

SUBMISSION GUIDELINES

Purpose of guidelines: This document provides guidelines for individuals preparing applications to the NIMR Institutional Review Board for ethical review of research projects involving humans.

1. Submission of five (5) hard copies of **full protocol** using NIMR-IRB Full Protocol Format (Contact the Secretariat)
2. On-line submission of **abridged copy** of the protocol using NIMR-IRB Abridged Protocol Format (Contact the Secretariat) to **nimr_irb@yahoo.com**.
3. The submission of 1 and 2 above signifies full submission of your protocol to commence processing at the Secretariat. Afterwards the Desk Officer will contact you with IRB Processing Fee Invoice. Please note; submission of only one of the full protocol or the abridged protocol does not qualify you to receive any acknowledgement or invoice from the IRB Desk Officer. This is deemed that you have not submitted any protocol to the IRB office.
4. On receipt of the processing fee invoice, you are expected to make immediate payment of the processing fee to the Cash Office of the Accounts Department of the Nigerian Institute of Medical Research, Yaba. You can also make

online payment using the details below:

Account Name: Nigerian Institute of Medical Research
Bank: Union Bank Plc
Account No: 0004037269

You are expected to send the **Payment Teller/duplicate of receipt** obtained from the cash office to the Secretariat immediately after payment.

5. After the above step, processing of your protocol commences and the 6-weeks turnover time of IRB review process is from this time.
6. Please note; if procedure 1 - 4 is not duly followed, it may hinder appropriate processing of your protocol.
7. Note: for all submitted students' projects, there should be a letter of confirmation from the Supervisor who will take responsibility for the study.

Response to Reviewer's Comments

The Principal Investigator is expected to answer the Reviewer's concern on question by question basis. e.g.

Reviewer's Comment: Title stated as "NIMR and Politics: What is the Trend?" does not address the objectives of the work. I suggest that the P.I. amend this topic.

P.I.'s Response: Title already amended to read "NIMR in Nigerian Politics Today" and this is effected on page 1 of the Protocol as attached.

This will enable the Reviewer have proper understanding of the P.I.'s response and give certification as soon as possible since this is not a second review.

This response should be submitted to the NIMR-IRB's Secretariat along side copies of the modified protocol for official use.

THE REVIEW PROCESS

NIMR-IRB meets Bi-monthly. Therefore full protocols and all the attachment should be received two weeks before the next meeting. Protocols submitted two weeks before the meeting date stands a chance of being reviewed).

All protocols will require full IRB review including three expert reports or comments.

There are three levels of review:

Level 1: Full IRB review. External advice and expertise solicited

Level 2: Review by the Chair. Supplementary information to proposals that have been awarded conditional approval following full IRB review is considered by the Chair, who has the authority (delegated from the IRB) to decide whether the supplemented proposal receives "FULL APPROVAL, CONDITIONAL APPROVAL or a judgment of UNABLE TO APPROVE"

Level 3: Expedited Review: Protocols not involving human subjects (e.g. animal studies, analysis of information already in

the public domain etc) can be given expedited approval by the chairman and then ratified at later date by the full IRB.

Researchers who are unsure about whether their proposed research requires IRB review should consult the Chair of the IRB through the IRB secretariat.

Students Research Projects

A student must at the planning stage discuss his or her project with the supervisor or professor who will determine if an application must be made to the IRB.

The supervisor or professor is considered to be in charge of overseeing the research project. The supervisor is responsible for reviewing the student's application to ensure that it is complete and accurate before passing it to the IRB for review. Once the Board has completed the review the results will be issued to both the supervisor and the student.

Outcome of IRB Review

An ethical approval letter/certificate will be issued to all approved protocols.

Investigators are required to sign the

Investigators' Responsibility

Declaration attached to the Approval Letter.

For further information, please contact

nimr_irb@yahoo.com

Nimr-ibr@nimr.gov.ng

NIMR-IRB



NIMR - INSTITUTIONAL REVIEW BOARD



NIMR-IRB INFORMATION LEAFLET

Visions and Missions of NIMR-IRB

NIMR-IRB was inaugurated on the 4th of October 2004 to promote high ethical standards to ensure that the rights, health and welfare of potential research participants are protected and that researchers are guided in conducting ethical research. To this end NIMR IRB was established to ensure that research conducted in the institute and in the health sector is independently reviewed in a fair and consistent manner. The IRB will review protocols to ensure the ethical conduct of research, develop guidelines for human research subject protection, identify ethical principles to guide the conduct of research, issue out proposal forms to guide researchers in preparing their protocols, conduct /organize training workshops and seminars i.e. build capacity for researchers in research ethics and methodologies, and also build capacity of IRB members.

Therefore, protocols is reviewed in accordance with the terms of reference of the NIMR-IRB. It is therefore mandatory that all research conducted in the Institute be reviewed by the Board.