

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)
4	The terms of reference of the committee (upload relevant SOP)
5	Conditions of appointment and the quorum required (upload relevant SOP/Document)
6	Procedure for resignation, replacement or removal of members (upload relevant SOP)
7	Bio-data (should be submitted in the format given in the download section on the Naitik portal, link), Training certificate (should reflect training in National Ethical Guidelines 2017, GCP, if applicable and applicable regulations in India), agenda of the training can be uploaded along with trainer name and details.
8	The standard operating procedures to be followed by the committee in general
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 (submit only auto-generated signed undertaking downloaded from Naitik portal)
14	Upload Form CT-01 (submit only auto-generated document only downloaded from Naitik portal)