

## Cover Letter for ECNIDA Application

Ref. No.: ..... Date: .....

Dear: The Chair of the Ethics Committee in Human Research, National Institute of Development Administration (ECNIDA)

**Name of Principal Investigator:** .....

**Affiliation:** .....

**Title of Research Protocol:** .....

Would like to submit a research protocol to ECNIDA for a review and the details are below:

List of documents submitted to ECNIDA for a review <input checked="" type="checkbox"/>				
✓	No.	Code	Title of Document	Amount
<input type="checkbox"/>	1	EC-F-01-00 *	ECNIDA Submission Form *	2 copies
<input type="checkbox"/>	2	EC-F-01-01 *	Cover Letter for ECNIDA Application *	2 copies
<input type="checkbox"/>	3		Curriculum Vitae (CV) of Principal Investigator and Co-investigator(s) *	2 copies
<input type="checkbox"/>	4		All document files (MS Word and PDF) submitted to E-mail (irbnida@gmail.com) or saved in flash drive *	1 copies
<input type="checkbox"/>	5		Full Research Protocol/Thesis Proposal (if any) *	2 copies
Participant Information Sheet and Informed Consent/Assent (In case with participants)				
<input type="checkbox"/>	6	EC-F-08-00	Participant Information Sheet – 18 years old or older	2 copies
<input type="checkbox"/>		EC-F-08-01	Informed Consent Form to Participate in a Research Study – 18 years old or older	2 copies
<input type="checkbox"/>		EC-F-08-02	Participant Information Sheet for Participants – under 18 years old	2 copies
<input type="checkbox"/>		EC-F-08-03	Parental Information Sheet – under 18 years old	2 copies
<input type="checkbox"/>		EC-F-08-04	Informed Consent Form to Participate in a Research Study – under 18 years old	2 copies
<input type="checkbox"/>		EC-F-08-05	Waiver of Documentation of Consent	2 copies
Data Collection Tools				

List of documents submitted to ECNIDA for a review <input checked="" type="checkbox"/>				
✓	No.	Code	Title of Document	Amount
<input type="checkbox"/>	7	<input type="checkbox"/> Questionnaire <input type="checkbox"/> Interview <input type="checkbox"/> Focus Group <input type="checkbox"/> Observation <input type="checkbox"/> Others, specify .....		2 copies
<input type="checkbox"/>	8		Other documents for public reflation purposes (if any)	2 copies
<input type="checkbox"/>	9		Certificate of Human Research Ethic Training (if any)-Copy	2 copies
<input type="checkbox"/>	10		Documents indicating permission from the data owner(s) in case of using secondary data (if any)	2 copies
<input type="checkbox"/>	11		Other documents (Please specify) (1) ..... (2) .....	2 copies
<b>In case the principal investigator is a student, please also submit the following document.</b>				
<input type="checkbox"/>	12		Result of Dissertation/Thesis Proposal Examination *	2 copy
<input type="checkbox"/>	13		Curriculum Vitae (CV) of Advisor *	2 copy

(1).....

(.....)

Principal Investigator/Student/Advisee

Date.....

(2).....

(.....)

Co-investigator/Advisor (if any)

Date.....

(3).....

(.....)

Immediate Supervisor/Dean

Date.....

**Remarks:**

1. Please submitted all documents and forms to the center. Verify the corrective document before pay a service fee via.

2. In case the principal investigator is a student, the advisor's signature is required

3. In case there are 2 or more co-investigators, the full names and signature of all co-investigators are required