

Requirements for Administrative clearance of Research at UCI

Undergraduate Diploma students & PhD Students (All Students):

Submit to Uganda Cancer Institute Directors' office the following for research clearance:

1. Letter of request to conduct research at UCI- Addressed to -The Director Uganda Cancer institute.
2. Spiral bound Stamped proposal – including details about the study, stamped consent form(s) in case a study involves interview of people, study tool or data abstraction form –for studies involving review of records
3. Research Approval letters from an accredited primary REC, UNCST and collaborators if any.
4. Updated certificate of human subjects' protection- obtainable at <http://phrp.nihtraining.com/users/login.php>
5. Evidence of payment of the \$30 – Bank slip / payment acknowledgement receipt from UCI cash office.

Established Researchers:

1. Letter of request to conduct research at UCI- Addressed to-The Director Uganda Cancer Institute.
2. Spiral bound Stamped proposal – including details about the study, stamped consent form(s) in case a study involves interview of people, study tool or data abstraction form – for studies involving review of records
3. Send Soft copy of the approved protocol – Consent forms, Tools, and approval letters- to *ucirec.or.ug* or *rmussoko@gmail.com*
4. Research Approval letters from an accredited primary REC, UNCST and collaborators if any.
5. Updated certificate of human subjects' protection- obtainable at <http://phrp.nihtraining.com/users/login.php>
6. Evidence of payment of the \$50 – Bank slip / payment acknowledgement receipt from UCI cash office.

Note:

- a) After receipt of your submission at the Directors office it will be forwarded to the Research and Training Office for Clearance.
- b) Deposit the Administrative clearance fee on the account indicated below:

Name:	Uganda Cancer Institute
AC No:	9030006331911
Bank Name:	Stanbic Bank
Branch:	Mulago Branch

❖ Indicate on the banking slip that it payment for -**Research Administrative clearance.**

- ❖ If payment has been made in shillings indicate the bank rate at which the exchange from dollar was transacted – must be current rate.

- ❖ In case you need further consultations in regard to Research Clearance at UCI contact the REC administrator on: Mobile: +256-712950776 or 414-697618-(During Office Hours)
Email:rmussoko@gmail.com or ucirec@uci.or.ug