

**Workshop on 'SOP training and reviewing a proposal in view of granting Ethical approval' for ERC members**

**Date: 13<sup>th</sup> August 2020**

**Venue: Conference Hall, Department of Community Medicine, Faculty of Medicine, UOR, Galle**

<b>Time</b>	<b>Topic</b>	<b>Resource person/s</b>
8.30 am	Registration	
8.40 am	Introduction to workshop	Chairperson, ERC
8.50 am	History and functions of ERC, membership composition, appointment of ERC members, functions of members, orientation of new members and training, independent external reviewers (SOP 001- 006)	Dr. Lahiru Prabodha
9.20 am	Conflict of interest & history of research ethics (SOP 011)	Dr. T. T. Ponnampereuma
9.50 am	Submission procedure for applications for ethics review, preparation of agenda, conduct of meetings, minutes of meetings (SOP 007- 010)	Dr. S. S. Wickramasinghe
10.20 am	Management of new submissions, management of resubmissions, exemption from review, expedited review, management of amendments to approved protocols (SOP 012- 016)	Prof. C. M. Wickramatilake / Dr. S. S. Wickramasinghe
<b>10.50 am</b>	<b>Tea Break</b>	
11.00 am	Communication of decisions of the ERC, management of serious adverse events, monitoring of approved research protocols, management of protocol deviation, non-compliance and violation (SOP 017- 020)	Dr. Gayani Liyanage
11.30 am	Site monitoring visits, study termination, complaints about the conduct of a research project, complaints concerning the ERC's review process (SOP 021 - 024)	Dr. U. C. P. Perera
12.00 noon	Record keeping, ERC reporting requirements, review of SOPs and terms of Reference, research involving laboratory animals (SOP 025- 028) Consent in research	Prof. R. P. Hewawasam
12.30 pm	'How to review a research proposal in view of granting Ethical approval?'	Prof. C. M. Wickramatilake
1.00 pm	Questions & Answers session and Conclusion	