



HIMSR & HAHC Hospital

Document Name: Research Project Advisory Committee SOP

Document No: HAHC/G/RPACSOP25

Issue No.: 01

Issue Date: 28-11-2025

Total Page No.: 7

**HAMDARD INSTITUTE OF MEDICAL SCIENCES & RESEARCH
ASSOCIATED HAH CENTENARY HOSPITAL,
NEW DELHI-110062**

SOP: Research Project Advisory Committee

Date: 28.11.2025

Shree

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Prof. (Dr.) Md. Iqbal Alam
Chairman
RPAC
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1. Purpose

The purpose of this SOP is to establish standardized procedures for the functioning of the Research and Project Advisory Committee (RPAC) in order to:

- Ensure all research and quality-improvement projects conducted in the hospital are scientifically valid, feasible, and aligned with institutional objectives.
- Provide guidance and oversight for project design, methodology, resource utilization, and regulatory compliance.
- Facilitate high-quality research output that contributes to patient care, academic growth, and institutional development, including high-quality publications with a high impact factor.

2. Scope

This SOP applies to:

- All clinical, biomedical, academic, epidemiological, operations, quality-improvement, and administrative research projects conducted within the hospital.
- All departments, faculty, postgraduate/undergraduate students, interns, and research staff involved in project development and execution.
- Collaborative projects with external institutions (subject to additional approvals).

3. Definitions

RPAC: A multidisciplinary committee responsible for reviewing and advising on research proposals and projects.

PI (Principal Investigator): Individual responsible for project conception and execution.

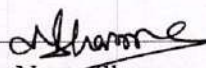
QIP: Quality Improvement Project.

IEC: Institutional Ethics Committee.

4. Composition of RPAC

The committee consists of the following members:

1. Prof. Mohd. Iqbal Alam, HOD Physiology - Chairman, RPAC
2. Dr. Prem Kapur, Professor, Medicine, Member
3. Dr. Abhinav Jain, Professor & HOD Radiology, Member
4. Dr. Sana Alam, Professor, Biochemistry, Member
5. Dr. Tajamul Rashid, Associate Professor, Surgery, Member

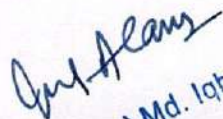
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6. Dr. Neetu Shree, Associate Professor, Microbiology, Member Secretary

* Committee to be reviewed & revised every two years.

*Subject-matter experts – Invited as needed based on project type.

A quorum requires at least **50% of members**, including the Chairperson or Member Secretary.

5. Responsibilities of the RPAC

- Ensure the protocol aligns with the prescribed guidelines for protocol
- Review research proposals for its scientific validity, operational feasibility, and alignment with hospital priorities.
- Assist investigators in improving study design, methodology, and statistical rigor.
- Ensure projects comply with national/international guidelines (ICMR, GCP, NABH standards).
- Maintain confidential records of project submissions and decisions.

6. Submission Process for Investigators

6.1 Documents Required

Investigators must submit the following:

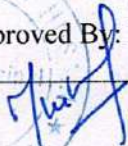

- Detailed research protocol (as per format for student & faculty projects, Annexure I, II).
- Informed consent form, if human subjects are involved
- Data collection tools (questionnaires, CRFs, proformas)
- Budget and resource requirements
- Details of PI and co-investigators


6.2. Complete Submission: Submit the protocol, along with duly signed scanned consent forms in soft copy via email at rpac@himsr.co.in by all involved investigators, to the Research Project Advisory Committee (RPAC).

7. Meeting Procedures

7.1 Frequency

- RPAC meets **monthly** or more frequently depending on the volume of submissions, if needed.

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7.2 Agenda Preparation

- The Member Secretary circulates the agenda and proposals **one week prior** to the meeting.

7.3 Presentation of Proposal

- The PI/Co PI presents the project, followed by discussion and queries.
- PI/Co PI prepare a PowerPoint presentation to present in front of RPAC on prescribed date. The RPAC reviews the protocol, on the time of the scientific validation, relevance and adherence regulatory to guidelines.

7.4 Decision Types

RPAC may issue one of the following decisions:

- Approved** – No major revisions required.
- Approved with Minor Modifications** – Approval given subject to minor clarifications.
- Major Revision Required** – PI must revise and resubmit.
- Not Approved/Rejected** – Committee provides justification.

7.5. Revisions and Resubmission (if necessary)

Resubmit Protocol: If revisions are required, incorporate the RPAC's comments and submit the revised protocol to the RPAC along with a cover letter detailing the changes made and addressing the RPAC's comments within 7 working days of the RPAC meeting. Provide two hard copies of the revised protocol and a soft copy via email, along by a cover letter.


Review RPAC Decision: The RPAC may:

- * Approve the revise protocol if it meets the specific recommendations
- * Request revisions
- * Reject the protocol

7.6 Minutes

- Formal minutes must be prepared, approved by the Chairperson, and archived.

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7. Expedited Review of Projects

8.1 Timeline

- Proposals must be reviewed within **5- 7 working days** following submission.

8. 2: A proposal may be considered for expedited review for following studies:

A. Low/Minimal-risk studies

- Studies involving retrospective chart reviews.
- Use of anonymized or de-identified data.
- Non-interventional observational studies without patient contact.
- Quality improvement/clinical audit projects that do not alter standard of care.
- Surveys/questionnaires with no sensitive personal data.

B. Time-sensitive/operationally urgent

- Student/other projects required for grant submissions with imminent deadlines.
- Institutional priority research addressing ongoing outbreaks, clinical incidents, or service gaps.

C. No use of investigational drugs, devices, or high-risk procedures.

Proposals involving vulnerable populations, invasive procedures, genetic testing, or identifiable patient data **cannot** be expedited and must undergo full review.

8. 3: Expedited Review Process

Step 1: Submission


- Request submitted to the Member Secretary via email at rpac@himsr.co.in

Step 2: Screening

- Member Secretary or Chairperson screens for eligibility within **48 hours**.
- If eligible, proceeds to expedited review; if not, forwarded to full committee.

Step 3: Reviewer Assignment

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- Chairperson or Member Secretary assigns **1–2 reviewers** (scientific/subject expert).

Step 4: Review & Decision

- Reviewers complete assessment within **5 working days**.
- Possible decisions:
 1. Approved
 2. Approved with Minor Modifications
 3. Major Revision Needed → sent to next full RPAC meeting
 4. Not Approved/Rejected

* Expedited reviews do **not** require a full committee meeting.

Decisions are ratified in the *next* scheduled RPAC meeting and recorded in minutes.

9. Monitoring of Approved Projects

- All the protocols approved by the RPAC should be forward to IEC for review & ethical clearance.

10. Data Management and Confidentiality

- All submitted documents and deliberations remain confidential.
- Data protection must comply with institutional policy and national laws.
- All outside protocols should be first submitted to Dean office for approval before submitting it for RPAC.

11. Record Keeping

The Member Secretary must maintain:

- Repository of all submissions
- Review forms, decisions, and correspondence

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- Meeting minutes and attendance records

Records must be stored for a minimum of **5 years** or as per regulatory requirements.

12. SOP Review and Amendment

This SOP shall be reviewed every **2 years** or earlier if:

- Institutional policies evolve
- Regulatory guidelines change
- Operational improvements are identified

13: IEC Communication/direct submission of protocols:

- All suggestions/modification & decisions taken during RPAC meeting should be minuted & forwarded to IEC even for protocols requiring major revision/not approved.
- Only original articles & trials needs to be submitted to RPAC for consideration.
- Case reports/case series, review articles etc to be submitted directly to IEC.

Annexures

- Annexure 1 – Format, student project
- Annexure 2- Format, faculty project
- Annexure 3 – Review Checklist

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