



# BUGEMA UNIVERSITY RESEARCH ETHICS COMMITTEE (BU-REC)

Date: 25.06.2025

## INITIAL REVIEW APPLICATION REQUIREMENTS & PROCEDURE

### A- Main Procedural Requirements

1. Your Current CV
2. An **Electronic Copy** of the **Research Proposal with Tools and Informed Consent/Assent Form** both signed by the Researcher and Main Supervisor
3. An introduction Letter to Chairperson BU-REC from the mother Institution
4. Research Ethics Fee Payment Receipt (See ***Payment Schedule***). Fees is payable to: **Bank Name:** ABC Capital Bank; **Account Name:** Bugema University and **Account Number:** 2000000752

## ETHICS FEES PAYABLE FOR ACADEMIC RESEARCH

	International Students (Undergraduate, Master, Phd, etc)	Ugandan and Student Research(Phd)	Ugandan & EAC Student Research(Masters)	Undergraduate Student Research (Certificate, Diploma, Bachelor)	SUMMARY FEES FOR FASTER/ EXPEDITED REVIEW Takes: 3 Days -14Days
<b>Initial/Regular review</b>	400 USD (UGX1,500,000)	300USD (UGX1,125,000)	28USD (UGX 100,000)	13USD (UGX 50,000)	<b>Undergraduate (Nursing &amp; Midwifery)</b> : 75,000/=
<b>Expedited Review(Studies with minimal risk)</b>	300 USD (UGX1,125,000)	300USD (UGX1,125,000)	N/A	N/A	
<b>Fast track/ Express Review</b>	600USD (UGX2,250,000)	450 USD (UGX)	42USD (UGX157,500)	N/A	<b>Masters:</b> 157,500/=
<b>Amendments</b>	200 USD (UGX 750,000)	200USD (UGX 750,000)	No Fee	No Fee	<b>PhD:</b> 1,687,500
<b>Annual renewal</b>					

USD = 3750 Ushs

- 1- For **REGULAR REVIEWS** depending on the load, the REC sits once every month or Quarterly and complete application should be submitted 2 weeks before 15<sup>th</sup>.day of each month
2. The REC clears ethics for Health Related Studies, Social behavioral and business related studies that involve interaction with any Human respondent during field data collection
3. Submission is done online using the NRIMS Platform (Refer to the UNCST step by step guide)

## **B-Application Procedure(Detailed)**

1. Visit the NRIIMs website on <https://nrims.uncst.go.ug> with the following at hand which you will attach;
  - 1.1 An electronic copy of research proposal fully signed by the main allocated supervisor by the University (NB- ***Unsigned protocols will be rejected***)
  - 1.2 An introduction letter from your Departmental Dean/ Head or School Dean addressed to the Chairperson BU-REC requesting for research Ethics Review
  - 1.3 A letter to the chairperson by the applicant requesting for waiver of informed consent(applicable to only those researchers going to make use of already archived human samples, reviewing records as per documents or patient records etc)
  - 1.4 Copy of Health Management Plan like the Covid 19 risk management plan or Marburg risk management plan or any other for studies which will involve interviewing human subjects (***if applicable***)
  - 1.5 English & Translated Copies of informed consent form(s) in English (consider literacy level of the human subjects you will involve in the study)
  - 1.6 English and Translated Copies of Assent Form(s) if the study is to be conducted among children 8-17 years
  - 1.7 An english & Translated copy of the Consent/Assent forms for future storage of specimens/samples (***where applicable***)
  - 1.8 Copy of the parent's Consent Form both English and Translated (***where applicable***)
  - 1.9 Copies of screening tools (***if applicable***)
  - 1.10 English and translated Copies of data collection instruments e.g Questionnaires, Interview guides, data extraction forms etc ***where applicable***
  - 1.11 Copies of any other recruitment materials ***where applicable***
  - 1.12 Copies of Drug/Investigators brochure ***where applicable***
  - 1.13 Evidence of payment of REC ethical research review fees( ***Please inquire about the fees applicable to you by visiting office or Email: [burec@bugemauniv.ac.ug](mailto:burec@bugemauniv.ac.ug) )***

**Notes to all Applicants (Undergraduate & Postgraduate):**

- 1- All the above listed documents should be in electronic copy with first version Number e.g VER\_ date (**Version 21.01.025**)
- 2- All the above electronic documents are initially submitted electronically via <https://nrims.uncst.go.ug>
- 2- All comments from the **Ethics Reviewers** will be sent to the **Researcher via** the same **NRIMS platform**. The Researcher should *respond with a track changes, clear copy and response matrix via the same* (**Responses sent via personal emails of the BU-REC administrator or Email- [burec@bugemauniv.ac.ug](mailto:burec@bugemauniv.ac.ug) will be ignored**)
- 3- Only clean hard copies of the final approved documents should be submitted to BU-REC office for stamping and filing (**2 hard copies are required**)
- 4- Field data collection commences using stamped copies by the REC.
5. A copy of the Final Report/Dissertation should be submitted to BU-REC office for Filing and study closeout
6. Ask for NRIMS researcher guide, BU-REC Informed consent form Templates and BU-REC bank details from BU-REC office or email: [burec@bugemauniv.ac.ug](mailto:burec@bugemauniv.ac.ug)

Thank You

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**BU-REC Management**