**Document Checklist for Ethical Review Committee for Human Research**

**Faculty of Public Health, Mahidol University**

**Principal Investigator** ..........................................................................................**Tel.** ..........................................

**Status**

□ Staff □ Student Faculty of Public Health

□ Staff □ Student Mahidol University: Faculty / [Institute](http://www.nu.mahidol.ac.th/) / [College](http://www.mahidol.ac.th/mueng/f_colleges.htm) ....................................................

**Funding source** □ Yes□ Government (Thailand/Abroad):please indicate............................ **Budget:** .............

 □ Non Government (Thailand/Abroad): please indicate..................... **Budget:** .............

□ On process: please indicate......................................................................

□ No

|  |  |  |
| --- | --- | --- |
| **Name Document and details** | **Number of submission** | **Yes** |
| 1. **Cover letter (EC-1)** (1 original + 3 copies) | 4 |  |
| 2. **Project proposal (EC-2)** (1 original + 3 copies) | 4 |  |
| 3. **Information sheet (EC-3)**: Both in English and subjects' mother language (1 original + 3 copies) | 4 |  |
| 4. **Informed consent form (EC-4)**: Both in English and subjects' mother language (1 original + 3 copies) | 4 |  |
| 5. **Questionnaire/Interviewing Form/Program or Activity Plan)**: Both in English and subjects' mother language (1 original + 3 copies) | 4 |  |
| 6. Curriculum vitae and Published researches (1 original + 3 copies) **6.1 Principal Investigator**: Curriculum vitae with published researches (within previous 5 years) **6.2** Research Student: Student's curriculum vitae with published researches and Major Advisor's curriculum vitae with published researches and advisor’s signature (within previous 5 years)  | 4 |  |
| 7. The Thesis/Thematic paper proposal examination (4 copies) **7.1 In case of the result is “Passed”. Please copies GR.33 form and/or GR.1 form** **7.2 In case of the result is “Passed with Conditions” or “Not Passed”. Please copies GR.37 form and/or GR.1 form** **7.3 The Faculty of Graduate Studies' Administrative Order for the thesis topic** | 4 |  |
| 8. The copy of all investigators’ certificates that received from Ethics Human Research training (Not over 2 years from the training day) | 4 |  |
| 9. A copy of the receipt of the ethics submission fee | 1 |  |
| 10. **The documents** will be written on one compact disk (CD)  10.1 Item 1-9 in a folder 10.2 The Thesis/Thematic paper proposal that passed the examination in another folder (Research Proposal Chapter1-3) | 1 |  |
| 11. **Case** study research: Retrospective study/Medical record review/Case report/Secondary data, **Please copy cover letter from** Head or authorized person of the designated institute | 1 |  |
| 12. **Case** study research: Stored specimen, **Please copy cover letter from** Head or authorized person of the designated institute | 1 |  |

**Note: If a revised protocol submit only 2 sets of documents and include CD with all files. (Items 1-5)**

Name ................................................................................ Date................................................................................

EC staff............................................................................. Date................................................................................