

## Instructions for Submission of Proposal

The proposals should be submitted in the following format– 14 copies each

1. Check list for IHEC proposal submission must be attached in the front.
2. Human ethics committee proposal submission form.
3. Protocol – in the following format – Title, Objectives, methodology, statistical methods, ethical issues involved and measures to be taken to prevent such issues.
4. Copy of the informed consent document with 3 components – Patient information sheet, Patient consent form, Investigator declaration.
5. Authorization letter from HOD stating that the research has not been started should be enclosed.
6. The proposal should also be submitted in soft copy as pdf files (file name should be the proposal number) to [ihec@chettinadhealthcity.com](mailto:ihec@chettinadhealthcity.com) after getting proposal number.
7. Soft copy should be submitted within 24 hrs after receiving the proposal number through mail, failing to which investigator will not be allowed to present the proposal during the ethical committee meeting.
8. Power point slides (file name should be the proposal number) should be submitted to member secretary two days prior to the presentation and the first slide should mention the recommendations of the scientific committee.

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