

**INTERNATIONAL HEALTH SCIENCES UNIVERSITY-RESEARCH ETHICS COMMITTEE  
PROTOCOL REVIEW SUBMISSION REQUIREMENTS**

This information is intended for individual researchers and institutions who may want to submit their protocols to IHSU-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 13 hard copies of the full research protocol and an electronic version of the protocol sent to the IHSU-REC administrator through email at <a href="mailto:ih-su-rec@ih-su.ac.ug">ih-su-rec@ih-su.ac.ug</a>
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 IHSU-REC administrator through the email provided above)
8	Material transfer agreement (MTA) if applicable (MTAs must be signed by the key PIs involved and submitted to UNCST for approval and clearance)
9	IHSU-REC face sheet filled and signed by the PI/Co-PI (this can be obtained from the IHSU-REC administrator or through the IHSU-REC web site at <a href="http://www.ih-su.ac.ug">www.ih-su.ac.ug</a> )
10	A full research protocol (see contents of a full protocol below)
11	Documentation of the grant details and the study budget
	<b>Contents of a full protocol</b>
<b>a</b>	Title
<b>b</b>	Background /introduction
<b>c</b>	Rationale/Justification
<b>d</b>	Objectives (general and specific)
<b>e</b>	Methodology
<b>g</b>	Laboratory investigations to be done (if applicable)
<b>h</b>	Data analysis plan
<b>i</b>	Personnel and their qualifications

## Research Ethics Committee

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<b>j</b>	Research tools and instruments
<b>k</b>	Time frame of the project and budget
<b>l</b>	Dissemination plan and community sensitization
<b>m</b>	Copies of translated study tools/documents where applicable should be provided.