

Biomedical Research and Ethics Unit (BREU)**Ministry of Health**

Email: bre.unit@moh.gov.bn

Checklist for Submission of Research Protocols

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			
3.	Full research proposal AND completed MHREC Proposal Template which include the following: <ul style="list-style-type: none">● Introduction● Methodology including data analysis● Questionnaires (if applicable):<ul style="list-style-type: none">○ 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). <i>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).</i>			
8.	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)