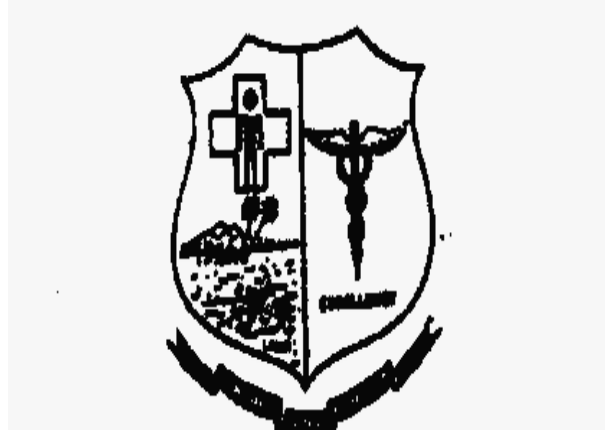


FMMCIEC POLICIES



POLICIES

**Father Muller Medical College
Institutional Ethics Committee,
Father Muller Charitable Institutions,
Father Muller Road, Kankanady,
MANGALORE-575002.**

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Issued to :

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Page 1 of 20

FMMCIEC POLICIES

FMMCIEC : POLICIES

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- III. **Approved and Issued by :**
Dr. Jayaprakash Alva,
Dean, FMMC.

FMMCIEC POLICIES

Distribution List

Following are the Authorized Holders of Controlled Printed Version No. 2 of FMMCIEC POLICIES.

Copy No.	Name	Designation
1	Dr. Jayaprakash Alva	Dean, FMMC
2	Dr. Ashok Shenoy K.	Chairperson, FMMCIEC
3	Dr. Shivashankara A.R.	Member Secretary, FMMCIEC
4	Mr. Eric Sequeira	Legal Expert; Vice Chairperson, FMMCIEC
5	Dr. Varadaraj Shenoy K.	Member- Clinician, FMMCIEC
6	Dr. Safeekh AT	Member- Clinician, FMMCIEC
7	Dr. Sudhir Prabhu	Joint Secretary, Clinician, FMMCIEC
8	Dr. Anup Kumar Shetty	Member-Basic Medical Scientist, FMMCIEC
9	Mrs. Veena Manoj	Member-Lay Person, FMMCIEC
10	Mrs. Anuradha Shetty	Member-Social Scientist, FMMCIEC
11	Fr.Dr. Leo D'Souza	Member-Theologian/Ethicist, FMMCIEC

- Soft copy of the FMMCIEC POLICIES (PDF) is made available in website of Father Muller Charitable Institutions.
- FMMCIEC POLICIES copy (PDF) is issued to Principal investigators of Clinical Trials.
- Member Secretary of FMMCIEC is the custodian of the soft copy (MS word) and office copy (hard copy) of the FMMCIEC POLICIES.

FMMCIEC POLICIES . Version 2. Revision No. 1.

Date of Revision : 25.11.2017. Issue Date : 24.12.2017. Validity Date : 23.12.2018.

Next Revision Due Date : 24.11.2018

Page 3 of 20

FMMCIEC POLICIES

Amendment Record

Sl. No.	Date	Details of Amendment Done	Page No.	Reason for Amendment
1	25.11.2017.	Revision of the document : Policies and SOPs are separated and made separate documents	Many pages revised	Reconstituted IEC taking up revision of policies and SOP as per ICMR 2017 guidelines, NABH standards for accreditation of ethics committee and GCP guidelines of CDSCO

FMMCIEC POLICIES . Version 2. Revision No. 1.

Date of Revision : 25.11.2017. Issue Date : 24.12.2017. Validity Date : 23.12.2018.

Next Revision Due Date : 24.11.2018

Page 4 of 20

FMMCIEC POLICIES

Table of Contents

Sl.No.	Content Details	Page No.
A	Title Page	1 of 20
B	SOP preparation and Issue Details	2 of 20
C	Distribution List	3 of 20
D	Amendment Record	4 of 20
E	Table of Contents	5 of 20
F	Introduction to FMMCIEC	7 of 20
G	Goals and Objectives of FMMCIEC	8 of 20
H.	Policies	
1.	Policies and SOPs : Preparation and Updation	9 of 20
2.	Constitution of FMMCIEC	9 of 20
3.	Conflict of Interest and Confidentiality	10 of 20
4.	Selection of Independent Consultants/Subject Experts	11 of 20
5.	Allowing Observers or Guests	11 of 20
6.	Submission of Documents for Review	11 of 20
7.	Review Procedures	12 of 20
8.	Meetings of FMMCIEC and Decision Making	12 of 20
9.	Continuing Review	13 of 20
10.	Review of Protocol Amendments and Resubmitted Documents	13 of 20
11.	Monitoring of Research Protocols	13 of 20
12.	Review of Protocol Deviations and Violations	14 of 20
13.	Review of Study Completion and Final Reports	14 of 20

FMMCIEC POLICIES . Version 2. Revision No. 1.

Date of Revision : 25.11.2017. Issue Date : 24.12.2017. Validity Date : 23.12.2018.

Next Revision Due Date : 24.11.2018

Page 5 of 20

FMMCIEC POLICIES

14.	Training of FMMCIEC Members	14 of 20
15.	Review of Serious Adverse Events	14 of 20
16.	Waiver of Consent	15 of 20
17.	Management of Premature Termination or Suspension of A Study.	15 of 20
18.	Review of Research Involving Vulnerable Populations	15 of 20
19.	Grievance Redressal	16 of 20
20.	Record Keeping and Archival	16 of 20
21.	Self Assessment	16 of 20
22.	Financial Transparency	16 of 20
23.	Communications	16 of 20
I.	Rights and Responsibilities of Study Subjects	18 of 20
J.	References	20 of 20

FMMCIEC POLICIES . Version 2. Revision No. 1.

Date of Revision : 25.11.2017. Issue Date : 24.12.2017. Validity Date : 23.12.2018.

Next Revision Due Date : 24.11.2018

Page 6 of 20

FMMCIEC POLICIES

F. Introduction to FMMCIEC

Father Muller Medical College Institutional Ethics Committee (FMMCIEC) reviews all types of research proposals involving human participants with a view to safeguard the dignity, rights, safety and wellbeing of all research participants before approving the research proposals. The FMMCIEC is primarily appointed to review ethical clearance to the research protocols from Father Muller Medical College, Kankanady, Mangalore. It also takes up reviews of research proposals from Father Muller College of Speech and Hearing, Father Muller College of Nursing and Father Muller School of Nursing.

The FMMCIEC will ascertain whether all cardinal principles of research ethics viz. autonomy, beneficence, non-maleficence and justice are taken care in the research involving human participants. The FMMCIEC reviews all research projects to be conducted at the institution irrespective of whether the research project is funded or non-funded, and irrespective of funding agency.

The FMMCIEC adheres to existing applicable rules and regulations for its formation and functioning. The IEC follows Schedule Y, CDSCO guidelines and Indian GCP.

FMMCIEC POLICIES

G. Goals and Objectives of FMMCIEC

Goals of FMMCIEC :

- 1) To protect the dignity, rights and well being of the current and potential research participants
- 2) To ensure that universal ethical values and international scientific standards are expressed in terms of local community values and customs

Objectives of FMMCIEC:

- 1) To review the research proposals in an unbiased manner, without compromising the scientific quality, and ethical principles in conduct of biomedical, experimental and behavioral research
- 2) To advice and educate the researchers on ethical guidelines in conducting research involving human participants
- 3) To be updated with the relevant guidelines and regulations on research, research ethics and good clinical practice
- 4) To monitor the progress of approved research proposals with regard to compliance of protocol and ethical principles

FMMCIEC POLICIES

1. Policies and SOPs of FMMCIEC

The policies of FMMCIEC are defined in this document. The FMMCIEC has and follows written SOPs for its different functions as per applicable rules and regulations.

The Policy document is reviewed every year, and if necessary revisions are done. The Member Secretary is responsible for the review and updating of the Policy Document. Two or three members from the IEC will be in the Policy Review Team. Inputs from Head of the institution, the Chairperson of IEC and members will be taken. The Chairperson of IEC will verify the Policy document and Head of the Institution is the Approving authority for the Policy Document.

The FMMCIEC members are trained on the policies and SOPs of FMMCIEC during their induction, and with every revision of these documents.

There is a SOP for the preparation and review of SOPs of FMMCIEC. (Refer to FMMCIEC SOP document; SOP-1).

2. Constitution of FMMCIEC

2.1. Appointment : The Dean of Father Muller Medical College (FMMC) in consultation with Director of Father Muller Charitable Institutions appoints the members of FMMCIEC including the Chairperson and Member Secretary based on their competence, experience and integrity. He/she sends an official request letter to the members who will confirm their acceptance to the Dean by providing all required information such as curriculum vitae, and certificates of training on research ethics and good clinical practice. Then the Dean sends a final appointment letter with terms and conditions of appointment, roles and responsibilities. The members need to sign the consent letter and confidentiality agreement.

2.2. Administrative Support and Independence for Functioning : The management of Father Muller Charitable Institutions provides support to the ethics committee activities including infrastructure, secretariat staff, financial resources and training. The management does not interfere in the functioning of FMMCIEC including review, decision making and monitoring. No undue influence is exerted by the management of FMCI on the FMMCIEC.

FMMCIEC POLICIES . Version 2. Revision No. 1.

Date of Revision : 25.11.2017. Issue Date : 24.12.2017. Validity Date : 23.12.2018.

Next Revision Due Date : 24.11.2018

Page 9 of 20

FMMCIEC POLICIES

The Dean of FMMC mentions policy statement authorizing the ethics committee of its independence in functioning, in the appointment proposal letter and final appointment order of Chairperson, FMMCIEC. This policy statement is also mentioned in the constitution letter of FMMCIEC issued by Dean, FMMC.

2.3.The FMMCIEC does not have the institutional head or any official of the institution holding administrative post in the management (Dean, Principal, Administrator, Vice Principal, Vice Dean) as its member.

2.4. Composition: The FMMCIEC will have 7 to 15 members, and is multidisciplinary and multisectorial. . The chairperson is from outside the institution and non-affiliated. Any current or retired employee of FMCI will not be the Chairperson of FMMCIEC. The Member Secretary is from the Institution. The FMMCIEC will have one of the members as joint secretary. The members include at least two clinicians, one basic medical scientist, one legal expert , one social scientist, one lay person and one philosopher/theologian/ethicist. One of the members is selected as the Vice Chairperson. There is adequate gender representation. The Social Scientist, Philosopher/Theologian, Legal Expert and Lay Person will be non-affiliated to the institution.

2.5. Tenure : The members have tenure of two years. After the tenure, at least 1/3rd of the members retire and are replaced by members of the same category. The Chairperson, Member secretary and members could get maximum two consecutive terms. Any member showing professional misconduct and members with continuous absence from meeting s of FMMCIEC are terminated as and when such cases are found.

2.6. Subject Experts : Subject experts and representatives of vulnerable subjects are invited as required with prior invitation. This is to ensure that the scientific review is appropriate, approval of the research protocol meets the regulatory requirements and vulnerable population is protected from undue risk.

(For the detailed procedure of constitution of FMMCIEC refer to FMMCIEC SOP ; SOP-2)

3. Conflict of Interest and Confidentiality

3.1. The FMMCIEC members are informed about the conflict of interest policy during their appointment . In the consent letter for appointment, the members declare that they will

FMMCIEC POLICIES . Version 2. Revision No. 1.

Date of Revision : 25.11.2017. Issue Date : 24.12.2017. Validity Date : 23.12.2018.

Next Revision Due Date : 24.11.2018

Page 10 of 20

FMMCIEC POLICIES

disclose any conflict of interest, and will exempt himself / herself from the review process and decision making. During the meetings of FMMCIEC, the chairperson asks the members to declare conflict of interest if any, and reassesses the quorum when any member withdraws from the decision making. The declaration of conflict of interest is recorded in the minutes of the meetings. The FMMCIEC members are trained on the conflict of interest policy. (For detailed procedure of handling conflict of interest, refer to FMMCIEC SOP; SOP-3).

3.2.The members are informed about the need for maintaining confidentiality of all documents, discussions and deliberations during their appointment. The members and secretariat staff sign the confidentiality agreement. (Confidentiality agreement formats are given in FMMCIEC SOP; SOP-2).

4. Selection of Independent Consultants/Subject Experts

4.1. The Head of the Institution appoints independent consultants/subject experts. The subject experts sign the confidentiality agreement.

4.2. The FMMCIEC has the procedures in place for involving the subject experts as reviewers of research proposals. The subject experts will not have voting rights. For the research proposals categorized for expedited review, the subject expert does the review and submits the report to the FMMCIEC Member Secretary. For the proposals categorised under full review, the subject does the review and attends the meeting of full board of IEC.

4.3. The FMMCIEC has a subject expert panel including both affiliated and non-affiliated.

4.4. Representatives of vulnerable groups are invited for review in the research protocols involving vulnerable populations .

(Refer to FMMCIEC SOP; SOP-3).

5. Allowing Observers or Guests

The FMMCIEC has a mechanism to allow observers or guests to its office and meetings .The observers need to take prior permission, and sign an agreement of confidentiality

6. Submission of Documents for Review

The FMMCIEC has a documented procedure for guiding the investigators on submission of , documents to FMMCIEC for review. The submitted documents are scrutinized and categorized for review. The research protocol should be accompanied by protocol FMMCIEC POLICIES . Version 2. Revision No. 1.

Date of Revision : 25.11.2017. Issue Date : 24.12.2017. Validity Date : 23.12.2018.

Next Revision Due Date : 24.11.2018

Page 11 of 20

FMMCIEC POLICIES

submission form, budget proposal, informed consent documents, permission from regulatory authorities and other documents as applicable. The investigator needs to submit the protocols at least ten days prior to the scheduled meeting of FMMCIEC (Refer to FMMCIEC SOP; SOP-6 for details).

7. Review Procedures

- 7.1.** The FMMCIEC follows documented procedures for initial review of the research protocols and related documents. The proposals are reviewed as per applicable rules and regulations.
- 7.2.** The proposals are categorized for review as : exempted from review, expedited review and full review. Research protocols with less than minimal risk are categorized as : exempted from review. Research protocols with minimal risk are categorized for expedited review . Research protocols with more than minimal risk are categorized for full review.
- 7.3.** The proposals and attached documents are sent to the members and subject experts at least once week before the scheduled meeting of FMMCIEC. Review forms are used to assess scientific validity and ethical issues, along with checklists for reviewing informed consent documents, clinical trial contract, budget, insurance agreement, and risk-benefit assessment. (Refer to FMMCIEC SOP ; SOP-7).

8. Meetings of FMMCIEC and Decision Making

- 8.1.** The FMMCIEC meets once in a month on every second Saturday. Additional meetings and emergency meetings are held if required.
 - 8.2.** The Member Secretary prepares the agenda for the meetings of FMMCIEC and circulated to all members at least one week prior to the scheduled IEC meeting.
 - 8.3.** The meetings are conducted by the Chairperson who ensures quorum. The FMMCIEC has well-defined criteria for quorum ; no decision is taken without the quorum. For review of each protocol the quorum of IEC should be atleast 5 members with basic medical scientist, clinician, legal expert, social scientist/philosopher and lay person. The chairperson or his/her designee should be present during the meeting.
 - 8.4.** The decision in FMMCIEC is based on risk assessment, scientific validity and adherence to ethical principles. Decisions are taken by consensus, as: approved, approved with
- FMMCIEC POLICIES . Version 2. Revision No. 1.

Date of Revision : 25.11.2017. Issue Date : 24.12.2017. Validity Date : 23.12.2018.

Next Revision Due Date : 24.11.2018

Page 12 of 20

FMMCIEC POLICIES

suggestions, resubmit with revision or rejected. The decision of FMMCIEC is communicated to the principal investigator in writing.

8.5.Deliberations and decisions made during the meetings are documented, circulated to all IEC members, approved by the chairperson and maintained as minutes of meeting.

(Refer to FMMCIEC SOP ; SOP-8).

9. Continuing Review

The FMMCIEC does continuing review of research protocols to periodically monitor the progress of the study, to ensure continuous protection of the rights and welfare of research participants. Based on the reports submitted by the investigator and the discussions in the full board meeting, FMMCIEC decides for continuation of the study, recommend for modifications, or discontinuation of the study. (Refer to FMMCIEC SOP ; SOP-9).

10. Review of Protocol Amendments and Resubmitted Documents

10.1. The FMMCIEC reviews protocol amendments and resubmitted documents. Protocol amendments are categorized for expedited or full review. The resubmissions are categorized as exempted from review, expedited review or full review.

10.2. Review of amendments to the originally approved protocol, consent forms and investigator's brochure are done in formal meetings to evaluate the risk to trial subjects. The IEC evaluates all amendments to the approved protocol and assesses if there is an alteration in the risk benefit ratio. (Refer to FMMCIEC SOP ; SOP-10).

11. Monitoring the Research Protocols

11.1. The FMMCIEC has procedures in place for regular monitoring of all the proposals approved at the site . This is done by on-site monitoring, and review of source documents, the informed consent process, visit details, investigational product storage, case records of SAE management, monitoring reports from the sponsor, DSMB recommendations, interview with investigator /site staff. The monitoring plan to oversight assures safety of subjects and compliance to applicable rules and regulations.

11.2. The on-site monitoring is done by a team of FMMCIEC members headed by the Chairperson. A checklist is used to record the observations.

11.3. The FMMCIEC has the authority to communicate and verify with the trial subjects.

FMMCIEC POLICIES . Version 2. Revision No. 1.

Date of Revision : 25.11.2017. Issue Date : 24.12.2017. Validity Date : 23.12.2018.

Next Revision Due Date : 24.11.2018

Page 13 of 20

FMMCIEC POLICIES

11.4. For-cause assessments are conducted following non-compliance and/or complaints for the trials approved by FMMCIEC.

11.5. The FMMCIEC suggests any areas that need to be improved based on the findings of monitoring reports.

(Refer to FMMCIEC SOP; SOP-11).

12. Review of Protocol Deviations and Violations

12.1. The FMMCIEC reviews the protocol deviations and violations, evaluates them and takes appropriate actions as per rules and regulations.

12.2. The action on protocol deviations and violation is based on the nature and seriousness, frequency of deviations and violations in the study in the past, and frequency of deviation/violation in previous studies conducted by the same PI/ Co-PI or in the same department.

12.3. Protocol deviations and violations are reviewed in the full board meeting of IEC. The decision could be : allowing the study to be continued , allowing the study with modifications and discontinuation of the ethical approval issued.

13. Review of Study Completion or Final Reports

The study completion report is expected from the investigator within 1 month of completion of the study at the site. The report is discussed in the full board meeting of IEC . The decision of IEC could be : a) noted / approved b) request for additional information / clarification .

14. Training of FMMCIEC Members

14.1. The members of FMMCIEC are trained with the SOP of FMMCIEC during the first one month of their induction. The members will get voting rights only after the completion of this induction training on SOP, GCP and relevant guidelines.

14.2. The FMMCIEC has the training schedule, and every member undergoes annual training on GCP, bioethics and guidelines for conduct of research on human participants.

15. Review of Serious Adverse Events

Serious adverse events are addressed, adequate medical care is provided and an appropriate reporting mechanism is followed as per applicable rules and regulations. The SAE

FMMCIEC POLICIES . Version 2. Revision No. 1.

Date of Revision : 25.11.2017. Issue Date : 24.12.2017. Validity Date : 23.12.2018.

Next Revision Due Date : 24.11.2018

Page 14 of 20

FMMCIEC POLICIES

subcommittee initially analyzes the SAE, prepares a report which is presented and discussed in the full board meeting of FMMCIEC.

16. Waiver of Consent

The FMMCIEC grants waiver of consent if the research cannot practically be carried out without the waiver and the waiver is scientifically justified; for retrospective studies, where the participants are de-identified or cannot be contacted; research on anonymized biological samples/data; certain types of public health studies/surveillance programmes /programme evaluation studies; research on data available in the public domain; or research during humanitarian emergencies and disasters, when the participant may not be in a position to give consent. Attempt should be made to obtain the participant's consent at the earliest.

17. Management of Premature Termination or Suspension of A Study :

The FMMCIEC reviews the reports of premature termination or suspension of a study, and communicates to the PI, after the meeting acknowledging the approval of termination/ letter seeking clarifications/information regarding the premature termination.

18. Review of Research Involving Vulnerable Populations

18.1. Vulnerable persons are those individuals who are relatively or absolutely incapable of protecting their own interests and providing valid informed consent. They are the individuals whose willingness to volunteer in a clinical trial may be unduly influenced by the expectation, whether justified or not, of benefits associated with participation, or of a retaliatory response from senior members of a hierarchy in case of refusal to participate.

18.2. The FMMCIEC allows research on vulnerable population .While reviewing the research proposals involving vulnerable populations, the FMMCIEC evaluates following aspects in addition to the aspects reviewed routinely. The protocol should be reviewed to assess if the following points are addressed: can the research be performed in any other non-vulnerable participants? ; Is there justification to use vulnerable population? ; Do the benefits justify the risks ; Are the participants selected equitably ; and Have the measures to protect Autonomy of the vulnerable population been described.

FMMCIEC POLICIES . Version 2. Revision No. 1.

Date of Revision : 25.11.2017. Issue Date : 24.12.2017. Validity Date : 23.12.2018.

Next Revision Due Date : 24.11.2018

Page 15 of 20

FMMCIEC POLICIES

18.3. In addition to all members of the IEC, the Chairperson and Member Secretary include one or two experts who have a thorough understanding of the ethical review process and experience in the field of research to review such type of protocols. A representative of the vulnerable population also will be included.

19. Grievance Redressal Process :

The FMMCIEC has a grievance redressal mechanism in place. The FMMCIEC readily accepts complaints/grievances from participants, or gets the inputs from interviews with patients during the site monitoring. The patient information sheet has the contact numbers of Member Secretary and Chairperson of FMMCIEC, who could be contacted through e mail, telephone or direct walk-in meet . The complaints and concerns of participants are addressed and managed appropriately.

20. Record Keeping and Archival :

The FMMCIEC has a documented procedure for record keeping archival. Security, confidentiality and integrity of all proposals and associated documents is reviewed from time to time and administrative communication is maintained. Documentation is dated, filed and archived as per the SOP. Confidentiality is maintained during the archival and retrieval. The document storage has restricted access with pest-control and fire safety.

21. Self-Assessment of FMMCIEC :

The FMMCIEC conducts self-evaluation. It conducts two internal audits in a year using a checklist. The FMMCIEC evaluates the appropriateness of its composition. By doing self-assessment, FMMCIEC members make themselves accountable.

22. Financial Transparency :

There is financial transparency of the FMMCIEC activities and functioning. The FMMCIEC maintains financial records which include, details of ethics committee fees for their services, honorarium payment to each of the members, and other expenses incurred.

23. Communications :

The FMMCIEC has a process for communication with all stake holders. The communication modes could be printed letters, e mail, or telephonic calls. The Chairperson does the communications to Head of the Institution and Regulatory authorities. He/she is

FMMCIEC POLICIES . Version 2. Revision No. 1.

Date of Revision : 25.11.2017. Issue Date : 24.12.2017. Validity Date : 23.12.2018.

Next Revision Due Date : 24.11.2018

Page 16 of 20

FMMCIEC POLICIES

also responsible for communicating to members in case of any queries on disciplinary grounds. The Member Secretary does most of the communications. He/she is responsible for communications to members of IEC and principal investigators. The effective communications within and by FMMCIEC assure co ordination between all research stake holders and with the regulatory authority.

FMMCIEC POLICIES

I. Rights and Responsibilities of Study Subjects (Research Participants)

Rights :

1. To be treated with respect and courtesy
2. To get adequate information on the research protocol : purpose, about the drug or device used in the study, risks, benefits, compensation for participating, compensation for any adverse events, and any other details of the study
3. To ask any questions on the research protocol
4. To get enough time to decide whether or not to participate in the research study, and to make that decision without any pressure from the people who are conducting the research
5. To be told about the other non-research treatment options available
6. To refuse to participate in the study or to stop participating in the study at any time once he/she starts participating
7. To get the necessary medical care even after withdrawing from the study
8. To be told who will have the access to the information or data collected from the participant, and confidentiality of the information/data
9. To be told about whom to contact for any information or queries about the research study
10. To be told about whom to contact in case of any complaint or grievance
11. To receive a copy of the informed consent form signed by him/her

Responsibilities:

1. To Respect investigators, research staff and other participants.
2. Completely read the patient information sheet and consent form, and ask the principal investigator any questions he/she may have. The subject should understand what will happen to him/her during the study before agreeing to participate.

FMMCIEC POLICIES . Version 2. Revision No. 1.

Date of Revision : 25.11.2017. Issue Date : 24.12.2017. Validity Date : 23.12.2018.

Next Revision Due Date : 24.11.2018

Page 18 of 20

FMMCIEC POLICIES

3. Carefully weigh the risks and benefits when deciding whether to participate in the study.
4. Refrain from signing the consent document until he/she believes that he/she understands its content and feel comfortable with the decision to participate.
5. Follow directions for proper use, dosing and storage of self-administered study medications, providing biological samples, and preparing for tests, procedures or examinations.
6. Follow directions for abstaining from non-study-related medications, or other contraindicated medications or procedures.
7. Know when the study begins and ends. This is particularly important for an intervention trial that has a follow-up period after the intervention is completed.
8. Show up at scheduled appointments on time, and inform the staff within a reasonable time if he/she needs to reschedule an appointment.
9. Provide truthful answers to questions asked during screening/enrolment and during the study.
10. Inform staff if other medical care is needed while on the study.
11. Inform the staff if there are questions he/she would rather not answer.
12. Report pain, discomfort, nausea, dizziness and other problems and symptoms he/she experiences during the study.
13. Keep information about the study confidential, if asked to do so.
14. Keep staff informed when contact information (eg, phone number, address) changes.
15. If he/she decides to withdraw from the study, inform the staff and follow the procedures for withdrawal

FMMCIEC POLICIES

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