

Documentations to be submitted to IRB 1

Essential documents	
1	Covering letter
2	Signed and dated Institutional Review Board Proposal Form (Checklist)
3	Summary of research proposal (not more than two pages)
4	Full research proposal (together with supporting documents and annexes)
5	Agreement to comply with ethical guidelines signed by PIs
6	Curriculum Vitae of all investigators (updated, signed and dated) with recent passport size photo
7	Research team (Name, designation, organization, roles and responsibilities)
8	Official letter from Ministry of Health and Sports (Minister's office)/ IR Grant Committee to pass the IRB-1
9	Permission letter signed by concerned Program(s)/ Institutions/ Departments
10	Permission letter from relevant authority of study sites for conducting the proposed research
Documents to be submitted if applicable	
11	Informed consent forms (Adults and or children) (English, Myanmar and Local Language)
12	Assent forms (Informed consent forms for persons between 10 to 18 years) (English, Myanmar and Local Language)
13	For collecting/ keeping and storage of biological sample Consent form (adults and or children) Assent form (persons between 10 to 18 years and for this age group assent form)
14	Information to be provided to participant concerning biological samples (English, Myanmar and Local Language)
15	Forms and questionnaires intended for research participants (English, Myanmar and Local Language)
16	Materials for recruitment of participants (English, Myanmar and Local Language)
17	Material Transfer Agreement and or Data Transfer Agreement
18	Relevant documents and tools/products for the study
19	Previous history of submission to any IRB or ERC and the outcome (All significant previous decision(s) made by other ethical committee(s))
20	Copy of MOU/LOA with highlighting the concerned page and line
21	Principal Investigators' relevant certificates / qualification

Note: Please prepare and send One Hardcopy & Softcopy and check with secretary for the completeness of the documents. Then, **15 copies** are to be submitted to the IRB-1 through the secretary and **1 copy** is to be submitted to IRB-1 Chairman, Dr. Myo Khin, Retired Director General, Department of Medical Research, No (5), Ziwaka Road, Dagon Township, Yangon