

INSTRUCTIONS FOR SUBMISSION OF ANIMAL PROTOCOLS TO IAEC IIT KGP FOR APPROVAL

IAEC IIT KGP accepts *online* applications throughout the year on a *rolling basis*.

When you have an animal protocol ready and want to seek approval please visit <http://informationprocessinglab.weebly.com/protocol-submissions.html> to submit your preliminary request and email the completed protocol as instructed (**A** and **B**) below.

A) Use the submission form in the website to put in your Name (PI's name), primary Email address (PI's email) and short details of the protocol.

The short details of the protocol must include the following 6 items:

- 1) Title of protocol and/or project**
- 2) Date of project beginning**
- 3) Personnel on protocol**
- 4) Animal species to be used**
- 5) Number of animals proposed to be used**
- 6) Date by which you would ideally like to get approval**

B) Along with submitting the details online, please complete your protocol in the CPCSEA prescribed format available for download under the Forms Section of the CPCSEA website under: Application for Permission for Animal Experiments (Form B).

Please email the completed protocol in *pdf* to: sharba@ece.iitkgp.ernet.in

The website will give updated list of submissions to IAEC IIT KGP periodically. Every attempt will be made to accommodate maximum number of proposals in an IAEC Meeting, although we may have to limit the maximum to 6 per meeting. Once we have a set of 6 protocols submitted for approval we will arrange for an IAEC Meeting. If there are less than 6 submissions we will make every attempt to meet at least thrice a year, that is, within 4 months of the last Meeting.

Once your protocol is up for approval in a certain meeting we will inform you with further instructions and details - about submission of hardcopies, presentation preparation and other logistics at least a week before the scheduled meeting. **It may be noted that the PI or co-PI of a protocol must be present during the presentation.**

For questions please email Sharba (sharba@ece.iitkgp.ernet.in).

Prof. TK Maiti
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Sharba Bandyopadhyay
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