

## **Check List**

### **For all applicants**

1. Covering letter addressed to the Member secretary indicating the submission of the approval of proposal.
2. Proposal will only be accepted if submitted in IRC format.
3. Both printed and electronic version of the proposal should be submitted.
4. Curriculum Vitae of the Principal Investigator & Co-Principal Investigator of the study team should be submitted.
5. If the Principal Investigator is a non Nepali citizen, at least one Co-investigator should be a Nepali citizen.
6. Submission of the application processing fee to IRC.(According to IRC rules and regulations)
7. Source of funding for the proposed project.
8. The proposal should have institutional ethical clearance from his/her own country if submitted from academic and related institution.
9. If the research study is to be conducted in any hospitals/organization or institution/community, a letter of approval from the related hospital/organization or institution/district authority should be provided.
10. Consent form should be in Nepali & local language (if necessary).
11. Data collection tools should be in Nepali & local language (if necessary) including interview guideline, observation checklist, questionnaires etc.
12. Style of referencing should be in Harvard style.
13. List of abbreviations / acronyms should be provided.

### **For students' applicants**

1. Approval letter from concern Institute/University.
2. Recommendation letter from Academic Supervisor.

## **Processing Fee**

1. Researcher has to pay the processing fee 1000/- on following Account

**Name of Bank: Himalayan's Bank LTD**

**Branch: Maharajgunj**

**Account Holder's Name:**

**Institutional Review Committee**

**Kanti Children's Hospital**

**A/C No: 00200573930017**

2. Researcher has to pay the amount after clearance as per the rules and regulations of IRC.
3. Submit to IRC Kanti
4. If any confusion contact

Miss. Sunita Pokharel, Senior Medical Recorder officer of Kanti  
Children's Hospital

or

Mail to: [irckanti@gmail.com](mailto:irckanti@gmail.com)