Application Form for Ethical Clearance for Research
Faculty of Engineering
University of Peradeniya

Complete all sections. Where selection boxes exist, select the appropriate answer with a mark.
Please refer to the **Guidelines for Ethical Clearance Application** before filling out the application.

1	**Research Project Title (Please use BLOCK CAPITALS)**	

2	**Principal Investigator**						
	Title (Prof/Dr/Mr/Ms)						
	Name						
	Designation						
	Place of Work						
	Address						
	Email		Phone				
	Are Co-Investigators involved? (If yes, attach details separately)			**Yes**		**No**	

Please fill section 3 if there is/are supervisor/s for the research project and submit the application with the supervisor's consent. If not, skip to section 4.

3	**Supervisor**			**Yes**	**No**	
	Title (Prof/Dr/Mr/Ms)					
	Name					
	Designation					
	Place of Work					
	Address					
	Email		Phone			
	Are Co-Supervisors involved (If yes, attach details separately)			**Yes**	**No**	

4	**Study Area**								
	Engineering		Social		Humanities		Health Science		Other (Please specify)

5	**Proposed initiation and completion of data collection**			
	Start date		End date	

6	**Location/locations where the study will be conducted.** If the research is to be conducted at a site requiring administrative approval/consent (e.g. in a school), Please include all consent letters.			
	Location	Nature of site (indoor/outdoor)	Activity (Interview/Observation)	Investigator in Charge

7	**Does the research project have any other research ethics board approvals?**	Yes		No	
	If yes, please provide a copy of the approval letter.				

8	**Source of funding (if any)**

9	**Externally (foreign) funded projects**	Yes	No
	Is the study funded by a foreign country/organisation?		
	Are any approvals from foreign agencies received? (If yes, please attach)		
	Why is the research conducted in Sri Lanka and not in the sponsoring country?		
	What is the relevance of this study to Sri Lanka?		
	What are the post-research benefits/risks to Sri Lanka?		
	Are the data/material/samples transferred overseas? (Provide details)		

10	**Community-based or industry-based study**
	What is the impact/relevance of the research on the community/organisation where the study is conducted?
	What steps are taken to consult with the concerned community during the research design?
	What procedures will be used to obtain community consent and individual consent?
	How will the research contribute to the capacity building of the community?
	What feedback will be provided to the participants after the project's completion?

11	**Summary of the research proposal** (proposal outline maximum 1000 words. You could attach it as a separate document **with the interview guide/questionnaires and other relevant information**)

12	**Data collection methods (Select all that apply)**	Yes	No
	Anonymous questionnaires/surveys		
	Coded questionnaires/surveys		
	Identifiable questionnaires/surveys		
	Group interviews/focus groups		
	Social media participation/observation		
	Examination of confidential records		
	Individual interviews		
	Telephone/online interviews		
	Examination of student work/journals		
	Testing emotions		
	Audio-visual recording with consent		
	Audio-visual recording without consent		
	Overt observation of participants		
	Covert observation of participants		
	Procedures involving physical/laboratory experiments		
	Procedures involving administrative substances		
	Procedures involving human body testing		
	Procedures involving animals/wildlife		
	Other (Please specify):		

13	**Confidentiality**
	How are data samples obtained? (What is the format)
	How long will data samples be kept?
	How would the records be destroyed after the study?
	Who will have access to the personal data of the research participants?
	How is the privacy of each participant safeguarded?
	What is the storage procedure for data?
	If data are kept for future studies, will appropriate consent be obtained?

14	**Fair selection of the study participants**
	What is the study population (if applicable)?
	What is the justification for selecting the study population?
	Is there a selection criterion for participants to minimise the risks and maximise the benefits to distribute the burden of research equitably?
	What is the plan for initial contact and recruitment of participants?

15	**Rewards for participants:** If the study participants are paid/rewarded financially or in kind, please justify the need for such compensation.

16	**Process of informed consent**	Yes	No
	Is the consent form included with the application? (Along with Sinhala/Tamil translation if applicable?		
	Is the information sheet included with the application? (Along with Sinhala/Tamil translation if applicable?		
	How is consent obtained voluntarily without deception, intimidation, and inducement?		
	Will fresh informed consent be obtained if the procedures change during the research?		

17	**Rights of the Participants**
	How is the participant's unconditional right to withdraw from the study at any time ensured?
	Is there a method for participants to register any complaints during the study?
	Is there a provision to make the study results available to the participants at the end of the study?

18	**The scientific significance of the study and validity**				
	What is the scientific significance of the study in relation to improving the product/system and/or knowledge on the subject?				
	Is your study an original/or a replication of a previous study?	Original		Replication	
	If the study is a replication, please provide details and justification.				
	Are the facilities at the site adequate to support your study?				

	How will the results of the study be disseminated?

19	**Assessment of risks/benefits** (Please indicate all potential risks to the participants/organisation/community engaged with the study)	Yes	No
	Does the study involve children/any other underprivileged/vulnerable/differently abled participants?		
	Are there any possible physical/psychological/emotional risks to the respondents?		
	Are there any social risks to the respondents? (e.g., risk of privacy/confidentiality of status, gender, identity, religion etc.)		
	Is there any legal risk to the respondents? (e.g., loss of job, confidentiality of design, patents etc.)		
	Are there any environmental risks involved? (e.g., disposal of toxic substances, waste, etc.)		
	If the answer to any of the above is ''yes", please explain the risks (to participants/organisations/environment) and the plan (proposed in your research project) to minimise the risks mentioned above.		
	Are there any benefits to the respondents/community/system or other stakeholders?		
	If the answer to the above is "Yes", please explain the benefits.		
	Justify the potential benefits compared to the risks (if applicable)		
	Is there adequate social/psychological support planned for the respondents to compensate for the risk? (If applicable)		

20	**Effects on Participants/Organisations/Society** (Please record relevant procedures for handling any possible positive or adverse (physical/psychological/emotional) effects on participants from the study)
	What is the procedure for reporting adverse effects on the participants/organisations/society of the study?
	What is the procedure for dealing with adverse effects on the participants/ organisations/society of the study?
	What is the possibility of an effective intervention for the participants/organisations/society, if found, being available to the population?

21	**What are the provisions for safety monitoring and termination of research?** (Please report any safety procedure related to handling equipment, site visits, encountered crises, etc., and related termination if necessary)

22	**Conflicts of interest** Will the investigators and or their partners or immediate family members receive any personal benefits such as financial, intellectual property rights, employment, consultancies, board memberships, share ownerships, etc. as a result of involvement of this study? If yes, please explain.

23	**Are other concerns deemed relevant not specified above?**

I have attached the additional documents below:

i.	Research outline with clear Methodology, Sample selection (maximum 1000 words – could provide in the application)	
ii.	Questionnaires and/or Interview Guides and other information collection methods	
iii.	Participant information sheet (a brief introduction to the research for the participants)	
iv.	Consent form to be given to the participants	
v.	Other documents (please specify)	

Principal Investigator I confirm that we (Co-investigators and Myself) are aware of the prevailing laws and the consequences of breaching them.	Signature:	Date:
Supervisor (if any) Name: Designation: Department/Unit:	Signature:	Date:

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	The clearance process will proceed without any adjustments.
	*The clearance process will proceed with the following revisions suggested by the reviewers:
	The clearance will not be granted subject to the following reasons:

***Comments to be sent to the Principal Investigator (if relevant)**

I have attended the following proposed revisions:

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This research proposal is herewith approved by the Faculty of Engineering Ethical Review Committee (FOEERC) ethics review committee and is assigned the below number for future reference: FOE-ERC/yyyy/Serial No.

We give our consent to proceed with the clearance:

Committee	Name	Signature	Date
Chairperson			
Member			
Member			
Member			
Member			