**Check list for ERC application submission**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | | | | | | Ref No:  New/Major/Minor/Amendment | | | | | |
| **Please make sure to complete this check list before submission of your proposal** | | | | | | | | | | | |
|  | Complete application form - one hard copy | | | | | | | | | Yes | |
|  | Single paged summary - 25 copies (if the summary is not in the correct format the proposal will not be accepted) | | | | | | | | | Yes | |
|  | 5 separate sets of protocol (English) | | | | | | Yes | Version: | | Date: | |
|  | **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 | | | English | Yes | | NA | Version: | | Date: | |
| instrument | | | Sinhala | Yes | | NA | Version: | | Date: | |
| Tamil | Yes | | NA | Version: | | Date: | |
|  | Hard copy of the short CV of Principal investigator (Signed and dated) | | | | | | | | | Yes | |
|  | Soft copy of all above documents and short CVs of other investigators (CD) | | | | | | | | | Yes | |
|  | Is the title in the application, summary and proposal same? | | | | | | | | | Yes | |
|  | Budget | | | | | | | | | Yes | |
|  | ERC fee | | | | | | | | | | |
| * University of Kelaniya undergraduate project | | | | | | | | | Free | | |
| * Industry sponsored intervention study /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 | | |
|  | | Evidence of GCP Training (compulsory for clinical trial applications) | | | | | | | Yes | | No |
|  | | Research for Postgraduate Degree requirement | Supervisors Letter | | | | | | Yes | | No |
| Approval Letter from Post Graduate Institute | | | | | | Yes | | No |
|  | | | | | | | | | | | |
| **Investigator’s Name/ Designation:**  **Investigator’s Signature:** | | | | | | | | **Date:** | | | |
| **Recipient’s Signature: Date:** | | | | | | | | | | | |