

**1. NEW PROPOSAL AND AMENDMENT**

Submit the following documents through [irec@ku.ac.tz](mailto:irec@ku.ac.tz)

1. IREC Application Assessment Form (KU/IREC 04 – 01) available online
2. Cover letter signed by the PI
3. Complete proposal with all relevant sections: -

| <b>S/N</b> | <b>Required documents</b>                     | <b>Check ✓ if attached with application</b> |
|------------|---|---|
| 1.         | - Cover page and title                        |   |
| 2.         | - Title page                                  |   |
| 3.         | - Certification                               |   |
| 4.         | - Declaration and copyright                   |   |
| 5.         | - Acknowledgement                             |   |
| 6.         | - Summary                                     |   |
| 7.         | - Table of contents                           |   |
| 8.         | - List of figures and/or tables               |   |
| 9.         | - Abbreviations                               |   |
| 10.        | - Operational definitions                     |   |
| 11.        | - Abstract                                    |   |
| 12.        | <b>CHAPTER 1: INTRODUCTION</b>                |   |
| 13.        | 1.1 Background                                |   |
| 14.        | 1.2 Statement of the problem                  |   |
| 15.        | 1.3 Significance of the study                 |   |
| 16.        | 1.4 Research questions                        |   |
| 17.        | 1.5 Objectives                                |   |
| 18.        | 1.6 Theoretical framework or conceptual model |   |
| 19.        | <b>CHAPTER 2: LITERATURE REVIEW</b>           |   |
| 20.        | <b>CHAPTER 3: METHODOLOGY</b>                 |   |
| 21.        | 3.1 Study design                              |   |
| 22.        | 3.2 Study setting                             |   |
| 23.        | 3.3 Study population                          |   |
| 24.        | 3.4 Sample size                               |   |
| 25.        | 3.5 Sampling procedure                        |   |
| 26.        | 3.6 Data collection                           |   |
| 27.        | 3.7 Data collection procedures                |   |
| 28.        | 3.8 Data analysis                             |   |
| 29.        | 3.9 Ethical considerations                    |   |
| 30.        | 3.10 Limitations of the study                 |   |
| 31.        | 3.11 Dissemination                            |   |
| 32.        | - Timeline or work plan                       |   |
| 33.        | - Budget and justification                    |   |

|     |   |  |
|-----|---|--|
| 34. | - References (Vancouver/APA/Harvard)  |  |
| 35. | - Appendices  |  |
| 36. | - Informed consent or Assent forms in English and Kiswahili                             |  |
| 37. | - Data collection tools in English and Kiswahili  |  |
| 38. | - Evidence of application fees payment (Bank slip)                                      |  |
| 39. | <b>NB: For amendment proposals attach copy of initial Ethical Clearance Certificate</b> |  |

**2. RENEWAL OR EXTENSION**

| <b>S/N</b> | <b>Required documents</b>   | <b>Check ✓ if attached with application</b> |
|------------|---|---|
| 1.         | Cover letter signed by the PI   |   |
| 2.         | Progress report of study indicating what is to be covered in the renewal period |   |
| 3.         | Copy of previous ethical clearance certificate                                  |   |
| 4.         | Evidence of payment (Bank slip)   |   |