Research Ethics Committee Office

Submission requirements for protocols that require changes

1	**For expedited review,** the Principal investigator (PI) is required to submit ten copies of the revised protocol; Five (5) copies with track changes and five (5)clean copies. (Do not spiral bind the copies, and please indicate on the cover page of the protocols which one is the track change and the clean copy)
2	Write a letter addressed to the IHSU REC chair person thanking him for having accepted and reviewed your protocol. Please Indicate the comments and the responses to the comments within the letter (response should be in bold and italicized)
4	Indicate the version and date on both the protocol and other documents that have been re-submitted/changed
5	Prepare a submission list for the documents re-submitted for review and approval to the IHSU-REC
6	For research that requires **full board review/attention,** the (PI) is required to submit more copies (26 copies) 13 copies with track changes and 13 clean copies.