

**Strathmore University**  
**Institutional Ethics Review Committee (SU-IERC)**  
**Checklist for Protocol Submission**

<b>Checklist</b>	<b>Clinical Trial Study</b>	<b>Non-Clinical Trial</b>	<b>Postgraduate/ Undergraduate</b>
Cover letter listing all submitted documents	Yes	Yes	Yes
Protocol/Proposal: clinical protocol or research proposal	Yes	Yes	Yes
Questionnaire: Patient questionnaires or diary cards (in English)	If applicable	If applicable	If applicable
Subject Information Sheet, Informed Consent Form(s) and/or document outlining the process for obtaining the informed consent	Yes	Yes	Yes
Approved Budget: Trial Payment Schedule or Clinical Trial Agreement	Yes	Yes	Yes
CVs for all key personnel/investigators on the trial	Yes	Yes	Yes
SU-IERC fees (attach confirmation of payment)	Yes	Yes	Yes**
Certificate of Analysis	Yes	No	No
Investigator's Drug Brochure	Yes	No	No
Delegation Log: Delegation Letters from Principal Investigators	Yes	Yes	Yes
Trial Insurance	Yes	No	No
Conflict of Interest: Declaration by the principal investigator, completed by all participating investigators	Yes	Yes	Yes
Evidence of completion of Human Subject Protection Training	Yes	Yes	Yes

**Notes**

**Yes** – Required for a submission

**If applicable** – Must be submitted if to be implemented in study

\*\* Students of Strathmore University are not required to pay SU-IERC fees, as the cost is covered from their fees.