

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.
 - The data collection period at the institutions under NPTCCD should be clearly mentioned. If any extension is needed, new approval should be obtained from NPTCCD.
- 2. Research Protocol**
- 3. Ethical Review Committee Approval**

Important Notes:

- The Research Committee of the NPTCCD convenes once a month (every 2nd Tuesday).
- All requests for administrative clearance submitted on or before 25th 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, review of ongoing research will be carried out as required and the Principal Investigator (PI) will be requested to do a presentation to the NPTCCD research committee members during the research committee 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.