



# **SREE CHITRA TIRUNAL INSTITUTE FOR MEDICAL SCIENCES AND TECHNOLOGY, THIRUVANANTHAPURAM-695011**

## **INSTITUTIONAL ETHICS COMMITTEE (IEC)**

**CDSCO Regn No: ECR/189/Inst/KL/2013/RR-24**

**DHR Regn No: EC/NEW/INST/2022/2775**

## **Checklist for IEC Submission**

General requirements:

- (i) All pages of the submission should be serially numbered for easy reference.
- (ii) Abbreviations should be expanded the first time they are used.

Sl. No:	Item	Explanation	Whether included	Reason for not including (record if not applicable too)	Page numbers in the submission
1.	Signed covering letter addressed to the Chairman, IEC, to be forwarded by HOD/Guide, with date and listing all enclosures.				
2.	IEC application form				
3.	Full proposal				
4.	Protocols/Interview schedules/Questionnaires/In-depth interview or focus group discussion guidelines/check-lists/	Add as many protocols as there are data collection procedures and in English and the relevant languages			
5.	Patient Information sheet	Add as many patient information sheets as there are data collection procedures and in English and the relevant languages (as given in the model information sheet)			

6.	Informed consent form (1)	Add as many informed consent forms as there are data collection procedures and in English and the relevant languages (as given in the model consent form)			
7.	Assent forms – information sheet and assent forms (if the subject/patient is below 18 years of age)				
8.	CV of PI*				
9.	CV of co-PIs* (guides) if applicable				
10.	Receipt of processing fee (if applicable) <ul style="list-style-type: none"> <li>This fee is applicable to all sponsored projects other than that of internal projects of SCTIMST, and other Government initiated projects. Student projects are also exempted from payment of processing fee.</li> </ul>				
11.	Mode of payment of processing fee/rationale for waiver proof if applicable				
12.	CTRI Registration proof (if applicable)				
13.	DCGI approval (if applicable)				
14.	HMSC approval (For international collaborations)(if applicable)				
15.	If study includes data collection in SCTIMST with collaborations with external researchers, approval from Director, SCTIMST for collaboration (through proper channel ie., the Head of Department)				
16.	If study includes data collection outside SCTIMST/collaboration with other institutions/entities, relevant permissions to do so need to be enclosed.				
17.	If the study involves tribal communities, relevant permissions from the Tribal Welfare Board/or any appropriate authority as the case may be.				

- C V of all researchers, for practitioners of modern medicine, while submitting the CVs, please ensure that the Indian Medical Council/State Medical Council Registration Number is included. All submissions to IEC-SCTIMST should use prescribed format for the CV for all affiliated researchers. This format (word document) is available in the IEC Website. [https://intranet.sctimst.ac.in/pdf\\_forms/iec/Format%20for%20curriculum%20vitae%20\(CV\).pdf](https://intranet.sctimst.ac.in/pdf_forms/iec/Format%20for%20curriculum%20vitae%20(CV).pdf)