

Self checklist to be used for reference-NOT TO BE SUBMITTED

SELF CHECKLIST (STS-2020)		
S.No.	REPORT SUBMISSION CHECKLIST ITEMS	(Put \surd Mark)
A.	(i) Report submission form (to be checked/ filled in ONLINE Part- A,B,C) (ii) Enclosure-I: STS Report (up to 2 Mb) (iii) Enclosure-II: Report Attestation Form (Scanned up to 1 Mb) (iv) Enclosure-III: Institutional Ethics Committee (IEC)/ Institutional Animal Committee certificate (Scanned up to 1 Mb)	Yes / No Yes / No Yes / No Yes / No
B.	STS REPORT IN ICMR FORMAT ON-LINE SUBMISSION-<i>as a single PDF File only</i> <u><i>Should NOT have name & any other details of the Student or Guide</i></u>	<u>YES / NO</u>
	(a) STS Reference ID (b) Title (c) Introduction (d) Review of Literature (e) Aims and Objectives (f) Material and Methods (g) Observations and Results (h) Discussion (i) Conclusions (j) Summary (k) References	Yes / No Yes / No Yes / No Yes / No Yes / No Yes / No Yes / No Yes / No Yes / No Yes / No Yes / No
	Optional (blank format can be included in the report file) <u><i>Should NOT have name of the student or Guide or research participants</i></u> (l) Suggestions/Justifications, if any (m) Questionnaire/ Study Tool/Patient Information Sheet <i>(Format of questionnaire/ data collection sheet / case record form/ any other tool used etc).</i> (n) Informed Consent Form <i>(Sample Patient Information Sheet/ Informed Consent Form)</i>	Yes / No Yes / No Yes / No
C.	REPORT ATTESTATION FORM (RAF) Duly filled by the student, signed with seal and forwarded by the Guide	Yes / No
D.	ETHICAL APPROVAL <u><i>Research should not be initiated without an ethical clearance and STS report will not be accepted by ICMR in such cases</i></u> a. Institutional Ethics Committee (IEC) Approval Certificate if work done on Humans <i>(including research on biological material/ retrospective analysis of records etc.)</i> OR b. Institutional Animal Ethics Committee (IAEC) Approval Certificate if work involves use of animals	Yes / No Yes / No