

CLARKE INTERNATIONAL UNIVERSITY-RESEARCH ETHICS COMMITTEE PROTOCOL REVIEW SUBMISSION REQUIREMENTS

This information is intended for organizations/institutions and individual researchers who may want to submit their protocols to CIU-REC for ethical review and approval.

1	The applicant must be a principal investigator (PI)/Co-PI of the proposed research project
2	Protocol application letter signed and dated by the PI/Co-PI
3	Signed cover letter from the PI's/Co-PI's institution (where applicable)
4	The PI/Co-PI should submit 11 hard copies of the full research protocol and an electronic version of the protocol sent to the CIU-REC administrator through email at rec@ciu.ac.ug
5	All the material used in advertising the research project, campaigning materials, brochures with adequate summary of all safety, pharmacological, pharmaceutical & toxicological data (if the proposed study is a clinical trial) etc be submitted for ethical review
6	Up to date CVs/Biosketches of the PI/Co-PI (CVs be dated and signed) Valid ID of the PI/Co-PI (work permit, passport, legal institutional affiliation)
7	Receipt acknowledging payment for the review process. For Bank details please contact the CIU-REC administrator through the email provided above)
8	CIU-REC face sheet filled and signed by the PI/Co-PI (this can be obtained from the CIU-REC administrator or through the CIU-REC web site at www.rec.ciu.ac.ug)
9	Documentation of the grant details and and the study budget
10	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
k	Copy of translated study tools/documents where applicable should be submitted.
l	Dissemination plan and community sensitization
m	Copies of translated study tools/documents where applicable should be provided.