Preparing Documents for KMUTT-IRB review
King Mongkut's University of Technology Thonburi

- Your research project must receive IRB approval before you start collecting data from participants.
- The research project duration should be no less than 2 months from the date when the officials receive all documents (the date of issuing the project proposal number), so as to have sufficient time to collect data from volunteers and analyze the research project data.

Steps for Preparing Your Documents

1 Check your project type

Fill in the IRB Checklist to find out which type of review your project needs.

https://ethics.kmutt.ac.th/documental

2 Fill in the form

Choose the form that matches your IRB Checklist result:

- **IRB Form-01** Exemption Review
- **IRB Form-02** Expedited Review/ Full Board Review



3 Required Documents

- Research Proposal/Concept Proposal
- Certificate of Attendance in IRB training of all investigators and the advisor (valid for 3 years from the training date)/ CV
- Details of research instruments/ equipment (e.g. instructional materials, application user manual, questionnaire, interview questions and other research instruments)
- Participant Information Sheet
- Informed Consent Form
- Evaluation of the Project/Thesis Proposal Examination (For Student)
- Others such as Permission Request Letter for Data Collection/ A Form of Waiver of Consent

4 Document Submission

The coordinator of IRB Subcommittee of the Faculty/ Office/ Institution.

(In cases where the Faculty/ Office/ Institution does not have IRB subcommittee, please submit directly to irb@kmutt.ac.th)

https://kmutt.me/IRB-Submission-via-Email

Research Ethics and Compliance Unit
Research, Innovation and Partnerships Office (RIPO)

Tel. 0-2470-9623
Email : irb@kmutt.ac.th
Website: https://ethics.kmutt.ac.th

Line Official