

**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**

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

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| **To be completed by the Principal Investigator** | Click on checkboxes |
| 1 | **All research members should be copied in the submission** |[ ]
| 2 | **UREC form (RE01)**A complete list of researchers, along with their roles, must be stated in the form |[ ]
| 3 | **Complete research proposal**,including:Research proposal with an introduction, aims, objectives, methods, and data analysisQuestionnaires and permission for use (if not self-designed)Data collection form or data entry proforma (if applicable)Gantt chart |[ ]
| 4 | **Participant consent form**Use the updated standard format |[ ]
| 5 | **Participant information sheet** Use the updated standard format |[ ]
| 6 | Signed and dated **CVs of all researchers, including supervisors**(use updated standard format; not more than two pages) |[ ]
| 7 | List the **gatekeepers and authorities** required for this research**Gatekeepers**(a) (b) **Authorities**(a)(b)  |[ ]
| 8 | **IHSREC Risk and Sensitivity Assessment Form (IRSA)** |[ ]
| 9 | For **student** project applications, submit a signed and dated **supervisor approval form**  |[ ]
| 10 | **Important Notes**1. All documents must be sent as **one** single PDF document.
2. Attach the checklist to the first page of your submission.
3. Submit your application to **rec.ihs@ubd.edu.bn** and copy the research team, including academic and clinical supervisors.
4. Use your UBD email account for all communications with IHSREC.
5. Late submissions will be considered at the subsequent meeting.
6. Incomplete application forms will **NOT BE REVIEWED** in the meeting.
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