Dr.B.Borooah Cancer Institute

A Grant-In-Aid Institute Of Department Of Atomic Energy, Govt. Of India
And A Unit Of Tata Memorial Centre (Mumbai)
Gopinath Nagar, Guwahati-16

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No.BBCI-TMC/Research-Pt-I/ 47 /2023 Date: 24/05/2023

CIRCULAR

This is for the information of all doctors (faculty and students/trainees); Scientific Officers involved with clinical research, and Nursing faculty/students, that the Clinical and Academic Board of Dr. B Borooah Cancer Institute, Guwahati, in its meeting held on 15-05-2023, has taken the following decisions regarding the Scientific Committee, BBCI:

i) The Scientific Committee will be reconstituted with the following members:

a) Chairperson: Dr. Shiraj Ahmed, Professor, Dept. of Onco-Pathology, BBCI
b) Member Secretary: Dr. Anupam Das, Assoc. Professor, Dept. of Head & Neck Oncology, BBCI
c) Members: Dr. Deepjyoti Kalita, Professor, Dept. of Surgical Oncology, BBCI
Dr. Sonai Dutta Kakati, Assist. Professor, Dept of Anaesthesiology, BBCI
Dr. Duncan Khanikar, Assist. Professor, Dept. of Medical Oncology, BBCI

Tenure of the committee members will be of three years w.e.f 01.06.2023

ii) The format for submission of research proposals as well as the review of each proposal will be similar to that of the ICMR format which is enclosed herewith.
iii) Any research proposal which has been discussed and approved by any of the proposed DMGs will be forwarded to the Scientific Committee which will review it and will either:
Forward it to the IEC as it is, *or*,
Ask for a presentation again before the Scientific Committee for further discussion if they deem it necessary.
During this process of reviewing, the Scientific Committee may invite expert opinion from any internal or external expert if required.
iv) For collaborative studies with individual institutions/organizations, Principal Investigator of the study will have to be from BBCI.
v) For collaborative studies, BBCI will not allow materials like tissues, imaging sets, etc. to be taken out of the institute and studied exclusively by and in the collaborating institute. For such studies, if infrastructure/manpower is not available at BBCI, then it will be the responsibility of the collaborating institute to develop the deficiencies at BBCI either fully or, at least up to that extent which is feasible and possible at BBCI at that point of time.

All Doctors, Scientific Officers and Nursing faculty/students are hereby requested to please adhere to the above-mentioned decisions of the Clinical and Academic Board, BBCI.

Deputy Director (Research)
& Coordinator CAB
Dr B Borooah Cancer Institute
Guwahati-16

Cont...

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Copy to:
1. Director, BBCI for information please
2. Deputy Director (Academics), BBCI
3. All departmental HoDs/ Incharge, BBCI
5. All doctors and Scientific Officers, BBCI
6. Nursing faculty/students
7. File copy

Deputy Director (Research)
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Assessment of Research Proposals by the Scientific Committee:

The core committee members of the Scientific Committee with/without opinion from the expert panel member will assess each proposal on the basis of the following points:

1. Rationale of the project – is it likely to solve a priority problem?
2. Possible impact – is it likely to have impact on health outcomes?
3. Novelty/innovation – is the study developing or testing a new idea?
4. Methodology – are study methods appropriate to achieve the objectives?
5. Implementation strategy – is the study feasible in a timely manner?
6. Is the project eligible for publication?

Format for submission of Research Proposals (Similar to ICMR format):

1. **Title of the proposed research project**: should be concise and yet sufficiently descriptive and informative. Title may include study design such as randomized controlled trial; an observational study; a case-control study etc.
2. **Background** (up to 500 words): State the background information to adequately present the problem, mention how the research question addresses the critical barrier(s) in scientific knowledge, technical capability, and/or programmatic/clinical/lab practice and its relevance to local, national and international context.
3. **Literature review** (up to 1000 words): Review to be written cohesively to build justification for the research question to be addressed with reference of key publications
   in the field. Reference up to 30 in Vancouver style may be provided at the end of literature review. (References will not be included in the word count).
4. **Novelty/Innovation** (up to 250 words): Describe how the proposal challenges and seeks to shift the current research/knowledge/clinical practice paradigms etc. by utilizing novel theoretical concepts, approaches or methodologies, instrumentation, or interventions etc. Mention if there is a refinement, improvement, or new application of theoretical concepts, approaches or methodologies, instrumentation, or interventions in the proposed study.
5. **Hypothesis/ Research question** (up to 100 words)
6. **Study Objectives**: Define the objectives clearly and in measurable terms; mention as primary and secondary objectives if necessary. Do not write too many objectives.
7. **Methodology** (up to 2000 words): Include the following subheads
   i) **Study Design**: Proposed study design should be appropriate to fulfill all the objectives; details of study design whether descriptive, analytical, experimental, operational, a combination of these or any other; and adequate description of study population should be provided. Explain the rationale of selection of the research participants and controls whether chosen randomly, consecutively etc. with inclusion and exclusion criteria, rules for discontinuation, definitions of cases, controls and lost to follow up etc.; in case of Intervention studies a detailed

description of Intervention (drug/device/behavioral intervention) should be given. The use of quantitative and qualitative methods may be specified if any.

ii) **Sample Size**: Details of sample size and/or power calculation should be described with references where needed. [Please note: the sample size calculation should provide adequate power to the study to satisfactorily answer all the primary objectives, data from pilot studies can also be used for sample size calculation]. Operational definitions for key variables should be presented. A flow chart indicating study design with number of participants should be given where applicable.

iii) **Project Implementation Plan**: Describe the overall strategy for enrollment of participants including collaboration with other departments/institutes where applicable, process of enrollment of participants – how, where and by whom will the participants be enrolled, how and when and where will they be followed up; collection, storage and testing of samples; if new tests are being done describe the process of standardization etc. Describe quality assurance processes to accomplish the study objectives.

iv) **Ethics Review**: Address review requirements and details of obtaining informed consent and its documentation should be described along with risks and benefits to the participants.

v) **Data collection & statistical analysis plan**: Describe the key variables of the study, how will they be measured and unit of measurement. Specify comprehensively the data collection methods and tools are relevant to the study objectives and study design and provide structural components like data entry and analytical platforms to be used for analysis. Present data analysis plan comprehensively mentioning appropriate statistical methods to be used in order to answer/achieve the study objectives.

8. **Expected Outcomes** (up to 100 words)
9. **Limitations of this study** (up to 100 words)
10. **Future plans based on expected outcomes if any** (up to 100 words)
11. **Timelines**: Details of activities to be carried out along with timelines during preparatory phase, data collection, analysis & report writing to be provided.
12. **Budget**: wherever applicable.