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Date …………………………………..

Subject: Submission of a research project for ethical review and approval by Institutional Review Board, Institute for Population and Social Research Mahidol University

To: Chair Person, Institutional Review Board, Institute for Population and Social Research Mahidol University

As the principal investigator, **...............................................................,** of the research Project entitled “**............................................................................................................................................**” I would like to submit my research Project for your kind review. Please find documents in the table below for your consideration.

|  |  |  |
| --- | --- | --- |
| **Please check (🗸) applicable items** | **Document** | **Type of file** |
|  | A cover letter | - | pdf |
|  | Submission form  | word | pdf |
|  | Full research proposal  | - | pdf |
|  | An approval letter of thesis title and appointment of thesis advisory committee (In case of thesis) | - | pdf |
|  | Research tools for data collection such as questionnaire, guidelines for in-depth interview and/or focus group discussion. | word | pdf |
|  | Participant information sheet | word | pdf |
|  | Informed consent form  | word | pdf |
|  | Letter of permission for use of the secondary data (Required for projects involving secondary data collection) | - | pdf |
|  | Evidence of submission fee payment | - | pdf /jpg |
|  | Certificate of Training in Human Research Ethics required for all researchers, with a training duration not exceeding 3 years | - | pdf |
|  | Curriculum Vitae all researcher | - | pdf |

Please be informed that data collection for this research has not begun. It will begin only after ethical approval is granted.

With best regards,

|  |  |
| --- | --- |
|  Signature  ( )  Date  |  Signature  ( )  Date  |
| **Principal Investigator** | **Major Advisor/ Direct Superior Authorized to Approve Research Project** |