

ADVANCE STUDIES RESEARCH BOARD (ASRB)
Terms of Reference

Objective / Responsibilities

The Advanced Studies Research Board will evaluate the research proposals submitted by

1. The **faculty, registrars, and demonstrators/lecturers** of Khyber Girls Medical College and Hayatabad Medical Complex and all affiliated institutes of MTI-HMC/KGMC, Peshawar
2. The **postgraduate scholars** affiliated with institutes other than MTI-HMC/KGMC and its affiliate institutes if they want to conduct their research in MTI-HMC/KGMC and its affiliate institutes.
3. **Postgraduate scholars of Nursing, Physiotherapy, and other allied health sciences.**
4. The **postgraduate residents, house officers and medical students** perusing interventional studies/Randomized Controlled Trials (these will have a mandatory review with ASRB after review with the respective Graduate Committee)
5. The **postgraduate residents, house officers and medical students** perusing studies related to sensitive matters like sexual harassment/stigma etc. (these will have a mandatory review with ASRB after review with the respective Graduate Committee)

The ASRB will review the proposals for technical and ethical considerations. In addition, ASRB will oversee the functioning of Graduate Committees, and may also receive proposals from the Graduate Committees for review and opinion as and when deemed necessary by the respective Graduate Committees. After evaluating the proposals, the board will issue a certificate of approval which will be submitted by the scholar as a mandatory document to apply for an ethical approval certificate from the Institutional Review and Ethical Board (IREB).

Submission of proposals

All proposals shall be submitted online through a dedicated dashboard on the websites of Research Deanery KGMC/HMC. The dashboard will have detailed instructions and templates to help researchers submit their proposals efficiently. The proposals not meeting the basic requirements as laid down in the instructions will be returned with comments without being considered for review. Such proposals shall be submitted a fresh after rectification. ASRB members will have access to the dashboard to review and download any proposals under consideration as and when needed. Similarly, all communication with the researchers will be carried out through the dashboard and the linked email address.

ASRB meetings

The ASRB shall meet at least once a month (preferably in the first week of the month) to review the proposals submitted in the previous month. The chairperson will circulate the agenda including the list of the proposals under consideration for the meeting. The researchers will be informed about the date/time and venue of the meeting through their dashboard account and the linked email ID. The researchers will present and defend their proposal (as per the template approved by ASRB) in the meeting. The ASRB shall reach one of the following decisions with consensus.

- **Approved.**
- **Approved with suggested changes.** (Upload revised copy under the same submission, along with a covering letter detailing all the changes made)
- **Revise and resubmit as a new submission** for the next meeting.
- **Rejected**

The decision for each proposal will be recorded on the proposal review proforma and on the online dashboard, and a certificate of approval will be issued to the approved proposals. This certificate will be submitted by the scholar as a mandatory document to apply for an ethical approval certificate from the Institutional Review and Ethical Board (IREB). A copy of the minutes of the meeting (one-pager) will be kept on record.