

GUIDELINE FOR SUBMISSION OF RESEARCH PROPOSAL

Submit two copies of the all documents along with Covering letter addressing the Member secretary, Research Committee and Institutional Review Committee (IRC), separately to Office of the Dean Academics, BPKIHS, Phone ext 5279, 2279.

The documents should also be submitted in a soft copy in two PDF files separately as an attachment to the Member secretary, Research Committee and Institutional Review Board,
E-mail: dean-academic@bпкиhs; irc@bпкиhs.edu

PDF 1(Signed Copies):

1. Covering letter (through the Head of the Department)
2. Dated undertaking that the work has not started and that the work will be done as per Good clinical practice guidelines
3. Dated undertaking that the scales/ questionnaire/scores to be used are not copyright or permission to use them has to be obtained
4. First or signed page/s of the format
5. Any other signed document/s

PDF 2:

1. Copy of research Protocol except signed first page/s
2. All relevant Participant Informed Consent form (PICF) in English and Nepali
3. All relevant Participant Information Sheet (PIS) in English and Nepali
4. Questionnaire/ Participants Record Form
5. Any other relevant annexure
6. Budget (if applicable)

The researcher must submit the final research protocol to the member secretary, Research committee and IRC after presentation in the department and the recommendation of the Head of the department within stipulated date and time. The department must invite all co-investigator/s for their input. The Principal investigator, co-investigator/s and the Head must ensure that the project has been reviewed both from the scientific and ethical point of view.

The submission should be made in the prescribed Format with signatures of all investigators and Head of the department. The submission must be accompanied with Participant Informed Consent form and Participant Information Sheet in a simple layman's language in a narrative form. Please ensure that all documents are enclosed and the pages are numbered.

No research work will be/can be started unless ethical clearance and approval from protocol committee are obtained. Please bear in mind that no retrospective/post facto approval will be provided to research projects. Research protocol not submitted through proper channel will not be considered for process and the researcher is responsible for the delayed process.

Reply resubmission: While submitting replies raised by IRC, the candidates are advised to mention the Research reference number/s and also attach a copy of the comments of IRC. The revised proposal must be submit through the Head. These changes should be incorporated as a soft copy to member secretary, IRC through email:irc@bпкиhs.edu

Letter of approval and Ethical clearance: Start your thesis work only after getting approval and ethical clearance letters from Member secretary, Research Committee and IRC.

Amendment submission: While submitting amendments in protocols a covering letter must be provided clearing stating the changes and a soft copy of the same is also needed.

Project Submission time: Submission will be received on all days for non -funding. However, for funding, submission will be received only after the request from BPKIHS. Proposals received till 15th of any month will be processed in the coming meeting and those received after 15th will be processed in the next meeting.

The research sub-committee will immediately proceed for non funded proposal on last Friday of every month after receiving ethical clearance letter. However the funded proposals will be reviewed only in the full house research committee meeting after ethical clearance.

General guidelines

1. Pages: Generally minimum 13 pages (appendices extra)
2. Font size:12 (Arial Font); A4 size paper; Line spacing: Double space
3. Margins: At least 2.5 cm on all sides& Justified
- 4.

Check list for Attached documents:

- a. Covering letter addressing to the Member secretary, Research committee and Institutional Review Committee separately (**process available at the BPKIHS website**)
- b. Proposal to be submitted in BPKIHS format.
- c. **Copy of the detailed protocol (two copies and soft copy)**
- d. Attach photograph of Principal investigator
- e. Proposal **signed by the** Principal Investigator & Co-Investigator/s **and the head**
- f. Curriculum Vitae of the Principal Investigator & Co-Principal Investigator of the study team.
- g. **Participant Informed Consent form (PICF) in English, Nepali& local language** (if necessary)
- h. **Participant Information Sheet (PIS) in English, Nepali& local language** (if necessary)
- i. Data collection tools (**Questionnaire/ Participants Record Form**) in English or in Nepali & local language (if necessary) including interview guideline, observation checklist, questionnaires etc.
- j. Style of referencing in **Harvard style**
- k. Undertaking that the work has not started and that the work will be done as per Good clinical practice guidelines
- l. Undertaking that the scales/ questionnaire/scores to be used are not copyright or permission to use them has to be obtained
- m. Soft copy of all the documents in PDF in two separate files (signed and unsigned)