

# **Research Submission Protocol for Administrative Clearance from NPTCCD**

- ❖ All research studies conducted in the institutions under the administration of **Director NPTCCD** should get the administrative clearance prior to the commencement of the research. (NPTCCD/Central Chest Clinic/Sub chest clinic -CSTH/ Sub chest clinic –CEBH /NTRL /Chest Clinic- Gampaha /Central Drug Stores)

## **Documents Required**

The following documents must be submitted:

1. **Cover Letter** – The cover letter must be signed by the applicant.
  - If the applicant is a postgraduate trainee of the PGIM, the cover letter should be submitted through the supervisor officially assigned to the applicant.
  - The list of co-investigators should be clearly mentioned.
2. **Research Protocol**
3. **Ethical Review Committee Approval**

## **Important Notes:**

- The Research Committee of the NPTCCD convenes once a month (every 2<sup>nd</sup> Tuesday).
- All requests for administrative clearance submitted on or before 25<sup>th</sup> of prior month shall be reviewed during the monthly meeting.
- All requests will undergo an initial screening for completeness. Requests with missing documents will need to be resubmitted with the required corrections before review.
- In certain instances, the Principal Investigator (PI) will be requested to do a presentation during the meeting.
- Permission letter for proposals received administrative clearance will be issued within a week following the monthly meeting.
- Proposals requiring further clarifications and resubmissions will be conveyed to the PI within one week following the monthly meeting.

- Once administrative clearance is granted to conduct research at an institution under the NPTCCD, it is the responsibility of the Principal Investigator to submit the Final Report to NPTCCD.