



**SREE CHITRA TIRUNAL INSTITUTE FOR MEDICALSCIENCES AND TECHNOLOGY,  
THIRUVANANTHAPURAM, KERALA, PIN 695011**

**INSTITUTIONAL ETHICS COMMITTEE (IEC) MEETING**

Dear Madam/Sir,

**Sub: Submission of proposals to IEC**

**Please do submit proposals for review in the next Institutional Ethics Committee (IEC) meeting at the IEC Office on or before 14.00 hours, September 17, 2022.**

***Please make sure to submit:***

***A covering letter addressed to the Chairman, IEC, summarizing the proposed work and the list of Documents Submitted (with reference numbers and dates) Checklist***

- IEC application form along with the proposal
- Informed Consent forms including patient/participant information sheet
- **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)
- Receipt of Processing Fee if any
- Please avoid use of abbreviations in the title of the study
- For all abbreviations used, please provide an accompanying document listing the expanded forms.
- Ongoing Trials, adverse events if any to be reported, may be submitted in the Adverse Event Reporting Form available in the SCTIMST web site.
- Please note that no extension studies will be reviewed by IEC without the data from the earlier studies. If the final report is not available, at least preliminary data need to be submitted.
- Investigators may give an all inclusive covering letter if they are submitting materials to IEC in part.
- **The time duration given for an investigator for submission of response to the comments from IEC and a revised version is 3 months. If any investigator requires more time, a request specifying reasons has to be submitted to IEC. After 3 months, the file would be closed and a fresh proposal would have to be submitted for review by IEC.**
- **Note: The requirements for TCMC Registration by Medical Practitioners/ Researchers is a mandatory requirement for submission. 'For those who have applied for TCMC registration and have not yet obtained the same, proof of application or copy of provisional registration is sufficient.'**
- **Soft copy of the full proposal in a single PDF file to be submitted to [iec@sctimst.ac.in](mailto:iec@sctimst.ac.in)**
- IEC application form and Model Consent Form are available at SCTIMST website: <http://intranet.sctimst.ac.in>

Thanking you,  
Ethics Committee Coordinator  
Phone: 2524501/2524124, Email: [iec@sctimst.ac.in](mailto:iec@sctimst.ac.in)

Dated September 2, 2022