

## ERC Submission Guidelines

### **1. All proposals should be written in format given below**

- Page size - A4 (8.27" × 11.69")
- Margins - Left 1", Top, Bottom and Right margins 1"
- Line spacing - 1.15
- Font size 12
- All pages should be numbered consecutively in the bottom right-hand corner.
- All pages should include header containing title, version and date  
(Eg - Prevalence of Cardio Vascular Diseases in Western Province Sri Lanka,  
Version 01 Dated 15 Jan 2018)

### **2. The protocol may contain following sections**

- Title
- Summary Form (1 page summary)
- Introduction
- Objectives
- Justification
- Review of literature
- Methodology  
(Study Design, Study setting, Duration, Study population, Sample size, Sample size calculation, Inclusion and Exclusion criteria, Study Instrument, Sampling/Recruitment Procedures, Description of Procedures Data collection method, Data analysis)
- Definition of intervention/main exposure variable
- Definition of primary outcome
- Main ethical issues
- Budget
- Gant Chart
- Dissemination of results
- References
- Annexures  
(Questionnaires, Participant's information sheets, Informed Consent forms, and/ or Waiver of Informed Consent Request form, Waiver Statement, Permission letters)

### **3. The proposal should be submit as two documents**

- a. Protocol with the above mentioned sections (attach the sections according to section 2) - one separate document.
- b. ERC Application form with the CVs (one separate document).

### **4. All the documents should be converted in to PDF version.**