

**REQUIREMENTS FOR ONLINE SUBMISSION OF PROTOCOLS FOR ETHICAL REVIEW  
AND APPROVAL BY THE CLARKE INTERNATIONAL UNIVERSITY-RESEARCH  
ETHICS COMMITTEE (CIUREC)**

**A.) Before submitting any protocol/proposal to CIUREC for ethical review and approval, the following procedures and requirements must be availed;**

1. Full payment of tuition fees balance
2. At least 50% payment of research fees
3. Evidence of departmental vetting committee approval (This applies to graduate students)

**B.) When submitting protocols to CIUREC for ethical review and approval, the following are the requirements;**

1. Clearance letter/data collection letter from the dean's office
2. Proof of payment for protocol review. The fee charged for protocol review is 150,000 Uganda Shillings, payable at Absa Bank: Account number 6004570802
3. Plagiarism check report from the CIU Quality Assurance Unit, Email: ([qa@ciu.ac.ug](mailto:qa@ciu.ac.ug)) Note; only the first page of the report bearing the similarity index be attached to the protocol/proposal
4. Protocol/proposal. The proposal should be signed by both the student and the supervisor
5. Data collection tools with translated versions if applicable
6. Informed consent form (both the English and local language versions where applicable)
7. Researchers' CV
8. Material transfer agreement form for studies that intend to move samples from one location to another.

**C.) Documents required when submitting protocols/proposals through the National Research Information management system (NRIMS);**

1. National Id number for Citizens
2. Passport number for non-Citizens
3. Create a folder and include all the documents that apply to your study as indicated in section B.)
4. Please note that for clinical trials and other studies that may involve invasive procedures, you will be required to attach your GCP certificate.
5. Lastly, when creating an account for NRIMS, please use the link that will be sent to your email to access your NRIMS account for the first time.