**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:** |