**Form-1 (Version 3.0, Date – 27.06.2020)**

**Guidelines for submission of Research Proposals to IEC-AIIMS Raipur**

* Submit the research proposal with requisite documents as per following sequence.
* All the pages should be numbered with index in the front.
* Submit 01 (one) copy of Research Proposal (Including Case Record Form, Patient Information Sheet, Informed Consent Form) and other requisite documents along with one ‘soft copy’ via e-EC portal. (www.iecmanager.org) (updated – as that has been submitted in hard copy)
* Research proposal must be in English language only and should be typeset. Handwritten proposals will not be accepted.

**Sequence of documents**

1. Checklist **(One Copy)**
2. Covering Letter (Addressed to Chairman, IEC-AIIMS Raipur) forwarded by Head of Department and Head of Institute (HoI signature not mandatory for PG thesis) **(One copy)**
3. Approval Letter from Institute Research Cell, AIIMS Raipur **(One copy)**
4. Curriculum vitae of all the investigators **(One Copy)**
5. Form 2 with original signature of all investigators **(One Copy)**

* Form 4, 5, 6, 7 as applicable

1. Cover Page
   * It shall comprise following details
     1. Title of project
     2. Name, Designation and Department of Principal Investigator
     3. Name Designation and Department of Co-investigators
     4. Study Site
     5. Protocol version number with date
2. Index (with page numbers) – (With each copy of protocol – **One Copy**)
3. Research Proposal (Study Protocol) as per General Guideline for preparation of research proposal **(One Copy)**
4. Case Record/Report Form **(One Copy)**
5. Participant/Patient/Volunteer information sheet in English and Hindi/Other local language **(One Copy)**
6. Consent/LAR consent/Assent form in English and Hindi/Other local language (wherever required) – Form 3A, 3B, 3C **(One Copy)**
7. Undertaking to report all Serious Adverse Event (SAE) to IEC-AIIMS Raipur (if applicable) **(One copy)**
8. Undertaking to comply with Good Clinical Practices (GCP) guidelines for human studies **(One copy)**
9. Any other document (as per Form 2 or as applicable)