

S.no	Documents	Detail/ Yes/No/ Any clarification
1	PI Details	
	1a. Name	
	1b. Designation	
	1c. Department	
	1d. Email	
	1e. Phone No.	
2	Application forwarded by the HOD. (signed with stamp)	
3	Departmental Scientific Committee. (signed with stamp)	
4	Current brief C.V of the Principal Investigator & Co-Investigator (one copy not more than 2 pages)	
5	Stickers/Flags at appropriate places detailing various sections and attachments of the submitted documents.	
6	List of study team (signed with stamp)	
7	Is any of the member of investigating team currently member of EC, IFS	
8	Summary of the protocol	
9	Protocol as per IEC format	
10	Type of study	
11	Study Duration	
12	Written Informed Consents form English & Hindi	English & Hindi
13	Patient Information Sheet English & Hindi	English & Hindi
14	Assent form/Genetic consent (if applicable)	Yes/No
15	Budget details	Yes/No
	Total Anticipated budget	Yes/No
	Funding agency	
	Crossed cheque/ Draft worth Rs.10000/- (+18%GST) in the name of name of “ Indian Fertility Society ”as Processing fee. *IEC Processing fees:- For IFS members -10000/- NON- IFS members -20000/-	Cheque/Draft No : Dated Amount:
16	Director Approval letter for multi-institutional collaborative studies	Yes / No/ /Not applicable
17	No. of ongoing project (s)	As per EC format
18	No. of completed project(s) in last three years	
19	Processing fee submitted of previous approved projects	
20	Please indicate which category of review your protocol falls into (Refer. To IEC SOP)	Full review :- Yes Expedited or Exempt :- If mention category_____
21	Scan copy of project Mail & Presentation	