**INSTITUTIONAL BIOSAFETY COMMITTEE (IBC)**

**Check list for ApplicantS**

Please enclose the following documents. Indicate with a [√] if enclosed (Please arrange your documents according the item number below before submitting to the secretariat)

**\* No. of sets of documents to be submitted:**

* **First submission - 1 set hardcopy and softcopy (emailed to : suzita@upm.edu.my/norelliaajis@gmail.com**
* **Final submission (after committee evaluation) – 6 sets hardcopy and softcopy (CD)**

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| --- | --- | --- |
| **Documents** | **Applicant** |  **Secretariat (for office use)** |
|  | **√** | **√** |
| 1. | Notification form (Form E)/approval form (Form A,B,C,D) |  |  |
| 2. | Research Proposal |  |  |
| 3. | Standard Operating Prosedure (Please use template provided) |  |  |
| 4. | Risk Assessment Matrix ( Please use template provided) |  |  |
| 5. | Supporting document (e.g grant offer letter, etc..) |  |  |
| 6. | CVs of research participants \* Strictly not more than 5 pages per person\* Required to mention their qualification |  |  |
| Signature:Name:Date:  |  |