Communicating the decision

- Decision will be communicated to researchers by the IRB the Member Secretary in writing.
- Suggestions for modifications, if any, should be sent by IRB Secretary.
- Reasons for not approval should be informed to the researchers.
- The schedule / plan of ongoing review by the IRB should be communicated to the Principal Investigator/PI.

Follow up procedures

- Reports should be submitted to the IRB at prescribed intervals for review.
- Final report should be submitted to the IRB at the end of a study.
- Protocol deviation, if any, should be communicated in writing to the IRB with adequate justifications.
- Any amendment to the protocol should be resubmitted for renewed approval.
- Any new information related to the study should be communicated.
- Premature termination of a study should be notified with reasons along with summary of the data obtained so far.
- Change of investigators / sites should be communicated to the IRB.

Future Plan of IRB

- Accepting and reviewing research protocols
- Identifying potential trained reviewers
- Identifying potential trainees
- Conduct a needs assessment survey on IRB services
- In collaboration with NRERC organize ESSSWA focused Training of Trainers (ToT) for IRB and other ESSSWA members
- Cascade the training to ESSSWA members
- Promoting the IRB using brochures/booklet/pamphlet, website, social media etc.
- Prepare concept notes and if need be design a mini project for the purpose of mobilizing resources to cover the costs of research ethics trainings

Contact Address

ESSSWA P.O.BOX 31130 Addis Ababa, Ethiopia
Tel: +251 111 223 450 Fax: +251 111 228 214
Email: garedewyilma@yahoo.com
Website: www.essswa.org

Establishment and Purpose of ESSSWA IRB

Ethiopian Society of Sociologists, Social Workers and Anthropologists Institutional Review Board (ESSSWA IRB), hereinafter referred to as IRB, is an independent Board established by ESSSWA Board in its meeting held on 13 January 2018 to review and approve research protocols involving human study participants. The primary purpose of the ESSSWA’s IRB is to protect the rights and welfare of human study participants by assessing potential risks and harm. Researchers who are planning to do research in the areas of social sciences and humanities can submit an application to ESSSWA’s IRB and receive approval and ethical clearance before they can start recruiting participants and collecting any data and thereby ensure the ethical soundness of their research undertakings.
ESSSWA’s IRB Review Check List

- The applicant should submit hard copies (3 copies) of the full research protocol and an electronic version.
- ESSWA’s IRB Application Form
- A signed cover letter from the Principal Investigator (PI) or co-PI/Advisors and the institutional details where the investigator is based (which should include a physical address, fax number, telephone number, mobile number and email address) also must be submitted.
- Informed consent forms (English, Amharic & other applicable language in the research)
- Participant information sheet (English, Amharic & other applicable language in the research)
- Up-to-date signed and dated CVs of the PI and/or co-PI should be submitted. (Maximum 3 pages each)
- Support letter from collaborating institutes
- The Secretariat receives applications submitted using the application form from IRBs for ethics review and final decision as stated under ESSSWA’s IRB mandates.
- Upon receipt of complete applications, preliminary screening is done by the Secretariat.
- Agreement to comply with the relevant national and applicable international guidelines.
- A statement describing any compensation to be given to research participants.
- Plans for publication of results – positive or negative-while maintaining the privacy and confidentiality of the study participants.
- Any other information relevant to the study.