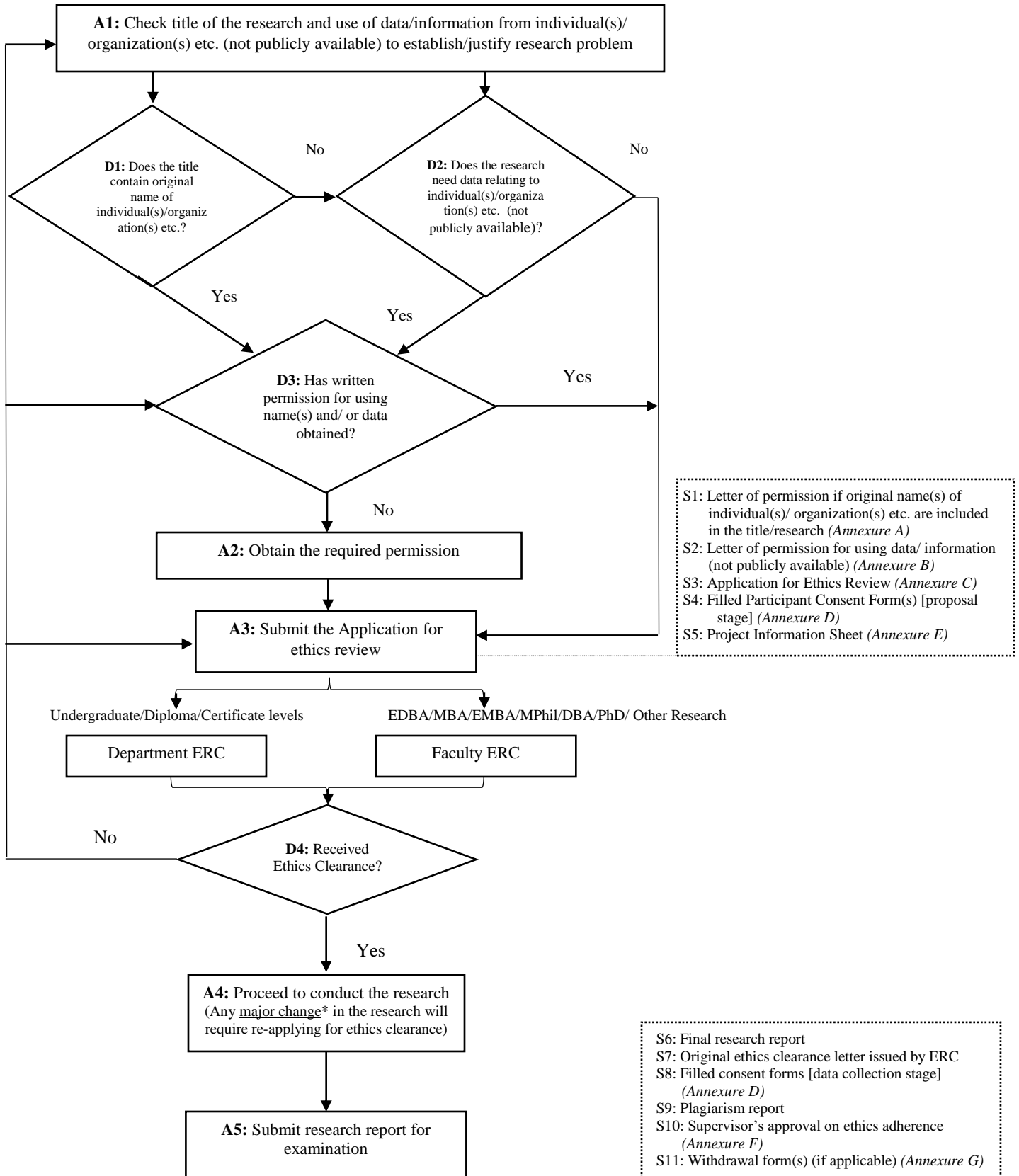


Ethics Approval Process for Research

Faculty of Management & Finance, University of Colombo

Process

Submissions



* Major changes refer to change in the research site, adding more research sites, changing respondents and switching/adding data collection instrument(s).

Interpretation of the Ethics Approval Process [A = Activity / D = Decision]

Activity/Decision	Interpretation
A1	Researcher should adhere to required ethical considerations in using the name(s) of research site(s) in the title of the research. Also the researcher should comply with ethical concerns in using data/information from individual(s)/ organization(s) etc. which are not publicly available to establish/justify the research problem. This requirement can be fulfilled by answering the questions D1 and D2 of the ethics approval process.
D1	Researcher should question whether the title contains original name(s) of research site(s) in the title of the research. If the answer is ‘Yes’ the researcher should obtain the permission for using original name(s) of research site(s) in the title of the research by using <i>Annexure A</i> . If the answer is ‘No’ the researcher should proceed to answer D2 of the ethics approval process.
D2	Researcher should question whether the research needs data not publicly available. If the answer is ‘Yes’ the researcher should obtain the permission from relevant parties for using such data in the research using <i>Annexure B</i> . If the answer is ‘No’ the researcher can proceed to A3: Submit the application for ethics review.
D3	Researcher should question whether written permissions from required parties have been obtained (if necessary) as stated in D1 and D2. If the answer is ‘Yes’ the researcher can proceed to A3: Submit the application for ethics review. If the answer is ‘No’ the researcher should obtain required permissions [A2].
A2	Researcher should obtain required permission from relevant parties as stated in D1 and D2.
A3	Submit the application for ethics review together with relevant supplementary documents (S1 – S5). Undergraduate, Diploma and Certificate level applications for ethics review should be submitted to Department level Ethics Review Committee. Applications for ethics review relating to EDDBA, MBA, EMBA, MPhil, DBA, PhD and any other Research conducted by individual/s affiliated to the Faculty should be submitted to Faculty level Ethics Review Committee.
D4	Researcher should make sure that he/she has obtained ethics clearance from respective Ethics Review Committee. If the clearance has been given, the researcher can proceed to conduct the research [A4]. If not the researcher should fulfill the requirements of A1, D3 and A3 as suggested by the Ethics Review Committee.
A4	Once the ethics clearance is obtained, the researcher can proceed to conduct the research. However, in case of any major changes in the research, the researcher should re-apply and obtain ethics clearance from the respective ERC.
A5	Submit final research report (S6) together with relevant supplementary documents (S7 – S11) for examination.