

WORKFLOW FOR ETHICAL REVIEW OF PROJECT PROPOSALS BY THE NTU INSTITUTIONAL REVIEW BOARD (NTU-IRB)

- 1 At the BMRC-NMRC-IRB¹ Meeting held on 30 Jul 2004, it was decided that due to the significant number of applications received by BMRC and NMRC, there was a need for better coordination of the logistics of ethical reviews of the proposals. Both the BMRC and NMRC agreed to have scientific review prior to ethical review, as an effective way in relieving IRB's workload.

- 2 The following workflow for ethical review of project proposals as agreed at the abovementioned meeting has since been adopted by the NTU Bioethics Review Committee (BERC) and will continue to be adopted by NTU-IRB during this interim period.
 1. The PIs will submit their project proposals to the BMRC or NMRC through the NTU Research Support Office (RSO)
 2. The BMRC and NMRC will then proceed with the scientific review. (The scientific review will usually take up to about 6 months.)
 3. The BMRC and NMRC will inform PIs should their proposals clear the first round of scientific review for funding consideration. It will be the PIs' responsibility to seek ethics approval from the NTU-IRB and subsequently submit the ethics approval to the respective Councils.
 4. In seeking ethics approval from the NTU-IRB, the PIs will need to submit both the hard-and softcopies of their project proposals and the completed "Checklist for Ethics Approval Form" to the RSO
 5. The NTU-IRB will be given up to 3 months to review proposals.
 6. RSO will inform PIs on the approval and amendment to protocol, if any.
 7. The PIs will need to submit ethics approval and updated protocol (if any) to the respective Councils before funding is finally approved.

¹ BMRC – Biomedical Research Council, NMRC – National Medical Research Council, IRB – Institutional Review Board

GUIDELINES FOR ETHICAL REVIEW

The following guidelines are adopted by the NTU-IRB in its review of applications:

1. If data or experimental materials are from human subjects, informed consent from the latter has to be obtained;
2. The Committee has to be satisfied that biosafety concerns are adequately met;
3. If the project involves extra-territorial collaborations, the onus is on the PI to ensure that all local ethical rules where the experiments are to be carried out are met. In the absence of local ethical rules, the PI must undertake to meet the minimal internationally accepted ethical guidelines, including informed consent from human subjects
4. The PI should attach a copy of the ethics approval from the local ethics committee where the experiments are to be carried out; or an undertaking that the minimal internationally accepted ethical guidelines will be adhered to, in the absence of a local ethical committee.

Prepared by: Research Support Office based on the workflow and guidelines that were previously adopted by NTU-BERC

Date: 22 April 2009



Checklist for Ethics Approval

Principal Applicant:

Project Title:

Type of grant: Project/Programme/Co-operative/Core Competence

Amount requested:

	Please indicate if the protocol of the application involves any of the following for bio-ethics consideration:	Yes/No
1	human experimentation/trial	
2	human tissues/organs	
3	collection of patient biodata	
4	cell lines derived from human tissues (except ATCC)	
5	experimentation which requires Class 2 and above containment	

If yes to any of the above items, please give details on source(s) of research materials and explain how ethical issues relating to their use will be dealt with (use additional page if space is insufficient):
(Recommended reference: Bioethics Advisory Committee, Singapore - www.bioethics-singapore.org)

I confirm that the above statements are true and correct.

Signature: _____ Date: _____