**Biomedical Research and Ethics Unit (BREU)**

**Ministry of Health**

Email: bre.unit@moh.gov.bn

Checklist for Submission of Research Proposal

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No.** | **Item** | **Yes** | **No** | **Not Applicable** |
| 1. | 1 soft copy in **PDF format** of the required documents for research proposal submitted to BREU, including this checklist. |  |  |  |
| 2. | **Signed** covering letter addressed to:  Chairperson of Medical and Health Research and Ethics Committee (MHREC)  Executive Screening Suite, Baseline Level One,  RIPAS Hospital,  Bandar Seri Begawan BA 1710,  Brunei Darussalam  Email: [mhrec@moh.gov.bn](mailto:mhrec@moh.gov.bn) |  |  |  |
| 3. | Full research proposal **AND** completed MHREC Proposal form which include the following:   * Introduction * Methodology including data analysis * Questionnaires (if applicable): * If not self-designed, letter of permission to use questionnaire * If self-designed, to declare in the proposal * Content of data collection / Data collection form (if applicable) * Declaration of funding / grant * Data ownership and storage * Conflict of interest (if any) * Plans for dissemination of data |  |  |  |
| 4. | Written Consent Forms - in English and Malay (if applicable) |  |  |  |
| 5. | Participant Information Sheet (PIS) - in English and Malay (if applicable).  For clinical studies involving human subjects, the email address of MHREC must be included for participants to submit complaints (if any) pertaining to the study. |  |  |  |
| 6. | Roles and responsibilities of each researcher. |  |  |  |
| 7. | **Signed and dated** curriculum vitae (CV) from all investigators / team members (**USE** CV template provided by MHREC).  *It is mandatory for all undergraduate / postgraduate students doing research to have a senior MOH* ***clinical*** *supervisor. If applicable, please submit the CV of* ***educational*** *supervisor(s).* |  |  |  |
| 9. | Agreements e.g., material transfer agreement, data sharing agreement, declaration of honorarium must be included (if applicable). |  |  |  |
| 9. | Approval letter(s) from all other ethics committees (if applicable). |  |  |  |
| 10. | Approval letter from relevant head of department(s). |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Title of Research:** |  | | **Date of Submission:** |
|  |
| **PI Name:** |  | **Signature:** |  |
| **PI Email** |  | **Mobile No:** |  |

\*Principal Investigator (PI)