



Medical Research Institute



Instructions for the Applicants

1. Fill “Application Form – Part –I” for all applications for research / ethics approval.
2. Fill “Application Form – Part –II” if human subjects are involved in your study.
3. Fill “Application Form – Part –III” if animals are used in your study.
4. Prepare a “Detailed Budget” according to the attached format. Please refer to General circular no: 1822 and Management Services Circular no: 10 for payments.
5. Prepare the “Consent Form”, “Information sheet” and “Questionnaire” in Sinhala, Tamil and English.
6. A letter from the Principal Investigator (PI) addressed “The Chairperson, Ethics Review Committee, Medical Research Institute, Colombo – 08” requesting scientific and ethics review should be included.
7. A letter from the Principal Investigator (PI) addressed “The Chairperson, Research Committee, Medical Research Institute, Colombo – 08” requesting research grants should be included.
8. Prepare 03 sets of documents as mentioned under the checklist (“Master Set” – 02, “Accessory Set” – 01 and “Additional Sets” – 05). File them separately, but do not bind.
9. **Projects which do not need financial support from the MRI, needs only one Master set and two Additional sets.**
10. Prepare a “Soft Copy” in a Compact Disk (CD) as mentioned under the checklist (02 CDs).
11. Use the font “Times New Roman”, “Font Size – 12” to fill the application forms and all other required documents.
12. Include all supervisors as co-investigators.
13. Include the original signatures of all investigators in all copies of application forms and the detailed budget.
14. Clearly mention whether you request funds from MRI or not, in your “Application Form – Part–I” and in your “Request Letter”.
15. Complete the “Checklist” and submit with all relevant documents. Incomplete applications will not be accepted.

16. Research Committee (RC) and Ethics Committee (EC) meetings will be held on the second Tuesday and Thursday of the month respectively. Applications submitted “**THREE (03) WORKING DAYS**” before the respective meetings will be taken up for discussion.
17. All letters to be taken under any other matters should be submitted at least by **Friday** before the respective meetings. The letters submitted in the morning of the day of the meeting will not be taken up the same day .
18. Progress reports should be handed over to RC six monthly and the final report at the end.
19. Comments of the scientific committee will be sent to the principal investigator for corrections. Corrected version should be resubmitted to the committee within 2 weeks.
20. Maximum budget allocation for projects done for academic purposes will be Rs. 500,000.00 .
21. If research grants are requested proposals should be handed over to the research committee at least three months prior to the proposed start date.
22. All communications will be with the principal investigator.
23. Please contact Secretary / Assistant Secretaries of RC & EC through the email address, “rc.ec.mri@gmail.com” for further communication.