

**PAPRSB INSTITUTE OF HEALTH SCIENCES, UNIVERSITI BRUNEI DARUSSALAM**

**Checklist for Submission of Research Ethics Approval Application to PAPRSB Institute of Health Sciences Research Ethics Committee (IHSREC)**

**Record of Submission**

|  |  |
| --- | --- |
| Name of Principal Investigator |  |
| Research Grant (if applicable) |  |
| Faculty |  |
| Programme |  |
| Title of Project |  |

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|  | **To be completed by Principal Investigator** | ✓ or pending or N/A | For office use only |
| 1 | **Printed proof of email** submission to rec.ihs@ubd.edu.bn |  |  |
| The email must have been copied (CC-ed) to all researchers |  |  |
| 2 | **UREC form (RE01)** |  |  |
| Complete list of researchers, along with their role, must be stated in the UREC |  |  |
| 3 | **Full research proposal**,including: |  |  |
| Research proposal with an introduction, aims & objectives, methods & materials, data analysis |  |  |
| Questionnaires and permission for use (if not self-designed) |  |  |
| Data collection form or data entry proforma (if applicable) |  |  |
| Gantt chart |  |  |
| 4 | **Participant consent form** in English, if applicable (use updated standard format) |  |  |
| Participant consent formin Malay, if applicable (use updated standard format) |  |  |
| 5 | **Participant information sheet** in English, if applicable (use updated standard format) |  |  |
| Participant information sheet in Malay, if applicable (use updated standard format) |  |  |
| 6 | Signed and dated **CV of all researchers** (use updated standard format; not more than two pages) |  |  |
| 1. CV of Principal Investigator
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| 1. CV of Supervisor 1
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| 1. CV of Supervisor 2
 |  |  |
| 7 | **Permission/approval letter(s)** from relevant authorities and gatekeepers, if applicable |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| 8 | IHSREC Risk and Sensitivity Assessment Form **(IRSA)** |  |  |
| 9 | For **student** project application, submit **supervisor approval form for the submission of ethics application of student project** |  |  |
| **FOR OFFICE USE ONLY** |  |
| **UBD/PAPRSBIHSREC/2021/***Application received on (date & time):*  |  |

**DO NOT SUBMIT THIS PAGE – THIS PAGE IS FOR YOUR INFORMATION ONLY**

**Important Notes**

1. The checklist has to be **TYPED** and not handwritten.
2. The checklist has to be attached as the first page of your submission.
3. All electronic documents must have page numbers and should have a table of contents.
4. All electronic documents must be submitted to **rec.ihs@ubd.edu.bn** and must have been copied (CC-ed) to all researchers.
5. All documents sent electronically are to be submitted as hard copies and must be submitted in a hard file without any loose pages.
6. There should be **two** copies for IHSREC application OR **three** copies for joint IHSREC-MHREC application. If you need data/facilities from the Ministry of Health (MoH) or if you have MoH members as your co-researchers, then the application will be for joint IHSREC-MHREC.
7. All hard copies are to be submitted by hand in a file to Ms Noriah, IHS Admin Office, who will check the application before accepting, on **Tuesday only (14:00-16:00)**.
8. Any last minute or post-deadline submission will be reviewed only in the following Ethics applications review meeting.
9. Incomplete application forms will **NOT BE ACCEPTED** or tabled in the meeting.
10. For **participant information sheet** and **participant consent form**,please use the updated standard format. Please check the IHS website for updated versions.
11. The **CV** must be in the **updated** standard format and should not be more than **two** pages.
12. Please refer to IHS website (http://ihs.ubd.edu.bn) for more information on ethics application.

***Updated on 25th January 2021***