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|  | Ministry of Health and Indigenous Medical Services  Education, Training & Research Unit  Suvasiripaya, 385, Rev. Baddegama Wimalawansa Thero Mawatha, Colombo 10  Tel & 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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| 15 |  | | |  | |  |
| 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  No  If 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  Forwarded  Date:...................................................... | | | ..............................................................................................................  Signature of the Head of the Institution | | | |