# Annexure: (UOR/05-001)

Checklist for initial submission

***CHECKLIST* (**Please mark all documents submitted)

***One copy*** *each of the following*

1. Cover letter written to Chairperson signed by the applicant

 2. Completed application form with conflict of interest statement

 3. Letter of consent from supervisor/s where relevant.

 4. Copy of approval letter from Board of Study (*for postgraduate students only*).

 5. Email the soft copy with a complete set of documents in a single pdf file.

 ethics@med.ruh.ac.lk

 6. A letter indicating that the investigator(s) have undergone training to handle

 Animals in research settings (if relevant)

 7. Curriculum vitae of the Principal investigator/s

 8. Certificates of training of PI/Supervisor (Research Methodology, Basic Research Ethics,

 Good Clinical Practice training)

 9. Letter signed by all investigators confirming their participation.

 10. Receipt of payment of 1000.00 Rs.

**\*Please note that the principal investigator/s and/or supervisor/s (in undergraduate research) are requested to submit the evidence (certificates) for the competence in specific fields**

* For observational studies - Research Methodology, Basic Research Ethics
* For interventional studies/Clinical trials - Research Methodology, Basic Research Ethics,

 Good Clinical Practice training

* For animal studies - Research Methodology, Basic Research Ethics, Training to handle

 animals in research settings

 10*.* ***Six copies*** of the detailed proposal including study instruments *(postgraduate students*

 *must submit a copy identical to that approved by the board of study or submitted to the*

 *Board of study)*

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | Date  | Version  |
|   11. Study instruments  | English Sinhala Tamil - | Where relevant |  |

**PLEASE NOTE:**

The six(06) copies of the documents submitted must be **stapled together** to form six complete sets of documents. All documents must carry the **date and version number as a header/footer.**

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