

Checklist
for
Ethics Committee Registration for Biomedical and Health Research

S. No.	Checklist Item
1	Application for registration (Upload signed copy of Covering Letter/Application for registration of ethics committee)
2	Authority under which the ethics committee has been constituted(upload authority letter from authorized person of hospital/Institute)
3	Memberships requirements of the ethics committee(upload relevant SOP/Document)
4	The terms of reference of the committee (upload relevant SOP/Document)
5	Conditions of appointment and the quorum required (upload relevant SOP/Document)
6	Procedure for resignation, replacement or removal of members(upload relevant SOP/Document)
7	Upload Bio-data (please find format on link) and Documents, proving that the members of the committee are conversant with the provisions as specified in latest edition of National ethical guidelines for biomedical and health research involving human participants. (training certificates showing that all members are convergent with relevant guidelines like NDCT and National Ethical Guidelines)
8	The standard operating procedures to be followed by the committee in general (upload copy of policy/ SOP).
9	Standard operating procedures to be followed by the committee for vulnerable population (upload relevant SOP)
10	Policy regarding training for new and existing committee members along with standard operating procedures (upload relevant SOP)
11	Policy to monitor or prevent the conflict of interest along with standard operating procedures (upload relevant SOP)
12	If the committee has been audited or inspected before, give details(upload relevant Document, if No, upload justification)
13	Undertaking by the committee as per the format annexed (upload filled undertaking)
14	Upload Form CT-01