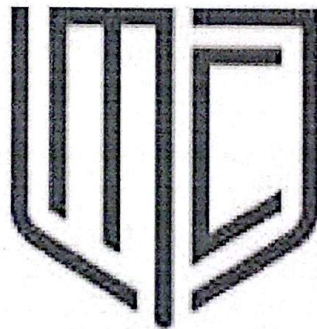


**INSTITUTIONAL REVIEW BOARD/ETHICAL REVIEW BOARD
AND RESEARCH ADVISORY COMMITTEE**

DENTAL COLLEGE, LMDC

Policy Manual



**LAHORE
MEDICAL & DENTAL
COLLEGE**



DENTAL COLLEGE
LAHORE MEDICAL AND DENTAL COLLEGE

General Information

This policy manual has been developed in accordance with National and International guidelines for the standard operating procedures (SOPs) of the Institutional Review Board (IRB) of Lahore Medical and Dental College, Lahore. Research Advisory Committee [RAC] work under the umbrella of the Institutional Review Board.

This document consists of:

Part 1: Details of SOPs of the Institutional Review Board and Research Advisory Committee

Part 2: Forms used for IRB submission.

The document and forms will be available in the Dental Office for anyone who wishes to undertake a research project at LM&DC.

Table of Contents:

Part 1:

1. Institutional Review Board [IRB / ERB]

1.1 Purpose of IRB

1.2 Scope of IRB

1.3 Role and Composition of IRB

1.4 Objectives of IRB

2. Research Advisory Committee [RAC]

2.1 Purpose & responsibilities of the Research Advisory Committee

2.2 Standard Operating Procedures of RAC

2.3 Composition of Research Advisory Committee

Part 2:

- Research & Ethical Review Form
- Research Proposal form {available in pdf format from Dental Office}

PART 1

1. INSTITUTIONAL REVIEW BOARD, DENTAL COLLEGE, LMDC

1.1 Purpose of IRB

IRB stands for Institutional Review Board, which aims to protect the well-being, safety, rights, and privacy of human participants involved in research. IRB forms an essential part of any research organization that conducts and oversees studies involving human subjects so that appropriate steps are taken to protect the welfare of humans participating as subjects in the research.

The purpose of the IRB is to ensure that the ethical conduct of research involving human subjects is followed. The key points are:

- Research involving human subjects must be conducted in accordance with established ethical principles.
- Assessment of risks and benefits of research for participants to safeguard the well-being of patients.
- Obtain informed consent from the participants so that they have a choice to participate.
- Give complete information regarding the project.
- Research conducted must comply with all the established guidelines.

1.2 Scope of IRB:

The scope of IRB is vast as it extends across various types of research including Educational, Medical, social, and behavioural. The goal is to achieve the highest ethical standards and maintain the standard to ensure that research involving humans is done responsibly while safeguarding the rights and well-being of the participants. The scope includes:

- Research Involving human subjects.
- Clinical Trials
- Surveys
- Experimental studies
- Interventional studies
- All Disciplines and All Institutes
- International Collaborations
- Advisory Role

Rationale of IRB / Research cell

The Institutional Research Cell aims to establish a **structured and ethical research environment** by supporting research methodology, ethical approvals, data analysis, scientific writing, and publications. It will also promote **collaboration, training, innovation, quality research, and national/international partnerships**, ultimately strengthening research capacity and contributing to scientific knowledge and community health.

Key Anticipated Benefits

- Promotion of a strong research culture among faculty and students.
- Improvement in the quality and quantity of research output and publications.
- Capacity building through workshops, seminars, and training in research methodology, biostatistics, ethics, and scientific writing.
- Ensuring ethical oversight and compliance in research involving human participants or clinical data.
- Enhancement of the institution's academic reputation and profile.
- Promotion of evidence-based clinical practice and improved healthcare outcomes.
- Greater student engagement in research and development of critical and analytical skills.
- Facilitation of interdepartmental, national, and international collaborations and access to research funding.

Institutional Research Cell is a strategic initiative to integrate research with teaching and clinical practice. Through systematic planning, ethical oversight, and capacity development, it will strengthen the institution's academic mission, advance scientific knowledge, and contribute to improved healthcare outcomes.

1.3 Role and Composition of IRB:

The IRB reviews all external, faculty, postgraduate trainees, students, and dental house surgeons' research proposals.

1.4 IRB Objectives:

- To monitor research activities as specified by governing bodies and institutional policies.
- To approve, disapprove, or suggest modifications in all research proposals.
- To protect the rights and welfare of humans participating as research subjects.
- To oversee ethical practices focusing on what is right or wrong.
- To ensure that research complies with applicable regulations meeting commonly accepted ethical standards.

2. IRB/ETHICAL REVIEW BOARD [ERB], DENTAL COLLEGE, LMDC

2.1 Composition of [IRB/ERB]

<u>Sr</u>	<u>Name</u>	<u>Designation</u>
1	Prof Dr Aqib Sohail	Chairman, IRB & ERB Principal/Dean, College of Dentistry, Professor & Head of Oral & Maxillofacial Surgery, LMDC
2	Prof Dr Nazli Gul Shujaat,	Member Professor & Head of Community and Preventive Dentistry
3	Prof Dr Khezran Qamar	Member Professor & Head of Prosthodontics
4	Prof. Dr. Nadia Munir	Member Professor & Head of Science of Dental Materials
5	Dr Fatima Suhaib	Co-opted Member /Secy Associate Professor of Science of Dental Materials
6	Dr. Maliha Shahbaz	Co-opted Member Asst Professor of Oral Biology
7	Biostatistician	Advisor / resource person
8	Office Assistant	Administration Support

2.2 Operational Arrangements & Procedures

- 2.1 Meetings:

- The Board shall convene regularly, with meetings held at least once a month. Unscheduled/emergency meetings may be called by the Chairperson as deemed necessary.

- Quorum: A minimum of 50% of the voting members must be present for the meeting to be valid. The Chairperson or, in their absence, a member nominated by them, shall preside.

- 2.2 Agenda & Notices:

- The meeting agenda and relevant documents must be circulated to all members via email at least two (2) working days prior to the scheduled meeting.

- The mode of correspondence will be primarily through official email.

- 2.3 Conflict of Interest:

- Any member with a direct conflict of interest (e.g., being a principal investigator or co-investigator on a proposal under review) must declare it prior to the discussion and recuse themselves from the review, deliberation, and voting process for that specific proposal.

- 2.4 Review Process:

- A maximum of five (5) research proposals will be discussed per meeting to ensure adequate time for thorough review.

- **Principal Investigator (PI) Presence:** The applicant (or their designated faculty supervisor) must be present in the meeting to clarify queries, discuss shortcomings, and defend their synopsis/proposal.

- **Peer Mentorship:** Each research proposal will be assigned to a primary reviewer/mentor from the Board, who will be responsible for guiding the applicant through the revision process.

- 2.5 Approval & Amendments:

- Approval for any research proposal will be granted only after all scientific and ethical shortcomings identified by the Board have been satisfactorily addressed by the applicant.

- Any amendments or modifications to an approved protocol must be re-submitted to the IRB for review and approval before implementation.

2.2.1 Independent Consultants

The IRB can call upon independent consultants who may provide special expertise to the IRB on proposed research protocols, for example, specialists in ethical or legal aspects, specific diseases or methodologies, or representatives of patients, communities, or special interest groups.

2.2.2 Documentation

The researcher must submit the filled "Research & Ethical Review Form" form and additional documents including the Research synopsis, Questionnaire, Participant consent form, Participant information sheet, and original ethical assessment.

3. RESEARCH ADVISORY COMMITTEE [RAC] DENTAL COLLEGE

3.1 Purpose and responsibilities of RAC

The purpose of the Research Advisory Committee is to provide expertise, guidance, support, and oversight to enhance the quality and impact of research conducted in LMDC. The committee exists to provide strategic input to promote research culture in LMDC. The responsibilities of RAC include:

- **Research Guidance & Peer Review:** Members provide insight, guidance, and recommendations considering research initiatives thereby helping to align them with the goals and mission of LMDC.
- **Monitoring and Evaluation:** Members monitor ongoing research projects and evaluate their progress.
- **Policy Development:** Development of policies related to research within LMDC including guidelines for ethical conduct and process of research.

- **Quality Assurance:** Members also assess the quality and rigor of research conducted in LMDC. This includes setting a standard for research methodologies, data collection, and analysis to maintain the credibility of the research conducted.
- **Research Activities:** Members organize lectures, seminars, webinars, and workshops for the students and Faculty of LMDC.
- **Collaboration Facilitation:** Members also foster collaboration of researchers within or outside LMDC.

3.2: Standard Operating Procedures [SOPs] of RAC

A-Process of Meetings and research proposal approvals

- Making agenda points
- Approval of Agenda
- Preparation of meeting notice
- Dispatch notice to all members
- Review of Research Proposals
- Review and approve/disapprove the research component of the research proposal and forward it to the chairman ERB for final approval.
- Forward the research proposal to ERB in case of any Ethical considerations and any conflict of interest with LMDC for further deliberation in ERB meetings and final decisions.
- Circulation of Meeting Minutes

B-Roles and Responsibilities of Chairperson, Secretary, and Members:

Chairperson:

- Preside the meeting
- Introduce the Members and expose the Agenda of the Meeting
- Communicate to the Secretary and Members of the meeting.
- Assign tasks to members in terms of research review and any collaborations with facilitators for annual webinars, seminars, or workshops related to research methodology in LMDC
- Discuss and approve any policy matter or implementation of research culture in LMDC with members and subsequently forward to Chairman IRB for approval

Secretary:

- Capturing all key points discussed in the meeting.

- Distribute minutes of the meeting to relevant people
- Completing all assigned tasks by the Chairperson

Members:

- Respond to the communication from the secretary and chair.
- Maintain Confidentiality in research reviews and complete all tasks by assigned deadlines.

3.3: Composition of RAC

RESEARCH ADVISORY COMMITTEE

A. Undergraduate / House Officers

Sr	Name	Designation
1	Prof. Nazli Gul Shujaat	Professor, Head of Community Dentistry — Convener
2	Dr. Anam Fayyaz	Associate Prof. Operative Dentistry — Member
3	Dr. Fatima Suhaib	Associate Prof. Science of Dental Materials — Member
4	Dr. Muhammad Tauqeer Ehsan	Asst. Prof. Dental Education — Member
5	Dr. Maliha Shahbaz	Asst. Prof. Oral Biology — Member

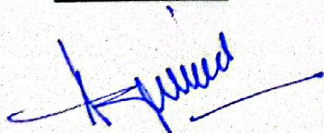
B. Postgraduate / Faculty

Sr	Name	Designation
1	Prof. Dr. Nadia Munir	Professor, Head of Science of Dental Material — Convener
2	Prof. Dr. Aneela Amjad	Professor, Oral Medicine — Member
3	Dr. Ussamah Waheed Jatala	Associate Prof. Prosthodontics — Member
4	Dr. Rummana Aqeel	Associate Prof. Oral Pathology — Member
5	Dr. Muhammad Tauqeer Ehsan	Asst. Prof. Dental Education — Member

C. TECHNICAL REVIEW COMMITTEE (TRC)

Sr	Name	Designation
1	Prof. Sajid Naeem	Professor of Prosthodontics — Convener
2	Dr. Muhammad Tauqeer Ehsan	Asst. Prof. Dental Education — Member
3	Dr. Syeda Lala Rukh Saba Shah	Associate Prof. Community Dentistry (Methodology Expert) — Member
4	Dr. Azka Yaseen	Demonstrator, Dental Education (Plagiarism & Biostatistics) — Member

Approved by:



**PRINCIPAL / DEAN
PROF.DR. AQIB SOHAIL
DENTAL COLLEGE, LMDC**

PART 2

- Research & Ethical Review Form [Attached below]
- Research Proposal form {available in pdf format from Dental Office}



Research & Ethical Review Form **Lahore Medical and Dental College**

Section 1: Applicant Details

Applicant Name:

Contact / Email:

Applicant Type: LMDC:	Staff,	Post Graduate,	Undergraduate,
Institution Other than LMDC:	Staff,	Postgraduate,	Undergraduate

Section 2: Project Details

Proposed start/end date:	Proposed date	End date
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Supervisor (Student research projects only)

Project Types (mark one only):

- Questionnaire/Survey
- Experimental
- Observational
- Data-based

Section 3: Project outline and proposed research methodology

Briefly describe the aims and methodology

Is there any institutional comparison involved?	Yes	No
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Section 4: Participants information

• Will you inform the participants that their participation is voluntary	Yes	No
• Will you inform participants that they can withdraw from research at any time and for any reason?	Yes	No
• Will you inform the participants that their data will be treated with full confidentiality and when published, it will not be identifiable as theirs?	Yes	No
• Will you take written consent for participation?	Yes	No
• If research is observational, will you ask participants for consent to be observed?	Yes	No

Section 5: Risk checklist

Risk checklist – Please answer all the questions in each of the sections below – tick Yes or No		
No	Yes	No
1. Involve analysis of pre-existing data that contain personal and sensitive information not in the public domain.		
2. Involve direct and / or indirect contact with human participants?		
3. Require permission or consent to publish?		
4. Have a risk of compromising confidentiality?		
5. Have a risk of compromising anonymity?		
6. Collect/contain sensitive personal data?		
7. Contain elements that you OR your supervisor is NOT trained to conduct?		
8. Does the study involve any invasion of privacy or accessing confidential information about people without their information?		
9. Include a financial incentive to participate in the research.		
10. Will the procedure use human tissues or include the penetration of the participants' skin or body by any substance or device?		
11. Involve participants who are particularly vulnerable or at risk.		
12. Involve any participants who are unable to give informed consent (children).		
13. Involve data collection taking place BEFORE informed consent is given.		
14. Will participants be presented with painful stimuli, or increased intensities of auditory, visual, or electrical stimuli?		
15. Are drugs, placebo, or other substances (food substances, vitamins) to be administered to the study human participants?		
16. Cause (or could cause) physical or psychological harm or negative consequences?		
17. Use intrusive or invasive procedures?		
18. Involve a clinical trial?		

Section 6: Supporting documentation.

Please supply a copy of any applicable documents in support of your answers

1. 'Research Proposal Form' duly filled [according to its prescribed format]
2. Participants' consent form [if written consent is taken]
3. Participant information sheet
4. Research tool used / Questionnaire (s)
5. Original Ethical assessment (for re-approval only)

Section 7: Declaration and Acknowledgement

- I certify that the information contained in this application is accurate. I have attempted to identify the risks that may arise in conducting this research and acknowledge my obligations and the rights of participants. I confirm that the research will be conducted in line with dental college, LMDC, legal, and ethical standards.
- I declare no conflict of interest between LMDC and any other institute.
- I will give due acknowledgment and credit to the Dental Institute, LMDC, and all those involved in Data collection.
- I will refrain from using any data that undermines the reputation of Dental College, LMDC.

Name of the principal investigator (s):

Signature: _____

Date: _____

Contact No: _____

Email: _____

The Research Advisory Committee has scrutinized the requirements for the proper scientific conduct of this research proposal. The committee recommends that the research project be:

- Approved
- Deferred (for reasons attached)
- Forwarded to ERB [Dental College, LMDC] for Ethical approval.
- Not approved

Comments: _____

Prof. Dr. Nazli Gull Shujaat
Convener Research Advisory Committee
Undergraduate.

Prof. Dr. Nadia Munir
Convener Research Advisory Committee
Postgraduate.

Form Approved
Prof. Dr. Aqib Sohail
Principal, COD; Chairman,
Institutional Review Board [IRB], Dental College