

CHECKLIST LIST FOR PROPOSAL SUBMISSION TO MNTRH-IREC

The application should include the following information and materials:

- i) The protocol in the required proposal guideline format on mrec.matharihospital.go.ke. All other accompanying/supporting materials sent to mrec.matharihospital.go.ke submission portal. Only E-copies are allowed.
- ii) The accompanying/ supporting material shall include: -
 - a. Cover letter including list of documents submitted and date. The letter is addressed to the MNTRH–IREC chairperson.
 - b. Reviewer guideline form.
 - c. Abstract form.
 - d. Vulnerable population form if the research involves a vulnerable population.
 - e. Product information if the investigational medical product is registered: summary of product characteristics, patient information leaflet/package insert and labelling.
Informed consent forms.
 - f. Data collection instruments.
 - g. Recruitment materials (e.g. fliers, advertisements) and questionnaires.
 - h. Detailed CV/Bio-sketches of those conducting the research eg Principle investigator-co-investigators, study coordinator, etc.
 - i. Scanned copy of the Bank receipt produced on submission (externally funded studies will be invoiced) payments expected once the funds are availed.

For studies dealing with HBM, a copy of the MTA shall be required.