University of Colombo School of Computing

Application for Ethics Review

Project Title	
Principle Investigator Details (Title, Name, Designation, Affiliation of Investigators, contact details (Mobile/Email/Address)	
Funding Details (Source/ Amounts)	
Study Setting (Timeline/ Venue/Collaborations)	
Date of Submission	☐ First time application If resubmission mention previous clearance ID number

Section 1 Project Summary

1.1 Brief Description of the Project Provide a brief plain language summary (max 200 words). Avoid acronyms.

1.2 Objectives and Goals of the Project

1.3 Methodologies and Techniques Used

Section 2 Ethical Consideration / Informed Consent

2.1 Explanation of Ethical Issues Addressed in the Project

2.2 Potential Risks to Participants, Data, or Society

2.3 Measures Taken to Mitigate Identified Risks

2.4 Description of the Informed Consent Process for Participants

2.5 How Participants' Consent will be Obtained and Documented

2.6 Procedures to Ensure Participants' Understanding of their Rights and Participation

Section 3 Data Privacy, Security, Anonymity and Confidentiality

3.1 How Data will be Collected, Stored, Handled, and Shared

3.2 Measures to Ensure Data Privacy and Security

3.3 Data Retention and Disposal Policy

3.4 How Participant Identity will be Protected

3.5 Procedures for Handling Any Identifying Information

3.6 Steps Taken to Ensure Confidentiality of Data

Section 4 Potential Conflict of Interest (Commercial/Financial/Intellectual/Other)

4.1 Disclosure of Any Potential Conflicts of Interest

4.2 How Identified Conflicts will be Managed

Section 5 Compliance with Laws and Regulations

5.1 Assurance of Compliance with Relevant Laws and Regulation

5.2 Identification of Specific Legal Requirements

Section 6 Review of Previous Ethical Approvals (if applicable)

6.1 Information on Similar Projects Approved by Other Ethics Committees

6.2 Explanation of Changes Made Based on Previous Feedback

Section 7 Researcher Training / Risk Benefit Analysis

7.1 Details on How Researchers Involved will be Trained on Ethical Considerations and Guidelines

7.2 Assessment of Potential Benefits of the Project Compared to the Risks Involved

Section 8 Protocol for Handling Ethical Issues

8.1 Outline of Procedures for Addressing and Resolving Ethical Issues

8.2 Outline of Procedures for Maintaining Equipment Safety

Section 9 Documentation and Reporting

9.1 Requirements for Maintaining Records

9.2 Obligations for Reporting Adverse Events or Deviations from the Approved Protocol

Section 10 Declaration and signatures

10 Checklist of the List of Documents Submitted

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Please note that a short curriculum vita of all investigators should be attached to the application.

Title, Name, Designation, Affiliation of Investigators and contact details (Mobile/Email/Address)	**Role**	**Signature**
	Principle Investigator	