

Guidelines for Residents as researcher for Online Protocol Submission

A topic for research is selected for dissertation with the help of you PG guide. Detailed discussions about the research question, methodology, review of literature is done.

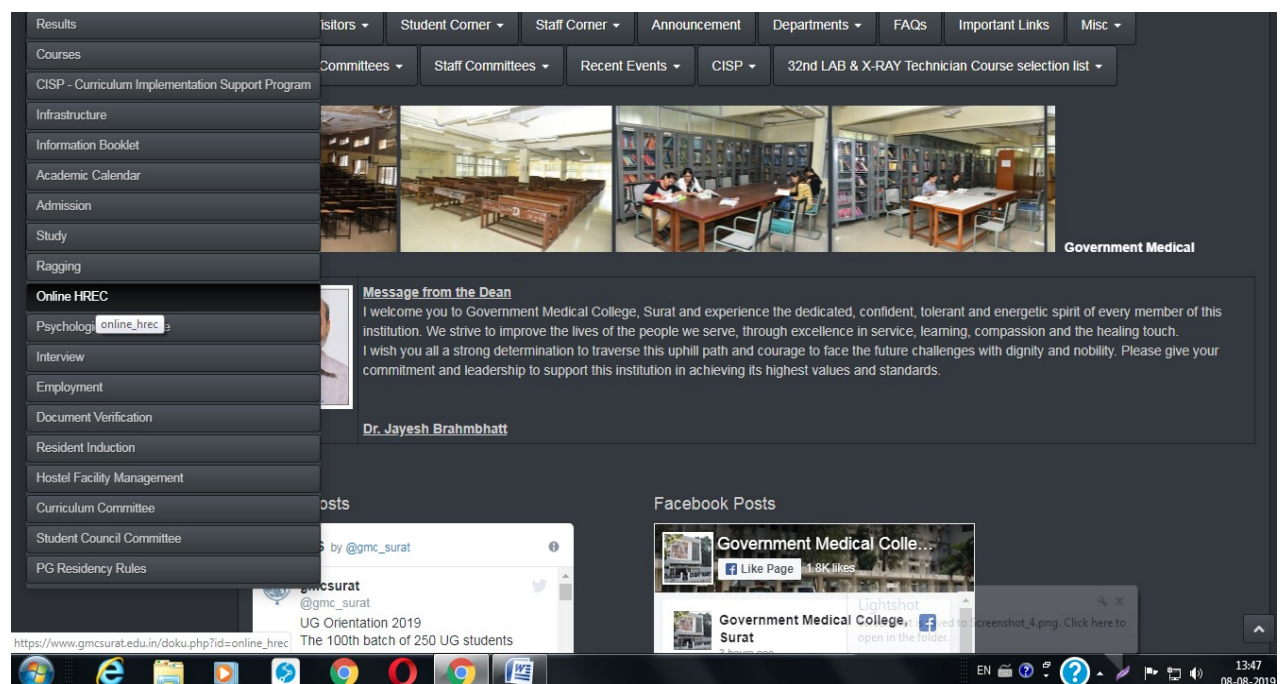
The Protocol should be written in the prescribed format, given on GMCS website. Follow the steps to open the prescribed word format.

Step 1: Open GMCS website- Go to Student Corner



The screenshot shows the homepage of the Government Medical College, Surat website. The browser address bar displays <https://www.gmc Surat.edu.in/doku.php?id=start>. The page features a dark blue header with the college name and a 'Log In' button. A left sidebar contains navigation links such as 'Dean's Message', 'About US', 'Where are we?', 'Contact Us', 'MCI reg.', 'Employee Login', 'NKN Registration', and 'Online Library Access'. Below these are dropdown menus for 'Casual Visitors', 'Student Corner', 'Staff Corner', 'Announcement', 'Departments', 'FAQs', 'Important Links', 'Misc', 'Student Committees', 'Staff Committees', 'Recent Events', 'CISP', and '32nd LAB & X-RAY Technician'. The main content area has a large banner with the college name and a photograph of the building. Below the banner is a horizontal menu with buttons for 'Casual Visitors', 'Student Corner', 'Staff Corner', 'Announcement', 'Departments', 'FAQs', 'Important Links', and 'Misc'. A secondary row of buttons includes 'Student Committees', 'Staff Committees', 'Recent Events', 'CISP', and '32nd LAB & X-RAY Technician Course selection list'. On the right, there is a section for 'sharing with three international Universities' with links for 'Recent Events', 'Announcement', and 'Downloads', and a 'View All' button. The Windows taskbar at the bottom shows the date as 08-08-2019 and the time as 13:46.

Step 2: Go to Online HREC



The screenshot shows the 'Online HREC' section of the Government Medical College, Surat website. The browser address bar displays https://www.gmc Surat.edu.in/doku.php?id=online_hrec. The page features a dark blue header with the college name and a 'Log In' button. A left sidebar contains navigation links such as 'Results', 'Courses', 'CISP - Curriculum Implementation Support Program', 'Infrastructure', 'Information Booklet', 'Academic Calendar', 'Admission', 'Study', 'Ragging', 'Online HREC', 'Psychology', 'Interview', 'Employment', 'Document Verification', 'Resident Induction', 'Hostel Facility Management', 'Curriculum Committee', 'Student Council Committee', and 'PG Residency Rules'. The main content area has a horizontal menu with buttons for 'Casual Visitors', 'Student Corner', 'Staff Corner', 'Announcement', 'Departments', 'FAQs', 'Important Links', and 'Misc'. Below the menu is a row of buttons for 'Student Committees', 'Staff Committees', 'Recent Events', 'CISP', and '32nd LAB & X-RAY Technician Course selection list'. The main content area features a large banner with the college name and a photograph of the building. Below the banner is a section for 'Message from the Dean' by Dr. Jayesh Brahmabhatt, with a 'View All' button. Below the message is a section for 'Facebook Posts' with a 'View All' button. The Windows taskbar at the bottom shows the date as 08-08-2019 and the time as 13:47.

Step 3: Download Format for submission of protocol for thesis or dissertation.

The screenshot shows a web portal for GMC Surat. The URL is https://www.gmc Surat.edu.in/doku.php?id=online_hrec. The page contains the following sections:

- Meetings:** A meeting of Human Research Ethics Committee Date: 7/02/2018, 11/01/2018, and 19/04/2018.
- Procedures:** SOP of Institutional Review Board.
- Forms:** Annual progress of Project, Format for Clinical Trial Study, **FORMAT FOR SUBMISSION OF PROTOCOL FOR THESIS OR DISSERTATION**, and Guideline For Protocol Submission (51.5 KB).
- Research Cell Committee, Govt. Medical College, Surat:**

Sr. No.	Members Name	Designation	Mo. No.	Email ID
Team - 1				
1	Dr. N. D. Kantharia	Prof. & Head Dept. of Pharmacology	9825660507	bansarikantharia@yahoo.com
2	Dr. Divyang Dave	Assoc. Prof. Dept. of Surgery	9426862823	drdivyangdave@gmail.com
3	Dr. Jigisha Patadia	Assoc. Prof. Dept. of Pediatrics	9824132309	jigishapatadia@yahoo.com
	Assst. Prof. Dept. of Orthopedics		8238326333	Swarnil.nalge@gmail.com

Prepare your thesis protocol by filling in all the required sections in the given format.

The protocol should be discussed in a Departmental meeting and finalized for submission to the SRC, along with the minutes of Departmental Meeting.

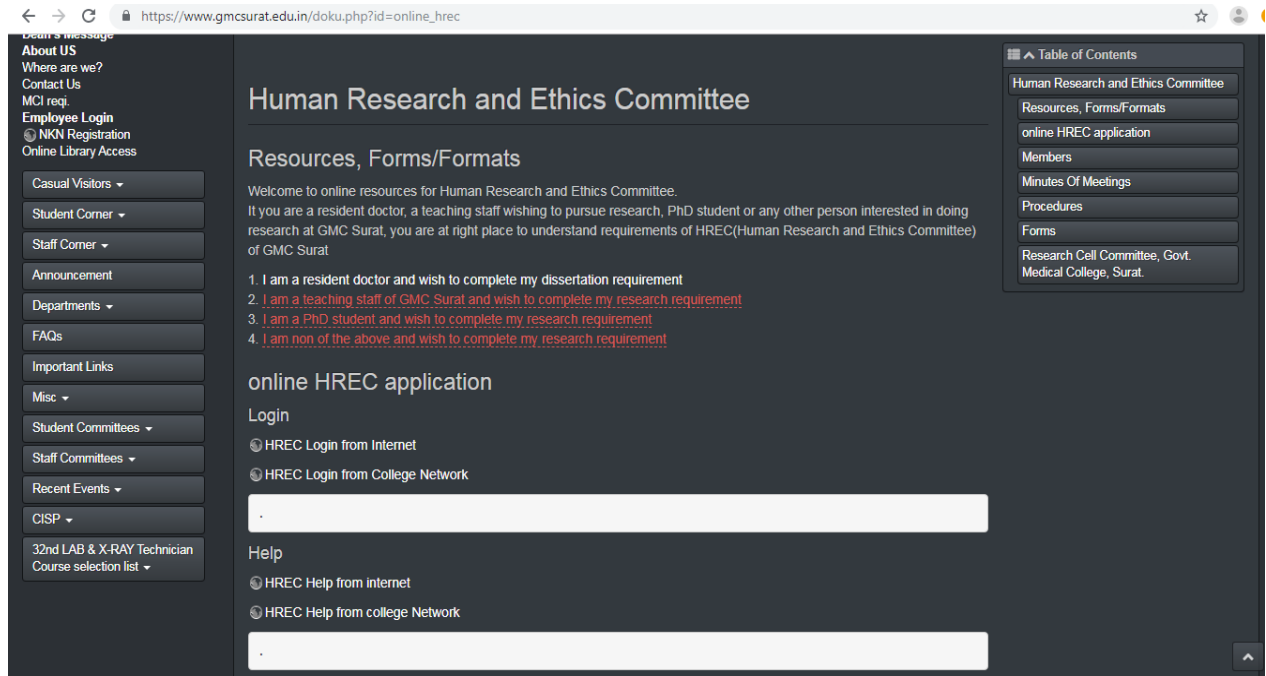
Requisite permission letter from Medical Superintendent / Dean of Medical College should be applied for.

All the documents given in the table below (as applicable to your specific dissertation) should be prepared beforehand and kept ready for upload.

Files to be uploaded:

Section	No.	Name	Components	File Type
A (Administrative documents)	1.	Covering Letter	Covering Letter	PDF
	2.	Letter of Permission (those relevant to your research project)	From Medical Superintendent	PDF
			From Dean	PDF
			From other Department	PDF
	3.	Undertaking	From other relevant authorities- Nursing College, School etc.	PDF
			ICMR Guidelines will be followed	PDF
		The project has not started yet	PDF	
4.	Departmental Meeting minutes	Approval as minutes of Departmental meeting discussion of the protocol with	PDF	
B (Main Research Document)	1.	Research Protocol	Protocol	Word
C (Participant Information & Consent Documents)	2.	Participant Information Sheet (PIS)	In 3 languages- English, Hindi, Gujarati	Word
	5.	Participant Informed Consent Form (PICF)	In 3 languages- English, Hindi, Gujarati	Word
D (Data Collection tools)	6.	Questionnaires, tools, Performa to be used	In 3 languages- English, Hindi, Gujarati	Word
E (Review Literature)	7.	2 Relevant References	Preferably one national and one international	PDF

Step 4: Your PG guide will login to their account via the GMCS website



The screenshot shows a web browser window with the URL https://www.gmc Surat.edu.in/doku.php?id=online_hrec. The page title is "Human Research and Ethics Committee" and the sub-header is "Resources, Forms/Formats". The main content area includes a welcome message, a list of user categories, and a login section for the "online HREC application".

Human Research and Ethics Committee
Resources, Forms/Formats

Welcome to online resources for Human Research and Ethics Committee.
If you are a resident doctor, a teaching staff wishing to pursue research, PhD student or any other person interested in doing research at GMC Surat, you are at right place to understand requirements of HREC(Human Research and Ethics Committee) of GMC Surat

1. I am a resident doctor and wish to complete my dissertation requirement
2. I am a teaching staff of GMC Surat and wish to complete my research requirement
3. I am a PhD student and wish to complete my research requirement
4. I am non of the above and wish to complete my research requirement

online HREC application

Login

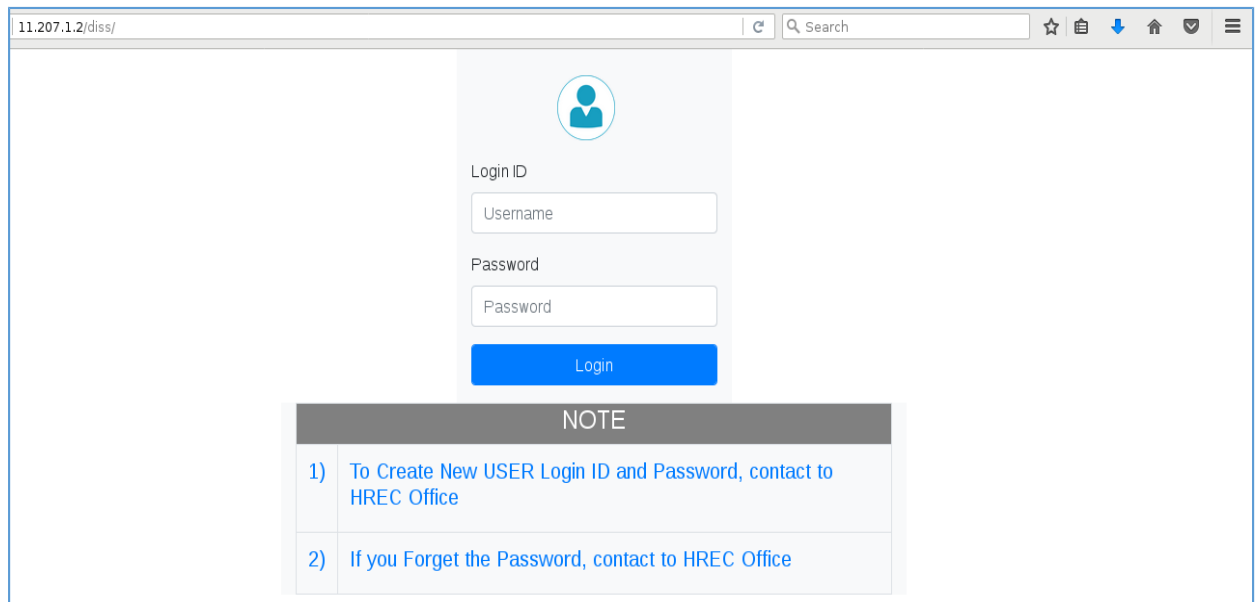
- ① HREC Login from Internet
- ② HREC Login from College Network

Help

- ① HREC Help from internet
- ② HREC Help from college Network

The right sidebar contains a "Table of Contents" with links to: Human Research and Ethics Committee, Resources, Forms/Formats, online HREC application, Members, Minutes Of Meetings, Procedures, Forms, and Research Cell Committee, Govt. Medical College, Surat.

Step 5: Resident will enter the Username and Password given to them.



The screenshot shows a login page with a search bar at the top. The main content area features a login form with a user icon, a "Login ID" label, a "Username" input field, a "Password" label, a "Password" input field, and a blue "Login" button. Below the form is a "NOTE" box with two instructions:


NOTE


- 1) To Create New USER Login ID and Password, contact to HREC Office
- 2) If you Forget the Password, contact to HREC Office

Step 6: After logging-in this page will appear.

11.207.1.2/diss/start.php | Search | ☆ | 📄 | ⬇️

[Change Password](#) [Logout](#)

 click HOME-BUTTON to return to first screen. Search by entering proposal ID and PG teacher.

Proposal ID Give proposal ID given to you when applied first time. 

PG Teacher Select PG teacher

[Show Proposal](#)

New Proposal

Name of PG student

Email of PG student

Mobile of PG student

Step 7: In **New Proposal** fill all data as shown in below picture and then click on **Save** button.

New Proposal

Name of PG student

Email of PG student

Mobile of PG student

Proposal Title Must be same as what is uploaded in protocol

PG Teacher Select PG teacher

Year of Admission

[Save](#)

Note: Documents can be uploaded after saving the application

Step 8: This screen will be seen after you press save.

Your proposal ID is 117

Remember it for future access to your proposal

Next Step: retrieve application and start uploading documents

...adding user_id=111149559499 as reviewer for proposal_id=117

Comment Saved

Application Edit Upload Review Status Comments Make Comment

proposal id	applicant id/name /department	Title	Type	Researcher	Researcher Email id	Researcher Mobile No	DateTime	Current Status
117	111149559499/ Dr. Alpna Mathur/ Physiology/ srcm/ Faculty government Medical college 0/ alpnarishi@gmail.com / 9825059172	(Dummy)xyz	PG Dissertation	Nikita Patel	abc@gmail.com	9876543210	2019-09-07 12:02:47	001.applied not forwarded

Attachment Type	Version	Document
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Step 9: If you want to Edit in application then click on Edit tab & press Update button.

Application Edit Upload Review Status Comments Make Comment

Proposal Name (Dummy)xyz

Proposal Type PG Dissertation Select appropriate type of proposal

Researcher Nikita Patel If applying on behalf of UG/PG student, write name of UG/PG Student

Researcher Email id abc@gmail.com If applying on behalf of UG/PG student, write Researcher Email id of UG/PG Student

Researcher Mobile no. 9876543210 If applying on behalf of UG/PG student, write Researcher Mobile Number of UG/PG Student

Year of Admission 2017 If applying on behalf of UG/PG student, write Year of Admission of UG/PG Student

Department Physiology If applying on behalf of UG/PG student, Select Department of UG/PG Student

Update

Step 10: Press on the Upload tab to upload the Documents.

1 record inserted

Your proposal ID is 117

Remember it for future access to your proposal

Next Step: retrieve application and start uploading documents

...adding user_id=111149559499 as reviewer for proposal_id=117

Comment Saved

Application Edit **Upload** Review Status Comments Make Comment

File to upload No file selected. <20 MB file size is accepted

Type Select appropriate type of document ?

?

Step 11: Again ensure you have a folder ready with all the documents to be uploaded in the correct File Type - An example of such a folder is given below -

Name	Date modified	Type	Size
1. Covering Letter-SRC	08-08-2019 19:05	Adobe Acrobat D...	295 KB
2. Covering Letter-HREC	08-08-2019 19:05	Adobe Acrobat D...	202 KB
3. Protocol	08-08-2019 12:13	Microsoft Office ...	60 KB
4. Data collection questionnaire	08-08-2019 19:51	Microsoft Office ...	68 KB
5. PIS English	08-08-2019 12:09	Microsoft Office ...	38 KB
6. PICF English	08-08-2019 19:15	Microsoft Office ...	17 KB
7. Reference 1-academic resilience with c...	08-08-2019 19:20	Adobe Acrobat D...	631 KB
8. Reference 2-The Influence of Emotion...	08-08-2019 19:20	Adobe Acrobat D...	328 KB
9. Undertaking	08-08-2019 19:32	Adobe Acrobat D...	175 KB

Step 12: Various types of documents to be uploaded, as seen in the drop-down menu

1 record inserted

Your proposal ID is 118

Remember it for future access to your proposal

Next Step: retrieve application and start uploading documents

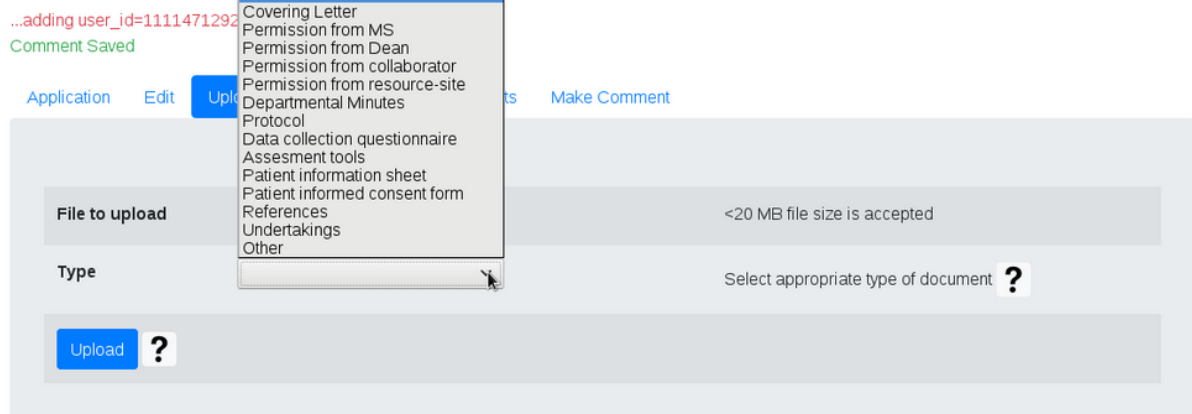
...adding user_id=1111471292
Comment Saved

Application Edit **Upload** Make Comment

File to upload <20 MB file size is accepted

Type Select appropriate type of document ?

Upload ?



The screenshot shows a web interface for uploading documents. A dropdown menu is open, listing various document types: Covering Letter, Permission from MS, Permission from Dean, Permission from collaborator, Permission from resource-site, Departmental Minutes, Protocol, Data collection questionnaire, Assesment tools, Patient information sheet, Patient informed consent form, References, Undertakings, and Other. The 'File to upload' field is empty, and the 'Type' dropdown is also empty. The 'Upload' button is highlighted with a question mark.

Step 13: Sequentially choose the file to be uploaded from your folder and the correct file type then press the upload button.

For e.g. to upload the covering letter -

Choose the PDF file that is your covering letter to SRC, then select the file type as 'covering letter', then press upload

1 record inserted

Your proposal ID is 117

Remember it for future access to your proposal

Next Step: retrieve application and start uploading documents

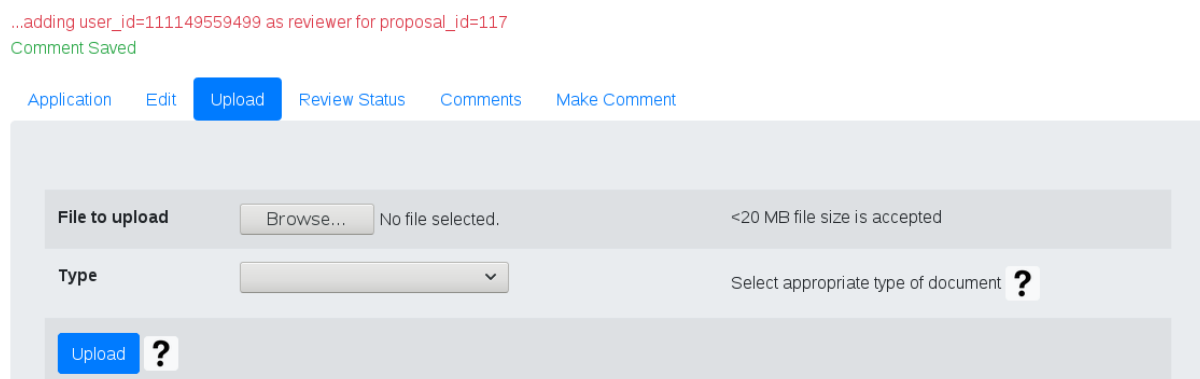
...adding user_id=111149559499 as reviewer for proposal_id=117
Comment Saved

Application Edit **Upload** Review Status Comments Make Comment

File to upload Browse... No file selected. <20 MB file size is accepted

Type Select appropriate type of document ?

Upload ?



The screenshot shows the same web interface as in Step 12. The 'File to upload' field now has a 'Browse...' button and the text 'No file selected.'. The 'Type' dropdown is still empty. The 'Upload' button is highlighted with a question mark.

Step 14: the uploaded file can be seen on the next screen like this -

proposal id	applicant id/name/department	Title	Type	Researcher	DateTime	Current Status
15	641319500892/ Dr. Ritambhara Mehta/ Psychiatry/ srcms/ Faculty Government Medical College, Surat. 0/ ritambharam@yahoo.com / 9426755927	A longitudinal study of correlation between perceived stress, academic resilience, emotional intelligence, personality traits and academic performance in MBBS students	Poster/Paper	Devashish Palkar	2019-08-08 18:58:12	001.applied

Attachment Type	Version	Document
Covering Letter		
Covering Letter	2019-08-08 19:08:22	Download

Step 15: In the similar way upload the rest of the files - Covering letter to HREC, Protocol, Data Collection Questionnaire, Assessment Tools, PIS, PICF, References and Undertakings

Step 16: Upload Covering letter to HREC

Application Edit **Upload** Review Status Comments Make Comment

File to upload 2. Covering ...ter HREC.pdf <20 MB file size is accepted

Type Select appropriate type of document

Step 17: Upload Protocol

Application Edit **Upload** Review Status Comments Make Comment

File to upload Protocol.doc <20 MB file size is accepted

Type Select appropriate type of document

Step 18: Upload data collection questionnaire

Application Edit **Upload** Review Status Comments Make Comment

File to upload Data collecti...tionnaire.docx <20 MB file size is accepted

Type Select appropriate type of document

Step 19: Upload Patient Information Sheet

Application Edit **Upload** Review Status Comments Make Comment

File to upload PIS English.doc <20 MB file size is accepted

Type Select appropriate type of document

Step 20: Upload Patient Informed Consent Form

Application Edit **Upload** Review Status Comments Make Comment

File to upload PICF English.docx <20 MB file size is accepted

Type Select appropriate type of document

Step 21: Upload First Reference

Application Edit **Upload** Review Status Comments Make Comment

File to upload Reference 1-a...ty traits.pdf <20 MB file size is accepted

Type Select appropriate type of document

Step 22: Upload Second Reference

Application Edit **Upload** Review Status Comments Make Comment

File to upload Reference 2-...ademics.pdf <20 MB file size is accepted

Type Select appropriate type of document

New Application

Click respective **Proposal ID** to Edit and upload documents

Proposal ID	Title	DateTime	Current Status
15	A longitudinal study of correlation between perceived stress, academic resilience, emotional intelligence, personality traits and academic performance in MBBS students	2019-08-08 18:58:12	001.applied

Step 23: Upload Undertaking

**Please note: Now all undertakings are to be put in ONE document only.
Example is given on the website.**

Application Edit **Upload** Review Status Comments Make Comment

File to upload Undertaking.pdf <20 MB file size is accepted

Type Select appropriate type of document


Step 24: The uploaded documents are visible like this


proposal id	applicant id/name /department	Title	Type	Researcher	Researcher Email id	Researcher Mobile No	DateTime	Current Status
116	111132527681/ Shailesh Patel/ Biochemistry/ researcher/ Faculty Government Medical College, Surat. 0/ biochemistrygmcs@gmail.com/ 9426328832	dummy	PG Dissertation	dummy	biochemistrygmcs@gmail.com	1111111111111	2019-09-06 23:43:48	001.applied not forwarded

Attachment Type	Version	Document
Covering Letter		
Covering Letter	2019-09-07 16:17:59	Download not forwarded
Permission from MS		
Permission from MS	2019-09-07 16:18:19	Download not forwarded

Step 25: Enter Proposal ID and select PG Teacher and click on show proposal to view your submitted proposal

[Change Password](#)
[Logout](#)


 click HOME-BUTTON to return to first screen. Search by entering proposal ID and PG teacher.

Proposal ID Give proposal ID given to you when applied first time. 

PG Teacher Select PG teacher

[Show Proposal](#)

These steps will take you to summited proposal. Then further steps like edit, view, comments are shown. Then using this steps researcher can further edit their Proposal.

Thanks