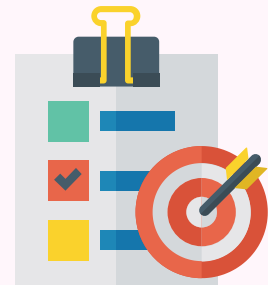


# Research Protocol Submission for Initial Review



## 1) Protocol Submission Process

### First Step:



A researcher prepares the application and submit the related documents for Human Research Ethics review in an electronic format via email **utccresearch.ec@utcc.ac.th**

The office of Human Research Ethics Committee reviews submitted documents and preliminary information with the researcher to evaluate the research project requesting for Human Research Ethics approval

return the submitted application to the researcher

**If incomplete:** inform the researcher to add more information and document to be complete for Human Research Ethics review

**If complete:** confirm the researcher for document acceptance, record a project code, and present meeting agenda/ reference number for committee to classify Human Research Ethics review suitable for a research project



### Second Step:



#### Exemption Review

The Human Research Ethics Committee reviews and approves Human Research Ethics usually within 7 business days

#### Expedited Review

Chairperson of the Human Research Ethics Committee assigns the 2 committee members to review and approve Human Research Ethics

The committee members assigned review and approve research protocol for Human Research Ethics

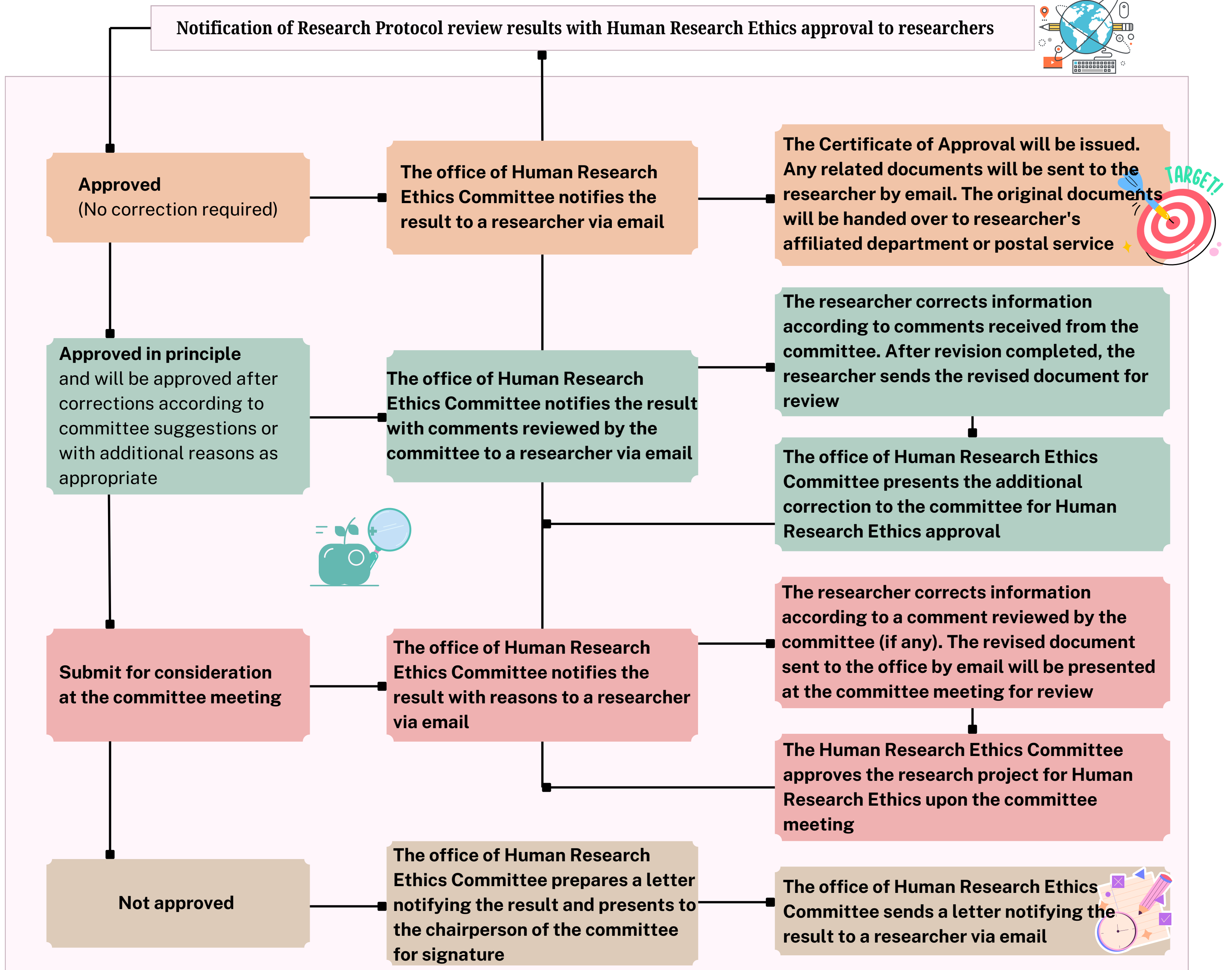
#### Full Board Review

Chairperson of the Human Research Ethics Committee assigns the committee members at least 2 people to provide efficient comments on the research protocol

The committee members assigned provide comments on the research project before the meeting of the Human Research Ethics committee. Human Research Ethics approval will be made upon the meeting

Notification of Research Protocol review results with Human Research Ethics approval to researchers

## 2) Notification of Human Research Ethics approval



## Notes



1. For research projects that have been approved as an exemption review from the Human Research Ethics Committee, the committee reviewers may ask researchers to add further information to the research project before submitting for human research ethics approval.

2. The approval process for Human Research Ethics at University of the Thai Chamber of Commerce, from the protocol submission process to the notification of review results for human research ethics, provides researchers throughout with electronic communication. However, researchers can receive a copy of the related document via email and a document presenting certification of the research project that have been approved for human research ethics in the original version. Additionally, for research projects that have been reviewed in the Expedited Review and Full Board Review categories, researchers must submit the original documents that have been approved for human research ethics without corrections to The Office of Human Research Ethics Committee, located on the 5th floor of Building 10, University of the Thai Chamber of Commerce, to ensure certification of human research ethics approval in the documents.

