

Application Guidelines for the Ethics Review Committee (ERC)

Asian Institute of Technology and Business Management

Who Can Apply?

The Principal Investigator (PI), or at least one of the investigators, must belong to one of the following categories for an application to be accepted for ethical review:

- A member of the permanent or probationary academic staff of the Asian Institute of Technology and Business Management (AITBM), or a retired member of the permanent academic staff of AITBM.
- A registered undergraduate or postgraduate student of AITBM conducting research under the supervision of an eligible academic staff member.
- A researcher conducting a collaborative research project with AITBM.
- A researcher from another recognized institution seeking ethical review through AITBM, subject to the approval of the Ethics Review Committee.

How to Submit Your Application

The Ethics Review Committee (ERC) of the Asian Institute of Technology and Business Management (AITBM) accepts applications for the ethical review of research involving human participants, human biological materials, personal data, and animals.

Applicants are required to complete the following steps:

Step 1

Complete the ERC Application Form and prepare all required supporting documents.

Step 2

Submit the following documents in PDF format to academic@aitbm.edu.lk and complete the online ERC submission form using the designated submission link.

- 1) Completed ERC Application Form
- 2) All required supporting documents
- 3) Copy of the application processing fee payment receipt or bank deposit slip

Applications should be submitted by the Principal Investigator, who is responsible for ensuring the ethical and scientific conduct of the proposed research.

Incomplete applications or applications submitted without all required supporting documents may be returned without review.

Complete Application Checklist

A complete application should include the following:

- 1) A duly completed ERC Application Form.
- 2) Participant Information Sheet(s), Informed Consent Form(s), Assent Form(s), questionnaires, interview guides, or any other participant materials, where applicable, in English, Sinhala, and Tamil. Translated documents should be submitted as PDF files.
- 3) The complete research proposal, clearly dated and identified, together with all relevant annexures and supporting documents.
- 4) A non-technical summary, synopsis, or flowchart of the research protocol.
- 5) Where applicable, information regarding the investigational product or intervention (such as food products, pharmaceuticals, medical devices, educational interventions, software, or other technologies), including available safety information and supporting evidence.
- 6) Updated, signed, and dated Curriculum Vitae (CV) of the Principal Investigator and, where applicable, Co-investigators.
- 7) Copies of participant recruitment materials, including advertisements, posters, emails, invitation letters, social media notices, or similar materials.
- 8) Approval letters or permissions from collaborating institutions or relevant authorities, where applicable.

- 9) Any additional supporting documents requested by the Ethics Review Committee.

Application Processing Fee

A non-refundable application processing fee of LKR 10,000.00 is payable for each application submitted to the Ethics Review Committee (ERC) of the Asian Institute of Technology and Business Management (AITBM).

Payment should be made to the following bank account:

- Account Name: Asian Institute of Technology and Business Management
- Bank: Commercial Bank
- Branch: Kurunegala
- Account Number: 1000952795

A copy of the payment receipt or bank deposit slip must be submitted together with the application. Applications will be processed only after the application processing fee has been received and verified.

Submission Deadline

Applications, together with all required supporting documents, should be submitted **on or before the 30th day of each month.**

Applications received before the monthly deadline will be scheduled for review at the next meeting of the Ethics Review Committee.

The average time required for the Ethics Review Committee to communicate its decision is approximately **30–45 days**, depending on the completeness of the application and whether revisions or additional information are required.

Progress Reports and Requests for Extension

Ethical approval granted by the Ethics Review Committee of AITBM is valid for **one year** from the date of approval unless otherwise specified.

Researchers are expected to submit annual progress reports for ongoing studies and promptly notify the Committee of any protocol amendments, serious adverse events, or other significant developments related to the approved research.

If an extension of ethical approval is required, the request should be submitted at least **two months before the expiry** of the current approval period.

Research activities must not continue beyond the expiry date of ethical approval unless an extension has been formally approved by the Ethics Review Committee.