

SUBMISSION REQUIREMENTS FOR PROTOCOL AMENDMENT AND CONTINUING



CLARKE
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LEAD • INNOVATE • TRANSFORM

**RESEARCH ETHICS
COMMITTEE**

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REVIEW/ANNUAL RENEWAL

Submission requirements for protocol amendment

1.	Application/cover letter addressed to the CIU-REC chairperson requesting for amendment.
2.	Justify and Indicate the amendments to be made
3.	Submit a copy of the track changed document and the clean copy/ies (Please note that submission is through the National Research Management System (NRIMS))
4.	proof of payment for protocol amendment fees (refer to the fees structure)
5.	A submission list

Submission requirements for annual renewal

1.	Application/cover letter addressed to the CIU-REC chairperson requesting for study extension
2.	Submit copies of all previously approved and stamped documents
3.	Submit an annual progress report (please refer to the website for a template)
4.	proof of payment for annual renewal fees (refer to the fees structure)
5.	Attach the previous approval letter and details of the study team (CV)
6.	Submission Face sheet

#Make a Difference



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