

Instructions for submitting Research Proposal to IEC-HR, GMERS Medical College, Vadnagar

- All the research projects shall be / can be started following ethics clearance/approval only. No retrospective / post facto ethical clearance can be provided to research projects which were neither submitted nor wetted by the Institution Ethics Committee.
- All proposals must be submitted in specified format (as available on the www.gmersmchvadnagar.com).
- An original hard copy of the research proposal and a photocopy of the same along with covering letter addressed to Member Secretary (SRC/IEC-HR, GMERS Medical College, Vadnagar) have to be submitted. The hard copy should be typed using both sides of A4 size paper, in 11 font size with 1.5 spacing and page numbering.
- Scanned copy of the proposal (with all required signatures) in “.pdf format” and Microsoft word file of the proposal in “.docx format” (2 attachments) should be mailed to iechrvadmed@gmail.com with subject as “Submission of Initial / Revised proposal by <<Name of Principal Investigator>> for First Scientific Review Committee (SRC)/Institutional Ethics Committee (IEC-HR) meeting on DD/MM/YYYY”. Ensure that all the pages are numbered.
- The proposals submitted beyond the last date of submission will be taken up for the next meeting.
- Research proposals deviating from the format will not be accepted. No subsequent modification of the proposals will be accepted unless specified by the SRC/IEC-HR.
- Only citing and listing of references as per ICMJE (International Committee of Medical Journal Editors) style will be accepted.
- Only the proposals approved by Scientific Review Committee shall be considered for the approval in subsequent IEC-HR meeting.
- All submissions should be made in the prescribed Format of the Institution Ethics Committee with signatures of all the investigators. The submission must be accompanied with *Participant Informed Consent Form (PICF)* and *Participant Information Sheet (PIS)*, in English, Gujarati and Hindi, in a simple layman’s language, in a narrative form, directed to Participant, covering all the points, before it can be considered for placing before the Institution Ethics Committee.
- While submitting amendments in protocols a covering letter should be provided clearly stating the changes and a certificate by the PI that the changes made in the protocol will not hamper the safety of the subject in anyway.