

CHECK LIST – I

Check list to accept application for ethical clearance prior to start of study.

Tick (√) if submitted

1	Requisition letter to the Principal and forwarded by HOD	
2	Title:	
3	Application for institutional ethics committee for research proposal Title –(no short forms or abbreviations) Abstract with Introduction, objectives, materials, methods and references	
4	List of all the authors/ Contributors with Signature/ department/ corresponding author (If more than one department is involved in start of study acknowledgement from concerned departmental HOD is mandatory)	
5	Patient information sheet and informed Consent form (If any investigations are being done - <ul style="list-style-type: none">• Mention which investigations that are done free of cost & which are chargeable• Mention who will bear the cost) has to be specified compulsorily	
6	If any investigations are being done - <ul style="list-style-type: none">• Mention which investigations that are done for free of cost & which are chargeable• Mention who will bear the cost (enclose the details in separate sheet)	
7	Proforma	
8	Declaration by all investigators that study is not duplicated to avoid plagiarism (Enclosed Declaration)	

Signature of the applicant
(1st Author/Corresponding author)

Signature of the HOD

<i>Office use only</i>		
1	Office Dispatch No. with date:	
2	Ethics Committee Invoice No. with date:	
3	Comments by Ethics Committee	
4	Paper approved on:	
5	Ethical Clearance Certificate No. with date:	
6	Dispatch No. with date:	

