ALL INDIA INSTITUTE OF MEDICAL SCIENCES, RAJKOT (GUJARAT)

CHECK LIST FOR SUBMITTING RESEARCH PROPOSALS TO RESEARCH CELL

1. Title of the project : ----------
2. Name, Designation : ----------
   & Address of Principal ----------
   Investigator ----------

Sr. No.	Particulars	PI Check (Yes/No)	Research Cell Check (Yes/No)	If No, Give reasons
1	Noting page (2 blank pages with title of the project and PI Name)			
2	Check List for Submitting Research Proposal			
3	Title Page and Acknowledgement			
4	Covering Letter			
5	Dully filled format for submission of research project (Proforma for IEC)			
6	Proforma for Project Proposal (Funded/Non-Funded)			
7	Project Specific Informed consent form a. English b. Hindi/Vernacular			
8	Project Specific Patient Information Sheet a. English b. Hindi/Vernacular			
9	Declaration by Principal Investigator			
10	Project Specific Case Record Form			
11	Any other document for consideration by IEC (viz collaboration with any Private Laboratory/Institute)			
12	Permission to use copyrighted questionnaire and proforma			
13	Brief CV of Principal Investigator			
14	Soft copy in single file (pdf.) uploaded on researchcellaiimsrajkot@gmail.com			

NOTE: Please attach Annexure – 7 of IEC (for IEC clearance) with this checklist.

Date: Signature of Principal Investigator

For office use only

Date of receiving:

Signature
(On behalf of IEC)

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ANNEXURE – 7 (AN 07/01):	CHECK LIST FOR PROTOCOL SUBMISSION

Checklist of Documents for Protocol Submission to the Institutional Ethics Committee AIIMS, Rajkot (to be filled in by the study team)

Protocol submission for initial review (Tick accordingly)

Sr. No.	Documents	Yes	No	Date by which it will be submitted, if pending	NA
1	Letter to Member Secretary/ Chairperson				
2	Summary of protocol (in not more than 500 words)				
3	Protocol				
4	Amendments to protocol, if applicable				
5	Informed consent document in English				
6	Informed consent documents in Regional languages (Total No:- _____)				
7	Back translations of Informed consent documents				
8	Back translation certificate				
9	Amendments to the informed consent document				
10	Case Record Form				
11	Subject recruitment procedures: advertisement, notices or any other				
12	Patient instruction card, identity card, diary etc.				
13	Patient/Subject Questionnaire/s (No:_____)				
14	Investigator Brochure				
15	Insurance policy (Only one copy is needed for submission)				
16	Investigator's undertaking to DCGI (Only one copy is needed for submission)				
17	DCGI approval (Only one copy is needed for submission)				
18	Investigator's agreement with sponsor (Copy ofthe Final Signed Document)				
19	FDA marketing/manufacturing license for herbal formulations/ nutraceutics (Only one copy is needed for submission)				
20	Related approval in case the study involves collaboration with any foreign laboratory/clinic/institution (Only one copy is needed for submission)				
21	Bhabha Atomic Research Centre (BARC) approval in case study involves use of radioisotopes/ ionizing radiations (Only one copy is needed for submission)				
22	Genetic Engineering Advisory Committee (GEAC) approval in case study involves use of gene therapy (Only one copy is needed for submission)				
23	Director General of Foreign Trade (DGFT) approval in case study samples are to be sent abroad for analysis (Only one copy is needed for submission)				
24	Administrative sanction from the Head of the Institution in case of collaborative studies with other institutions (one				

	copy)				
25	Signed and dated brief current curriculum vitae of the study team members (principal investigator, co-investigator, study co-coordinator) (one copy only)				
26	Ethics Committee clearance of other centers (Total No _____) (one copy only)				
27	Log of delegation of responsibility of the study team members				
28	Document Receipt Form (one copy only)				
29	Current Status of Ongoing Studies conducted by principal investigator				
30	Documentation of CTRI registration/ any other WHO platform registry (whenever applicable) (one copy only)				
31	GCP training certificates of principal investigator and co-investigator (one copy only)				
32	Any other Documents submitted				