

**SAMPLE TEMPLATE: "COVERING LETTER"for IEC (For Faculty)**

To,  
The Chairman,  
Institutional Ethics Committee  
BHDC and ACMS  
Delhi Cantt.

**Subject** : Submission of Project Proposal.

Sir,

1 I -----NAME-----, -----DESIGNATION AND DEPARTMENT ----- of Army College of Medical Sciences & Base Hospital, Delhi Cantt. , am submitting my project proposal entitled "-----in **BOLD letters**-----".

2. It is requested that the necessary approval and clearance of the project proposal by the Institutional Ethics Committee may kindly be granted.

Thanking You.  
Yours sincerely,

Sign. -----  
Name  
Designation & Dept.

Dated:

**SAMPLE TEMPLATE: "COVERING LETTER" for IEC (For Students)**

To,  
The Chairman,  
Institutional Ethics Committee  
BHDC and ACMS  
Delhi Cantt.

**Subject** : Submission of Project Proposal.

Sir,

1 I -----**NAME**-----, -----**BATCH** ----- of Army College of Medical Sciences & Base Hospital, Delhi Cantt. , am submitting my project proposal entitled "-----**in BOLD letters**-----".

2. It is requested that the necessary approval and clearance of the project proposal by the Institutional Ethics Committee may kindly be granted.

Thanking You.  
Yours sincerely,

**Signature of Student**

Name and Batch of Student.

**Signature of Guide.**

Name  
Designation and Department.

Dated:

**SAMPLE TEMPLATE FOR ENCLOSURES SUBMISSION (FACULTY) TO**

**ETHICS COMMITTEE BHDC & ACMS**

**ENCLOSURES**

<b>Srl. no.</b>	<b>SUBJECT</b>	<b>PAGE NO.</b>
i)	Covering Letter	1
ii)	Protocol Submission Sheet with Signatures	2
iii)	Project Proposal	3
iv)	References	5
v)	Annexure 1- Consent Form	6
vi)	Annexure 2 –Questionnaire/ Proforma	7

**SAMPLE TEMPLATE FOR ENCLOSURES SUBMISSION (STUDENTS) TO  
ETHICS COMMITTEE BHDC & ACMS**

**ENCLOSURES**

<b>Srl. no.</b>	<b>SUBJECT</b>	<b>PAGE NO.</b>
vii)	Covering Letter	1
viii)	Protocol Submission Sheet with Signatures	2
ix)	ICMR Student Attestation Form	3
x)	Project Proposal	4
xi)	References	5
xii)	Annexure 1- Consent Form	6
xiii)	Annexure 2 –Questionnaire/ Proforma	7



**SAMPLE TEMPLATE FOR “PROTOCOL SUBMISSION”**  
**(STUDENT ICMR PROJECT)**

**INSTITUTIONAL ETHICS COMMITTEE**

**BHDC and ACMS**

1	<b>Department</b>	<b>MEDICINE</b>
2	<b>Title of Project</b>	A study of patients with.....
3	<b>ICMR- STS Reference ID</b>	2017-09872
4	<b>Name of Student</b>  (With Batch, Phone No. And Email Id )	<b>AMIT KUMAR</b> Batch: 2018  Ph: 1234598100 Email: student@gmail.com
5	<b>Name of Guide</b> <b>(Principal Investigator)</b>  (With Designation & Department) (With Phone No. And Email Id )	<b>DR. FACULTY NAME</b> Assistant Professor, Medicine  Ph: 123456789 Email: faculty@gmail.com
6	<b>Permission From DCGI</b> <b>(Drug Controller General of India)</b> ( If Applicable)	NA
7	<b>Sources of Funding</b> (If Any)	NA

**Signature of the Student** :

**Signature of the Guide** :

**Signature of the Head of Department** :

**Instructions:**

Please fill the Columns as mentioned in sample sheet, **Font:** Times New Roman, **Font Size:** 12

All Names Should be in Caps lock & **Bold.** Extra Sheet may be attached, if required.