



UNIVERSITY OF CAPE COAST, INSTITUTIONAL REVIEW BOARD (UCC-IRB)

APPLICATION FORM FOR ETHICAL CLEARANCE OF NEW PROPOSAL

NOTES:

The protocol is to demonstrate to the UCCIRB how the proposed study will be conducted ethically. By this, the applicant must show that the research statement (gap) is unique, the proposed science and methods are appropriate and may not lead to incorrect conclusions. The safety of the researcher(s) and research participants is ensured, and so are the anonymity and confidentiality of participants.

Avoid the definition of terms in the write-up. Where necessary, this should be done in the section for the definition of terminologies.

INSTRUCTIONS:

1. Applicants are to complete all sections of the form before it will be considered for review. **Send the soft copy of your work for pre-review** before you submit **one (1) neatly comb-bound** hard copy of the protocol to the UCCIRB Office. **A soft copy must be sent to irb@ucc.edu.gh.**
2. The proposal and other documents should be paged separately as done in the form.
3. Use very clear font sizes such as Times New Roman 11pt / 12pt, Arial 11pt, and Calibri 12pt.
4. The paper size should be A4
5. Margins of 2.5 × 1.0 × 2.0 × 1.5cm
6. Maintain the header and footer of this form
7. Attach the following documents to your proposal to make a complete protocol.
 - a. An application letter for ethical clearance by the Principal Investigator (PI)
 - b. Support letters from
 - i. Supervisor and Head of PI's College/School/Faculty/Department (for students).
 - ii. Collaborator(s) from a different institution(s) should be added (non-students).
 - c. Complete and attach the consent form(s) and checklist
 - d. Add data collection instrument(s) *if any*
 - e. Add similarity report of proposal
 - f. Abridged Curriculum Vita of the applicant(s), and that of the Supervisor (for Student Investigator(s) should be added as an attachment. - *use the attached format*
8. **For further information, contact UCCIRB at 0558093143/0508878309/ OR Email: irb@ucc.edu.gh**

IMPORTANT INFORMATION

- I. **Please send the soft copy of every completed document for a pre-review and wait for further directives before you print the hard copy.**
- II. The applicant will be provided with periodic updates by the UCCIRB Secretariat on their application or you may call on the contacts provided above.
- III. Research Investigators who have **started or already gathered their primary data** are **NOT eligible** to apply for Ethical Clearance from the UCCIRB. The UCCIRB will withdraw an



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approved Ethical Clearance or suspend or cancel the review of an application if this is detected.

- IV. The protocol for submission must contain the original application letters**
- V. Application letter(s) with a date(s) more than a month old at the time of submitting the hard copy will not be accepted.**
- VI. Research Investigators who do not respond to comment(s) on their reviewed protocol(s) within a month (1) will have their applications withdrawn by the UCCIRB.**
- VII. All protocols will be subjected to a similarity check of not more than 15%.**