INSTITUTIONAL ETHICS COMMITTEE (IEC)

ETHICAL APPROVAL REQUEST FORM

1. APPLICANT DETAILS

Name of the Applicant: _____

Designation: _____

Department: _____

Institution: _____

Email: _____ Mobile: _____

Co-applicant(s), if any: _____

Institution of the Co-applicants: _____

_____

2. RESEARCH DETAILS

a) Title of the Research Manuscript / Project / Proposal:

_____

_____

b) Type of Research:

□ Faculty Research

□ Ph.D. Research

□ Student Project

□ Funded Project

□ Other (Specify): _____

Attach the Research Manuscript / Project / Proposal as a separate document, duly authenticated as ANNEXURE – I. The document should include a brief description of the research objectives, scientific rationale, expected outcomes and potential societal benefits.

c) Duration of the Study:

d) From _____ To _____

3. RESEARCH PARTICIPANTS

a) Will the study involve human participants?

□ Yes □ No

b) Expected Number of Participants: _____

c) Participant Category:

□ Students

□ Faculty

□ Employees

□ General Public

□ Patients

□ Industry Personnel

□ Others: _____

d) Age Group: _____

4. DATA COLLECTION METHODS

a) Data Collection Method:

□ Questionnaire/Survey

□ Interview

□ Focus Group Discussion

□ Observation

□ Experimental Study

□ Secondary Data Analysis

□ Laboratory Study

□ Other: _____

b) Is there any possibility of distress or discomfort to the participants/subjects during data collection?

☐ Yes ☐ No ☐ Not Applicable

If Yes, provide the details and proposed mitigation measures in a separate document duly authenticated as ANNEXURE – II.

5. ETHICAL CONSIDERATIONS

a) Will informed consent be obtained from the participants (where applicable)?

☐ Yes ☐ No ☐ Not Applicable

b) Will the confidentiality of participants, research data and institutional information be maintained throughout the study?

☐ Yes ☐ No

c) Will personal identifiers be collected?

☐ Yes ☐ No

If Yes, specify the protection measures in ANNEXURE – II.

d) Are there any potential risks associated with the chosen topic, subjects involved, data analysis procedures or participants?

☐ Yes ☐ No

If Yes, specify the details in ANNEXURE – I.

e) Are vulnerable populations involved in the study?

☐ Yes ☐ No

If Yes, provide justification in a separate document duly authenticated as ANNEXURE – II.

f) What is the plagiarism value obtained from Turnitin software? _____ %. Maximum limit is 15%.

Attach the plagiarism report as ANNEXURE – III.

g) Will due credit be given to all contributors/authors in accordance with accepted research and publication ethics?

☐ Yes ☐ No ☐ Not Applicable

If Yes, mention the details in ANNEXURE – I

h) Will funding bodies or sponsors (if any) be appropriately acknowledged in accordance with accepted research and publication ethics?

☐ Yes ☐ No ☐ Not Applicable

If Yes, mention the detailed assessment in ANNEXURE – I

i) Will Intellectual Property (IP) protection, data sharing and licensing be managed in accordance with the University's IP Policy and applicable legal, ethical, and regulatory guidelines?

☐ Yes ☐ No ☐ Not Applicable

j) Has a detailed assessment of the research project been conducted to evaluate compliance with legal and ethical obligations and to assess its environmental impact, where applicable?

☐ Yes ☐ No ☐ Not Applicable

If Yes, provide the detailed assessment in ANNEXURE – IV.

k) Does this research project involve any actual, potential, or perceived conflict of interest (financial, professional, personal, or institutional)?

☐ Yes ☐ No ☐ Not Applicable

If Yes, mention the details and the measures adopted to manage or mitigate the conflict in ANNEXURE – IV.

6. DECLARATION BY THE APPLICANT

I hereby declare that:

- The information provided in this application is true, accurate, and complete to the best of my knowledge.
- The study will be conducted in accordance with applicable ethical principles, institutional guidelines, and regulatory requirements.
- Participants (where applicable) will be adequately informed about the study, and their voluntary informed consent will be obtained prior to participation.
- The confidentiality, privacy, and security of participants and research data will be maintained throughout the study.
- Any amendment or modification to the approved research protocol will be submitted to the IEC for prior review and approval.
- Any adverse events, unanticipated problems, or protocol deviations arising during the course of the study will be promptly reported to the IEC.
- The research will be conducted in accordance with the principles of research integrity, and no plagiarism, fabrication, falsification, or other forms of research misconduct will be involved.

Signature of Applicant: _____

Name: _____

Signature of Co-applicants / Research Supervisor: _____

Name: _____ **Date**: _____

7. RECOMMENDATION OF HEAD OF THE DEPARTMENT

Forwarded by,

Signature of HoD: _____ **Name**: _____

Seal: **Date**: _____

For Office Use Only

8. IEC REVIEW DECISION

□ Approved

□ Approved with Modifications

□ Deferred

□ Not Approved

IEC Reference Number: _____

Remarks:

Signature of: **Member 1** **Member 2** **Member 3**

Member 4 **Member 5**

Signature of Chairperson of IEC

Date: _____