**Annexure Checklist**

**(To be submitted with Research Project proposal)**

**‑‑‑‑‑‑‑‑‑‑‑‑‑‑‑‑‑‑‑‑‑‑‑‑‑‑‑‑‑‑‑‑‑‑‑‑‑‑‑‑‑‑‑‑‑‑‑‑‑‑‑‑‑‑‑‑‑‑‑‑‑‑‑‑‑‑‑‑‑‑‑‑‑‑‑‑‑‑‑‑‑‑‑‑‑‑‑‑­­­­­­­­­­­­­­­­­­­­­­­­‑‑‑‑‑‑‑‑‑‑‑**

1. **Application letter** (addressed to the Member secretary indicating the submission of the approval of proposal).
2. **Research Project Proposal / Synopsis** (Only be accepted if submitted in appropriate format as recommended by IEC) – One Print copy (duly signed) of the proposal should be submitted. –
3. **Curriculum Vitae** of the Principal Investigator & Investigators of the study team should be submitted.
4. Declaration for malpractices and Plagiarism (***Mandatory***).
5. Declaration of Conflict of interests (by all ***Investigators***).
6. Declaration of Ethical conduct in Research
7. Declaration of Grant/ Funds received / applied (If any).

If Yes, Provide letter of approval of Fund / grant from source for the proposed project and Investigator’s Agreement with the Sponsor.

1. **Memorandum of Understanding** or **Statement of Collaboration** (Applicable in case of Multi institutional/ laboratory/ department studies).
2. Letter of approval from the related hospital / organization/ laboratory or institution / district authority (If the research study is to be conducted in any hospitals / organization / laboratory or institution/community, should be provided).
3. **Participant Information sheet** / Advertisement / brochure (If applicable).
4. **Participant consent form** (Format as recommended by IEC) - (Consent form - Hindi, English & local language (if necessary).
5. **Principal Investigator Undertaking** /declaration to Participant (Applicable to all studies involving human participation).
6. **Data collection tools / sheet or format** (Sample copy) e.g. participants case history record, interview guideline, observation checklist, questionnaires etc.
7. **Project Timeline chart**
8. **Certificate of Plagiarism check (***To be obtained from through College library***)**
9. A statement describing any compensation for study participation (including expenses and access to medical care) to be given to study participants (*Applicable to all studies involving human participation*).
10. **Declaration for Authorship**
11. **Consent of Head of the PI’s Department**
12. A description of the arrangements for indemnity (*Applicable to all studies involving human participation*).
13. A description of the arrangements for insurance coverage for research participants (*Applicable to all studies involving human participation*).
14. **Standard operating procedure (*SOP*)**- Mandatory for New or experimental procedure or techniques (If applicable with supporting documents and justification).
15. **Clinical trail registry/ DGCA approval** (If applicable)- Kindly refer to DGCA website for detail information.
16. **Investigator ‘s Agreement with the sponsor (**if applicable**)**.

**Note**: All applicable documents are necessary for obtaining RAC/ IEC approval letter (***Valid for 1 year or period of research study as stated in proposal***)

**Acknowledgement Letter**

Reference Number- Date:

To: Name-

Department-

From:

REC,

PCDS & RC,

Bhopal-462037

***Subject***: Acknowledgement Letter

***Reference***: Reference No.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dated-

REC has received research proposal entitled [*insert study project title*] REC Protocol application Number of the above research proposal is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. Mention this number for any correspondence with IEC.

Thank you

REC Coordinator Signature and date