



# Ethical Clearance Form for Research Projects

## Faculty of Allied Health Sciences

### University of Peradeniya

#### Information to Applicants

- Please read the guidelines before completing the "Ethical Review Submission" form. Please ensure all relevant documents are in order.
- Your application will not be processed until all required documents are received by the ERC.
- All documents submitted must be bound in a file.
- Students must obtain approval from their respective departments before applying for ethical clearance and the application must be forwarded with the signature of the head of the department.
- The review process of the external (non-faculty) applications may take a minimum of three months. Therefore, please submit your applications for ethical clearance well in advance before the due date of the commencement of the research project.
- The committee reserves the right to refuse or to accept applications for projects that are due to commence within three months of the date of the receipt of applications.
- The committee does not review applications for already commenced projects.
- The status (approval/ revision/ rejection) of your application will be notified via e-mail.
- Applicants may download the application from the following link.  
<http://ahs.pdn.ac.lk/Download.php>
- During the resubmission, indicate all corrections on the revised application using a highlighter pen/ track changer. Original previous reviewed application should be also submitted.

## **Guidelines to complete the ‘Ethical Review Submission Form’**

- The researcher requesting ethical clearance from the Ethics Review Committee (ERC), Faculty of Allied Health Sciences, University of Peradeniya is advised to submit following documents to avoid delays in processing the application

1. **Cover letter** addressed to the Ethics Review Committee of Faculty of Allied Health Sciences, Peradeniya
2. **Letter from supervisor/institute** (if relevant)\*  
\* required for all postgraduate and external applicants
3. **Completed and signed submission checklist**
4. **Completed and signed Application form**
5. **Completed Proposal Protocol Checklist**
6. **Study instruments** (English, Sinhala, Tamil)
7. **Information sheet(s) and consent form(s)** in English, and where appropriate, Sinhala and Tamil translations  
(e.g., when the study sample/population’s knowledge in English may be inadequate to understand the nature of the study, their rights, etc). The standard format is available for English.

Please note:

Consent forms need to be included for:

- participants if they are over 18
- parents, if participant is under 18/a child\*

\* A verbal or written assent is required from children at the time of participation, and this needs to be mentioned in the procedures.

8. **Assent form(s)** <if applicable> (English, Sinhala, Tamil)
9. Any type of **data collection form(s)** to be used during data collection (study questionnaire, check lists, interviewer guide, etc) in English, and where appropriate in Sinhala and Tamil translations as explained before.
10. For postgraduate study proposals; a letter from the relevant institute/board/committee OR the supervisor stating that the research proposal has been evaluated and has been found to be satisfactory for the purpose of postgraduate research.

**PLEASE NOTE:**

- ✓ **Two copies** of all the above item 4 to 10 (that is, all except items 1, 2 and 3) should be submitted by **all postgraduate applicants**.
  - ✓ **Undergraduate applicants** should be submitted only **one copy** of the above documents, unless otherwise advised by a member of the ERC committee upon your submission.
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- Attach both section 1 and 6 of the **ERC application form** as separate documents in the file.
  - Do not disclose the supervisor's name **except in section 1** of the application form. Please indicate the supervisor's name as " **xxxxxxx** " on information sheet or consent form or where applicable.
  - If available, additional documentation regarding consent should be provided such as: screening materials, introductory letters, letters of administrative consent or authorization. (e.g., if the research is conducted at a hospital/hospital, letter(s) of permission from the hospital director(s), regional/provincial director(s); if the research is done at a school/schools, letter(s) of permission from the provincial directors, divisional secretariats and principals etc.)