

**INTERNATIONAL HEALTH SCIENCES UNIVERSITY-RESEARCH ETHICS
COMMITTEE
(IHSU-REC) 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 IHSU-REC.

1	Protocol application letter signed and dated by the student.
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
4	Submit 13 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 ih-su-rec@ih-su.ac.ug
5	Receipt acknowledging payment for the review process. For Bank details please contact the IHSU-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	IHSU-REC face sheet filled and signed by the student (this can be obtained from the IHSU-REC administrator or through the IHSU-REC web site at www.ih-su.ac.ug)
8	A full research protocol (see contents of a full protocol below)
9	Turnitin report (applicable to all students studying in Uganda)
	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

* Any protocol without a stamped turnitin report will be rejected. This applies to all students in the local Universities/institutions of learning in Uganda

MAKING A DIFFERENCE IN HEALTHCARE

International Health Sciences University

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Research Ethics Committee

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.

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