



YENEPOYA

(DEEMED TO BE UNIVERSITY)

Recognized under Sec: 3(A) of the UGC Act 1956

Accredited by NAAC with 'A' Grade

YENEPOYA PHARMACY COLLEGE & RESEARCH CENTRE





Yenepoya (Deemed to be University), Derlakatte, Mangaluru - 575018

Scientific Review Board (SRB)

Committee Policy

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1. INTRODUCTION

VISION

Rapid growth in scientific knowledge is an indication of quest for discovery and has an impact on economic and social development. Science, technology and innovation is often initiated at the undergraduate levels and it should be nurtured. Research and developmental activities create and disseminates new knowledge in range of fields, promotes innovation and these will motivate better learning and teaching among faculties and students. Research is the foundation of knowledge that brings new energy, builds state of the art facilities, promotes research publications, develops collaborations and becomes part of active community that shares the mission objectives. Taking these into considerations, Research Policy of Yenepoya Pharmacy College and Research Centre (YPCRC) has been framed.

PURPOSE

The purpose of the Research Policy is to create an active, energetic atmosphere of research among faculty and researchers in YPCRC. The policy shall serve as an overall framework within which research activities may be carried out.

2. OBJECTIVES

- To create an enabling environment within the Institute in order to foster a research culture as well as provide required support through research framework and guidelines.
- To ensure high level of efficient and effective support system to facilitate faculty and researchers in their research activities.
- Ensure publications in quality journals, indexed in Scopus / Web of Science and/or with impact factor.
- To nurture an environment of undertaking socially useful research with potential for commercialization.
- To Establish Research Center within Institute with potential for Excellence.
- To forge interdisciplinary collaborations and partnerships nationally and globally.

3. RESEARCH POLICY

- a. **Undertaking Research:** Faculty members of YPCRC are expected to undertake research, leading to quality publications, presentations in National/International conferences of repute, generation of Intellectual property with potential for commercialization, socially useful outcome and other similar research activity. Research output will be considered one of the criteria for faculty recruitment and promotion along with other academic responsibilities.
- b. **Recruitment and Promotion:** The institute shall recruit such faculty members and researchers who have demonstrable/ demonstrated capability in research. Faculty promotion may significantly depend on research undertaken.
- c. **Research Management:** Research committee shall be responsible for overall functioning of research activities within the institute. Each departmental research activities will be coordinated by HOD or the concern departments.
- d. **Research Ethics:** It is expected that each member involved in research – faculty, PhD scholars and postgraduate researchers are expected to demonstrate highest ethical standards of conduct in research activity. It includes data originality, adhering to ethical guidelines, given from time to time, for carrying out research. Each faculty member and researcher shall follow academic honesty in his/her research work. Suitable disciplinary action may be initiated, if found guilty, against such individual/group.
- e. **Funding Resources for research support:** Yenepoya (Deemed to be University) provides intramural funding through seed money based on the quality and impact or research. The University will extend facility by supporting publication charges, where manuscripts are communicated to quality journals. Such requests will be scrutinized through a committee appointed by Principal. Details regarding University norms have been enclosed (**Annexure I**). The University is also going to provide financial support for attending conferences in India and foreign countries. A college level committee appointed by the University will scrutinize the candidatures and going to recommend to the University. Regarding that detailed University norms have been enclosed (**Annexure II**). Different research achievements will be encouraged further by providing research

incentives. Details of research incentives have been enclosed (**Annexure III**). The members of SRB will facilitate awareness regarding potential funding. Projects funded from government and private agencies, autonomy is provided to the principal investigator/coordinator for utilizing overhead charges.

- f. **Faculty Research:** All the faculties should write the project proposals for suitable funding agencies (Yearly minimum one project should be written to the suitable funding agencies through the SRB). By SRB approval, applicant can proceed for further process.
- g. **Student Research:** To enhance quality research output, student mentorship/internship shall be facilitated to encourage undergraduate students to pursue research activities leading to tangible output. The financial provisions were made in the institution budget for supporting student's research projects. The undergraduate students are encouraged for minor research projects under the guidance of supervisors (Third and final year B. Pharm; fifth and final year Pharm D students) or survey for the promotion of research attitude and cultivate practical skills and hands on instrument.
- h. **Ph. D registration:**

All Ph.D aspirants should present their research topic for SRB approval. After seeking approval only candidate can apply to the Yenepoya (Deemed to be University) for registration.

- i. **Quality of Publication:** The research carried out in Institute should be of good quality adhering to highest standards of ethics. In order to recognize the research contribution, currently Institute considers Impact factor provided by Thomson Reuters. The institute encourages publications in journals indexed in Pubmed, Scopus/Web of Science. Institute may revise such policy as necessary in future.
- j. **Periodic Review of Research Output:** Periodic review of research output shall be carried out by each department and provide such information to Scientific Review Board and Principal office, periodically (preferably half yearly) for assessment and required corrective actions, if any.
- k. **Plagiarism:** The manuscripts, synopsis, thesis, dissertations should clear the plagiarism check in the institution plagiarism software before submitting or publishing. The

plagiarism certificate should be submitted to the SRB committee along with the manuscript.

4. STRUCTURE OF SRB IN YPCRC

- The Chairman and convener select Scientific Review Board as many members as required to serve from different departments along with the external member. The committee will be guided by the goals and objectives of research program.
- The committee members were already listed in the beginning of the document.

5. WORKING OF SRB

- SRB should review the research as well as Ph. D proposals, synopsis, manuscript plagiarism check, thesis and dissertations of YPCRC faculty and student research studies before publication or submission. After getting SRB approval, applicant can proceed for further process.
- Research proposals are sent by the applicants directly to the SRB to srbypcrc@yenepoya.edu.in in the prescribed format (**Annexure- IV**), which will correspond with applicants as required.
- According to the number of proposals received, SRB conducts the meeting to review the research proposals, give appropriate suggestions and necessary corrections.
- All successful and unsuccessful application of the results should be notified by email and hard copy to the SRB convener.
- The successful applicants are asked to submit full proposals directly to the SRB convener, copying to the HOD.
- Each department HOD reviews and selects research projects in accordance with the Guidelines for Grant Proposals and subject to the overall funding available.
- The progress reports from all grant recipients whose projects were complete at the end of the year should be submitted to the research committee before submitting to the funding agencies.
- These reports are then used to produce an annual report of the SRB. In addition, the SRB prepares regular reports on its activities.
- All Ph.D proposals have to be presented to SRB for approval.

- Once a submission is approved and added to the agenda, the SRB will assign the principal investigator a time to present his or her proposal at the SRC meeting. Attendance is required for SRB review. The investigator may be accompanied by key research personnel (e.g., the faculty mentor, Co-investigator, Coordinator).
- In addition, the SRB may desire to comment on the proposal's scientific relevance or compelling ethical or patient safety issues. The SRB will submit a summary of their evaluation and report their final recommendation as:
 - a. Recommend acceptance without amendment
 - b. Recommend acceptance pending amendment
 - c. Recommend rejection
- The SRB may call upon a consultant or external member if additional expertise is needed to conduct a review. The opinion of the consultant will be taken into consideration.
- The approved research proposals will be provided with the SRB number as YPCRC/SRB/Year/01....
- The PI of the approved proposals who started the research study should produce the yearly progress report to the SRB.
- The first / corresponding authors should be submit the proforma (**Annexure- V**) to the SRB committee before manuscript submission to the journal.
- Apart from first and corresponding authors, remaining authors should intimate regarding the communication and acceptance of their manuscript.
- All the student group projects should be approved from the SRB committee before starting the project in the prescribed format (**Annexure- VI**).
- Plagiarism should comply with UGC and Yenepoya (Deemed to be University) regulations which will be notified shortly. Plagiarism checker software will be installed in the college soon which can be used to get the plagiarism clearance certificate.

6. ROLES AND RESPONSIBILITIES OF SRB ADMINISTRATOR

1. The SRB administrator is responsible for receiving, cataloguing and tracking all new protocols conducted under the auspices of the YPCRC-IRB.
2. Following receipt of a protocol, the Administrator conducts an initial administrative review to ensure that all requisite components of the protocol are present before enlisting reviewers for the protocol or before forwarding the protocol to the SRB Chair for reviewer assignment (see Scientific Review Committee Proposal Format).
3. Following assignment of reviewers, the administrator contacts the reviewers and forwards to them all relevant materials 10 days before the SRB meeting.
4. The Administrator performs follow up with reviewers to ensure that the protocols receive a timely review.
5. The Administrator schedules SRB meetings and notifies committee members of meeting times.
6. The Administrator records all minutes and committee votes in written form, and maintains appropriate records and other documentation.
7. The Administrator manages and oversees all committee correspondence and all committee-related clerical duties.
8. The Administrator performs other SRB-related business delegated by the Chair.

7. GUIDELINES FOR RESEARCH

- All the staff should submit the details of their academic improvements such as serving in the editorial board of journals, members of steering committee in national and international conferences/seminars.
- The faculty and student should submit the details of research awards received from national and international professional bodies and agencies.
- The faculty should submit the number of post graduate and doctoral scholars guided by each in the year.

- The faculty should inform to the scientific committee about their expertise abilities for consultancy services. The institution will advertise on website and in news paper for consultancy work. (Incentives for consultancy work)
- Any faculty and student holding the Institutional Social Responsibilities should submit the details of the same.
- All committee members should suggest for upgrading the infrastructural requirement to facilitate the research in the institution.
- All departments should list the Eminent Professors and Researchers Visited the Institution, should be forwarded to the Research committee convener through email and must submit the hard copy of the details

8. STRATEGIES TO IMPROVE AND ENCOURAGE RESEARCH IN YPCRC

- All HODs' should organize department wise conferences, seminar and workshop regularly to upgrade the knowledge in the current era by notifying to the Research committee. (Note: If any faculty is getting fund for organizing the seminar, conference, the convener will be the respective person who got the fund).
- The institution will grant special leave to staff members and students to attend as well as present paper/poster in International, national and state level seminars and conferences etc.
- The institution encourages faculty members to do registration for Ph. D by providing infrastructural facilities to initiate research.
- The institution encourages research by awarding Ph. D. The institution also will encourages research by providing recommendation letter and all official assistance for the postdoctoral fellowship and research associateship.
- The institution encourages staff and students to publish research papers and books by felicitation under staff development scheme (Incentives will be given for the publications depending on the impact factor)
- For the improvement of research in the institution, multidisciplinary/interdisciplinary research facilities will be given (Between/among different departments/and Collaboration

with national/international institutions/industries) through the permission of department HODs and institutional head.

- The department heads should invite/facilitate researchers of eminence to visit the campus and avail the impact of such efforts on the research activities of the institution.
- The faculty will be provided facilities like sabbatical leave/ for pursuit of higher research in different institutions within the country and abroad.
- Each department should conduct at least one training programme for the following title:
 - Training in research methodology, research ethics and biostatistics.
 - Development of scientific temperament.
 - Presence of Medical / Bio Ethics Committee.
 - Research programs in Basic Sciences, Clinical, Operational Research, Epidemiology, Health Economics, etc.
 - Instilling a culture of research among undergraduate students.
- The departments of the institution should put effort for getting recognition for their research activities by national / international agencies (ICMR, DST, DBT, WHO, UNESCO, AYUSH, CSIR, AICTE, etc.) The significance and outcomes or breakthroughs achieved by this recognition should be notified to the research committee convener.
- If the faculty is applying for any patent through the institution, the institution will put special efforts to encourage its faculty to file for patents.
- The institution encourages Inter-institutional collaborative projects and grants (National and International collaborations)
- The institutional departments should publish reports/compilations to enrich knowledge and skills.
- Preparation of annual research progress report for each department to assess the achievement of milestones
- Strengthening the infrastructure in thrust areas of research striving for centers of excellence.

9. GUIDELINES FOR THE SUBMISSION OF RESEARCH PROPOSAL TO THE
SRB

Documents which are to be approved by SRB of YPCRC before submitting elsewhere

- Ph. D research proposals
- Manuscripts
- Thesis or Dissertations
- Research proposals for funding agencies
- Patents to be filed
- Research Projects

ANNEXURE-IV

**Research Project Proposal Format for Investigator-Initiated
Research**

**Scientific Review Board/Institutional Review
Board
Yenepoya Pharmacy College and Research Center**

General guidelines for proposal submission

- Number all pages
- Place title on all appendices
- Proof read the proposal carefully—spelling and grammar check programs miss many errors
- All abbreviations and acronyms should be defined with first use in the document
- All the tables and figures should be listed in the beginning of the document

Format of proposal submission

Title Page

- Title of Project
- Identify Principal Investigator, Institution, Department Affiliation
- Identify all Co-Investigators, Institutions, Department Affiliations

Abstract/Project Summary

- Should be ≤ 350 words
- Should contain most critical background and methodology information
- Bibliographic references should not be used in the abstract

Hypothesis

- State hypothesis/hypotheses to be tested

Specific Aims and objectives

- List specific aims in decreasing order of importance
- Aim can be subdivided into objectives

Background and Significance

- Should be thorough and clearly cover the current literature in the area to be studied
- References are required for all work cited and should be cited numerically in order used in the document
- Use the most recent reference sources that are relevant to the proposal

- This section should end with a description of how the proposed study will add to the current body of knowledge and clear the gap in the literature

Preliminary Work

- Any preliminary work done by the current investigators relevant to this study should be included here
- Many investigators will leave this section blank for a new area of study

Methods

- Study Design
 - Describe the study or research design
 - Give rationale for choosing the study design
- Study Subjects
 - Describe process of subject selection
 - Inclusion criteria—should be very specific and listed in numeric or bulleted form
 - Exclusion criteria— should be very specific and listed in numeric or bulleted form
 - Describe process of control selection, if using controls
- Sample Size
 - Explain total number of subjects to be tested
 - Justify number of subjects to be treated
 - Describe statistical methods used to determine adequate sample size
 - Show effect size, alpha (standard is 0.05), and beta (standard is 0.8)
 - If local subject numbers are insufficient, describe plan to address suboptimal sample size (partnership with other researchers, increased recruitment area, etc.)
- Data Collection
 - Define data points to be collected
 - Give rationale for any specific date ranges used to define data set
 - Describe which data points represent study outcome variables
 - Include any forms to be given directly to subjects exactly as will be used in the

study

- Include form to be used for investigator collection of data (Consent forms and investigator brochure)
- If laboratory techniques are to be used, describe in detail
- Data Handling
 - Describe how data will be collected and stored
 - Explain steps taken to assure accurate and complete data collection
 - Describe steps taken to ensure security of any confidential information to be collectedduring
study
- Data Analysis
 - Explain detailed plan for analysis of data
 - Describe statistics to be used
 - How will analyses performed test study hypotheses and specific aims?
 - Describe expected formats for presenting results
- Time Frame
 - Detailed and realistic time frame for subject recruitment and participation
 - Time frame for completion of entire study (including analysis)
- Strengths/Innovation
 - Describe the strengths of the study proposed and propose the expected outcome
 - Describe specifically how this study will enhance the current body of knowledge
- Limitations
 - Describe potential problems that may arise and plans to address these problems
 - Describe potential confounding variables in the study and plans to account for the
confounders

Risks and Benefits to Human Subjects, Animal Care, Hazardous Materials

- Risks to Study Subjects

- All studies collecting patient data have the risk of accidental disclosure of protected health information
- Direct Benefits to Study Subjects
- Benefits to Society
- If animals to be used, provide detailed plans describing number of animals, plans for the care and disposal of the animals
- If hazardous materials to be used, describe detailed plans for safe use, storage, and disposal of materials
- Discuss ethical concerns involved in conduct of the proposed study

Budget/Research Environment (facilities, clinical space, etc.)

- List total cost to be incurred to complete study
- Identify source of funding for study conduct
- If multiple areas of cost to study, itemize budget as appropriate

References Cited

- List relevant literature to the proposed study in Vancouver style
- Make every attempt to cite the most recent and relevant literature in the area to be studied

Appendices

- Data Collection Form that will be used to collect actual study data, most often in one of the following formats
 - May be Excel spreadsheet or similar file if collecting data electronically
 - May be Word document or similar file if using paper for data collection
 - Any survey or measurement tool to be given directly to the subjects
 - Previous publications of preliminary work, if any
- Plagiarism certificate in case of manuscript

Proposals will be evaluated for the following criteria:

The SRB will primarily focus on the elements of good scientific study design. They are

1. Clarity of the research problem and achievable objectives
2. Scope, Rationale and social relevance of the study
3. Efficiency of research design
4. Rigor and feasibility of methods
5. Accurate sample size and relevance of controls
6. Validity of the statistical analysis plan.

ANNEXURE- V



Recognized under Sec 3(A) of UGC Act 1956
Accredited by NAAC with 'A' grade

Yenepoya Pharmacy College & Research Centre

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PROFORMA FOR APPROVAL OF MANUSCRIPT SUBMISSION TO SRB

Sl. No. <small>(office use)</small>		Date:
General details		
1	Name of the author-1 with affiliation given in manuscript	
	Authorship details (first or corresponding author)	
2	Name of the author-2 with affiliation given in manuscript (if any)	
	Authorship details (first or corresponding author)	
3	Department	
4	Contact details (Phone No. and E-mail)	
Manuscript details		
1	Title of the Manuscript	
2	Journal name	
3	Scopus indexed (Yes or No)	
4	Web of science indexed (Yes or No) If Yes, provide Impact factor and Year	
5	Pubmed indexed (Yes or No)	
6	Plagiarism Clearance (Yes or No) If Yes attach Plagiarism clearance certificate	
7	Abstract (Attach separately)	Attached Not attached

8	Other details (if any)
---	------------------------

Signature of the user with date

Signature of the forwarding authority

-----For

Office use



Scientific Review Board

Yenepoya Pharmacy College and Research Center, Mangalore

Checklist to be submitted along with research proposals by the faculty/PG/UG students for presentation to the Scientific Review Board

Note: Kindly make sure that all the following criteria are fulfilled before presenting your project proposal for scientific review

Sl. No.	PROJECT DETAILS	SUBMITTED (Yes/No)
1.	Names of the investigator and the department	
2.	Names of the project Guide, department and designation	
3.	Project proposal includes <ul style="list-style-type: none"> ❖ Appropriate Title ❖ Introduction ❖ Need for the study ❖ Research question ❖ Hypothesis ❖ Review of literature (Important ones) ❖ Aims and Objectives ❖ Methodology ❖ Work plan ❖ References in Vancouver style and cited properly 	
4.	Whether this project proposal is presented to the Guide/department faculty?	
5.	Whether this project proposal presentation is approved by the Guide/department faculty?	
6.	Presentation of proposal restricted to 20 slides	
7.	Submission of the project proposal to Scientific Review Board	
8.	If the proposal is a revised submission, whether all the suggested changes made with point to point response to the comments?	
	Date of first submission to Scientific Review Board	
	Date of second submission to Scientific Review Board	

Signature of the investigator

Signature of the Guide/HOD

ANNEXURE- VI



Recognized under Sec 3(A) of UGC Act 1956
Accredited by NAAC with 'A' grade

**Yenepoya Pharmacy
College & Research
Centre**

Yenepoya (Deemed to be
University)
University Road, Deralakatte

PROFORMA FOR SUBMISSION OF STUDENT GROUP ACTIVITY TO SRB

Sl. No. (office use)		Date:
General details		
1	Name of the Research guide/Mentor/Supervisor (Block letters)	
2	Department	
3	Name of the students (Block letters) / registered numbers	I. 2. 3. 4. 5. 6.
4	Semester/Batch (Joining	

	year)	
5	Contact details (Phone No. and E-mail) of group leader preferably	
Study details		
1	Subject area	
2	Title of the study	
3	Aim	
4	Objectives	
8	Laboratory used/ place of research	
9	Time needed for the study	

Signature of the supervisor with date

Name and Signature of students

1

2

3

4

5

Signature of the forwarding authority

-----For
Office use



Scientific Review Board

Yenepoya Pharmacy College & Research Center, Mangalore

SCIENTIFIC REVIEW CHECKLIST- FOR REVIEWERS

Sl.No.	Details	Submitted (Yes/No)	Reviewer Comments
1.	Appropriate title		
2.	Need for the study / Social relevance		
3.	Research Question		
4.	Hypothesis statement		
5.	Protocol sound - appropriate to get information being sought		
6.	Aim and Objectives		
7.	Methodology and work plan sound appropriate to reach conclusions		
8.	Deliverable		
9.	Novelty of the study		
10.	Applicability		
11.	Patient Inclusion & exclusion criteria listed		

12.	Patient safety issues		
13.	Statistics: Sample size/power calculation		
14.	Is statistical analysis appropriate		
15.	Data and Safety Monitoring Plan: Is a DSMP presented and adequate		

Final remarks

Approve with no changes

Approve with suggested modifications

Requires additional substantive information or substantive changes

Date:

Name and Signature of the reviewer

