CHECKLIST
to verify completeness of documents submitted to IEC-AIIMS Raipur
(Version 3.2 - updated on 10.01.2026)

Proposal No : **AIIMSRPR/IEC/_____**
(to be filled by IEC)

Title of the Project: _____

(to be filled by Principal Investigator) _____

_____

Sr. No.	Documents	To be filled by the Investigator			To be verified by IEC office
		Yes	No	NA	
1	Covering Letter forwarded from the Head of the Department and Forwarding (IRC or Academic Section as applicable)				
2	Sanction/Invitation Letter: IRC/External Body/Sponsor				
3	Curriculum vitae of Principal investigator and Co-investigators				
4	Complete Form 2 with sign and seal of all investigators				
5	Research proposals per Form 1A with cover page and index(Research proposal must be signed by Principal Investigator, Guide/Co-investigator(s) with date and seal)				
6	Case Record Form / Questionnaires / Tools				
7	Participant / Patient information sheet English and Hindi/other local language.				
8	Consent form in English and Hindi/other local language. (Tick applicable form as per your project) i. Form 3A – Consent Form ii. Form 3AA - Consent Form for nonfunded Project iii. Form 3B – Consent Form-LAR iv. Form 3BB - LAR consent form for nonfunded Project				
9	Assent form in English and Hindi /other local language, if applicable.				
10	Form 4 – Application form for expedited review.				
11	Form 5 – Application form for Exemption from Review.				
12	Form 6 – Application form for clinical trials.				
13	Form 7 – Application form for Socio-Behavioral and Public Health Research.				
14	Undertaking to report all Serious Adverse Event (SAE) to IEC-AIIMS Raipur (if applicable).				
15	Undertaking to comply with Good Clinical Practices (GCP) guidelines for human studies and study is not yet initiated.				
16	Waiver and undertaking for retrospective access to sample/ data.				
17	Good Clinical Practices (GCP) training certificate				
18	HMSC/DCGI/DBT/BARC clearance if obtained(One Copy)				
19	In case of institutional collaboration, relevant documents through proper channel (One Copy)				
20	Definite undertaking as to who will bear the expenditure of injury related to the project (One Copy)				
21	Permission to use copyrighted Questionnaire/Proforma(One Copy)				

22	Investigator should provide undertaking what they will do the leftover sample tissue(One Copy)				
23	Investigator Broucher				
24	DCGI approval letter				
25	CTRI registration document				
26	Insurance Certificate				
27	Draft Clinical Trial Agreement				
28	Patient Diary				
29	Other IEC approval letter **Note: (**1) If approval from more than one Ethics Committee, mention number and attach all approval letter. (2) If rejected by any Ethics Committee, please attach comments of Ethics Committee.				
30	Any other relavant document (as per Form 1A, Form 2 or as applicable)				
31	Powerpoint presentation (PPT) as per provided format				
32	Soft copy of all documents submitted on e-EC portal www.iecmanager.org. Please ensure that **latest** soft copy is being submitted.				

If any other document, provide the list of documents (attach separate sheet) to besubmitted with this research proposal.

Signature of Principal Investigator with date & seal