



GOVERNMENT OF SIERRA LEONE
Office of the Sierra Leone Ethics and Scientific Review Committee
Ministry of Health
Directorate of Training and Research
Youyi Building, Fifth Floor, East Wing

Sierra Leone Ethics and Scientific Review Committee –APPLICATION GUIDELINES

Please be informed that all individuals and/or institutions (private/NGO/Public) engaged in health or health-related research/assessments requiring the participation of human participants or their data within Sierra Leone, must seek ethical and scientific clearance from the Ethics and Scientific Review Committee prior to the commencement of the study. All protocols should be submitted to this Committee by the Principal Investigator(s) (PI) for both ethical clearance and review of the science of the research.

The PI or designee should submit the under-mentioned items, as appropriate, with a covering letter addressed to the Chair of the Committee, requesting ethical and scientific clearance, at least two calendar months before the anticipated commencement of the proposed study:

1. For new applications, you are required to
 - a. Submit a cover letter to the Chairman (signed by the PI) indicating the study's full title and the reason for your application.
 - b. Submit **two hard copies** of the complete research protocol in two separate envelopes. Each copy should at least address the following:
 - i. Protocol cover page that shows full and short titles of research, where applicable
 - ii. Standard research protocol including, but not limited to, detailed background to the study, scope, statement of the problem, limitations, research questions and/or objectives, methodology/sampling, ethical issues, potential risks and benefits, specific study locations, dissemination plans, funding source, study budget, work plan/timelines, etc.
 - c. Informed consent/assent forms (where applicable) must be attached to each protocol. Please note that the Committee does not accept verbal consent. In circumstances where verbal consent is required, the applicant must make a special request to the chairperson in the protocol or cover letter proffering reasons.
 - d. Brief CV of the PI(s) - not more than four pages each
 - e. All new applications should include interview guides, questionnaires, and checklists, as the case may be
 - f. Any mention of collaboration or partnership with other agencies or bodies must be evidenced in the application through MoUs, letters of collaboration/Agreement, letters of support by the agency, etc.
 - g. An electronic copy (MS Word or PDF) of your application emailed to efoday@mohs.gov.sl
2. **For students only:** A letter (on official letterhead) of support from your supervisor indicating the study title in the letter and stating that the study is required for your degree and that s/he will supervise your work throughout. This letter must also state that the Faculty/School has approved the topic.
3. For amendments, the applicant must submit:
 - a) A cover letter summarising the proposed amendments, if possible, referencing the page numbers in the relevant document
 - b) A track-changed copy of the amended document(s)
 - c) A clean copy of the amended document(s)
 - d) A copy of the recent approval letter for that study
 - e) Pay 25% of the fee for the new study for the first amendment, 50% for the second amendment, and 100% for the third and subsequent amendments.



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4. For each proposed study submitted, the following non-refundable administrative fee must be paid:
- a) One Thousand Five Hundred Leones (Le1,500) for self-funded individual Sierra Leonean researchers based in Sierra Leone
 - b) Seven Hundred and Fifty Leones (Le750) for non-PhD graduate students studying in Sierra Leone; and Le. 1,500 for PhD students studying in Sierra Leone
 - c) One Hundred United States Dollars (\$100) for Sierra Leonean students studying abroad
 - d) One hundred and Fifty United States Dollars (\$150) for unfunded Sierra Leonean academics abroad
 - e) One Hundred United States Dollars (\$100) for international students studying in Sierra Leone
 - f) Two Hundred United States Dollars (\$200) for all international students studying abroad
 - g) Three Hundred and Fifty United States Dollars (\$350) for self-funded international researchers
 - h) Three Thousand Leones (Le3,000) for self-funded studies by national/local NGOs/CBOs
 - i) Five Thousand Leones (Le5,000) for externally-funded studies conducted by national/local NGOs/CBOs
 - j) Eight Thousand Leones (Le8,000) for International NGOs based in Sierra Leone, UN Agencies, and international universities conducting non-clinical research
 - k) Four Thousand Leones (Le. 4,000) for self-funded non-Sierra Leoneans based in Sierra Leone
 - l) One Thousand Five Hundred United States Dollars (\$1,500) for multinational institutions, donor agencies, institutions not ordinarily based in Sierra Leone, and clinical trials
 - m) One Thousand Five Hundred Leones (Le. 1,500) for exclusively government-funded studies. This must be submitted with a cover letter from the Permanent Secretary of that Ministry or the Chief Medical Officer in the case of the Ministry of Health
 - n) Two Thousand Leone (Le. 2,000) for any fellowship/residency programme
 - o) For any amendment made to a previously approved application, twenty-five percent of the current fee would be charged for the first request, fifty percent for the second and hundred percent for subsequent ones.
 - p) Twenty-five percent of the fee for a new application will be charged for an extension application
 - q) Extra Fifty USD (\$50) will be charged for those who make an exclusively electronic application, via email.

Please note that all fees charged in dollars can also be paid in Leones.



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Sierra Leone Ethics and Scientific Review Committee Checklist

Name of Applicant: _____ **Date of application** _____

Category: Local or Int'l Student/NGO/Institution not based in Sierra Leone _____

If student, state Faculty _____ **Start date of data collection** _____

ESSENTIAL ELEMENTS IN THE APPLICATION FOR APPROVAL (Note: This is just a guide, not suggested sub-topics)		YES	NO
1.	Statement that the study involves research		
2.	Explanation of the purpose of the research		
3.	Design and procedures used are described and are sound		
4.	Expected duration of participation in study is given, including detailed activity timelines/workplan		
5.	Selection of subjects described and selection is equitable for all persons targeted		
6.	Method of obtaining informed consent/assent is described and does not involve elements of coercion		
7.	Description of risk(s) involved and how they will be managed. Are risks/discomforts reasonable in relation to anticipated benefits?		
8.	Statement that the subject's participation is voluntary and refusal to participate will not involve a penalty or loss of benefits that the subject is otherwise entitled to		
9.	Anticipated circumstances under which the subject's participation may be terminated by the investigator without regard to the subject's consent		
10.	If research involves more than minimal risk, is there an explanation as to whether any compensation and/or psychological or medical treatment appropriate to the injury will be made available if injury occurs?		
11.	Statement about how the data will be monitored to ensure privacy and confidentiality of data		
12.	Statement that the subject has the right to contact the ethics and scientific review committee, if the subject sustains a research-related injury, or has issues with the study. The Committee's contact details must be indicated		
13.	Cover Letter explaining purpose of your application (Not more than 2 pages)		