



## NOTICE

### **Institutional Ethics Committee (IEC) - Islamic University of Science and Technology (IUST)**

**Ref: IUST/IEC/Notice/25/62**

**Date: 4<sup>th</sup> March 2025**

With the aim of fostering responsible and ethical research practices within our esteemed institution, the Institutional Ethics Committee (IEC) of the Islamic University of Science and Technology (IUST) hereby issues the following directives and guidelines:

- 1. Meeting Schedule:** i) The IEC-IUST meetings are scheduled every three to six months, contingent upon business volume, specifically the number of proposals received.  
ii) Tentative meeting dates for the IEC sessions are set for the first week of February, May, August, and November annually.
- 2. Upcoming Meeting:** The forthcoming Institutional Ethics Committee (IEC) meeting is scheduled tentatively for the **18<sup>th</sup> March of 2025**.
- 3. Compliance and Submission:** Researchers, faculty, and affiliated personnel from diverse academic domains are required to adhere to the Standard Operating Procedures (SOP) outlined by IEC-IUST when seeking approval for their research endeavors. Approval from IEC is mandatory for all individuals engaging in research projects, including Researchers, Scientists, PhD scholars, and students, particularly those involving human subjects or survey-based methodologies. Submission of the research proposal dossier (**informed consent, Tool with translation, CTIRI registration, Insurance agreement with sponsored agency, CV of Investigator with PI form IEC IUST, GCP**) comprising both digital and hard copies, is due by **12<sup>th</sup> March of 2025** to the office of the Member Secretary of IEC at SMMCN&MT during office hours. No extensions will be granted beyond this deadline.
- 4. Special Consideration:** In exceptional circumstances where immediate ethical clearance is necessitated, applicants may submit a formal request, supported by relevant documentation, to the IEC-IUST office. Upon review and consultation with the Chairman, a special meeting may be convened as deemed appropriate.
- 5. Proposal Requirements:** Research proposals should encompass essential elements such as the Title, Rationale, Novelty/Innovation, Project Description, Strength of Principal Investigator, and Institutional Support.
- 6. Methodological Guidelines:** It is imperative that research tools and techniques avoid inquiries that may induce anxiety. Moreover, all tools must undergo validation by experts. x) Utilization of standardized tools and interventions, preferably endorsed by WHO, is encouraged. However, modifications made by investigators must undergo rigorous validation processes including face validity, expert validation, pilot testing, Principal Components Analysis, and assessment of Cronbach's Alpha values, translation of tool in local language.
- 7. Presentation Requirement:** Principal Investigators (PIs) are required to present in-person their proposals before the Institute ethics committee.
- 8. Accountability:** Responsibility for obtaining prior IEC approval rests with the respective heads of departments and Principal Investigators. Non-compliance may result in scrutiny during any ethical audits conducted by the institution. For further dissemination, this notice is copied to all Deans, Directors, Principals, and relevant authorities within the university.  
Your cooperation in upholding ethical standards in research endeavors is greatly appreciated.

Sd/-

**Ms. Asmat Parveen**

Member Secretary, IEC, IUST