



Office of the Deputy Vice Chancellor (Academic Affairs)

Office of Research and Development

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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)

| | Yes | No | N/A | Comment |
|--|-----|----|-----|---------|
| 1 Copy of duly completed and signed application form | | | | |
| 1 Copy of the study proposal. | | | | |
| 1 Copy of adult consent documents in English, Setswana (or any local language of study population) and back translation where applicable. | | | | |
| 1 Copy of assent documents in English, Setswana (or any local language of study population) and back translation where applicable. (For research involving minors) | | | | |
| 1 Copy of parental consent documents in English, Setswana (or any local language of study population) and back translation where applicable. (For research involving minors) | | | | |
| 1 Copy of authorization letters from sites where study will be conducted(headmen, hospital, area chief etc) | | | | |
| 1 Copy of the instruments to be used such as questionnaire, interview guide, log sheets etc | | | | |
| 1 Copy of Approval letter from other IRBs | | | | |
| 1 Copy of Grant approval letter (If applicable) | | | | |
| 1 Copy of Up to date curriculum vitae/ resume of the Principal investigator and co-investigators showing research experience and publications | | | | |
| 1 Copy of Any other supporting materials i.e. recruitment scripts, brochures, flyers etc | | | | |
| 1 Copy of support letter from Supervisor or Head of Department | | | | |

Submitted by (PI) _____ Signature _____ Date _____

Checked by: _____ Signature: _____ Date: _____

CONTACT INFORMATION FOR THE UB IRB OFFICE

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