



## भारतीय प्रबंध संस्थान बोधगया Indian Institute of Management Bodh Gaya

**Filing an application for Research and Publication Ethics Committee (RPEC) approval**  
Below the workflow is a step-by-step guide to filing an RPEC application. Should you need clarification at any point in the workflow, please send a mail to [rpec@iimbg.ac.in](mailto:rpec@iimbg.ac.in) with your query.

### STEP1: THE NATURE OF THE STUDY

- Does your study fit the description of “Research” and “Human subjects” as per the IIMBG RPEC Policy document on IIMBG Website (see Notes below for quick reference)?
- Are you the Principal Investigator (PI) of the study?
- If your answer to both questions above is 'Yes', then proceed to the next step.

### STEP2: FILLING THE RPEC APPLICATION

- Download RPEC application template from IIMBG Website.
- Fill in details in Sections A, B, & C of RPEC application form.
- Attach appendices mentioned in Section D of RPEC application: recruitment documents (e.g., email, phone scripts) and questionnaire(s) for participants.

### STEP3: SUBMITTING THE RPEC APPLICATION

- Email the RPEC application and appendices to [rpec@iimbg.ac.in](mailto:rpec@iimbg.ac.in).
- Research and Publication Committee will do the initial screening and may request you to correct/modify the ethics application, as necessary.
- Once modifications are done, RPEC Member Secretary sends the application to RPEC for review. *It may take 1 to 5 weeks for the first review.*

#### Notes:

- Research: A systematic investigation, including research development, testing and evaluation, designed to develop or contribute to generalizable knowledge.
- Human subject: A living individual about whom an investigator conducting research obtains data through intervention or interaction.