



**TATA INSTITUTE OF SOCIAL SCIENCES  
DEONAR, MUMBAI - 400 088**

**APPLICATION PROCEDURES AND CHECK LIST FOR PROPOSALS  
SUBMITTED FOR IRB APPROVAL**

**APPLICATION PROCEDURES**

1. All applications should be submitted as per the templates given on the website.
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 Principal Investigator (PI) and Co-Investigators/Collaborators should be forwarded by the Principal Investigator to the IRB.**
3. The decision of the IRB will be communicated through email. If the IRB recommends revision to the proposal 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 IRB meeting.
4. Doctoral scholars are eligible to submit their proposal to the IRB only after they have presented and defended their proposal, but before starting data collection.
5. Research Council Projects can be submitted to the IRB only after they have undergone a scientific review co-ordinated by the Research and Development centre.
6. IRB only considers those research projects where data collection has not commenced.

**CHECK LIST FOR APPLICATIONS**

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

1. Face sheet (Template 1) covering all points. The signatures of the Principal Investigator(s) and Co-Investigator(s), and of the Dean/Chairperson of the School/Independent Centre responsible for conduct of the study are mandatory.
2. Research Ethics Framework (Template 2)
3. Research Proposal (which has undergone scientific review at the school or independent centre level). The covering letter should mention when the proposal has undergone the above mentioned review process. The tools should also be annexed.
4. Participant Information Sheet (Template 3) and Informed Consent Form (Template 4) 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. Please note that the 'you' in the PIS is the respondent and not the researcher.

4. CV of Principal Investigator (please limit to two sides of a paper).

5. In case of collaborative research, please attach the MoU with the collaborating organization(s) and the Ethical Clearance Report from the collaborating organization (s)

**Please note the following:**

1. Contact details (wherever applicable) of Principal and Co-Investigators should include the following:

- a. Local address
- b. Office address
- c. Telephone Numbers of Residence, Office and Mobile
- d. E mail id

2. All page numbers should be numbered

3. All documents must also be submitted in soft copy to [irb.submissions@tiss.edu](mailto:irb.submissions@tiss.edu)

4. An initial processing of all applications is done by the IRB secretariat before the applications are forwarded to the IRB.

5. Doctoral scholars are advised to first submit the soft copy and submit the hard copies after the IRB secretariat confirms that all requirements towards submission are complete.