



Office of the Deputy Vice Chancellor (Academic Affairs)

Office of Research and Development

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Gaborone, Botswana

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CHECKLIST: APPLICATION PACKAGE FOR UB IRB ETHICAL CLEARANCE AND GOVERNMENT RESEARCH PERMIT

The following which make up the complete application package should be submitted to the IRB Office for ethical clearance and then forwarded to the relevant government Ministry for research permit application.

(Tick as applicable)

REQUIREMENT	Yes	No	N/A	Comment
3 Copies of duly completed and signed application form depending on field of study and Ministry responsible. Forms can be downloaded from Tirisano intranet				
3 Copies of the study proposal.				
3 Copies of adult consent documents in English, Setswana (or any local language of study population) and back translation where applicable.				
3 Copies of assent documents in English, Setswana (or any local language of study population) and back translation where applicable. (For research involving children/minors)				
3 Copies of parental consent documents in English, Setswana (or any local language of study population) and back translation where applicable. (For research involving children/minors)				
3 Copies of the instruments to be used such as questionnaire, interview guide, log sheets etc				
3 Copies of Approval letter from other IRBs (if applicable). For example external collaborative research				
3 Copies of Grant approval letter (if applicable)				
3 Copies of up to date curriculum vitae/ resume of the Principal investigator and co-investigators showing research experience and publications				
3 Copies of Any other supporting materials i.e. recruitment scripts, brochures, flyers etc (If Applicable)				
1 Copy of signature sheet for all study investigators and their roles				
Letter from the Supervisor (if applicable)				
Summary sheet explaining the roles of key personnel signed by each member.				

Checked by: _____ Signature: _____ Date: _____



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