of scientific growth and to an environment that promotes innovation and research. The Institute continually strives to improve research infrastructure in order to make scientific progress and improve community development while holding researchers accountable for safe research practices.

A Research Policy Document would provide a structured, synchronized, collaborative, and sustained approach to the maintenance and enhancement of research promotion and practices through the creation of standard protocols that support effective responses; reduce risks, and prioritize patient safety into institutional functions and services. This would help mitigate risks, individual blame or punishment for medical/human error thus encouraging learning and knowledge sharing in a complex healthcare environment.

The Institutional Research Committee outlines the protocol for undertaking research projects in the institute. Research proposals are reviewed and approved by the members unanimously for any project undertaken. Approved research projects are monitored and reviewed as deemed appropriate. Researchers are encouraged to present their research in speciality conferences as relevant.

# GOALS

The Institute will:

1. Encourage, nurture, and promote research projects to positively impact the community,  society, and the scientific community as a research oriented organization
2. Develop strong leadership and support in research endeavors while making strategic investments
3. Forge strategic alliances of to improve interdisciplinary research investigations and provide the ability to propose innovative solutions to community needs
4. Protect the wellbeing and confidentiality of the individual as well as the community at large during all research activities
5. Establish a culture of research and innovation in the students and faculty

# GUIDING PRINCIPLES

- The research and development activities of the institute will be conducted and managed under the umbrella of the Institutional Research Cell (IRC) and headed by Dean.
- The IRC will provide administrative and managerial support for the conduction of sponsored or non sponsored research, consultancy, or other research related activities of the Institute.
- The IRC will enable smooth interactions by acting as a liaison between institutional researchers and external agencies, promote Institute-Industry interactions, manage externally funded research and the development of projects or patents.
- The IRC will be the regulatory body of the institute to outline research policy guidelines and respond to challenges in enhancing research activities.
- IRC shall review, implement, and supervise research strategies and projects.
- IRC shall seek the counsel and approval of the research committee or ethics committee or institutional patents committee for all relevant matters.

# COMMITTEE COMPOSITION

| Institutional Research Committee | |
|---|---|
| Chairperson | Dean |
| Vice Chairperson | Head of Ethics Committee |
| Member Secretary | Chairperson of IPR committee |
| Alternative Member Secretary | President of Institution Innovation Cell |
| Treasurer | Head Accountant |
| Members | Head of all Departments |

| Institutional Patents Committee | |
|---|---|
| Chairperson | Senior faculty trained in IPR & GCP guidelines |
| Member Secretary | Faculty trained in IPR & GCP guidelines |
| Treasurer | Head Accountant |
| Members | Head of all Departments |

# FRAMEWORK FOR FUNDING

Late Shri. Yashwantrao Chavan Memorial Medical & Rural Development Foundation's Dental College & Hospital, Ahmednagar will provide research grants to all deserving research projects.

The institute aims to encourage and incentivize teaching and research in emerging areas in dental sciences.

A budgetary head will be allocated who will also be the treasurer of the IRC. Before submitting a request for grants under the scheme, the applicants are requested to follow the guidelines of funding. Non-compliance of the guidelines will lead to rejection of the proposal.

Institute will provide research grants to all deserving research projects under the condition that the research proposal is approved by the IRC and IEC.Researchers must all be institutional faculty or students.

Research be undertaken by either an individual independent researcher or as a group. Principal investigator or group (with names) must be mentioned on the research proposal submitted to IRC.

The institution may allocate a minimum of **Rs _____** for major research projects. The institution may allocate a minimum of **Rs _____** for minor research projects.

The budget may be utilized for

- training of faculty in research,
- to develop support mechanisms,
- appropriate administrative support,
- resource person consultancies,
- research related exploratory partnerships,
- books and journals,
- chemicals or consumables,
- visits to centers of excellence for knowledge sharing,
- research equipment,
- conference presentations,
- publication,
- and any other activity towards realizing the objective

The Institute may also financially reward successful publications in high quality journals or for presentations of research outputs.

These awards incentivize various research activities like

- quality publications,
- successful completion of external funded research projects
- and for successful guidance to students for research related activities.

# ETHICS & CONSENT

The onus of responsible research lies with the investigators and the institute expects that ethical conduct be observed at all times.

The Institute is committed to maintaining the highest standards of rigor and integrity in the conduct of all research which includes training new researchers.

The SOP for Institutional Ethics Committee outlines the requirements of good practices and standards of conduct in detail. Every researcher must judiciously adhere to these in all aspects of work.

They must ensure protection of the dignity, rights, safety and well-being of the research participants.

Any and all conflicts of interest must be declared.

The IRC with the investigators must ensure that universal ethical values and international scientific standards are followed in terms of local community values and customs.

Privacy of participating individuals and confidentiality of data including the documentation of research must be protected.

All research proposals must be submitted to the IRC.

The decision on the type of review required rests with the committee and will be decided on a case-to-case basis.

Researchers can approach the committee with appropriate justification for the proposal to be considered as exempt, expedited or if waiver of consent is requested.

# IRC REVIEW

*Documents to be submitted:*

1. Cover letter
2. Application form
3. Details of principal investigator and other researchers
4. Research objectives
5. Brief summary / lay summary outlining rationale of why human study is needed to answer the research question
6. Detailed description of the methodology of the proposed research
7. Informed consent document
8. Case record form/questionnaire
9. Proposed recruitment procedures: advertisement, notices, etc
10. Patient instruction card, diary, etc. (if applicable)
11. Details of fund requested (if applicable)
12. Details of any regulatory permissions & relevant administrative requirements
13. Details of any research ethics/other training evidence of researchers
14. List of ongoing research studies undertaken by the principal investigator
15. Undertaking with signatures of investigators

Approval may be granted after checking completeness of documentation and due diligence on evaluating the research project.

# MONITORING & REPORTING

Monitoring is an essential element of study conduct designed to ensure ethical conduct, proper collection and documentation of study results, appropriate records of study procedures and subject interactions, and compliance with the approved protocol.

Monitoring enables us

- to learn from experiences,
- to improve practices and activities in the future,
- to have internal and external accountability of the resources used and the results obtained,
- to take informed decisions on the future of the initiative,
- to promote empowerment of beneficiaries of the initiative.

Investigators are in the best position to monitor research first hand.

The principal investigator is responsible for proceeding according to the timeline and for managing research consequences.

Research projects are approved along with a clear timescale and deadlines by the IRC.

Funded projects must also monitor the finances and provide the Institute with monthly expenditure reports.

Reporting is the mechanism by which the outcome of monitoring the research is conveyed to the institution.

As a consequence of monitoring, investigators must report all matters relating to the ethical conduct of research to the institution, IRC, and IEC.

The Research Governance Officer will administer the institutional responsibility of ensuring that research is reliably monitored.

Research projects involving clinical trials, non-clinical trials and innovations require monitoring to be commensurate with risk, size and complexity of the project and thus the reporting should be appropriate and in accordance with the risk.

Principal investigator is expected to report all adverse events and outcomes.