

INSTRUCTIONS TO APPLICANTS

Please read carefully to ensure that your application is properly filled, the relevant documents are accurately prepared ; to minimize delays in evaluating your application.

1. Badly planned and poorly designed research that causes inconvenience to participants with possible risks will not produce useful or valid results and is considered to be unethical. It is the responsibility of the researcher to ensure that his / her research is of good scientific quality before making an application for ethics review.
2. The ERC may return the application if it is flawed in research methodology and fails to demonstrate adequate scientific rigor.
3. All applications should be sent single spaced and double sided.

FILLING THE APPLICATION FORM

- The current application form is available in KIU web site.
- The application form must be filled in a printed copy.
- The application form should be completely filled giving pertinent information according to instructions given.
- Please do not leave any sections blank and indicate as 'not applicable' any questions that are not relevant.
- The relevant section and page numbers on the proposal must be indicated, when relevant.
- Applications and all other relevant documents including translations should be typed. Hand written applications /documents will not be accepted.
- Once filled, the applicant and the other co-investigators must sign on the hard copy of the application form.
- If the principal investigator is from overseas, e-signatures are considered.
- Application should attached to the research proposal

DOCUMENTS TO BE SUBMITTED

- One copy of each of the following;
 1. Receipt of Payment
 2. Curriculum Vitae of All Investigators
- Three (3) copies of the application form duly filled and signed.
- **Three copies** of the following documents and application form must be stapled and bound together. (Application should be attached in the front.)
 1. The proposal – (introduction, Justification, Literature Review, Methodology, Ethical Considerations, References, Annexes)
 2. Study instruments in English and Sinhala and Tamil translations where relevant.
 3. Information sheet in English and Sinhala and Tamil where relevant. **The information sheet in all languages should contain the following statement:** "This study has been approved by the Ethics Review Committee of the KIU, Battaramulla. If you have any queries or complaints about the conduct of the study, please contact the ERC Secretary.

SUBMISSION PROCESS

- Principal Investigator/Applicant should credit the appropriate processing fee as stipulated in the Application form to the Finance department at KIU, Battaramulla.
- The processing fees are as follows;
Type Fee
Self – funded Rs 500/=
Sponsored / Funded – Rs 1000/=
- The paying in slip should be attached to the application at the time of submission.