

ETHICS Review Committee (ERC) UNIVERSITY of Kelaniya

Submission procedure for obtain ethical clearance from ERC

Applications must be submitted in the appropriate format as determined by the ERC, and shall include all documentation as required by the ERC including a declaration by the applicant that all required documents have been submitted by completing and signing the application checklist.

Submission procedure for new applications:

Research protocol & related documents received by the ERC office



Review & verify as per document checklist



EC Office staff – Date stamp all documents and hand over to Secretary ERC

 $Secretary-check\ for\ completeness.\ If\ incomplete,\ contact\ Principal\ Investigator\ for\ clarifications.$



Complete document receipt form



Store hard copy and soft copy of project



Secretary ERC –

Assign application number • Enter in ERC register and meeting agenda
 Appoint 3 primary reviewers



Application will be sent to all three reviewers



Once the applications are reviewed by the reviewers, the comments will be sent to applicant for correction



Once the application is corrected by the applicant, the final decision is taken by the Ethics Review Committee to grant Ethical clearances based on guidelines of Standard Operating Procedure.



The decision of the Ethics Review Committee will be tabled at the Senate and Council and The Secretary will provide official letter to the applicant declining the ethical clearance.

Common Instructions

- Please submit your new applications and revised application (both hard copy & soft copy) at least 03 days before the meeting. Forward the soft copy to the erc@kln.ac.lk and hard copy to Research and Publications Division.
- Please notice when the applicant has not submitted revisions addressing the comments of the reviewers within 02 months, it will be removed from the agenda, with effect from the date we have sent the letter to the applicant. Those applications will be reconsidered once the applicant has submitted the revisions.