

The Apollo University, Chittoor

Standard Operating Procedure (SOP)

Submission of Applications for Scientific Review of Research Proposals *(For PG & Ph.D. Research Scholars)*

1. Purpose

To establish a clear and uniform procedure to guide PG and Ph.D. scholars in structured submission of detailed research proposals for scrutiny, and scientific review of research proposals by the **Institutional Scientific Committee (ISC)** of The Apollo University.

2. Scope

This SOP applies to all **Postgraduate Students and Ph.D. Research Scholars** of The Apollo University intending to undertake research as part of their academic requirements.

3. Responsibility

- **Research Scholar (PG/Ph.D.)** - Preparation and submission of proposal in the prescribed format.
- **Supervisor/Guide** - Verification of academic/research feasibility and countersigning the application.
- **Head of Department (HoD) / Dean** - Endorsement and forwarding of application.
- **Institutional Scientific Committee (ISC)** - Final scientific review and approval/recommendations.

4. Procedure

Step 1: Preparation of Protocol

The research scholar shall prepare the research protocol in the **Application Format for Scientific Review** prescribed by the University.

The protocol should include:

- Title of Research
- Objectives
- Methodology
- Expected Outcomes
- Duration & Budget (if applicable)
- Ethical Considerations (IEC/IAEC approval status)
- CV of PI and Co-Investigators

Step 2: Internal Review & Forwarding

- The scholar shall submit the completed application to the **Supervisor/Guide**.
- The Supervisor shall review and ensure academic/research feasibility.
- The application shall then be **forwarded through the HoD/Dean**, with their endorsement.

Step 3: Submission to Chairperson ISC

The scholar shall submit the **final endorsed application** to the Chairperson ISC before the notified deadline.

- The ISC will
 - Verify completeness of documents.
 - Check forwarding signatures (Supervisor & HoD/Dean).
 - Verify Ethics Committee clearance status (where applicable).
- Only complete applications will be considered for review by the **Institutional Scientific Committee (ISC)**.

Step 4: Review by Institutional Scientific Committee (ISC)

- The ISC will conduct a **scientific review** of the proposal considering:
 - Originality and relevance.
 - Methodological soundness.
 - Ethical compliance.
 - Feasibility within available resources.
- The ISC may **approve**, **recommend modifications**, or **reject** the proposal.
- The decision will be communicated to the scholar through the Directorate of Research.

Step 5: Post-Review Compliance

- If modifications are suggested, the scholar shall **resubmit the revised proposal** within the stipulated time.
- Research work shall commence **only after approval** is granted by the ISC.

5. Timelines

- Submission Deadline: As notified by Chairperson ISC for current cycle.
- Review Outcome: Within 4-6 weeks of submission.

6. Documentation

Each submission must include:

1. Application Form (Scientific Review Format)
2. Full Research Proposal (Protocol)
3. Abstract/Synopsis
4. CV of PI & Co-Investigators
5. Ethics Committee Clearance/Application (if applicable)
6. Any other supporting documents

7. Non-Compliance

- Late submissions will be deferred to the next review cycle.
- Research initiated without ISC approval will be deemed **unauthorized** and not considered for academic credit.

8. Contact

All communications and submissions should be made to:

**The Chairperson,
Scientific Committee,
The Apollo University
Email: scientificcommittee@apollouniversity.edu.in**



(Prof.K.Bhaskar Reddy)

Chairperson,
Scientific Committee,
The Apollo University,
Chittoor