

**NOGUCHI MEMORIAL INSTITUTE FOR MEDICAL RESEARCH
INSTITUTIONAL REVIEW BOARD**

SUBMISSION OF SOFT COPY DOCUMENTS

1. Please check <http://www.noguchimedres.org/index.php/research-support/2018-02-18-07-20-11/irb> for the current version of all submission forms.
2. Download the applicable form for each of the categories (New Submission, Renewals, Study Closure/Final Report, Renewal and Amendment).
3. Send a single pdf file to nirb@noguchi.ug.edu.gh . The pdf file should include the documents arranged in the order stated under each of the categories.
4. The submission forms should be dated and signed. In addition, the name of the Principal Investigator / Co-investigators should be provided.

NEW SUBMISSION

- a. Researchers' Checklist - 4-page document (All sections on the checklist should be completed. Where they are not applicable, tick N/A)
- b. Supporting letters (Application letter signed by PI, Letters from Collaborating Institutions)
- c. Initial Submission Form A (Copy and paste the study protocol information onto this form)
- d. Study budget and budget justification
- e. Workplan/Timelines
- f. Signatory page
- g. Consent form (If applicable)
- h. Assent and Parental Consent forms (If applicable)
- i. Data collection instruments
- j. CVs of investigators
- k. All other supporting documents

NB: The consent forms, assent forms, parental consent forms and data collection instruments must be paged separately before merging as one pdf file.

RENEWALS

- a. Continuing Review Form B
- b. Two-page report

STUDY CLOSURE / FINAL REPORT

- a. Study Closure Form E

- b. Two-page report

RENEWAL AND AMENDMENT

- a. Continuing Review Form B
- b. Two-page report
- c. Amendment Form C
- d. Form A which is the study protocol highlighting all the changes stated on the Amendment Form
- e. Other applicable documents such as consent form, questionnaire, etc. highlighting all the changes stated on the Amendment Form.

AMENDMENT

- a. Amendment Form C
- b. Form A which is the study protocol highlighting all the changes stated on the Amendment Form
- c. Other applicable documents such as consent form, questionnaire, etc. highlighting all the changes stated on the Amendment Form