



Gandaki Medical College Teaching Hospital and Research Center

Institutional Review Committee

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Process of submission of research proposals to Gandaki Medical College-Institutional Review Committee

1. Research proposals submitted by the faculties and staff of Gandaki Medical College:

The proposal should be prepared in the format of GMC-IRC. The format is published in the GMC IRC section of website of Gandaki Medical College. (<http://gmc.edu.np/index.php/site/content/498>)

Processing fees will not be taken from the researchers and PG residents of GMC.

One hard copy has to be submitted to the office of GMC-IRC and get registered. One soft copy should be submitted to the E mail of the IRC (gmcirc2019@gmail.com). The officer allocated to the IRC will check the completeness of submission and if the submission meets all the criteria, the proposal will be submitted to the Member Secretary. The Member secretary will forward the proposal to at least two independent reviewers and collect the comments. The reviewer comments will be forwarded to the researcher who will have to respond to them on time.

The reviewed proposals will be kept as agenda of discussion at the meeting of IRC. If the proposal is passed by majority of the members, then the proposal will be approved.

2. Scope of GMC IRC

GMC-IRC will function according to the guidelines of Nepal Health Research Council (NHRC) and will review the proposals that fall under the scope of IRC. If the proposals beyond the scope of IRC will be submitted, the authors will be informed to submit them to the Ethical Review Board (ERB) of NHRC.

If any externally funded or multi-centric studies are planned to be conducted at Gandaki Medical College, they have to take administrative approval from the management. The management will

forward the proposal to GMC-IRC for opinion and audit of the potential researches going on at the college. The proposal so submitted should also be in the format of GMC-IRC. The approval will be done by the management after the opinion of GMC-IRC is obtained. If such researches are to be done at GMC, they can only be initiated after the approval of ERB of NHRC.

The administrative processing fee for the research proposals submitted by the researchers from institutes other than GMC has been proposed as:

- i. Student– Rs. 2,000
- ii. Non student– Rs. 5,000
- iii. National and international funded- Rs. 10,000

The proposal should be prepared and submitted in the format of GMC-IRC.

3. Process of review of Post graduate thesis proposals:

The IRC will be requested by the PG co ordinator for presentation of PG thesis proposals after the proposal has been passed by the department. The guide and co guide (if any) should be compulsorily present at the time of presentation. The time and date of presentation will be decided based on the discussion of PG coordinator, GMC-IRC authorities and concerned departments.

After the comments from the presentations, the residents will have to prepare the proposal in the format of GMC-IRC and submit according to the rules of IRC. The further process of review will be done similar to the procedure of research proposals submitted by the faculties and staff of Gandaki Medical College.

In case of any doubts and queries, please contact office of GMC-IRC or correspond by E mail of the IRC.