**Completeness check form for submission documents for consideration**

**Human Research Ethics Committee Thammasat University, Social Administration**

Name of research proposal (Thai)

Name of head of the project (please specific academic position)

Department

Mobile number E-mail:

Please write ✓ in the box for the researcher and the items which you submit the documents

| **Item** | **Headline/Document** | **For researcher** | **For the department officer** |
| --- | --- | --- | --- |
| **yes** | **no** | **yes** | **no** |
| 1 | The certificate of training for research ethics in human subjects at least 1 course. The characteristics of the certificate as following :-* 1. The certificate can come from any institution
	2. The certificate mist not expire from the date which specified on the certificate
	3. In case if the certificate does not have an expiration date from the training, will count from the date of training until the date of submission of the research proposal for consideration must not exceed 3 years from the training date.
	4. If the project have the research team , the researcher have to attached the certificate of all research team
 |  |  |  |  |
| 2 | In case of the researcher got the fund from outside source of Thammasat University, the researcher have to pay the consideration fee and attached the receipt |  |  |  |  |
| 3 | The researcher have to sign on and specified the date on the following documents 3.1 The form of research proposal (form 09\_1) at the last page3.2 The researcher curriculum vitae (form 09\_2) at the last page**3.3 In case of have the researcher team, all of research team have to sign and specified the date on the research curriculum vitae (form 09\_2 last page)**\*the scanned signature can accepted  |  |  |  |  |
|  | In case of the main researcher is the student 3.4 The student have to sign and specific the date and have to get the scanned approval signature of advisor3.5 Have to attached the certified document of the thesis |  |  |  |  |
| 4 | Information document for research participants (Information sheet) (form 10\_1)4.1 If not submit the information sheet have to explain the reason for not submitting    |  |  |  |  |
| 5 | The consent form of research participation (Consent Form) (form 10\_2) 5.1 If not submit the consent form have to explain the reason for not submitting    |  |  |  |  |
| 6 | The assent form in case of collecting information with children under 18 years of age(Assent form) (form 10\_3)6.1 If not submit the assent form have to explain the reason for not submitting    |  |  |  |  |
| 7 | The research tool for example 7.1 The questionnaire7.2 The interview form7.3 Others, please kindly specific and submit the document  |  |  |  |  |
| 8 | The budget and source of fund  |  |  |  |  |

Signatory

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Head of research project

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**Remark : In case the research project cannot be accepted for consideration with the following conditions**

1. If the researcher has collected data already, the board will not be able to consider ethical

human research. And if the researcher want to submit the research project for consideration Must be a project that has not yet conducted data collection in accordance with the ethical considerations of human research. (SOPs)

2. The researcher and research team which not attached a certificate of training in human research ethics. In this case the board cannot be considered, which is in accordance with the guidelines of the Board of Directors

3. In case researcher got the research funding from outside sources of Thammasat University Must pay the fee and attach a copy of the receipt. If don’t have, the committee cannot be considered according to Thammasat University's announcement