

TROPICAL DISEASES

Tel/Fax +260212 615444
P O Box 71769
NDOLA, ZAMBIA



RESEARCH CENTRE

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

SUBMISSION REQUIREMENTS FOR NON ACADEMIC AND PHD PROTOCOLS

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

1. 2 copies of the complete protocol
2. A two-page summary of the protocol (8 copies)
3. The Investigator's CV, including those of Co-investigators
4. Questionnaires
5. Informed consent forms including patient information sheets (translated and back 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. Proof of payment
10. Investigator's National Health Research Authority (NHRA) Registration Certificate
11. Soft copies of all the above to be emailed to ethics.tdrc@gmail.com

SUBMISSION REQUIREMENTS FOR STUDENTS

1. A letter from the Supervisor confirming that the student's research protocol 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 TDRc Research 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/Interview Guides or any other data collection tools
4. Informed consent forms including participant's information sheets
5. Proposed Budget
6. Supervisor's National Health Research Authority (NHRA) Registration Certificate
(Note that this applies only to Bachelor's student. All post graduate students must register with NHRA)

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 Research Ethics Committee

Box 71769

NDOLA

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

