**Memorandum**

School/College……………………………….. Phone Number…………………………..Fax Number……………………

Ref …………………/………………………………….. Date………………………………..

**Subject** WUEC’s submission form for approval of ethics in human research

**To** The Chairman of Walailak University Ethics Committee in Human Research

 I, ……(Name)......, of ….........(School/College) ....................would like to submit a research proposal entitled …………………….…………..........for approval of ethics in human research. I have attached the following documents for your considerations:

1. Submission fee receipt
2. One original and two copies of WUEC’s submission Form (specify version and dated).
3. Three copies of research proposals/ thesis proposals
4. Three copies of information sheet for research subjects (specify version and dated).
5. Three copies of informed consent form for research subjects (specify version and dated).
6. Three copies each of principal investigator’s and/or co-investigator’s curriculum vita in Thai or English, and certificate of participation in a workshop for ethics in human research
7. Three copies of research tools (specify version and dated).
8. Others specify……………………………………..

Thank you very much for your kind considerations.

|  |  |
| --- | --- |
| Signature………………………………….………….… | Signature ………………………………….…………. |
| (……………………………….…………) | (……………………………….……………) |
| Project Advisor(In case the principal investigator is a student) | Principal investigator  |

**This protocol has been approved by the affiliated organization.**

Signature ………………………………….………….……………

 (……………………………….……………)

 Head of Department/Office or Dean of School/College