

Biomedical Research and Ethics Unit (BREU)
Department of Policy and Planning
Ministry of Health
Email: bre.unit@moh.gov.bn

Checklist for Submission of Research Protocols

No.	Item	Yes	No
1.	1 soft copy of the required documents for research proposal submitted to BREU.		
2.	Covering letter addressed to the Chairperson of Medical and Health Research and Ethics Committee (MHREC): Executive Screening Suite, Baseline Level One, RIPAS Hospital, Bandar Seri Begawan BA 1710, Brunei Darussalam Email: mhrec@moh.gov.bn		
3.	Full research proposal including: <ul style="list-style-type: none"> ● Introduction ● Methodology including data analysis ● Questionnaires (if applicable): <ul style="list-style-type: none"> ○ If not self-designed, letter of permission to use questionnaire ○ If self-designed, to declare in the proposal ● Data collection form / data entry proforma ● Declaration of funding/ grant ● Data ownership and storage ● Conflict of interest (if any) ● Plans for dissemination of data 		
4.	Written Consent Forms - in English and Malay (if applicable)		
5.	Participant Information Sheet (PIS) - in English and Malay (if applicable). For clinical studies involving human subjects, the email address of MHREC must be included for participants to submit complaints (if any) pertaining to the study.		
6.	Roles and responsibilities of each researcher.		
7.	Signed and dated curriculum vitae (CV) from all investigators/ team members (refer to CV template provided by MHREC). It is mandatory for all undergraduate/ postgraduate research proposals to have a MOH clinical supervisor. If applicable, please submit the CV of educational supervisor (s).		
8.	Agreements e.g., material transfer agreement, data sharing agreement must be included (if applicable). Honorarium (if applicable) must be declared.		
9.	Approval letter from all other ethics committees.		

Title of Research:			
PI Name:		Signature:	
PI Email		Mobile No:	

*Principal Investigator (PI)