

GUIDELINE FOR SUBMISSION OF THESIS PROTOCOL

(MD/MS/MDS/M Sc/MPH/DM/M Ch/PhD/ FELLOWSHIP)

Submit two copies of the all documents along with Covering letter to the PG Coordinator, at Desk Number 2, Office of the Dean Academics, BPKIHS, Phone ext 2278.

The documents should also be submitted in a soft copy in two PDF files separately as an attachment to the PG Coordinator E-mail: pgcoordinator@bpkihs.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 Thesis 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 PG Resident/student must submit the final research protocol to the PG Coordinator after presentation in the department with the recommendation of the Thesis guide, Co-guides and Head of the department within stipulated date and time. The department must invite all co-guides for their input. The Guide, Co-guide/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 Guide, Co-guide 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 thesis 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 resident/candidate is responsible for delayed process.

The PG Coordinator will hand over the research proposals to the Member Secretary, Institutional Review Committee (IRC) for the review process and Ethical clearance. IRC will send the comments/ suggestions to the resident/student for necessary corrections.

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 Chief guide and Head. These changes should be incorporated as a soft copy to member secretary, IRC through email:irc@bpkihs.edu

Letter of approval and Ethical clearance: Start your thesis work only after getting approval and ethical clearance letters from PG Coordinator and Member secretary, 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 date: Submit the research project on time as mentioned in your prospectus.

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

Title Page
Certificate from Institution (Guide, co- guide, HOD)
Summary of Protocol
Introduction/ background including lacunae in existing knowledge
Brief review of literature
Aims and Objectives of research project
Patients/ Subjects/ Sample size/Materials and Methods including plan of statistical evaluation
Index of references (Harvard system of references) limit to 20-30 most pertinent and recent references
Appendix (Data Sheet, Case record form, Consent form, etc.)

Check list for Attached documents:

- a. Covering letter, through proper channel**
- b. Copy of the detailed protocol (two copies and soft copy)**
- c. Protocol signed by the Chief guide/co-guide and head**
- d. Participant Informed Consent form (PICF) in English and Nepali**
- e. Participant Information Sheet (PIS) in English and Nepali**
- f. Questionnaire/ Participants Record Form**
- g. Style of referencing in Harvard style**
- h. Undertaking that the work has not started and that the work will be done as per Good clinical practice guidelines**
- i. Undertaking that the scales/ questionnaire/scores to be used are not copyright or permission to use them has to be obtained**
- j. Soft copy of all the documents in PDF in two separate files (signed and unsigned)**