

Guidelines for PG Student 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 navigation menu on the left with options like '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 includes the college logo, a large banner image of the college building, and the Government of Gujarat emblem. Below the banner, there are more navigation options: '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 Course selection list'. A 'Log In' button is visible in the top right corner. The footer shows the date 08-08-2019 and the time 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 navigation menu on the left with options like '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 includes a 'Message from the Dean' by Dr. Jayesh Brahmhatt, a 'Facebook Posts' section, and a 'Government Medical' logo. The footer shows the date 08-08-2019 and the time 13:47.

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

https://www.gmc Surat.edu.in/doku.php?id=online_hrec

A meeting of Human Research Ethics Committee Date: 7/02/2018
 A meeting of Human Research Ethics Committee Date: 11/01/2018
 A meeting of Human Research Ethics Committee Date: 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
 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
	Asstt. Prof. Dept. of Orthopedics		8238326333	Swaonil.nalae@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.

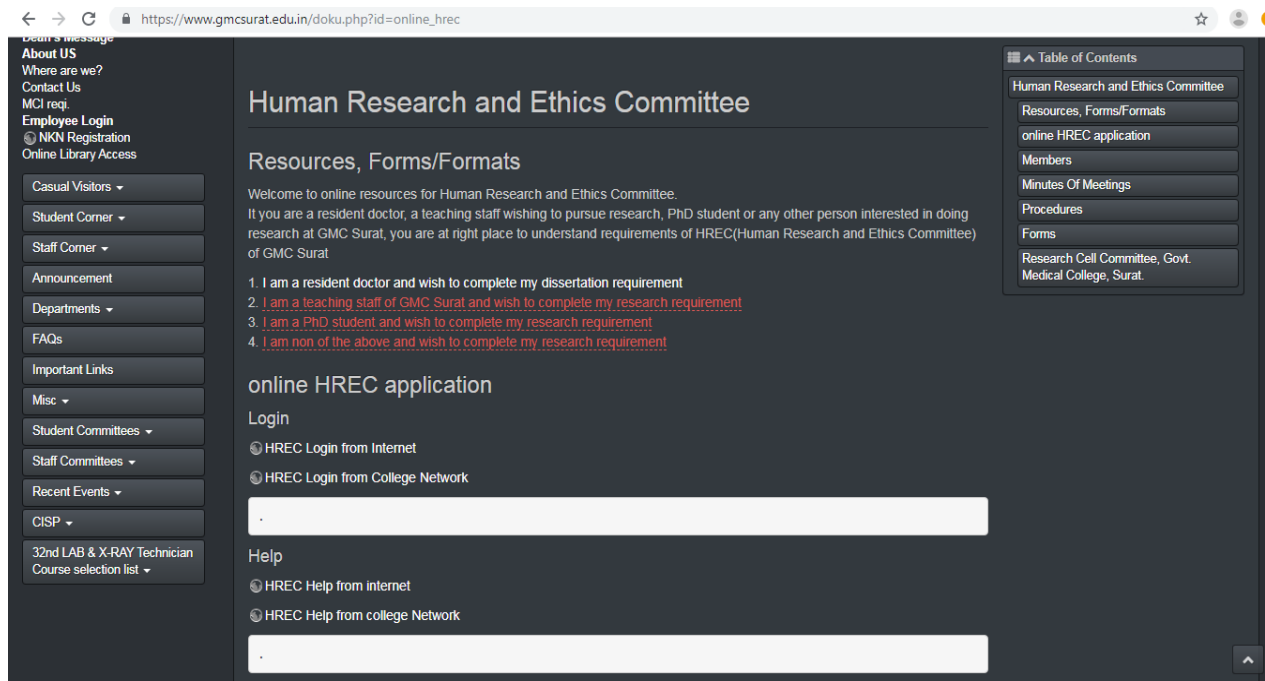
All the documents given in the table below (as applicable to your specific dissertation) should be prepared beforehand and kept ready for upload.

Files to be uploaded:

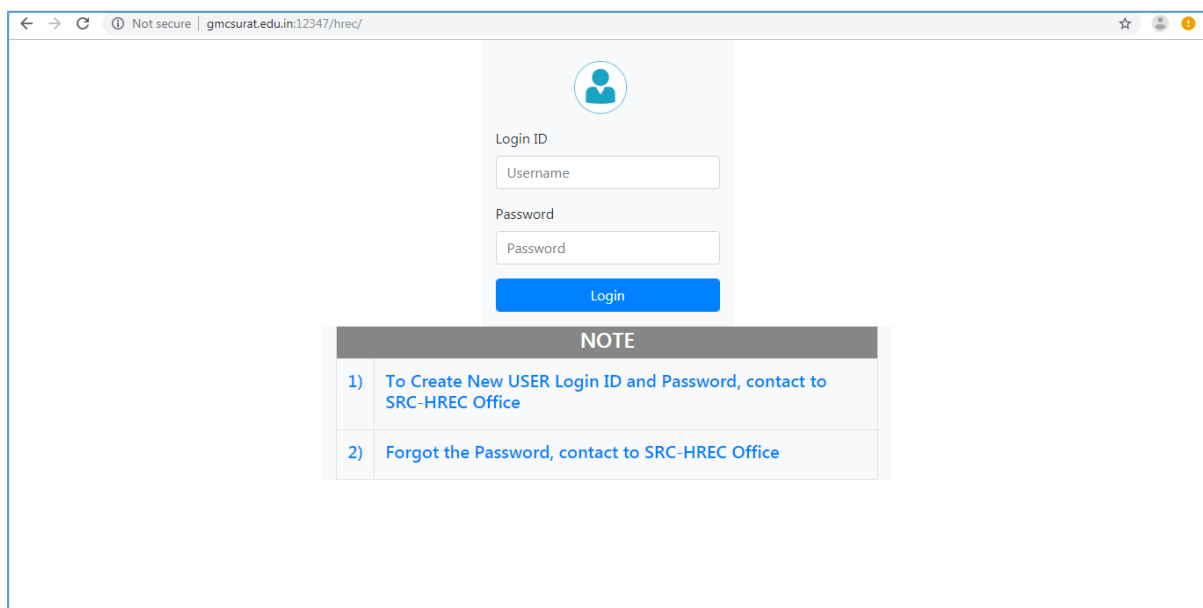
Section	No	Name	Components	File Type
A (Administrative documents)	1.	Covering Letter	Covering Letter	PDF
	2.	Letter of Permission (those relevant to your research project)	From Medical Superintendent	PDF
			From Dean	PDF
			From other Department	PDF
3.	Undertaking	From other relevant authorities- Nursing 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 &	2.	Participant Information Sheet (PIS)	In 3 languages- English, Hindi, Gujarati	Word
	5.	Participant Informed	In 3 languages- English, Hindi,	Word

Consent Documents)		Consent Form (PICF)	Gujarati	
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

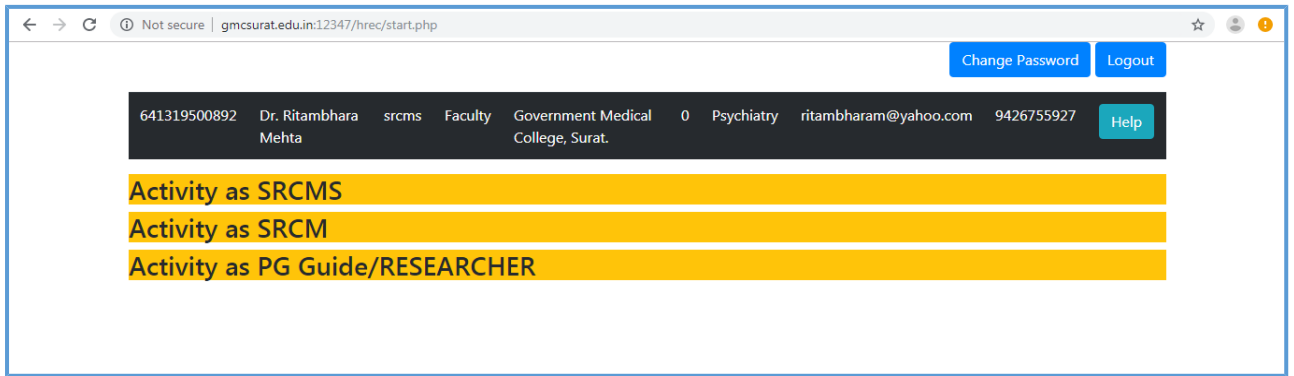
Step 4: Your PG guide will login to their account via the GMCS website



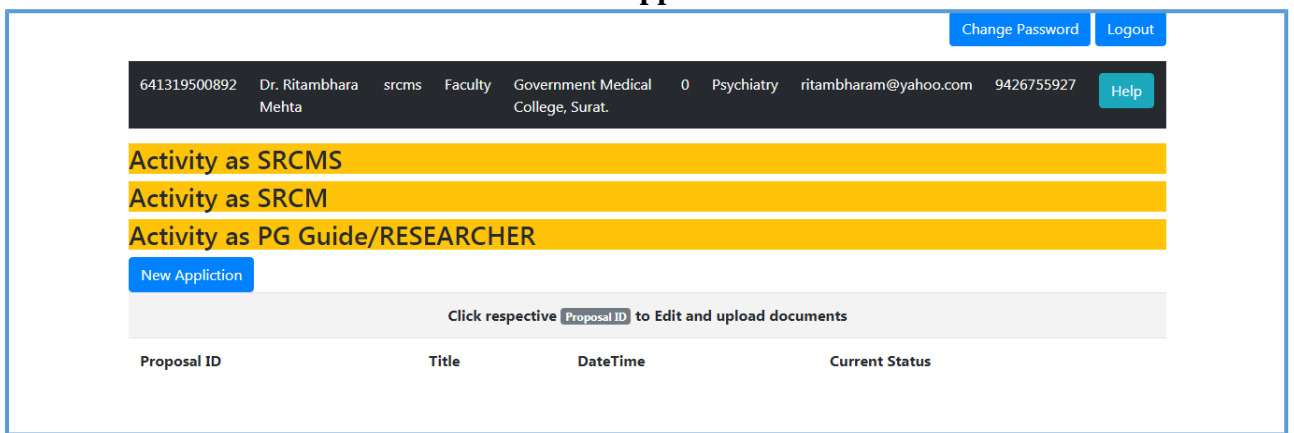
Step 5: PG Guide will enter the username and Password given to them



Step 6: After logging-in this page will appear. Click on ‘Activity as PG Guide/Researcher’



**Step 7: This page will appear as you click on the PG Guide/ Researcher tab
Click on the New Application tab**



Step 8: This screen will appear after you click 'New Application' tab

A screenshot of the "New Application" form. The form is titled "New Application" in green. It contains several input fields and a "Save" button. The fields are: "Proposal Title" (text input, placeholder "Enter Proposal Title", note "Must be same as what is uploaded in protocol"), "Proposal Type" (dropdown menu, selected "PG Dissertation", note "Select appropriate type of proposal"), "Researcher" (text input, placeholder "Name of Researcher", note "If applying on behalf of UG/PG student, write name of UG/PG Student"), "Year of Admission" (text input, placeholder "Enter Year"), and "Department" (dropdown menu). A blue "Save" button is located below the "Year of Admission" field. A red note at the bottom of the form reads "Note: Documents can be uploaded after saving the application". A "New Application" button is visible at the bottom left of the form area.

Step 9: Fill the details like title, type of proposal, name of researcher, year of admission and name of department. Then click save.

Activity as PG Guide/RESEARCHER

New Application

Proposal Title Must be same as what is uploaded in protocol

Proposal Type Select appropriate type of proposal

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

Year of Admission

Department

Note: Documents can be uploaded after saving the application

Step 10: This screen will be seen after you press save

641319500892 Dr. Ritambhara srcms Faculty Government Medical 0 Psychiatry ritambharam@yahoo.com 9426755927
Mehta College, Surat.

Activity as SRCMS

Activity as SRCM

Activity as PG Guide/RESEARCHER

1 record inserted

...adding user_id=641319500892 as reviewer for proposal_id=15

Click respective 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 11: Click on Proposal ID

641319500892 Dr. Ritambhara srcms Faculty Government Medical 0 Psychiatry ritambharam@yahoo.com 9426755927
Help

Activity as SRCMS

Activity as SRCM

Activity as PG Guide/RESEARCHER

1 record inserted

...adding user_id=641319500892 as reviewer for proposal_id=15

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 12: This screen will be visible after you press proposal ID

641319500892 Dr. Ritambhara srcms Faculty Government Medical 0 Psychiatry ritambharam@yahoo.com 9426755927
Help

Activity as SRCMS

Activity as SRCM

Activity as PG Guide/RESEARCHER

Application

[Edit](#)
[Upload](#)
[Review Status](#)
[Comments](#)
[Make Comment](#)

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

Step 13: Press on the Upload tab to upload the Documents

Not secure | gmcsurat.edu.in:12347/hrec/start.php

Mehta College, Surat. Help

Activity as SRCMS

Activity as SRCM

Activity as PG Guide/RESEARCHER

Application Edit Upload Review Status Comments Make Comment

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
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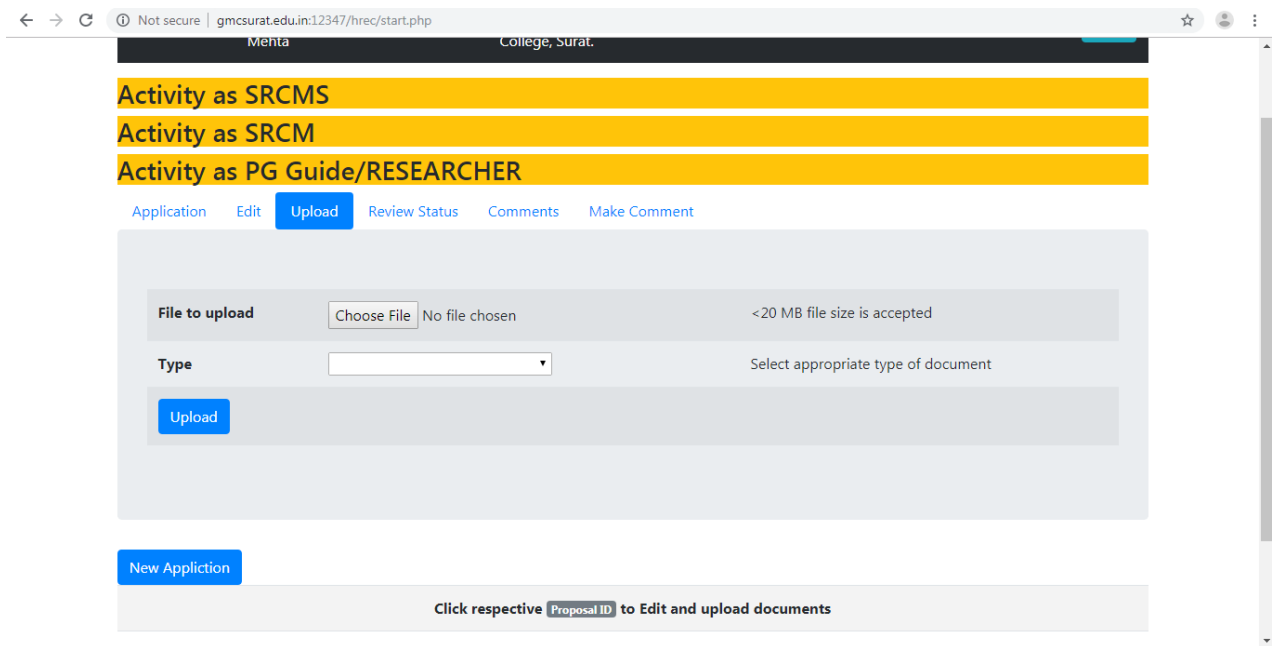
Step 14: Again ensure you have a folder ready with all the documents to be uploaded in the correct File Type - An example of such a folder is given below -

New folder

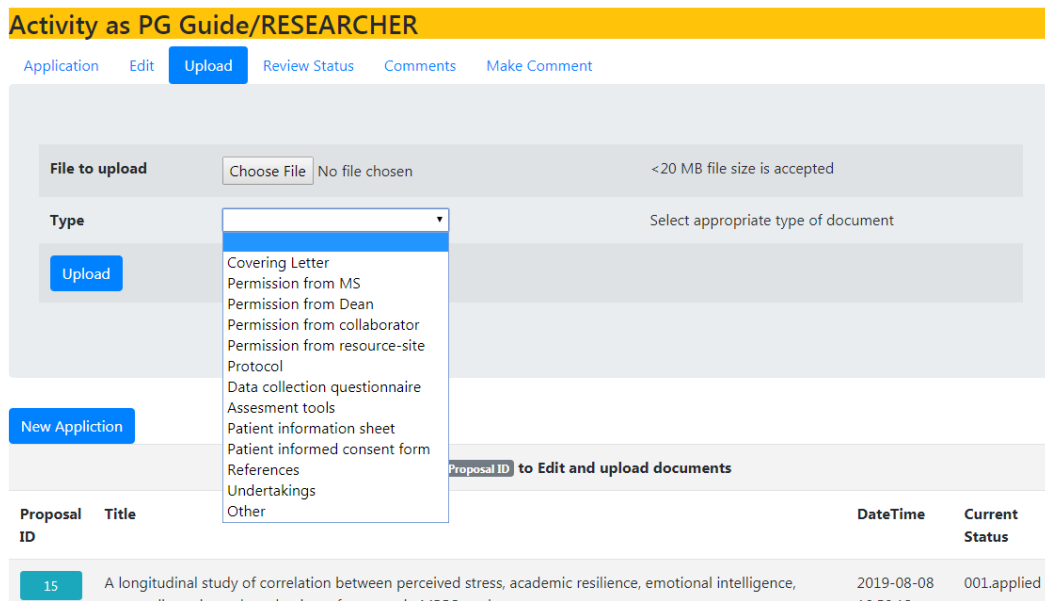
Include in library Share with Burn New folder

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 15: Once you click the upload tab the following screen appears



Step 16: Various types of documents to be uploaded, as seen in the drop-down menu



Step 17: 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**

Activity as PG Guide/RESEARCHER

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

File to upload 1. Covering Letter-SRC.pdf <20 MB file size is accepted

Type Select appropriate type of document

Click respective to Edit and upload documents

Proposal ID	Title	DateTime	Current Status
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Step 18: 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	<input type="button" value="Download"/>

Step 19: 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 20: Upload Covering letter to HREC

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

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Mehta College, Surat.

[Help](#)

Activity as SRCMS

Activity as SRCM

Activity as PG Guide/RESEARCHER

[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 21: Upload Protocol

Not secure | gmcsurat.edu.in:12347/hrec/start.php

641319500892 Dr. Ritambhara srcms Faculty Government Medical 0 Psychiatry ritambharam@yahoo.com 9426755927
Mehta College, Surat.

[Help](#)

Activity as SRCMS

Activity as SRCM

Activity as PG Guide/RESEARCHER

[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 22: Upload data collection questionnaire

Activity as PG Guide/RESEARCHER

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

File to upload	<input type="button" value="Choose File"/> Data collecti...tionnaire.docx	<20 MB file size is accepted
Type	<input type="text" value="Data collection questionnaire"/> ▾	Select appropriate type of document
<input type="button" value="Upload"/>		

Step 23: Upload Patient Information Sheet

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

File to upload	<input type="button" value="Choose File"/> PIS English.doc	<20 MB file size is accepted
Type	<input type="text" value="Patient information sheet"/> ▾	Select appropriate type of document
<input type="button" value="Upload"/>		

Step 24: Upload Patient Informed Consent Form

641319500892 Dr. Ritambhara srcms Faculty Government Medical 0 Psychiatry ritambharam@yahoo.com 9426755927
Mehta College, Surat.

Activity as SRCMS

Activity as SRCM

Activity as PG Guide/RESEARCHER

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

File to upload	<input type="button" value="Choose File"/> PICF English.docx	<20 MB file size is accepted
Type	<input type="text" value="Patient informed consent form"/> ▾	Select appropriate type of document
<input type="button" value="Upload"/>		

Step 25: 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 26: 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 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 27: 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 28: The uploaded documents are visible like this

Attachment Type	Version	Document
Covering Letter		
Covering Letter	2019-08-08 19:08:22	Download
Covering Letter	2019-08-08 19:34:27	Download
Protocol		
Protocol	2019-08-08 19:10:44	Download
Data collection questionnaire		
Data collection questionnaire	2019-08-08 19:13:39	Download
Patient information sheet		
Patient information sheet	2019-08-08 19:16:55	Download
Patient informed consent form		
Patient informed consent form	2019-08-08 19:18:27	Download
References		
References	2019-08-08 19:22:42	Download
References	2019-08-08 19:24:06	Download
Undertakings		
Undertakings	2019-08-08 19:33:38	Download

[New Application](#)

Click respective [Proposal ID](#) to Edit and upload documents

**These steps till now will take you till your Protocol submission. The further steps of review and comments are in another document which covers the protocol undergoing further processing.
Thanks.**