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|  | Ministry of Health and Indigenous Medical ServicesEducation, Training & Research UnitSuvasiripaya, 385, Rev. Baddegama Wimalawansa Thero Mawatha, Colombo 10Tel & Fax: 0112692213 | Email: ddgetr@health.gov.lk  |

**INFORMATION ON ETHICS REVIEW COMMITTEES (ERC) UNDER THE MINISTRY OF HEALTH**

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| --- | --- | --- |
| 1 | Name of the institution  |  |
| 2 | Date/ year ERC first established |  |
| 3 | Has the ERC been approved by the Ministry of Health | [ ]  Yes [ ]  No |
| 4 | If yes, the date approved |  |
| 5 | Web site to the ERC available | [ ]  Yes [ ]  No |
| 6 | If available, the URL |  |
| 7 | composition of the ERC |
|  | Name | Current position in the ERC | Date of appointment to ERC |
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| 8 | No of applications received in 2019 |  | 9 | Out of them: |
| i. | Number approved |  |
| ii. | Number rejected |  |
| iii. | Number in process |  |

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| 10 | Period for which ethical approval is granted |
| [ ]  One year [ ]  Two years [ ]  Unlimited |
| [ ]  Other (please indicate): |
| 11 | Types of research accepted for review (select all that applies) |
| [ ]  Research to be carried out in this institution only |
| [ ]  No restriction by the setting where research is carried out |
| [ ]  Principal Investigator should be from this institution |
| [ ]  At least one investigator should be from this institution |
| [ ]  Other (Please describe) |
| 12 | Is there any restrictions to accept research by the study design |
| [ ]  Yes [ ]  No, any type of study is accepted --> Go to No 14 |
| 13 | If there are restrictions, do studies with following design/ methods/ procedures accepted? |
|  | Qualitative studies | [ ]  Yes [ ]  No |
|  | Clinical trials | [ ]  Yes [ ]  No |
|  | Other intervention studies | [ ]  Yes [ ]  No |
|  | Cohort studies | [ ]  Yes [ ]  No |
|  | Studies involving animals as study subjects | [ ]  Yes [ ]  No |
|  | Studies with international collaboration | [ ]  Yes [ ]  No |
|  | Studies with biological materials transferred out of the country | [ ]  Yes [ ]  No |
|  | Foreign funded research projects | [ ]  Yes [ ]  No |
|  | Research carried out by non-governmental organization (NGOs) | [ ]  Yes [ ]  No |
|  | Research carried out by the private sector | [ ]  Yes [ ]  No |
| 14 | Other restrictions imposed on the types of research accepted for review (if any) |  |
| 15 | Standard operating procedures (SOP) for the ERC is available | [ ]  Yes [ ]  NoIf yes, please attach a copy  |
| 16 | Duration for which ERC members are appointed |
| [ ]  One year | [ ]  Two years | [ ]  Three years |
| [ ]  Unlimited  | [ ]  Other (Specify): |
| 17 | Frequency of ERC meetings |
| [ ]  Weekly [ ]  Once in two weeks [ ]  Monthly |
| [ ]  Other (Please describe): |
| 18 | Minutes of all ERC meetings in 2019 available | [ ]  Yes  | [ ]  No |
| 19 | Adequate office space available | [ ]  Yes  | [ ]  No |
| 20 | Adequate office furniture available | [ ]  Yes  | [ ]  No |
| 21 | Dedicated computer facility available | [ ]  Yes  | [ ]  No |
| 22 | Dedicated printer facility available | [ ]  Yes  | [ ]  No |
| 23 | Dedicated photocopy facility available  | [ ]  Yes  | [ ]  No |
| 24 | Internet access available | [ ]  Yes  | [ ]  No |
| 25  | Email facility available | [ ]  Yes  | [ ]  No |
| 26 | Dedicated telephone facility available | [ ]  Yes  | [ ]  No |
| 27 | Electronic data management and archiving system available | [ ]  Yes  | [ ]  No |
| 28 | Secretarial support to ERC is available | [ ]  Yes  | [ ]  No |
| 29 | If available, officially assigned | [ ]  Yes  | [ ]  No |
| 30 | If secretarial support available is it | [ ]  Full time | [ ]  part time |
| 31 | Designation of the officer assigned |  |
| 32 | If secretarial support not available, how does secretarial work is managed? |
|  |
| 33 | Do you charge any fee from applicants? | [ ]  Yes [ ]  No |
| 34 | If yes, the amount per application | Rs.  |
| 35 | Estimated cost per year for ERC activities *For example: stationery, printing, photocopy, internet, tele communication, meeting expenses like refreshments etc.*  | Rs.  |
| 36 | Source of funding (Select all that applies) |
| [ ]  Separate allocations received through Consolidated Funds to the institution  |
| [ ]  Expenses are met through institution’s other activities |
| [ ]  Fees charged from applicants |
| [ ]  Through sponsorships (Describe who are the sponsors) |
| [ ]  Contributions by the ERC members |
| [ ]  Other (Describe) |
| 37 | List any capacity building programmes for members carried out during 2019 |
|  |
| 38 | List any training/ capacity building required (indicate the areas in need) |
|  |
| 39 | Any other comments/ suggestions to improve the performance of the ERC |
|  |
|  | Date:...................................................... | ..............................................................................................................Signature of the Chairperson |
|  | Head of the Institution ForwardedDate:...................................................... | ..............................................................................................................Signature of the Head of the Institution |