**A. The protocol should be arranged as follows:**

**Module I**

1. PI's Application letter

2. All other letters (Introductory letter from school (where applicable), support from Supervisor(s) or Co-PIs or Collaborators, permission letter to study site, etc)

3. Statement to comply with ethical principles (signed by both student and supervisor(s) if it is a student submission)

4. Application form for Protocol Submission

5. Research Checklist

**Module II**

6. Main document (protocol)

7. Participant Information sheet(s)

8. Consent form (s)

**Module III**

9. Study tool(s) and other study materials

10. All CVs and GCP Certificates where applicable

Kindly note that the entire document should be attached as one PDF file with the "Module Numbers" as divisions and sent via the 'irbdodowa@gmail.com' email.

**B. Also note that if the study is using face to face study procedures, the DHRCIRB Guidelines on COVID - 19 for researchers should be incorporated in the appropriate sections of the protocol, ie, study procedures, ethical consideration section, participant information, etc (please find attached).**

In submitting the final protocol, please use a fresh email and not in response to this email for easy identification.

For further clarification, do not hesitate to contact us on 0208719996

NB: In all subsequent communication, kindly use our email address: irbdodowa@gmail.com