**INSTITUTIONAL ETHICS COMMITTEE**

**FACULTY OF SOCIAL SCIENCES**

**JAMIA MILLIA ISLAMIA**

**NEW DELHI**

APPLICATION PROCEDURES AND CHECK LIST FOR PROPOSALS SUBMITTED FOR IEC APPROVAL\*

# APPLICATION PROCEDURES

1. All applications should be submitted as per the templates given on the website (www.jmi.ac.in).
2. **Two sets of all documents (the documents which have to be submitted are mentioned in the checklist given below) along with a covering letter for each set signed by the Ph.D. Scholar and Supervisor/ Principal Investigator (PI) and Co-Investigators/Collaborators should be submitted in the Office of the Dean, Faculty of Social Sciences, Jamia Millia Islamia. The covering letter should be duly forwarded to the IEC, Faculty of Social Sciences by the concerned HoD/ Director. A soft copy of the same should be mailed to the Chairperson, IEC, FSS within the stipulated time period. The email address is****iec.fss@jmi.ac.in**
3. The decision of the IEC will be communicated through email. If the IEC recommends revision in ethical protocols to be followed or any of the relevant documents, the revised document in required number of copies should be submitted within a stipulated period of time as specified in the communication or before the next IEC meeting.
4. Doctoral scholars are eligible to submit their proposal to the IEC only after they have presented and defended their proposal, but before starting primary data collection/fieldwork. A soft copy of the proposal should be sent to Chairperson IEC FSS along with the other documents as listed within the stipulated time period
5. IEC only considers those research projects/ Ph.D. proposals where primary data collection/field work has not commenced.

# CHECK LIST FOR APPLICATIONS

The covering letter should be accompanied by the following documents duly filled in all respects (in hard copy).

1. Face sheet (Template I)
2. Ethics Review Application (Template II)
3. Research Proposal (In case of Ph.D. scholars, the proposal that has been approved by the DRC and in case of Research Projects, the proposal that has been submitted or is due for submission). In case of PhD scholars, the covering letter should mention the date on which the proposal has been approved by the DRC. In case of Research Projects please mention the funding agency to whom the proposal is being submitted and if it is being submitted in furtherance to any specific call for proposals. The draft tools should also be annexed.
4. Participant Information Sheet (Template III) and Informed Consent/Assent Form (Template IV) in English and other relevant languages. If more than one Participant Information Sheet/Consent Form is required for your research project, please label the different forms clearly for the different participant groups. The Participant Information Sheet and the Informed Consent Form should be written in a simple 'everyday' language so as to aid easy comprehension by the respondents/participants. Please note that the 'you' in the Participant Information Sheet is the respondent/participant and not the researcher.
5. CV of PhD Scholar/ Principal Investigator (please limit to two sides of a paper).
6. In case of collaborative research, please attach the MoU with the collaborating organization(s)

**\*This Institutional Ethics Committee (IEC) proforma is based on and adapted from the proforma developed by the Tata Institute of Social Sciences (TISS), Mumbai, and the Centre for Media Studies, New Delhi and is used with appreciation and acknowledgement of their expertise.**