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An Institution of National Importance under PMSSY, MoHFW
Government of India www.aiimsrajkot.edu.in

SOP No.- RC 04	Standard Operating Procedure for endorsement of codal formality documents of research projects
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1. Depending on the requirement of the funding agency, the procedure of submission of codal formality documents may be taken up by the PI at the time of submission of the extramural project or after the project is approved by the funding agency.
2. The PI should move the proposal for endorsement of the codal formality documents in the same file, in which approval for submission of the project has been obtained from the competent authority.
3. The format and content of the codal formality documents should be as prescribed by the funding agency.
4. If applicable, the PI has to attach the approval letter of the funding agency for the concerned project along with the codal formality documents.
5. If available, the IEC approval has to be attached along with the proposal. In case of non-availability, the PI should submit an undertaking stating that recruitment of study participants and technical work in the research project would be initiated only after obtaining IEC clearance.
6. The proposal with all related documents will be sent by the PI, through the concerned HoD, to the Research Cell online mode on the email id- researchcell@aiimsrajkot.edu.in and the hard copy of the file should also be submitted to the Research Cell.
7. After the endorsement by the Competent Authority, the file will be returned to the PI for submission of the documents to the concerned funding agency.

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