

Guideline to Submit Application Form to Research Ethics Committee.

1. Application will be available in the Faculty of Allied Health Sciences Web Site.
2. Instructions for submitting information sheets, consent forms and assent forms.

Please refer

<https://www.who.int/groups/research-ethics-review-committee/guidelines-on-submitting-research-proposals-for-ethics-review/templates-for-informed-consent-forms>

1. Filling the application form

- All applications should be sent single spaced and double sided.
- The application form should be completely filled, giving pertinent information according to instructions given.
- Please do not leave any sections blank and indicate as 'not applicable' any questions that are not relevant.
- The relevant section and page numbers on the proposal must be indicated, when relevant.
- All documents must have the **title and version no as a header** and the page number as footer.
(E.g. For new submissions: Version 1, for resubmissions: Version 2, 3 accordingly)
- Applications and all other relevant documents including translations should be typed. Hand written applications /documents will not be accepted.
- Once filled, the applicant and the other co-investigators must sign on the hard copy of the application form.
- E-signatures will not be accepted for applicants from Sri Lanka.
- If the principal investigator is from overseas, e-signatures are considered. However one hard copy must be sent via post with the original signature before REC approval is granted.

3. Documents to be Submitted

- Please fill the checklist and submit the relevant documents.
- One copy of each of the following;
 - (i) Covering letter signed by the applicant
 - (ii) Letter from supervisor (if relevant)
 - (iii) Curriculum Vitae of all Investigators. (if investigators are not attached to USJ)

- Two (02) set of copies of the application form duly filled and signed with the following documents stapled and bound together.
- The proposal two (02) copies should be attached to the application form .
- Study instruments in English and Sinhala and Tamil translations where relevant.
- Information sheet in English and Sinhala and Tamil where relevant. The information sheet in all languages should contain the following statement: “This study has been approved by the Research Ethics Committee of the Faculty of Allied Health Sciences, University of Sri Jayewardenepura. If you have any queries or complaints about the conduct of the study, please contact the REC Office on **+94 11 2758578**

Submission Process

- Principal Investigator/Applicant should submit the application form as per the instruction given (No. 2) to the Head of the department of each degree programme.
- The HOD of the each department needed to submit the summary of the application form both in hard and soft copies including name of the principal investigators with the affiliation, title of the research.