

# **Institutional Human Ethics Committee (IHEC)**

## **Pondicherry University**

### **General Instructions for preparation of the project proposals for submitting to IHEC**

1. It is a must to take IHEC clearance before the start of any project that involves use of Human subjects as part of the study.
2. The methodology to be followed in such projects should be clearly written and presented without any ambiguity in the proposal being submitted to IHEC
3. A statistician should have been consulted for fixing a justified sample size / number for the study.
4. In case of nutritional intervention, a nutritionist should be a part of the study.
5. In studies that involve clinical intervention / analysis a physician should be a part of the study (Sports training that involves measurement of certain physiological and blood parameters requires physician's input for SOPs and interpretation of results).
6. Consent from Physician / Nutritionist / and other specialist required for the study should be obtained and submitted along with the proposal to the committee.
7. For questionnaire-based studies, the questionnaire and its relevant translations should be submitted for screening.
8. The informed consent form should indicate the duration / time that a participant may have to spend to fill the questionnaire. The consent form should give all the details of the training/ treatment / analysis involved in the study.
9. Any possible risk associated with the study should be explicitly mentioned in the consent form.
10. In studies that involve children / persons with disability, the Informed consent must be obtained from both the parents of such participants as well as the study participants themselves. Draft of these consent forms should be submitted to the committee.
11. The questionnaire and consent form should be translated in local language, validated, audited before starting the study and a copy of the same be submitted to ethical committee for approval.
12. There should be proper safety measures available during the study (e.g. for the studies involving strenuous physical training) and should be clearly mentioned in methodology section of the proposal.
13. A grammatically clean proposal and grammatically clean presentation slides are requested.