



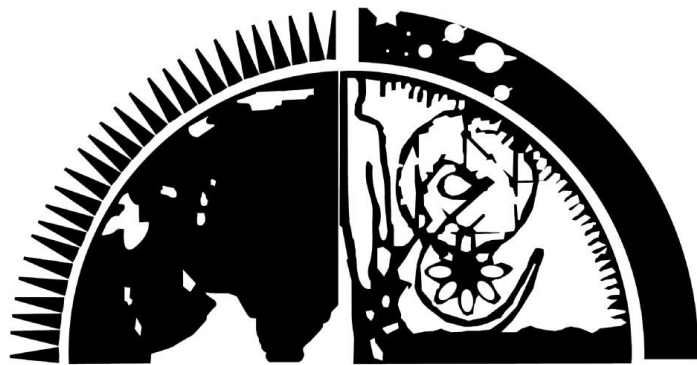
GUIDELINES & TERMS OF REFERENCES (ToRs) OF FACULTY RESEARCH REVIEW & ETHICS COMMITTEE (FRR&EC)

Prepared By	Special Committee
Approved By	57th Academic Council
Version No.	1.0
Date of Issue	January-2024
Total Pages	10
Custodian	Registrar

BAQAI MEDICAL UNIVERSITY

**GUIDELINES & TERMS OF
REFERENCES (ToRs) OF
FACULTY RESEARCH
REVIEW & ETHICS
COMMITTEE (FRR&EC)**

2023



Baqai Medical University



CONTENTS

1. INTRODUCTION	1
2. PURPOSE	1
3. COMPOSITION OF THE FRR&EC	1
4. ROLES AND RESPONSIBILITIES	1



1. INTRODUCTION

- 1.1. In reference to the BMU Postgraduate Policy & Regulations, a guideline and terms of references (ToRs) have been developed to clarify the role and responsibilities of the Faculty Research Review & Ethics Committee (FRR&EC).
- 1.2. This document is part of the BMU Postgraduate Policy & Regulations and has been developed to create uniformity in the functioning and decisions of the respective faculty.
- 1.3. This document can be reviewed whenever deemed necessary.

2. PURPOSE OF THE FRR&EC

- 2.1. The Major function of FRR&EC is to ensure that research proposal prepared by the investigator meet the highest scientific & ethical standards.
- 2.2. The FRR&EC has been developed to review, check, and make decisions on the research activities related to undergraduate and postgraduate studies being conducted in respective faculty of Baqai Medical University.

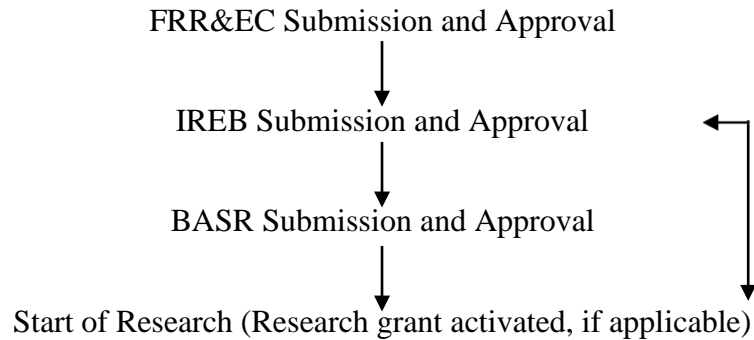
3. COMPOSITION OF THE FRR&EC

- 3.1. The Dean of each faculty shall be responsible for constituting the FRR&EC; which include Supervisor/Chairperson/HOD/Social Scientist/Community member/Statistician.
- 3.2. The composition of the FRR&EC shall be according to the criteria described in the BMU Postgraduate Policy & Regulations. However, depending on the proposal submitted, the concerned Dean may invite one or more subject experts (other than FRR&EC members).

4. ROLES AND RESPONSIBILITIES

- 4.1. The Dean will arrange the FRR&EC meeting, as per calendar.
- 4.2. The role FRR&EC will to evaluate whether a proposed project has qualified appropriate research gap & able to conduct the study and is likely to be useful in due context and circumstances.
- 4.3. The FRR&EC will disseminate all available information to the concerned members.
- 4.4. The FRR&EC will resolve any conflict/dispute/non-progression related to the non-program research projects on time. The FRR&EC will report academic matters to the PGMI/BASR for further necessary actions.
- 4.5. The FRR&EC may approve/reject the synopses or suggest changes as deemed appropriate and shall issue a certificate on the prescribed proforma with the final version of the proposal.
- 4.6. The FRR&EC will maintain the records of meetings and submit a copy of the meeting minutes with the certificate (Annexure 1) to the PGMI secretariat.
- 4.7. The reviewed and corrected synopses, along with the FRR&EC certificate (Annexure 1), should be submitted to the Chairperson of the Institutional Review & Ethics Board

(IREB) for evaluation and approval along with the duly filled prescribed proforma (please refer to BMU Postgraduate Policy & Regulations for the proforma). The following pattern shall be followed for academic synopses and non-programmed research proposals:



4.8. FRR&EC can approve non programmed researches and will sent to the Institutional IREB to allocate reference number. This process will not only strengthen the validity of FRR&EC but also enriches the research data within the University Reservoir.

4.9. It is recommended to adhere to an approved format for FRR&EC reference to ensure consistency & uniformity throughout the Institution.

4.10. Evaluation and Research Proposal (Annexure-4)

4.11. Synopsis Submission Checklist (Annexure-2)



ANNEXURE 1

Certificate Proforma for FRR&EC Evaluation

Researcher's Name:	
Qualification:	
Postgraduate Program (if any):	
Department/Faculty:	
Date of Admission (if applicable):	
Proposed Title of the Study:	
Principal Author / Investigator Name: Qualification:	
Co-Author / Co-PI Name: Qualification:	
Co-Author / Co-PI Name: Qualification:	
Co-Author / Co-PI Name: Qualification:	
Co-Author / Co-PI Name: Qualification:	
Co-Author / Co-PI Name: Qualification:	
FRR&EC Held on:	
FRR&EC Decision:	
Remarks (if any):	

Name & Signatures of the:

- Principal Author / PI: _____
- Dean: _____

ANNEXURE 2

SYNOPSIS SUBMISSION CHECKLIST

To BAS&R

(Tick against each point or write NA for not applicable)

1. Two copies of the FRR&EC certificate	
2. Two copies of IREB proforma	
3. Two copies of BASR proforma	
4. Title page in the format as per BMU Policy	
5. Two copies of the synopsis	
6. Two copies of informed consent, both in English and Urdu or any other local language of the population study (if applicable)	
7. Two copies of the data collection form (questionnaire, Proforma, surveys)	
8. Two copies of any other relevant, validated questionnaire involved in the study (if applicable)	
9. Soft copies of all the above documents emailed to registrar@baqai.edu.pk at the time of submission.	

Researcher:	signature
Supervisor:	signature

**FORMAT OF THE SYNOPSIS
(REVISED)**

1.	Suggested Font	<ol style="list-style-type: none"> 1. Times New Roman or Arial 2. Headings: 14pt, bold 3. Subheadings: 12pt, bold 4. Text: 12pt 5. Page Size: A4 6. Page Setting/Margin: 1.5” or equivalent on the left side. All other three sides should be 1”
2.	Title Page*	<ol style="list-style-type: none"> 1. Logo of BMU (preferable height 5 centimeters, length 7.62 centimeters) 2. Title of the study (16 or 18pt, bold, UPPERCASE) 3. Name of the candidate (14pt, bold, Title Case) and qualification (10pt, bold) with signature 4. Title of the degree (14pt, bold, Title Case) 5. Subject/specialty (14pt, bold, Title Case) 6. Supervisor (and co-supervisor) name (14pt, bold, Title Case) and qualification (10pt, bold) with signature 7. Faculty (14pt, bold, Title Case)
3.	Summary/abstract	One page (single or 1.5 line spacing, justified)
4.	Background of the study	One paragraph or not more than one page (1.5 line spacing, justified)
6.	Objective/rationale (Corresponding to the community needs at all levels) of the study	NMT one page (1.5 line spacing, justified)
	Problem Statement (Gap Analysis)	NMT 1 paragraph
	Area of research coinciding/aligning preferably with sustainable development goals (SDGs)	NMT 1 paragraph
7.	Plan of work	It should be precise, preferably one to three pages (1.5 line spacing, justified)
8.	Experimental/materials and methods	It should be precise, preferably one to three pages (1.5 line spacing, justified)
9.	Bibliography/referencing	Vancouver/Harvard style (cited/numbered consecutively) in a uniform pattern as per subject matter. A maximum of 10 references , with half of them should preferably be from the last 10 years (single line spacing, justified)

* A template for the title page is provided in the BMU Postgraduate Policy & Regulations.
NMT = Not more than



BAQAI MEDICAL UNIVERSITY
Faculty of Research Review & Ethics Committee
Evaluation of Research Proposal

Student Name:	
Degree Program:	
Title:	
Observations By the Dean	

S. No.	Items	Yes	No	N/A
1	The title of the study is appropriate?			
2	The objective/purpose of the study is clearly stated?			
3	Is the research design appropriate for the study?			
4	The sample size of the study is adequate?			
5	The data collection procedure is clearly described?			
6	References cited are adequate?			
7	Is referencing in uniform style?			
8	Is the language scientific and precise?			



9	Spelling/grammatical errors minimum or acceptable?			
10	The layout of the Synopsis is acceptable?			
11	Overall the quality of the research proposal is satisfactory?			

Please answer each of the above questions by marking (√) in the appropriate box:

Name of FRR&EC member: _____

Designation: _____

Department: _____

<p style="text-align: center;"><u>Recommendations by</u> <u>FRR&EC</u></p> <p>a) Approved for further processing.</p> <p>b) Approved after minor correction.</p>
--

Dean: _____

Date: _____