**Checklist for ERC application submission**

Ref No:

New/Major/Minor/Amendment

 **Please make sure to complete this check list before submission of your proposal**

|  |  |  |
| --- | --- | --- |
| 1. | Complete application form- 1 hard copy | Yes |
| 2. | Single paged summary- 1 hard copy (if the summary is not in the correct format the proposal will not be accepted) | Yes |
| 3. | Protocol (English)- 1 hard copy  | Yes | Version: | Date: |
| 4. | **Are the following included in the protocol** |
|  | Participant information sheet | English | Yes | NA | Version: | Date: |
|  | Sinhala | Yes | NA | Version: | Date: |
|  | Tamil | Yes | NA | Version: | Date: |
|  | Consent Form | English | Yes | NA | Version: | Date: |
|  | Sinhala | Yes | NA | Version: | Date: |
|  | Tamil | Yes | NA | Version: | Date: |
|  | Questionnaire/Data collection instrument | English | Yes | NA | Version: | Date: |
|  | Sinhala | Yes | NA | Version: | Date: |
|  | Tamil | Yes | NA | Version: | Date: |
| 5. | Short CV of the Principal investigator (Signed and dated) indicating previous research experience in conducting research- 1 hard copy | Yes |
| 6. | Short CVs of all investigators indicating their previous experience in conducting research- 1 hard copy each | Yes |
| 7. | Is the title in the application, summary and proposal same? | Yes |
| 8. | Budget | Yes |
| 9. | ERC fee |
| * University of Kelaniya undergraduate project
 | Free |
| * Industry sponsored intervention/observational study
 | $ 1 000 |
| * Other applications according to budget
 |  |
| - <Rs.100,000 | Rs. 1 000 |
| - Rs. 100,000 - 300,000 | Rs. 2 000 |
| - Rs. 300,000 - 1,000,000 | Rs. 5 000 |
| - Rs. 1,000,000 - 5,000,000 | Rs.10,000 |
| - >Rs. 5,000,000 | Rs.20,000 |
| * Application for establishment of database
 | Rs. 1 000 |
| * Annual renewal of Industry sponsored studies
 | $ 500 |
| * Significant amendments to Industry sponsored studies
 | $ 250 |
| * Significant amendments to other projects
 | Rs. 2 500 |
| 10. | Evidence of GCP Training (compulsory for clinical trial applications) | Yes | No |
| 11. | Research for Postgraduate Degree requirement | Supervisors Letter | Yes | No |
| Approval Letter from Post GraduateInstitute | Yes | No |

\*All documents (soft copies) mentioned above should be submitted in PDF format to the ERC office email (ercmed@kln.ac.lk). **Required hard copies specified in the ERC checklist above** should be handed over to the ERC office **once the proposal is accepted.**

Investigator’s Name/ Designation:

Investigator’s Signature: Date:

Recipient’s Signature: Date: