



**Dr. N. D. Desai Faculty of Medical Science and
Research, Dharmsinh Desai University, Nadiad**

Cover Letter for Research Proposal Submission to IEC/SRC

Date of submission to SRC:

Date of submission to IEC:

From:

Dr. ____

Department: ____

Designation:

Affiliation: Dr. N.D.Desai Faculty of Medical Science and Research,
Dharmsinh Desai University, Nadiad, Gujarat.

Mob. No: ____

Email ID: ____

To:

The Member Secretary,
IEC/SRC, Dr. N.D.Desai Faculty of Medical Science and Research,
Dharmsinh Desai University, Nadiad, Gujarat.

Subject: Submission of research/dissertation proposal for Ethical Approval.

Respected Sir/Madam,

We want to conduct the research/dissertation project entitled “_____”
_____”in the Department of _____.

We are submitting our proposal along with project-related documents to the IEC for initial review.

Sr. no.	Document	Attached (write yes/no/not applicable)
1	Cover letter	
2	Proposal Form	
3	Patient information sheet (In English and Vernacular language)	



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4	Informed consent document (In English and Vernacular language)	
5	Case record form/Questionnaire/Scales/Indices	
6	Minimum two scientific references (papers) related to proposed research work	
7	Printout of Power point presentation (four slides on a page)	
8	Brief CV of all investigators	
9	GCP training certificates of investigators	
10	Regulatory permission or relevant administrative approvals	
11	Conflict of interest statement, if any	
12	Any other_____	

(Attach all the documents as per this checklist with the number and name of the files in soft copy as mentioned above.)

We kindly request that the Ethics Committee review our application and grant the necessary ethical clearance to proceed with the study.

We are happy to provide any additional information or clarification required by the Committee.

Signature & Name

Principal Investigator

Signature & Name

PG/PhD Guide
(If dissertation)

Signature & Name

Head of the Department



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For Office use only

Date received by SRC:	
Date of submission of revised copy to SRC:	
SRC number:	
SRC recommendation:	
Signature of MS SRC:	
Date received by IEC:	
Date of submission of revised copy to IEC:	
IEC number:	