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**Submission Checklist**

**INSTITUTIONAL ETHICS COMMITTEE (IEC)**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | New Submission |  | Resubmission |  | Post-approval Submission |  |  |  |  |

|  |  |
| --- | --- |
| **Title of Project:** |  |
| **IEC Main Reference Code:** |  |
| **Principal Investigator:** |  |
| **Type of Study:** |  |

**For new submission or resubmission:**

|  |  |
| --- | --- |
| **Documents** | **Reference Code** |
| IEC Application Form |  |
| Cover Letter |  |
| Informed Consent Form (ICF) |  |
| Participant Information Sheet (PIS) |  |
| Conflict of Interest (COI) Declaration Form |  |
| Proposal/Protocols |  |
| Investigator’s Brochure |  |
| Decision by other Ethics Committee |  |
| Insurance/Protection of Subject for Any Medical condition |  |
| Curriculum Vitae |  |
| Additional Documents   1. Applicant Feedback Form (for resubmission) |  |

**For post-approval submission:**

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| --- | --- |
| **Documents** | **Reference Code** |
| Adverse Event Reporting (AER) Form |  |
| Protocol Deviation Report (PVR) |  |
| Continuing Review Form (CRF) |  |
| Protocol Amendment Form |  |
| Project Closure Form |  |

**Submitted by:**

|  |  |
| --- | --- |
| **PI Name** |  |
| **Email** |  |
| **Contact number** |  |
| **Date** |  |
| **Signature & stamp** |  |