

1. NEW PROPOSAL AND AMENDMENT

Submit the following documents through irec@hkmu.ac.tz

1. IREC Application Assessment Form (HK/IREC 04 – 01) available online
2. Cover letter signed by the PI
3. Complete proposal with all relevant sections: -

S/N	Required documents	Check ✓ if attached with application
1.	- Cover Page-Title-Short, accurate and concise	
2.	- Title page	
3.	- Certification	
4.	- Declaration and Copyright	
5.	- Acknowledgement	
6.	- Summary	
7.	- Table of contents	
8.	- List of Figures/Tables	
9.	- Abbreviations	
10.	- Operational definitions	
11.	- Abstract	
12.	CHAPTER 1: INTRODUCTION	
13.	1.1 Background	
14.	1.2 Statement of the problem	
15.	1.3 Significance of the Study – including importance to nursing science	
16.	1.4 Research questions	
17.	1.5 Objectives	
18.	1.6 Theoretical framework/conceptual model	
19.	CHAPTER 2: LITERATURE REVIEW	
20.	CHAPTER 3: METHODOLOGY	
21.	3.1 Study Design	
22.	3.2 Study Setting	
23.	3.3 Study Population	
24.	3.4 Sample size	
25.	3.5 Sampling procedure, inclusion criteria exclusion criteria	
26.	3.6 Data collection – instruments, Validity & reliability	
27.	3.7 Data collection procedures	
28.	3.8 Data analysis	
29.	3.9 Ethical considerations	
30.	3.10 Limitations of the study	
31.	3.11 Dissemination	
32.	Timeline/work plan	
33.	Budget and justification	
34.	References (using standard format (Vancouver/PAP/Harvard))	

35.	Appendices	
36.	- Informed Consent Forms/Assent Forms in English and Kiswahili	
37.	- Data collection tools in English and Kiswahili	
38.	- Evidence of application fees payment (Bank slip)	
39.	NB: For Amendment proposals: Attach copy of Initial Ethical Clearance Certificate	

2. RENEWAL OR EXTENSION

S/N	Required documents	Check ✓ if attached with application
1.	Cover letter signed by the PI	
2.	2. Progress report of study indicating what is to be covered in the renewal period	
3.	Copy of previous ethical clearance certificate	
4.	Evidence of payment (Bank slip)	