**Faculty of Medicine, Sabaragamuwa University of Sri Lanka**

**ETHICS REVIEW COMMITTEE**

**APPLICATION FOR ETHICS REVIEW**

**Checklist for Applicants**

(Please mark all documents submitted)

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| **One copy** each of the following | **To be marked by the applicant** | **To be marked by ERC office** |
| 1. | Covering letter signed by the applicant (*Principal Investigator*) | [ ]  | [ ]  |
| 2. | Letter from supervisor (*if relevant*) | [ ]  | [ ]  |
| 3. | Copy of approval letter from Board of Study (*for postgraduate students only*) | [ ]  | [ ]  |
| 4. | Curriculum Vitae of Principal Investigator *(For external applicant only*) | [ ]  | [ ]  |

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| The following documents (where relevant) must be submitted.They must be stapled or bound together to form **2 complete sets** of hard copies. **All documents must carry the date and version number as a header/footer and page numbers**. |
| 5. | Proposal (*postgraduate students must submit a copy identical to that approved by the board of study*) | [ ]  | [ ]  |
| 6. | Study instruments (*Questionnaire/ Interview guides/ Checklists/ Data extraction forms and etc.)* | [ ]  | [ ]  |
| 7. | Information Sheet**English** | [ ]  | [ ]  |
| **Sinhala** | [ ]  | [ ]  |
| **Tamil** | [ ]  | [ ]  |
| 8. | Consent forms**English** | [ ]  | [ ]  |
| **Sinhala** | [ ]  | [ ]  |
| **Tamil** | [ ]  | [ ]  |
| 9. | Assent forms**English** | [ ]  | [ ]  |
| **Sinhala** | [ ]  | [ ]  |
| **Tamil** | [ ]  | [ ]  |
| 10. | Application form **(Part I and Part II)** | [ ]  | [ ]  |
| 11. | Advertisement for recruitment **(Sinhala and Tamil)**  | [ ]  | [ ]  |
| 12. | Email a complete set of all documents submitted (include one copy of your application, protocol, instruments and forms in **all languages)** as (*.docx)* files to (erc@med.sab.ac.lk) at the time of submission  | [ ]  | [ ]  |
| 13. | Project summary | [ ]  | [ ]  |

**PLEASE NOTE:**

**Your application will not be processed until all required documents are received by the ERC office.**

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Signature of Principal Investigator Date: DD **/** MM **/** YYYY

*Official use only* - Application No: (ERC/SAB/YEAR/000)