



Research institute for biological safety problems
Local Bioethics Commission

SOP-21 Use of Local Bioethics Committee Decisions in International Scientific
Publications
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APPROVED BY
General Director
“Research Institute for Biological Safety
Problems” LLP

_____ K.D. Zhugunissov
« _____ » _____ 20 _____

Use of Local Bioethics Committee Decisions in International Scientific Publications SOP-21

REVIEWED
at the meeting of the Local Bioethics Committee
Minutes No. ____
dated “ ____ ” _____ 20 _____



Use of Local Bioethics Committee Decisions in International Scientific Publications

1. General Provisions

1.1. This Standard Operating Procedure establishes the mandatory procedure for using decisions of the Local Bioethics Committee (LBC) when preparing international scientific publications.

1.2. The requirements of this SOP apply to:

- scientific articles;
- materials of international conferences;
- international scientific reports;
- applications for international research grants.

1.3. This SOP applies to all studies that have received approval from the Local Bioethics Committee of the Research Institute for Biological Safety Problems.

2. Official Name of the Committee in English

2.1. The following official name of the Committee shall be used in international scientific publications: Local Bioethics Committee Research Institute for Biological Safety Problems.

2.2. Abbreviated designation of the Committee: LBC RIBSP.

2.3. The use of other versions of the Committee name is not permitted.

3. Ethics Approval Number

3.1. Each study approved by the LBC is assigned a unique Ethics Approval Number.

3.2. Registration number format: LBC-RIBSP-YYYY-NNN, where:

- LBC – Local Bioethics Committee;
- RIBSP – Research Institute for Biological Safety Problems;
- YYYY – year of registration;
- NNN – sequential number of the review.

3.3. The ethics approval number must be indicated:

- in the text of the scientific publication;
- in the Ethics Statement section;
- in international reports;
- in applications for international grants.



4. Ethical Approval Statement in Scientific Publications

4.1. The following mandatory wording shall be used in international publications: The study protocol was reviewed and approved by the Local Bioethics Committee of the Research Institute for Biological Safety Problems (Approval No. ____).

4.2. If necessary, the extended wording may be used: The study protocol was reviewed and approved by the Local Bioethics Committee of the Research Institute for Biological Safety Problems (Approval No. ____). The Committee operates in accordance with international ethical standards including the Declaration of Helsinki and CIOMS guidelines.

4.3. Modification of the ethical approval wording is not permitted.

5. Ethical Approval Certificate

5.1. An Ethical Approval Certificate in English shall be issued for international publications.

5.2. The certificate shall contain:

- official name of the Committee;
- ethics approval number;
- title of the study;
- name of the principal investigator;
- date of approval;
- signature of the Chair of the Committee.

5.3. The certificate is signed by the Chair of the LBC and certified by the official seal of the Institute.

6. Use of Committee Decisions in Publications

6.1. Researchers must indicate the correct name of the Committee and the ethics approval number in all international publications.

6.2. The use of decisions of other ethics committees is not permitted if the ethical review was conducted by the Institute's LBC.

6.3. Publication of research results without indicating the ethical approval of the Institute's LBC is not permitted.

6.4. The use of an ethics approval number for studies not reviewed by the Institute's LBC is prohibited.



7. Document Storage

7.1. All ethical approval certificates used for international publications are registered in the bioethical review registry.

7.2. Copies of certificates are stored in the archive of the Local Bioethics Committee.

7.3. The retention period of documents is determined by the internal regulations of the Institute.

8. Responsible Persons

8.1. Compliance with this SOP shall be supervised by the Chair of the Local Bioethics Committee.

8.2. Registration and storage of documents shall be ensured by the Secretary of the Local Bioethics Committee.

9. Final Provisions

9.1. This SOP shall enter into force by order of the Head of the Institute.

9.2. Amendments and additions to this SOP shall be made in accordance with the established procedure.