

**Ethics Review Committee  
Faculty of Graduate Studies  
Submission Guidelines**



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**Guidelines for Submitting Research Proposals to Ethics Review Committee (ERF) of Faculty of Graduate Studies, University of Colombo (FGS/UOC).**

Please note that ERC, FGS/UOC accepts applications for ethical review only from students, research fellows, visiting researchers and the faculty (including extended faculty) of the FGS.

- Projects dealing entirely with secondary data and literature need not go through ethics clearance process. Only projects dealing with human subjects are required to obtain ethics clearance.
- Regarding student research projects, please submit your ethics application form ONLY after your final research proposal has been accepted by FGS.

**Submission of a research protocol for review:**

ERC Meetings will be held monthly. Deadline for submission of ERC application for each month is 04.00pm last working day (Mon-Sat) of the previous month. Applications submitted after this deadline will be tabled in the following month. Hard copies of the following documents must be submitted by the deadline. Upon receipt of hard copies, Document Receipt Form will be issued with a ERC Reference Number. ERC Reference Number should be used in all future communication regarding the proposal.

Compressed/zipped folder of soft copies of all the documents submitted as hard copies should be emailed within 24 hours of receipt of Document Receipt Form, to [erc@fgs.cmb.ac.lk](mailto:erc@fgs.cmb.ac.lk). Subject line should be the Application Number given in the Document Receipt Form followed by the last name/surname of the applicant (Eg **FGS/ERC/2017/xxx - Silva**).

## **Documents to be submitted**

1. Covering letter – 1 hard copy
2. Declaration – 1 hard copy
3. Duly filled ERC Application form – 3 hard copy
4. Brief CVs of all the applicants (as per the given format) – 3 hard copy each
5. Detailed Research Proposal – 3 hard copies
6. Single Paged Summary of Your Proposal – 3 hard copies
7. Questionnaire – 3 hard copies (all three languages if applicable)
8. Information Sheet – 3 hard copies (all three languages if applicable)
9. Consent Form – 3 hard copies (all three languages if applicable)
10. Other relevant documents – 3 hard copies each

If there is any inquiry contact:

Secretary, Ethics Review Committee, Faculty of Graduate Studies, University of Colombo,  
30/35, Prof. Stanley Wijesundara Mawatha, Colombo 07.

Telephone -0112-055656 Email. [erc@fgs.cmb.ac.lk](mailto:erc@fgs.cmb.ac.lk)