

# **GUIDELINES FOR SUBMITTING PROPOSALS TO THE ERC**

## **UNIVERSITY OF KELANIYA**

### **1. List of items to be submitted**

- 1.1** One (01) hard copy of the research proposal.
- 1.2** One (01) hard copy of the application form and other relevant documents
- 1.4** Payment receipt (if the researcher is not a member University of Kelaniya).
- 1.5** Soft Copy( sent to [erc@kln.ac.lk](mailto:erc@kln.ac.lk)) including the Application form, Research Proposal, Research Project Information Sheet, and the Informed Consent Sheet, all in PDF format.
- 1.6** One(01) copy of the protocol if you are not filling Annexure I or Annexure II
- 1.7** One (01) copies of relevant Annexures

### **2. Submissions, Revisions and Re-submissions of proposals**

#### **2.1 Submissions**

- a.** Project proposals are accepted on **Wednesday** of every week of each month. **Proposals submitted before the noon of the second Wednesday of each month will be forwarded to the next ERC meeting of the University of Kelaniya.**
- b.** Any incomplete proposals **will not be forwarded to the ERC** and will be **returned to the investigator** for completion. Those completed proposals will be forwarded, to the next ERC depending on the day of submission.

#### **2.2 Revisions**

- a.** Revisions recommended by the reviewers for already approved proposals must be re-submitted with (01) hard copy (by highlighting the revisions made) with a covering letter. Please indicate the version number and the date in each page of your protocol.
- b.** A soft copy (via e-mail) in PDF format must be submitted along with the hard copy.

#### **2.3 Re-submissions**

- a.** Re-submissions are accepted until the **second Wednesday** of each month.
- b.** Re-submissions must be done following the guidelines given in above **2.1 Note:**  
The revised proposal is directed to the same reviewers.

### 3. Approval

- a. ERC meeting of the University of Kelaniya will be held on the **2<sup>nd</sup> Friday** of each month. **Only the Proposals which have been submitted before the noon of the second Wednesday (refer 2.1) will be tabled at the next ERC meeting to be directed to the reviewers and be approved by the minutes of the subsequent meeting.**
- b. Once the proposal is approved, the committee will inform the investigator. through e-mail.

### 4. Fees levied for individual research projects as processing charges<sup>1</sup>

- 4.1 A processing fee of Rs. 5000/- will be charged for new applications. Applications should be submitted along with the payment receipt.
- 4.2 This application fee is levied from non-institutional or non-UOK members - Rs. 5000/-
- 4.3 Please indicate as “Ethics Review Application fee” as remarks in the Bank Pay -in slip and also submit a copy of the bank slip to Research and Publications division. People’s Bank – Kelaniya Branch: **055-1-001-1-0667549**
- 4.4 Fees levied for reviewing amended proposals - Rs.500/-

### 5. Inquiries:

Please contact Secretary, ERC, Research and Publication Division, University of Kelaniya  
Secretary, Ethics Review Committee,  
University of Kelaniya  
Contact: 011 2 903 880/ 0777275369  
E-mail: [erc@kln.ac.lk](mailto:erc@kln.ac.lk)

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<sup>1</sup> Payments must be done to the Accounts Branch of the University Kelaniya, and the receipt must be attached to the application form when and where necessary.