



Emmanuel Hospital Association

INSTITUTIONAL ETHICS COMMITTEE

PROCEDURE FOR INITIATING A RESEARCH STUDY AND CHECKLIST IN EHA

1. All applications should be submitted in the EHA application form given on the website
2. The documents need to be submitted as both soft and hard copy as per the checklist provided in the website.
3. The decision of the IEC will be communicated through, if the IRB recommends revision of the proposal or any relevant documents, the revised documents should be submitted within the stipulated time as specified in the mail.
4. All the research proposals need to be submitted before the data collection and any research where the data collection has commenced will not be considered.
5. Ensure the research protocol review fees is paid

CHECKLIST FOR PROPOSALS

1. EHA application form
2. CV of all the researchers (as per the format)
3. Participant information sheet and Informed consent form in English and other relevant languages.
4. In case of a collaborative research, kindly attached the Ethical clearance format he collaborating institution along with the other relevant documents.
5. Kindly note the following
Contact details should include the address, telephone number and the mobile number with Email ID.

All documents must also be submitted in soft copy to research.iec@eha-health.org

The applications will be screened before it is sent to the IEC members.



Emmanuel Hospital Association

INSTITUTIONAL ETHICS COMMITTEE

The hard copies of the following documents need to be **5 copies of:**

EHA IEC application form, tools for data collection, plain language statement, consent forms, receipt of the protocol review fee (if applicable) and **one copy of the CV** need to be sent to the following postal address.

POSTAL ADDRESS

Dr. Christy Martina T

Baptist Christian Hospital, Mission Chariali

Sonitpur District, Tezpur,

Assam-784001