

USIU-AFRICA

Research Office

Institutional Review Board – IRB

IRB PROPOSAL SUBMISSION FORM

Instructions:

1. This submission form should be filled by the Principal Investigator.
2. All the relevant documents listed in this IRB Proposal Submission Form must be submitted
3. Incomplete proposal submissions will not be processed.

Part A: Proposal Details

Date: (dd/mm/yy).....

Principal Investigator(s) Name	E-mail Address	Telephone Number	Institution of Affiliation

Other Researchers

Name	E-mail Address	Telephone Number

Type of Submission: (Tick where appropriate)

New Proposal

Resubmission of previously submitted proposal

Title of study:

.....

Expected Start Date:

Expected Study end date:.....

Type of Study:

<p><u>USIU - A Internal Research</u></p> <ul style="list-style-type: none"> <input type="radio"/> Doctoral Student Research <input type="radio"/> Masters’ Student Research <input type="radio"/> Undergraduate Student Research <input type="radio"/> Faculty Research <input type="radio"/> Staff Research 	<p><u>External Research</u></p> <ul style="list-style-type: none"> <input type="radio"/> Organization /Agency Research <input type="radio"/> Professional/ Individual Research <input type="radio"/> Doctoral Student Research <input type="radio"/> Master Student Research <input type="radio"/> Undergraduate Student Research
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Name and Contact of Reference person of PI Institution:

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This Study Involves:

Human Subjects Animal Subjects Plant Subjects

Part B: Submission Checklist

Please ensure that the following items are attached together with this proposal submission form for IRB Review.

- 1) Research Proposal Showing the:
 - Chapter 1: Introduction. This should cover the background to the problem, statement of the problem, objectives of the study, research questions, purpose of the study, justification for the study, limitations of the study, definition of terms and the chapter summary.
 - Chapter 2: Literature Review
 - Chapter 3: Research Methodology. This should include the research design, participant selection with inclusion/ exclusion criteria, pre-screening of participants, participant consent, description of risk assessment, participant debrief, data collection, instrumentation, method of data analysis, validity and reliability, ethical considerations.
 - References in compliance with APA or other relevant style of writing and referencing
- 2) Principal Investigator(s) Curriculum Vitae
- 3) Informed Consent/ Assent Form
- 4) Debrief Form
- 5) PI and Other Research Confidentiality Agreement
- 6) 1 Hard copy of all submission documents
- 7) 1 soft copy of all submission documents

Part C: Principal Investigator Declaration

As the Principal Investigator of this study, I hereby declare that I take full responsibility for the proposed study and will conduct it according to the documented proposal; and in line with USIU-A IRB ethical guidelines.

By signing this document, I agree that:

- a) All documents submitted with this application are true representation of the study and I have not been falsified in any way.
- b) This study will not commence in any way and no participant will be recruited until a final official approval is received from USIU-A’s IRB.
- c) The study will be conducted as stated in the submitted protocol. All participants will be recruited and consented as stated in the submitted protocol.
- d) Any protocol deviations or protocol violations to the submitted study must be reported to USIU’s IRB in writing by email to irb@usiu.ac.ke immediately. Within five (5) business days of the deviation or violation, the Deviation/Violation Report Form Must be reported to the IRB office.
- e) Any study-related unexpected or serious adverse event must be reported to the IRB Office by email to irb@usiu.ac.ke within twenty four (24) hours after the PI becomes aware of the event.

Principal Investigator’s Signature	Date

USIU-AFRICA

Research Office

Institutional Review Board – IRB

For IRB Office Official Use

IRB Proposal Number:	
Received By Name:	Official Stamp and date
Received Date:	
Amount paid:	

USIU-A/IRB Form 2017

Schedule Date for IRB Meeting:	Date:
Assigned Primary IRB Reviewers	
Reviewer 1: Name.....	
Reviewer 2: Name.....	
Reviewer 3: Name.....	
IRB Review Decision	<input type="radio"/> Approve <input type="radio"/> Resubmit the full proposal with highlighted corrections by Date: <input type="radio"/> Defer Decision
IRB Review Comments	

USIU – AFRICA IRB CHARGES

Internal (USIU-A)	Amount (KES)	External (Other Universities and Organizations)	Amount (KES)
Undergraduate Students	1,000	Undergraduate students or equivalent	2,000
Master’s Students	2,000	Master’s or equivalent	3,000
Doctoral	5,000	Doctoral or equivalent	6,000
Grant funded	10,000	Grant/Donor funded/Professional/Individual	40,000

USIU: PAYMENT BY WIRE TRANSFER, BANK DEPOSIT & ELECTRONIC CARD

- 1) COMMERCIAL BANK OF AFRICA LTD.,
UPPER HILL BRANCH, MARA & RAGATI ROADS,
P.O. BOX 30437-00100,
NAIROBI, KENYA.
TELEPHONE: +254(0)20-2884000/2734555
FAX: +254(0)20-2734616
Kshs Account Number: 6438840014
US Dollar Account Number: 6462210014
Account Name: USIU or U.S. International University
SWIFT Code: CBAFKENX
Intermediary Bank: JP Morgan Chase Bank, New York
SWIFT Code: CHASUS33
Routing Number: 021000021

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- 2) THE CO-OPERATIVE BANK OF KENYA LTD.,
MAIN BRANCH, CO-OP HOUSE,
HAILE SELASSIE AVENUE,
P.O. BOX 67881-00200
NAIROBI, KENYA.
TELEPHONE: +254-(0)20-3276000
FAX: +254-(0)20-3276526
Kshs Account Number: 01120002134100
Account Name: USIU or U.S. International University

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- 3) STANDARD CHARTERED BANK KENYA LTD.,
KENYATTA AVENUE BRANCH,
P.O. BOX 40310-00100,
NAIROBI, KENYA.
TELEPHONE: +254-(0)20-3294000
FAX: +254-(0)20-341076
Kshs Account Number: 0104023439700
Account Name: USIU or U.S. International University

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- 4) OTHER PAYMENTS BY ELECTRONIC CARDS:
JCB Card, Master Card, Visa Card and Visa Electron (debit card).

- 5) **Mpesa Pay Bill Number: 516900**

NOTE: REMEMBER TO ALWAYS INCLUDE YOUR FULL NAMES AND PURPOSE: IRB