

Technical Advisory Committee (TAC)_SOP

Version 1

School of Biosciences, Chanakya University

1. Purpose

The purpose of constituting the Technical Advisory Committee (TAC) at the School of Biosciences (SBS), Chanakya University is to establish a robust scientific review mechanism that ensures the quality, feasibility, and integrity of research proposals prior to their submission to Ethics Committees, funding agencies and other regulatory bodies.

The TAC aims to foster a culture of rigorous, innovative, and ethically sound research by providing expert evaluation and constructive guidance to investigators. It serves as a critical platform to strengthen study design, methodology, statistical validity, and translational relevance of research undertaken within the institution.

The committee functions as an essential component of the institutional research framework, facilitating interdisciplinary collaboration, optimizing resource utilization, and ensuring that all proposed research aligns with national and international scientific standards.

Through this mechanism, the TAC contributes to enhancing the overall research output, promoting high-quality publications, encouraging socially relevant and impactful research, and supporting the development of centers of excellence within the university.

2. Objectives of TAC

The proposed TAC will be responsible for reviewing proposals for:

- Scientific rationale
- Scientific Merit: Clarity of the research question and objectives.
- Study design and Methodology: Appropriateness, rigor, and feasibility of research methods.
- Statistical Validity: Adequacy of sample size and data analysis plans.

3. Proposed Composition and duties of the TAC

To maintain objective review, the board will comprise:

- **Chairperson (Dean of SBS)**

- 1) To preside over TAC meetings, nominate convenor, external independent reviewers as well as internal committee members.

- 2) To append new members depending on the theme of the submitted research proposals.

- **Independent Reviewers: 3-4 scientists, including a biostatistician not affiliated to SBS**

- 1) To critically evaluate scientific rationale, methodology, feasibility and significance of the submitted research proposals

- **Internal committee will comprise of 2-3 faculty members from SBS**

- 1) To identify the suitable external member/reviewer for each submitted proposal.

- 2) The internal members shall review the observations of the external reviewer(s) and assess whether any modifications, clarifications, or additional information are required from the investigator.

- **TAC Convener (faculty from SBS)**

- 1) To coordinate circulation of proposals to external reviewers.

- 2) To compile reviewer comments and communicate consolidated recommendations to an internal committee member.

- 3) To ensure that investigator responses, revisions, resubmissions and decisions are appropriately documented.

- 4) To monitor compliance with TAC recommendations before forwarding proposals to the Ethics Committee/Funding agencies wherever applicable.

- 5) To ensure confidentiality of submitted proposals and review proceedings.

- 6) To assist the Chairperson in implementation of TAC policies and SOPs.

4. Process

- **Sequence:** Research protocols are to be submitted in a prescribed format for pre-approval for Ethic Committee (**annexure 1**) or as per the format of the funding agencies.
- **Approval and documentation:** Only after the TAC approval is the proposal submitted to Ethics committees or funding agencies along with evidence of the approval (**clearance certificate as annexure 2**).

Please direct any questions to our official email at **tac.sbs@chanakyauniversity.edu.in**