INSTITUTIONAL ETHICS COMMITTEE (IEC)

INSTRUCTIONS FOR INVESTIGATORS FOR SUBMISSION OF RESEARCH PROTOCOLS

- Submit the research protocol as per the prescribed format to:
  The Member Secretary,
  Institutional Ethics Committee,
  Department of Pharmacology,
  GMERS Medical College, Gandhinagar.

- Submit in 15 hard copies and a soft copy: study protocol including case record forms, informed consent forms in English and local language, participant information sheet in English and local language.

- Investigators have to submit brief summary (1 page) of the protocol in 15 hard copies and a soft copy.

- Go through the checklist for submission and submit accordingly. Incomplete protocols will not be considered.

- Investigators will be informed about date of IEC meeting by email; so investigators are instructed to check their emails regularly.

- Principal / co-investigator may remain present at the IEC meeting for clarification required by the committee.

- Investigators from this institute may submit their research protocols to the scientific committee of the institute before submitting to IEC, to avoid rejection on technical grounds.

- Processing fees for the IEC:
  - For undergraduate students of this institute (Rs. 500/-)
  - For faculty members and postgraduate students of this institute (Rs. 1000/-)
  - For students/faculty members of other institutes and private practitioners (Rs. 2000/-)
  - For sponsored research project (Rs. 5000/- at the time of submission of protocol and if protocol is approved then either 5,000/- or 2.5% of the proposed total project expenditure whichever is more)
  - All the investigators have to submit the processing fees at the time of submission only by cheque/DD in favor of “IEC, GMERS Medical College, Gandhinagar”, payable at Gandhinagar, Gujarat.