

TROPICAL DISEASES

Tel/Fax 612837/620737
P O Box 71769

Ndola, Zambia
ethics.tdrc@gmail.com



RESEARCH CENTRE

TDRC RESEARCH ETHICS COMMITTEE
IRB REGISTRATION NUMBER: 00002911
FWA NUMBER: 00003729

SUBMISSION REQUIREMENTS FOR NON ACADEMIC PROTOCOLS

The following are the submission requirement for protocols to be reviewed by the Committee:

1. The Investigator's CV, including those of Co-investigators
2. 2 copies of the complete protocol
3. A two-page summary of the protocol (8 copies)
4. Questionnaires
5. Informed consent forms including patient information sheets (translated versions where necessary)
6. For a clinical trial, investigators must submit the investigator brochure, insurance documents, any adverts for the study
7. For multi-centre studies you need to submit the decisions of the other ethics committees in other countries.
8. Proposed Budget
9. A soft copies of all the above to be emailed to kalumuzi1@gmail.com, mwale.edna@gmail.com , sydneymwanza@yahoo.co.uk

The submission payment is as follows:

1. Three thousand Five hundred kwacha (**K3 500**) for expedited review.
2. Two thousand Five Hundred kwacha (**K2 500**) for PhD programs and normal review.
3. Eight Hundred Kwacha (**K800.00**) for Masters programs (students).
4. Five hundred kwacha (**K500**) for Bachelors program (students).
5. Four thousand Five Hundred Kwacha (**K4,500**) for Clinical Trials.
6. Five hundred Kwacha (**K1000**) Renewal/Amendment of study protocols

SUBMISSION REQUIREMENTS FOR STUDENTS

1. A letter from the Supervisor confirming that the student's research protocols and data collection instruments have been carefully reviewed by their Supervisors and a letter of approval by their Dissertation, Technical Committee or Scientific Committee as the case may be before submission to the Ethics Committee.

2. 1 Spiral bound copy of the complete protocol and a soft copy to be emailed to **ethics.tdrc@gmail.com** kalumuzi1@gmail.com, mwale.edna@gmail.com sydneymwanza@yahoo.co.uk
3. Questionnaires.
4. Informed consent forms including participant's information sheets
5. Proposed Budget
6. A payment of Ethics Submission fees of **K500** for undergraduate, **K800**, for Masters **and K2500** for PhD students
7. **Note that for PhD students, the non-academic requirements apply**

**FOR PURPOSES OF SUBMISSION, COLLECTION OF LETTERS AND ENQUIRIES,
THE WORKING HOURS ARE AS FOLLOWS:**

| | |
|------------------|----------------------|
| Monday | 14 30 - 16 30 |
| Wednesday | 10 30 - 12 30 |
| Friday | 10 30 - 12 30 |

For any clarifications/queries kindly contact:

The Secretary
TDRC Ethics Review Committee
Box 71769
Ndola
Zambia

Tel/fax :+260 212 615 444/612837
Mobile : +260977852443 +260977807411, 0962755894

TDRC ETHICS BANK ACCOUNT

1. 9130000745654 (Kwacha)
2. 9130001315734 (Dollar)
3. Swift code - SBIC ZMLX
4. Sort code - 040103
5. Branch Code - 1003
6. Account Name - TDRC Fieldmal
7. Bank Name - Stanbic Bank
8. Branch - Ndola Branch