Procedures and Submission of Documentation

for Certificate of Human Research Ethics Approval

The University of the Thai Chamber of Commerce Human Research Ethics Committee

1. The researcher prepares the following documentation for the Human Research Ethics Review:

1) A cover letter for research proposal requesting a Certificate of Human Research Ethics Approval

2) Type of Protocol Review Assessment Form

3) A research proposal submission form for a Certificate of Human Research Ethics Approval

4) Researchers' curriculum vitae (Only for UTCC lecturers and support staff)

5) Data collection tools such as case record form, questionnaire, and interview guideline *(if any)*

6) An informed Participant Information Sheet *(if any)*

7) An informed Consent Form *(if any)*

8) An informed Assent Form *(if any)*

9) Other relevant documents *(if any)*

10) submit documents 1)-9) in PDF and MSWord files to:

E-mail: utccresearch.ec@utcc.ac.th

2. The researcher submits the documentation for the Human Research Ethics Approval

The researcher submits the documentation in PDF and MSWord files to:

E-mail: utccresearch.ec@utcc.ac.th

3. The Human Research Ethics Committee Chairperson reviews a type of protocol

1) The research project with Exemption Review

2) The research project with Expedited Review, or

3) The research project with Full Board Review

4. The Office of Academic Affairs informs the result to the researcher

The researcher transfers the Research Project Review fee to Bangkok Bank account number 176-4-49777-0 account name "University of the Thai Chamber of Commerce (Research Institute)" and send proof of payment via E-mail.

1) The research project with Exemption Review 1,000 baht

2) The research project with Expedited Review 3,000 baht

3) The research project with Full Board Review 5,000 baht

5. The Human Research Ethics Committee review the research project and inform the result to the researcher.

Research Project with Exemption Review	Research Project with Expedited Review	Research Project submitted for Rull Board Review in Sept, Nov, Jan, Mar, May, and Jul, the researcher must submit the documentation 1 month in advance
Approval and result is informed to the researcher (within 7 daysafter the researcher submitted the documentation to the Office of Academic Affairs)	Result is informed to the researcher (within 1 month after the researcher submitted the documentation to the Office of Academic Affairs)	Result is informed to the researcher (within 2 months after the researcher submitted the documentation to the Office of Academic Affairs)