**Institutional Review Board (IRB)**

**Dopasi Foundation**

**Pakistan**

**APPLICATION FORM**

**How to complete this form and begin the IRB review process**

1. This application form must not be handwritten. Incompletely and inappropriately filled forms will not be accepted for review and discussion in the committee.
2. Fill out all of the questions on this form comprehensively.
3. Students’ research project has to be signed by supervisor.
4. Fill out and attach the appropriate appendices required by responses in this application.
5. Attach supporting documentation such as consent form(s), protocol, survey instruments, interview schedules, advertisements and authorization letters etc. The consent form and questionnaire should also be submitted in English and local languages, where applicable.
6. Complete the checklist that accompanies this form to ensure that all requirements for submission are completed so that the review is not delayed
7. Submit this application and appendices along with the supporting documentation to the Research Department, Dopasi Foundation, Islamabad, Pakistan.

**Application submission:**

Hard copies

61-62 Tipu Boulevard, Block D, Defence Housing Authority,

Phase 2, Islamabad.

Electronic copies:

 E-mail:

**Contact**

 Phone:

**Checklist**

Check items listed below submitted with the application. You are advised to make a copy of this entire application for your files

|  |  |  |  |
| --- | --- | --- | --- |
| S.#  | Document | Attached (Yes/No) | If Not Applicable, Provide Reason |
| 1 | IRB Application Form |  |  |
| 2 | Research Synopsis (hard + soft copy) with references where required |  |  |
| 3 | Data Collection Tools/Questionnaires |  |  |
| 4 | Informed Consent Forms – English and Urdu  |  |  |
| 5 | Itemized Budget with Funding Source |  |  |
| 6 | Payment and Compensation Details |  |  |
| 7 | Investigator Brochure (if applicable) |  |  |
| 8 | Principal Investigator’s CV and other team members’ biographical sketch and affiliation |  |  |
| 9 | Conflict of Interest Declaration |  |  |
| 10 | Sponsor/Collaborator/CRO Undertaking |  |  |
| 11 | MTA / Indemnity Documentation (if applicable) |  |  |
| 12 | Waiver of Informed Consent (if applicable) |  |  |

|  |  |
| --- | --- |
|  |  |
| Signature: Principal Investigator  | Date  |
|  |  |
| Signature of Supervisor-I (if applicable)  | Date |
|  |  |
| Signature of Supervisor-II (if applicable)  | Date  |

1. **Title of the study**
2. **Project Summary**

*Please provide a brief summary (150–250 words) of the proposed research, including objectives, methods, and significance*.

**Study Team:**

1. **Principal Investigator**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Name  | Designation  | Affiliation | Email  |
|  |  |  |  |  |
|  |  |  |  |  |
|  | Contact details  |  |  |  |
|  | Phone  | Office  |  |  |
|  |  | Mobile  |  |  |
|  | Postal address  |  |

1. **Supervisor and Co-supervior (If applicable)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Name  | Designation  | Affiliation | Email |
|  |  |  |  |  |
|  |  |  |  |  |

1. **Co-supervior (If applicable)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Name  | Designation  | Affiliation | Email |
|  |  |  |  |  |
|  |  |  |  |  |

1. **Co-investigator**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Name  | Designation | Affiliation | Email  |
|  |  |  |  |  |
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| --- | --- |
|  | **Title of the study**  |
|  |
|  | **Purpose of Study (Back ground and rationale)** *Provide a brief literature review and justification for the study* *Explain the relevance and necessity of the research*. |
|  |
|  | **Study Objectives***State the specific aims or hypotheses of the study* *Primary and secondary research questions* |
|  |
|  | **Study Design, sample size, Study setting and population**  |
| **Study design**: Type of study: Descriptive, observational, clinical trial, community trial. Retrospective (desk reviews), Systematic Review Qualitative studies |
|  |
| **Sample size and justification** |
|  |
| **Study population and Eligibility criteria** *Inclusion and exclusion criteria* |
|  |
| **Study site (s)** |
|  |
| **Study duration** *Proposed study timeline post-IRB approval* |
|  |
|  | **Material and Methods** *Data collection methods (e.g., questionnaires, interviews, biological sampling) laboratory/ Diagnostic /treatment methods (if applicable) Follow up and* Attrition **Strategy to minimize loss to follow-up** *(if applicable)* |
|  |
|  | **Informed Consent Process***Describe how informed consent will be obtained. Language of the consent form* *And Who will obtain consent and how* |
|  |
|  | **Risk & Benefit Analysis***Description of any potential risks to participants, Explanation of how risks will be minimized.* *Description of potential benefits to participants or society* |
|  |
|  | **Privacy and Confidentiality**How data will be stored, protected, and used, Anonymization or de-identification measures, Data access control |
|  |  |
|  | **Vulnerable Populations***If applicable, indicate if the study involves children, prisoners, pregnant women, refugees, migrants, internally displaced persons or others requiring special protection. Additional safeguards for these populations* |
|  |
|  | **Compensation and Costs***Any compensation to participants (money, transport, meals)**Clarify if there are any costs to the participant* |
|  |
|  | **Adverse Events & Hazards (for clinical trials)** Risk management plan, cost coverage responsibility  |
|  |
|  | **Data Management and Analysis Plan***Give an Overview of how the collected data will be managed and analyzed**Software to be used (e.g., SPSS, NVivo, R), bias mitigation and confounding control*  |
|  |
|  | **Dissemination of Results***How and where findings will be shared (e.g., journals, conferences, policy briefs)* |
|  |
|  | **Conflict of Interest***Disclose any financial or other conflicts of interest* |
|  |
|  | **Funding Source**Is this research funded by national or international organization?If yes, indicate the source of funding / If no, please explain how costs of research will be covered: |
|  |
|  | **Work Plan / Timeline** *Key milestones and deliverables (please add a Gant chart)*  |
|  |  |