



NEHRU COLLEGE OF NURSING
Panayur Road Vaniyamkulam Ottapalam
(A UNIT OF NEHRU GROUP OF INSTITUTIONS)
MANUAL OF RESEARCH
POLICIES
AND
PROCEDURES



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VISION, MISSION AND GOALS

Vision

College of nursing committed to total human development for the well-being of society and environment.

Mission

- The primary mission of the Research committee is to mentor faculty across disciplines on the rigors of writing research proposals, collecting and processing data, writing of research report and publishable research articles in refereed journals from the research projects they undertake with financial support from within and outside of the Institution.
- The center is also mandated to offer opportunity and encourage faculty in all academic units to participate in collaborative and interdisciplinary research projects, locally and internationally.

Objectives

- To create an enabling environment within college 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.
- Establish Research Centers for Excellence.
- Interdisciplinary collaborations with health team members nationally and globally.



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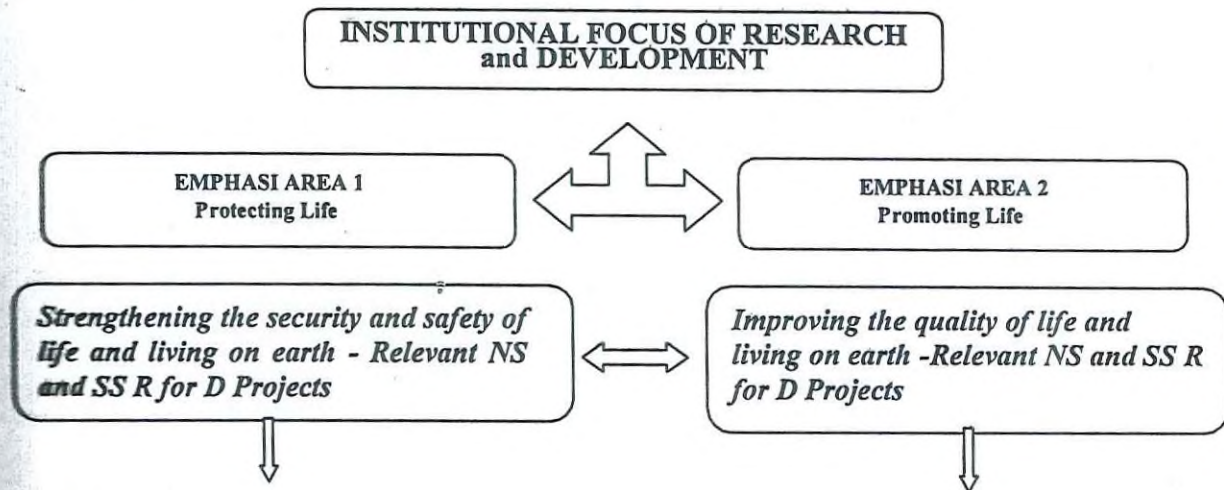
Goals

- Quality and diverse body of students
- Quality support staff
- Adequate facilities and administrative Support
- Supportive and involved alumni
- Long-term financial stability



G.P.S.
PRINCIPAL
P K DAS COLLEGE OF NURSING
PANAYUR (P.O), VANIYAMKULAM
OTTAPALAM, PALAKKAD DT
KERALA - 673522

FRAMEWORK OF THE RESEARCH COMMITTEE



INTEGRATIVE TOPICS FOR COLLABORATIVE RESEARCH

- Health & Development (“One Health”, R&V reduction & promoting development)
 - Health, sanitation & gender justice as drivers/inhibitors of SD of communities
 - Plant, animal & environmental health as factors of human health
- Environment & Development (Environmental security, R&V reduction & promoting development)
 - Linking geo-hazards with environmental health, security of life, and local development
 - Designing R&V M&E methods, geo-hazard mitigation strategies, & development planning
- Energy & Development (Food & energy security, R&V reduction & promoting development)
 - Sustainable Energy Sourcing and generation, and sustainable life and living
- Education & Development (Holistic learning [S/T/H], R&V reduction & promoting development)
 - Designing educational content & pedagogy to reduce R&V & enhancing development Beliefs & practices, literature, music & visual arts as cultural drivers of SD

Acronyms:

- M&E- Monitoring and Evaluation
- R for D- Research for Development
- SD- Sustainable Development
- NS- Natural Sciences
- R&V- Risk and Vulnerability
- SS- Social Sciences
- S/T/H- Science, Technology, Humanities

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PRINCIPAL
P K DAS COLLEGE OF NURSING
PANAYUR (P.O), VANIYAMKULAM
OTTAPALAM, PALAKKAD DT
KERALA - 679522



RESEARCH COMMITTEE AGENDA

To guide the faculty members on what research projects to undertake, the 10 – point research agenda or themes were presented, reviewed, discussed and improved during the Coordination Meeting of designated Research Coordinators of all academic units.

The research agenda were based on the following: the vision and mission of institution, the current issues that are critical to human well- being and the quality of the natural environment as well as the research topics that easily get funding from external sources.

The coverage of the research agenda is also broad enough to provide opportunity for all academic units. Moreover, the faculty members of different academic units are also encouraged to engage in an interdisciplinary or interdepartmental research project. This will promote productive crossing of disciplinary boundaries as well as maximize the use of human and financial resources from the institution.

- Ethics, religiosity, spirituality, and philosophical thinking across generations and spaces
- Gender articulations, issues on children, the elderly, and persons with disabilities in different contexts
- Perceptions of and human responses (adaptation and mitigation) to climate change, environmental threats and opportunities, costs and benefits of environmental protection and conservation
- Governance, economics, law, legal reform, peace, justice, and social equity
- Evidence-based innovations, alternative and complementary methods in the practice and delivery of quality health care, including reproductive health services
- Financial sustainability, resource management, food safety and security, and nutrition
- Innovations and assessment in teaching, including language, literature and communication studies
- Human impacts of and innovations in engineering, business practice, entrepreneurship, and information technology



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PK DAS COLLEGE OF NURSING
PANAYUR (P.O.), VANIYANKULAM
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RESEARCH FUNDING AND INCENTIVES

A. Potential Sources of Research Funds

Internal

- Institutional fund for Research-Seed money from trust (All Departments)
- PTA fund for students Research (All Departments)

External

Local government units

- Government agencies (e.g. CHED, DOH, DOST)
- Private organizations (national and international) Non-government organizations Corporations

B. Publications as Requirements for Promotion in Rank

Sl.No	Designation	Number of Publications and Conference Papers
1.	Lecturer/Instructor	Group research
2.	Assistant Professor	Group research
3.	Associate Professor	One publications + one conference paper presented
4.	Professor	Six publications + one conference paper presented

Guidelines

- The article must be a product of research defined as an investigation, both in the natural and social sciences, that intends to answer questions and test hypotheses to produce a theory or to provide the basis for the development of technologies that improve the quality of life and of living, both of society and the environment.
- The research article must have been published in international peer reviewed journals that are CHED-accredited or indexed in SCOPUS .The author or authors may be requested to submit a photocopy of that page of a journal which contains the policies and list of its editorial board members.



G. S. S.
PRINCIPAL
P K DAS COLLEGE OF NURSING
PANAYUR (P.O), VANIAMKULAM
OTTAPALAM, PALAKKAD DT
KERALA - 679522

- A photocopy of the research article which also shows its year of publication must be submitted to the Office of the Human Resource Division (HRD) Manager that handles FSAS and decides on the merit of publications of faculty who are candidates for promotion in rank.
- There is no limit on the number of faculty and number of published research articles per faculty that can qualify the ICIS per year. These articles have to be submitted up to the last day of office in December of the awarding year.
- The review of the submitted research articles shall start with the FSAS Committee of the University convened by the HRD. Those qualified articles for ICIS will be sent to the Director of Research and Development Center (RDC) for review and endorsement to
- The author or authors will be notified in writing or by email about the status of their submitted published article if this had qualified or not of the cash incentive. The cash incentive for qualified articles shall be directly deposited to the account of the author or authors as part of the monthly payroll.
- The awarded articles are still qualified to apply or avail of cash awards from other institutions or organizations (e.g. CHED REPUBLICA Awards, DOST Awards).

POLICIES AND CONDITIONS FOR AWARDING FACULTY DEVELOPMENT GRANT FOR RESEARCH

The following policies and conditions have to be observed in the approval of research proposals submitted by faculty

- The Research committee shall fund the approved research proposal, with an initial release of 50 percent of the total budget in the form of cash advance, which will be taken from the Faculty Development Grant for Research. But a researcher as a principal proponent can only avail of a grant once to give opportunity to other faculty.
- The approved research project has not been conducted or funded by another source as indicated in the proposal when it was submitted for review.



G. S. S.
PRINCIPAL
PK DAS COLLEGE OF NURSING
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OTTAPALAM, PALAKKAD DT
KERALA - 679522

- The researcher is required to secure all necessary permissions for any part of the proposal (such as the research instrument, photos, secondary data sets) whose copyright is owned by someone else as well as to pay any fees that may be involved in the use of these materials.
- The research has to be conducted according to the methods stated in the approved proposal and has to be completed within the designated period which starts upon the release of the 50 percent of the requested budget. The Research Director has to be notified in writing the reasons for any modifications in the method of conducting the study after the funds have been released.
- The researcher is required to submit in writing to the Director of Research committee midterm report of the status of the project as a way of monitoring its progress. Extension of the project may be granted based on the reasons stated in the written request of the researcher.
- Upon completion of the research project, the researcher is expected to make an oral public presentation which will be co-sponsored by the Research committee. A panel of reviewers will be assigned to comment and offer suggestions to improve the paper.
- The researcher should revise the paper according to the comments and suggestions during the oral presentation and submit the final paper in an article format according to the specifications or requirements of a chosen refereed journal. The researcher is free to decide to what refereed journal the article will be submitted for publication.
- The researcher is required to acknowledge in the article the Faculty Development Grant for Research committee .
- The remaining 50 percent of the budget will only be paid to the researcher after the final paper has been submitted to, reviewed by, and recommended for payment by the Research Director.
- In case of a failure to complete the research project, the researcher is obligated to pay back the actual released budget in accordance with the policy of the university



G. Suresh
 PRINCIPAL
 PK DAS COLLEGE OF NURSING
 PANAYUR (P.O), VANIYAMKULAM
 OTTAPALAM, PALAKKAD DT
 KERALA - 679522

FORMAT OF A PROPOSAL FOR FACULTY DEVELOPMENT GRANT FOR RESEARCH

Title of the proposal

Proponents and contact information

Introduction (should describe how the research problem has evolved, the rationale for conducting the study and the relevance or significance of the results)

Research problem or objectives (include hypotheses, if necessary)

Review of related literature (should show what has been written about the topic and what need to validate or gaps to reconcile, be formatted in such a way that it presents theoretical perspective or argument of the study, also put conceptual framework, if necessary)

Methods (depending which is appropriate to the kind of study proposed: setting and respondents or materials, sampling procedure, research instrument, data collection procedure, data analysis procedure)

Expected outcomes (should demonstrate how this research project has contributions or relevance to faith enhancement, classroom instruction and extension works or service-learning)

Timetable of the study

Tentative plan of the research work and schedule

Budgetary requirement

Allocation of budget (The results, submission and acceptance of the research manuscript that is ready for publication)



G. S. V.
PRINCIPAL
P K DAS COLLEGE OF NURSING
PANAYUR (P.O), VANIYAMKULAM
OTTAPALAM, PALAKKAD DT
KERALA - 679522

References cited (use the American Psychological Association format)

Appendix (instruments to be used for research)



G. S. Das
PRINCIPAL
PK DAS COLLEGE OF NURSING
PANAYUR (P.O.), VANIYAMKULAM
OTTAPALAM, PALAKKAD DT
KERALA - 679522

SUGGESTED FORMAT OF MANUSCRIPT

Title

Author

Abstract (briefly presents the major or salient points of the paper; about 150 to 200 words)

Introduction (contains the background and rationale or significance of the study, objectives or research problems, hypotheses if applicable)

Theoretical considerations (discusses the theory or theories that guide the investigation and analysis of data; supported by related literature)

Methods (describes the setting and respondents or subjects, sampling procedure, data gathering tools and procedure, data analysis procedure)

Results (presents the findings according to the research problems arranged by subtopics)

Discussion (interprets the data as informed or guided by the theoretical considerations)

Conclusion (briefly shows the salient findings that answer the research problems; contains also the recommendations)

Acknowledgement (aside from other persons or institutions to acknowledge, always recognize that the source of fund for the study).

References cited (use the American Psychological Association format)

Appendices (if necessary)



G. S. S.
PRINCIPAL
P K DAS COLLEGE OF NURSING
PANAYUR (P.O), VANIYAMKULAM
OTTAPALAM, PALAKKAD DT
KERALA - 679522

ETHICAL PRINCIPLES AND GUIDELINES OF THE INSTITUTION

Scientific Research as a Public Trust

Scientific research and innovation are important pillars for the development of any country and people. "The institution shall give priority to research and development, invention, innovation, and their utilization, and to science and technology education, training and services."

This principle of prioritizing scientific research is premised on the State's and society's trust in the integrity of scientists and researchers, in the reliability of the results of their scientific work, and in the credibility of their scientific pronouncements.

Because the general public does not have the means and capacity to verify the outcomes and interpretations of the work of scientists and research, the public trusts that the scientific research community is composed of people of integrity and honesty, who would ensure that the work of all scientists and researchers abide by basic ethical principles that guide good scientific work.

These *Ethical Principles for Science Researchers* articulates the general principles of ethical conduct in scientific work and all its aspects; these basic ethical principles should guide all scientists in their various roles and functions in the scientific and academic community, and in society, including research, publication and other forms of public communication, teaching and mentoring, among others.

This articulation of principles represents the more specific ethical standards that the scientific community to its national and human development goals.



G. S. S.
PRINCIPAL
PK DAS COLLEGE OF NURSING
PANAYUR (P.O), VANIYAMKULAM
OTTAPALAM, PALAKKAD DT
KERALA - 679522

General Principles

1. Ethical Scientific Practices

All scientists recognize, abide by, and intentionally disseminate the basic ethical principles articulated in this document. They also require of all their colleagues conduct and behavior consistent with these principles. They do not defend, conceal or justify conduct that breaches these principles, not even on the basis of necessary obedience and loyalty. They refuse all forms of scientific dishonesty and infringement of the principles specified in this document.

2. Ethical Use of Science in Society

All scientists consider scientific research as an integral part of a culture of inquiry, and as the source of innovation, and thus, defend scientific work against inappropriate criticism. They stand determinedly against the unethical and inappropriate use of scientific knowledge, and ensure that scientific knowledge is used in the service of national and human development goals.

3. Conflict of Interest

All scientists serve the scientific community and the general public by providing unbiased professional judgments and statements regarding various issues of public interest; these judgments and statements are based on careful scientific studies. They avoid all possible cases in which the provision of unbiased judgments is affected in any way that may favor self-interest and other conflicting interests.

4. Intellectual Honesty

All scientists acknowledge the scientific contributions of predecessors and colleagues to the research question being studied in all written and oral reports of their research study. When citing findings and results obtained by other scientists, they provide clear references to the appropriate respective sources, whether published or unpublished. They do not plagiarize any part of the research reports of other scientists and researchers, whether published or unpublished; that is, they do not take other authors' findings, words, and writings, and pass them off as their own by not providing appropriate indications and citations of the original sources, whether published or unpublished.



G. S. S. A.
PRINCIPAL
PK DAS COLLEGE OF NURSING
PANAYUR (P.O), VANIYANKULAM
OTTAPALAM, PALAKKAD DT
KERALA - 679522

5. Weighing the Benefits of Science vis-a-vis Potential Harm

All scientists undertake research in such a way that ensures that society and all its members, the environment, and other basic human and cultural values are not compromised. always consider the benefits of their scientific work vis-à-vis these potential harms. In cases when the benefits of science are deemed to outweigh the potential harm, scientists has to take all steps to minimize potential harm and take steps to mitigate their negative consequences.

6. Commitment to Professional Development as Scientists

All scientists broaden and deepen their scientific knowledge and strive to improve personal professional competency. They maintain a critically reflective attitude towards their own scientific findings and results as well as to results of colleagues, and are open to discussion and factual arguments.

7. Development of Students and other Stakeholders

All scientists are committed to mentoring future scientists and to developing the scientific knowledge of their students as well as other stakeholders and end-users of scientific knowledge. They model the proper knowledge, skills, and principles of good conduct in science to students and other stakeholders, as such they consider the consequences and act appropriately regarding the possible scientific misconduct or unethical behaviors of their students, collaborators, and partners in scientific work

8. Advocacy for Scientific Approaches

All scientists defend the freedom of scientific thought, expression, exchanges of opinion and information. They refuse to use non-scientific approaches and expressions of ideological, religious, and political opinions in their work as scientists.



G.S.H.
PRINCIPAL
P K DAS COLLEGE OF NURSING
PANAYUR (P.O), VANIYAMKULAM
OTTAPALAM, PALAKKAD DT
KERALA - 679522

THE INSTITUTIONAL RESEARCH ETHICS COMMITTEE (REC)

Research ethical committee to help “safeguard the dignity, rights, safety, and well-being of all actual or potential research participants” either humans or animals (WHO 2000).

It is necessary for all research proposals on biomedical, social and behavioral science research for health involving human participants, their biological material and data to be reviewed and approved by an appropriately constituted EC to safeguard the dignity, rights, safety and well-being of all research participants. ECs are entrusted with the initial review of research proposals prior to their initiation, and also have a continuing responsibility to regularly monitor the approved research to ensure ethical compliance during the conduct of research.

Composition of an EC

- ECs should be multi-disciplinary and multi-sectoral.
- There should be adequate representation of age and gender.
- Preferably 50% of the members should be non-affiliated or from outside the institution.
- The number of members in an EC should preferably be between seven and 15 and a minimum of five members should be present to meet the quorum requirements.
- The EC should have a balance between medical and non-medical members/technical and non-technical members, depending upon the needs of the institution.

Composition, affiliations, qualifications, member specific roles and responsibilities of an EC

No	Members of EC	Definition/description
1	Chairperson/ Vice Chairperson (optional) Non-affiliated Qualifications - A well-respected person from any background with prior experience of having served/ serving in an EC	Conduct EC meetings and be accountable for independent and efficient functioning of the committee Ensure active participation of all members (particularly non-affiliated, non-medical/ non- technical) in all discussions and deliberations Ratify minutes of the previous meetings In case of anticipated absence of both Chairperson and Vice Chairperson at a planned meeting, the Chairperson



G. S. Srinivasan
PRINCIPAL
 PK DAS COLLEGE OF NURSING
 PANAYUR (P.O), VANIYANKULAM
 OTTAPALAM, PALAKKAD DT
 KERALA - 679522

		<p>should nominate a committee member as Acting Chairperson or the members present may elect an Acting Chairperson on the day of the meeting.</p> <p>The Acting Chairperson should be a non-affiliated person and will have all the powers of the Chairperson for that meeting.</p> <p>Seek COI declaration from members and ensure quorum and fair decision making.</p> <p>Handle complaints against researchers, EC members, conflict of interest issues and requests for use of EC data, etc</p>
2	<p>Member Secretary/ Alternate Member Secretary (optional) Affiliated</p> <p>Qualifications -</p> <ul style="list-style-type: none"> • Should be a staff member of the institution • Should have knowledge and experience in clinical research and ethics, be motivated and have good communication <p>Skills Should be able to devote adequate time to this activity which should be protected by the institution</p>	<p>Organize an effective and efficient procedure for receiving, preparing, circulating and maintaining each proposal for review</p> <p>Schedule EC meetings, prepare the agenda and minutes</p> <p>Organize EC documentation, communication and archiving</p> <p>Ensure training of EC secretariat and EC members</p> <p>Ensure SOPs are updated as and when required</p> <p>Ensure adherence of EC functioning to the SOPs</p> <p>Prepare for and respond to audits and inspections</p> <p>Ensure completeness of documentation at the time of receipt and timely inclusion in agenda for EC review. Assess the need for expedited review/ exemption from review or full review.</p> <p>Assess the need to obtain prior scientific review, invite independent consultant, patient or community representatives.</p> <p>Ensure quorum during the meeting and record discussions and decisions</p>
3	Basic Medical Scientist(s)	Scientific and ethical review with special emphasis on



G. S. S.
PRINCIPAL
P K DAS COLLEGE OF NURSING
PANAYUR (P.O), VANIAMKULAM
OTTAPALAM, PALAKKAD DT
KERALA - 679522

	<p>Affiliated/ non-affiliated Qualifications -</p> <ul style="list-style-type: none"> • Non-medical or medical person with qualifications in basic medical sciences • In case of EC reviewing clinical trials with drugs, the basic medical scientist should preferably be a pharmacologist 	<p>the intervention, benefit-risk analysis, research design, methodology and statistics, continuing review process, SAE, protocol deviation, progress and completion report</p> <p>For clinical trials, pharmacologist to review the drug Safety and pharmacodynamics.</p>
4	<p>Clinician(s) Affiliated/ non-affiliated Qualifications -</p> <ul style="list-style-type: none"> • Should be individual/s with recognized medical qualification, expertise and training 	<p>Scientific review of protocols including review of the intervention, benefit-risk analysis, research design, methodology, sample size, site of study and statistics</p> <p>Ongoing review of the protocol (SAE, protocol deviation or violation, progress and completion report)</p> <p>Review medical care, facility and appropriateness of the principal investigator, provision for medical care, Management and compensation.</p> <p>Thorough review of protocol, investigators brochure (if applicable) and all other protocol details and submitted documents.</p>
5	<p>Legal expert/s Affiliated/ non-affiliated Qualifications -</p> <ul style="list-style-type: none"> • Should have a basic degree in Law from a recognized university, with experience • Desirable: Training in medical law 	<p>Ethical review of the proposal, ICD along with translations, MoU, Clinical Trial Agreement (CTA), regulatory approval, insurance document, other site approvals, researcher's undertaking, protocol specific other permissions, such as, stem cell committee for stem cell research, HMSC for international collaboration, Compliance with guidelines etc.</p> <p>Interpret and inform EC members about new regulations if any</p>
6	<p>Social scientist/ philosopher/ ethicist/theologian Affiliated/ non-affiliated Qualifications -</p>	<p>Ethical review of the proposal, ICD along With the translations.</p> <p>Assess impact on community involvement, socio-cultural context, religious or philosophical context,</p>



G.S.M.A.
PRINCIPAL
P.K.DAS COLLEGE OF NURSING
PANAYUR (P.O), VANIYANKULAM
OTTAPALAM, PALAKKAD DT
KERALA - 679522

	<ul style="list-style-type: none"> • Should be an individual with social/ behavioural science/ philosophy/ religious qualification and training and/or expertise and be sensitive to local cultural and moral values. Can be from an NGO involved in health-related activities 	<p>if any</p> <p>Serve as a patient/participant/ societal /community representative and bring in ethical and societal concerns.</p>
7.	<p>Lay person(s) Non-affiliated Qualifications -</p> <ul style="list-style-type: none"> • Literate person from the public or community • Has not pursued a medical science/ health related career in the last 5 years • May be a representative of the community from which the participants are to be drawn • Is aware of the local language, cultural and moral values of the community • Desirable: involved in social and community welfare activities 	<p>Ethical review of the proposal, ICD along with translation(s).</p> <p>Evaluate benefits and risks from the participant's perspective and opine whether benefits justify the risks.</p> <p>Serve as a patient/participant/ community representative and bring in ethical and Societal concerns.</p> <p>Assess on societal aspects if any.</p>



G. S. M.
PRINCIPAL
PK DAS COLLEGE OF NURSING
PANAYUR (P.O), VANIAMKULAM
OTTAPALAM, PALAKKAD DT
KERALA - 679522

Guidelines for Creating the REC Based on WHO Standards and INC

Given this context, the ethics review body of institution, called the Research Ethics Committee (REC), was created according to the standards of the World Health Organization (WHO 2000) which are also adopted in the National *Ethical Guidelines for Health Research*.

- **Adequate legal framework:**

The Department of Health (DOH) and the Commission on Higher Education (CHED) require all organizations and higher education institutions (HEIs) engaged in research involving human and animal subjects to create their respective ethics review bodies.

- **Multidisciplinary and multispectral membership:**

The composition of the REC may range from five to nine with gender balance and represented by different disciplines such as medical and health, law, religion and philosophy, natural sciences, social sciences and related others as well as lay people in the community.

- **Adequate staffing, facilities, and financial resources:**

The REC must have its own office with a Chairperson. It must have sufficient resources to support its operation. The collection of reviewer fees from outside researchers must be part of the resource generation activity of the board.

- **Independence of REC operations:**

The REC is independent from the research committee and, therefore, the Research Director cannot supervise or become a member of the REC due to conflict of interest. Meanwhile, REC members with research proposals under review must inhibit from the said process.



G. S. S. N.
PRINCIPAL
P K DAS COLLEGE OF NURSING
PANAYUR (P.O), VANIYAMKULAM
OTTAPALAM, PALAKKAD DT
KERALA - 679522

- **Provision of training on ethical considerations:**

The chairperson and members of the REC must be knowledgeable of or trained about ethical considerations in reviewing different types of research proposals and involving different subjects, humans or animals.

- **Transparency, accountability, consistency, and high quality operations:**

The policies and procedures of the REC must be known to all interested parties and must promote high quality review results that put great regard to objectivity.

- **Coherence and consistency in the application of ethical principles:**

The REC must be aware of and consistent to international and national documents on ethics and human rights instruments in the formulation of its policies and procedures.

- **Decisions based on thorough and inclusive processes:**

The actions of the REC to research proposals must have made according to its policies and standard operating procedures and the decisions made are carefully studied and voted upon by its members.

- **Policies and procedures are written:**

The policies and standard operating procedures of the REC must be written specific to the condition of the institutions but based upon the ethical guidelines. These guide the manners of accepting research proposals, reviewing them according to types, deciding on their merits, announcing of the results, and disposing of reviewed research proposals. The review policies and procedures for students must be different from faculty and outside researchers.

- **Ensure only qualified persons will conduct research:**

The REC must ensure that the proposals submitted for review must be conducted or implemented by researchers with sufficient scientific, clinical, or other relevant qualification



G. Suresh
PRINCIPAL
P.K.D.S. COLLEGE OF NURSING
PANAYUR (P.O.), VANIAMKULAM
OTTAPALAM, PALAKKAD DT
KERALA - 679522

MEMBERS OF THE ETHICAL COMMITTEE

Sl.no	Members of EC	Department	designation
1.	Prof. Tamilselvi P	OBG	Chairperson
2.	Prof. Lavanya	Medical Surgical Nursing	Member Secretary
3.	Dr.Alavi MD	General medicine	Basic Medical Scientist
4.	Mrs.Suchithra	BA LLB	Legal expert/s
5.	Lt.Col.Regina	Sociologist	Social scientist
6.	Mr.Bhaskaran	Panchayth Member	Lay person(s)
7.	Mr.Liju James	Mental health Nursing	Member
8.	Mr.Abdul Nisthar	Child Health Nursing	Research Coordinator
9.	Mrs.Titus Fernadaz	Community Health Nursing	Member
10	Mrs.Milky Mathew	Statistician	Member




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OTTAPALAM, PALAKKAD DT
KERALA - 679522

TERMS OF ENGAGEMENT FOR INTERNALLY-FUNDED PROJECTS

Title of the study:

Person conducting the research:

The parties hereto hereby agree as follows:

- The Research and Development Center shall fund the approved research proposal, with an initial release of 50 percent of the total budget in the form of cash advance, which will be taken from the Faculty Development Grant for Research.
- The approved research project has not been conducted or funded by another source as indicated in the proposal when it was submitted for review. The researchers are required to secure all necessary permissions for any parts of the proposal (such as the research instrument, photos, secondary data sets) whose copyright is owned by someone else as well as to pay any fees that may be involved in the use of these materials.
- The research has to be conducted according to the methods stated in the approved proposal and has to be completed within the designated period which starts upon the release of the 50 percent of the total budget.
- The researchers are required to submit in writing to the Director of Research committee midterm report of the status of the project as a way of monitoring its progress. Extension of the project may be granted based on the reasons stated in the written request of the researcher.
- Upon completion of the research project, the researchers are expected to make an oral public presentation which will be co-sponsored by the Research committee. A panel of reviewers will be assigned to comment and offer suggestions to improve the paper.
- The researchers should revise the paper according to the comments and suggestions during the oral presentation and submit the final paper in an article format according to the



PKD
PRINCIPAL
P. K. DAS COLLEGE OF NURSING
PANAYUR (P.O), VANIYAMKULAM
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specifications or requirements of a chosen refereed journal. The researchers are free to decide to what refereed journal the article will be submitted for publication.

- The researchers are required to acknowledge in the article the Faculty Development Grant for Research of Silliman University through the Research and Development Center as source of the research fund.
- The remaining 50 percent of the total budget will only be paid to the researchers after the final paper has been submitted to, reviewed by, and recommended for payment by the Research Director.
- In case of a failure to complete the research project within the stated period in the proposal, the researchers are obligated to pay back Silliman University the actual released budget.
- The Parties hereto have caused this Terms of Engagement to be signed in their respective names.

Director

Principal Investigator

Date:

Date:



G. Sun
PRINCIPAL
PK DAS COLLEGE OF NURSING
PANAYUR (P.O), VANIAMKULAM
OTTAPALAM, PALAKKAD DT
KERALA - 679522