

Appendix 2.

Revised Departmental Review Board (DRB) Guidance Document dated 23rd February 2023

(for all MD/MS/Post graduate Theses /Dissertation)

Purpose:

To facilitate the review process for the investigators in term of time.

Composition:

- The DRB will be established by the **Head of the Department**.
- There will be one Chairperson, a Co-Chairperson who will be appointed from amongst the members (The Co-chairperson will perform the functions of Chairperson in his/her absence or at the time of Conflict of Interest).
- The DRB will be composed of at least 3 and a maximum of 7 members.

Detailed instructions:

The board should opine on the scientific aspects of the proposal. The Board should also consider the feasibility of the proposal and collaboration with any other department if required.

Roles and responsibilities of the DRB members:

- It is the responsibilities of the DRB members to read, understand, and follow the guidance document.
- The DRB will consist of members who collectively have the experience in research methodology and should have at least ≥ 5 years' experience or > 5 years PG teaching experience.
- **All Dissertations / Theses (MD/MS/Post graduate thesis)** will be reviewed and approved by the DRB before submission to Institutional Ethics Committee.
- The signature of the Chairperson/ Co-chairperson of the DRB will be mandatory on the DRB approval letter. Please note that the chairperson signing the DRB approval letter cannot be an investigator in that study.
- It is the responsibility of the DRB member to attend DRBC Meetings and participate in discussions and deliberations so that appropriate decisions can be arrived at.
- It is the responsibility of the DRB member to review, discuss and consider research proposals submitted for evaluation.
- It is the responsibility of the DRB member to carry out the work delegated by Chairperson.
- DRB should ask for submission of IEC approval letter within 6months of the DRB and if delayed should submit the reason to the chairperson of DRB.
- It is the responsibility of the DRB member to assist Chairperson in carrying out DRB work.