



Research institute for biological safety problems
Local Bioethics Commission

SOP- 22 Issuance of Ethical Approval Certificate
Version 1.0 | page 1 / 5

APPROVED BY
General Director
“Research Institute for Biological Safety
Problems” LLP

_____ K.D. Zhugunissov
« _____ » _____ 20 _____

Issuance of Ethical Approval Certificate SOP-22

REVIEWED
at the meeting of the Local Bioethics Committee
Minutes No. ____
dated “ ____ ” _____ 20 _____



Issuance of Ethical Approval Certificate

1. General Provisions

1.1. This Standard Operating Procedure establishes the procedure for preparation and issuance of the Ethical Approval Certificate for studies approved by the Local Bioethics Committee (hereinafter – the Committee, LBC).

1.2. The Ethical Approval Certificate confirms that the research study has undergone bioethical review and has been approved by the Local Bioethics Committee.

1.3. The certificate may be used for:

- international scientific publications;
- materials of international conferences;
- international scientific reports;
- applications for international research grants;
- confirmation of ethical approval of the study.

2. Grounds for Issuance of the Certificate

2.1. The Ethical Approval Certificate is issued after the Committee makes a decision to approve the research.

2.2. The grounds for issuing the certificate are:

- the minutes of the Committee meeting;
- the official conclusion of the Local Bioethics Committee.

3. Certificate Format

3.1. The Ethical Approval Certificate is issued in English.

3.2. The certificate shall include:

- official name of the Committee;
- Ethics Approval Number;
- title of the study;
- name of the Principal Investigator;
- date of approval;
- reference to the decision of the Committee;
- signature of the Chair of the Committee.

3.3. The certificate is issued on the official letterhead of the Institute.



4. Certificate Numbering

- 4.1. Each certificate is assigned a unique Ethics Approval Number.
- 4.2. Number format: LBC-RIBSP-YYYY-NNN, where:
 - LBC – Local Bioethics Committee
 - RIBSP – Research Institute for Biological Safety Problems
 - YYYY – year of registration
 - NNN – sequential number of the review.

5. Procedure for Preparing the Certificate

- 5.1. Preparation of the certificate is carried out by the Secretary of the Committee.
- 5.2. The Secretary:
 - verifies compliance of the information with the Committee decision;
 - prepares the certificate;
 - registers the certificate in the bioethical review registry.
- 5.3. After preparation, the certificate is submitted to the Chair of the Committee for signature.

6. Signing of the Certificate

- 6.1. The Ethical Approval Certificate is signed by the Chair of the Local Bioethics Committee.
- 6.2. The certificate is certified by the official seal of the Institute (if applicable).

7. Issuance of the Certificate

- 7.1. The certificate is issued to the Principal Investigator.
- 7.2. The certificate may be issued:
 - in paper form;
 - in electronic form.
- 7.3. An electronic copy may be sent to the applicant by email.

8. Registration and Storage of Certificates

- 8.1. All issued certificates are registered in the bioethical review registry.
- 8.2. Copies of certificates are stored in the documentation of the Local Bioethics Committee.
- 8.3. Documents are stored in the Committee archive in accordance with the internal regulations of the Institute.



9. Responsible Persons

9.1. Compliance with this SOP shall be supervised by the Chair of the Local Bioethics Committee.

9.2. Preparation, registration and storage of certificates are ensured by the Secretary of the Committee.

10. Final Provisions

10.1. This SOP shall enter into force by order of the Head of the Institute.

10.2. Amendments and additions to this SOP shall be made in accordance with the established procedure.



Research institute for biological safety problems
Local Bioethics Commission

SOP- 22 Issuance of Ethical Approval Certificate
Version 1.0 | page 5 / 5

ETHICAL APPROVAL CERTIFICATE

Local Bioethics Committee of the “Research Institute for Biological Safety Problems” LLP, Republic of Kazakhstan

Ethics Approval Number

LBC-RIBSP-YYYY-NNN

Study Title

Principal Investigator

Institution

Research Institute for Biological Safety Problems

Ethical Approval Statement

This is to certify that the above-mentioned research study has been reviewed and approved by the Local Bioethics Committee of the Research Institute for Biological Safety Problems (LBC RIBSP).

The Committee confirms that the study protocol complies with internationally recognized ethical standards and biosafety requirements.

Compliance with Ethical Standards

The review was conducted in accordance with:

- the Declaration of Helsinki;
- CIOMS International Ethical Guidelines;
- national legislation of the Republic of Kazakhstan;
- internal regulations of the Research Institute for Biological Safety Problems.

Date of Approval

Chair of the Local Bioethics Committee

Name: _____

Signature: _____

This certificate is issued for the purpose of scientific publication, research reporting and international grant applications.