

Ethics Review Committee Faculty of Graduate Studies Submission Guidelines



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. Soft copies of the following documents must be submitted by the deadline. Upon receipt of soft 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 should be emailed within 24 hours of receipt of Document Receipt Form, to 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 – soft copy (PDF Format)
2. Declaration – soft copy (PDF Format)
3. Duly filled ERC Application form – soft copy (PDF & Word Formats)
4. Brief CVs of all the applicants (as per the given format) – soft copies (PDF Format)
5. Detailed Research Proposal – soft copy (PDF Format)
6. Single Paged Summary of Your Proposal – soft copy (PDF Format)
7. Questionnaire – soft copy (all three languages if applicable) - PDF Format
8. Information Sheet – soft copy (all three languages if applicable) - PDF Format
9. Consent Form – soft copy (all three languages if applicable) - PDF Format
10. Other relevant documents – soft copies (PDF Format)

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