

CLARKE INTERNATIONAL UNIVERSITY-RESEARCH ETHICS COMMITTEE PROTOCOL REVIEW SUBMISSION REQUIREMENTS

This information is intended to guide both local and International students who may want to submit their protocols for review to the CIU-REC.

1	Protocol application letter signed and dated by the student/Principal Investigator
2	Up to date CVs/Bios ketches of Principal Investigators (PIs) /Co-PIs dated and signed, valid ID of the PI/Co-PI (work permit, passport, and legal institutional affiliation where applicable). Please note that international students are required to have local PIs/Co- PIs.
3	Signed cover letter from the students' institution of affiliation
4	Submit 11 hard copies of the full research protocol (signed by both the student and supervisor) indicating the version and date and an electronic version of the protocol send to the IHSU-REC administrator through email at rec@ciu.ac.ug
5	Receipt acknowledging payment for the review process. For Bank details please contact the CIU-REC administrator through the email provided above
6	Material transfer agreement (MTA) if applicable must be submitted to UNCST for approval and clearance. (This may not apply to local students)
7	CIU-REC face sheet filled and signed by the student (this can be obtained from the CIU-REC administrator or through the CIU-REC web site at www.rec.ciu.ac.ug)
8	A full research protocol (see contents of a full protocol below)
	Contents of a full protocol
a	Title
b	Background /introduction
c	Objectives (general and specific)
d	Significance/justification of the study
e	Methodology
f	Laboratory investigations to be done (if applicable)
g	Data analysis and dissemination plan
h	Data collection tools
i	Personnel and their qualifications
j	Clear work plan and budget and
k	Copies of translated study tools/documents where applicable should be submitted

#Make a Difference

