

Checklist for Submission of Research Protocols

No.		Yes	No
1	1 soft copy of the required documents for research proposal submitted. Please note that 1 hard copy of the required documents can be submitted to MHREC Office (8am-3pm working days) at your convenient time.		
2	Covering letter addressed to the Chairperson (at the above address).		
3	Full research protocols including: <ul style="list-style-type: none"> ● Introduction ● Methodology ● Materials ● Questionnaires: <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 ● Data ownership 		
4	Written Consent Forms - in English and Malay (if applicable)		
5	Participant Information Sheet (PIS)- in English and Malay (if applicable)		
6	<u>Signed and dated</u> curriculum vitae (CV) from all investigators/ team members (using CV template provided by MHREC) and list down roles of each team member. (If applicable, please submit the CV of supervisor(s)).		
7	Permission letter(s) from BREU and relevant authorities. If applicable, e.g. Head of departments where research will be conducted.		
8	Ethics approval from other Institutional Research Boards, if applicable.		
9	Complaints: For clinical studies involving human subjects, the email address of MHREC should be included in the participant/ patient information sheet (PIS) for the perusal of subjects to submit complaints pertaining to participation or conduct of the clinical study.		
10	To submit and email <u>COMPLETE SET</u> of the above documents to MHREC office and MHREC email <u>before the submission deadline.</u>		

Title of Research:			
Applicant's Name:		Signature:	

OFFICE USE:

Submission date:		Received by:
Full Submission:	YES / NO	
If, NO, comments for incomplete submission:		