

CHECK LIST – I

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

Tick (√) if submitted

1	Requisition letter to the Principal and forwarded by HOD	
2	Title: Type of Research Project: Funded / Nonfunded	
3	Proforma for research proposal- CEC format Title –(no short forms or abbreviations)	
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 (Bilingual 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	Proforma for data collection	
7	Scientific content clearance by Department (Signature by HoD)	

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

Signature of the HOD

<i>Office use only</i>		
1	Office Dispatch No. with date:	
2	Scientific Committee Invoice No. with date:	
3	Comments by Scientific Committee	
4	Paper approved on:	
5	Scientifically approved Yes/ No. with date:	