



GOVERNMENT OF SIERRA LEONE
Office of the Sierra Leone Ethics and Scientific Review Committee
Ministry of Health and Sanitation
Directorate of Policy, Planning & Information (DPPI)
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 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 proposals 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 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. Five hard copies of the full research proposal (and all supporting documents) detailing the ethical issues in the study and how you intend to address them (only 3 copies if for extension), each in a separate envelop.
2. An electronic copy (of your application) emailed to the address in the footer
3. Informed Consent form(s) attached to each proposal. The Committee does not accept verbal consent, except where it is supported by an independent witness.
4. Completed Checklist (which is attached) or can be obtained from the Secretariat, Sierra Leone Ethics and Scientific Review Committee (SLESRC)
5. Brief CV of the PI and Associates (clearly stating their roles)—not more than 4 pages each.
6. Study proposals submitted for award of a degree must be accompanied by a letter of confirmation from the supervisor and approval by the Institution's Review Board
7. Requests for amendment or extension of study should include a copy of the previous approval letter.
8. For each proposed study submitted, the following non-refundable administrative fee must be paid:
 - ❖ Three Hundred Thousand Leones (Le300,000) for self-funded individual Sierra Leonean researchers based in Sierra Leone
 - ❖ Two Hundred Thousand Leones (Le200,000) for graduate students studying in Sierra Leone
 - ❖ One Hundred United States Dollars (\$100) for Sierra Leonean students studying abroad
 - ❖ One hundred and Fifty United States Dollars (\$150) for Sierra Leonean academics abroad
 - ❖ Two Hundred United States Dollars (\$200) for all foreign students studying abroad,
 - ❖ Four Hundred United States Dollars (\$400) for self-funded international researchers
 - ❖ Two Million Leones (Le2,000,000) for national/local NGOs/CBOs
 - ❖ Four Million Leones (Le4,000,000) for International NGOs based in Sierra Leone, international universities conducting non-clinical research
 - ❖ One Thousand Five Hundred United States Dollars (\$1,500) for multinational institutions, donor agencies and institutions not ordinarily based in Sierra Leone
 - ❖ Five Hundred Thousand Leones 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 Ministry of Health and Sanitation
 - ❖ 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. Sierra Leonean students are exempt from this charge.
 - ❖ Twenty five per cent of the original fee will be charged for an application for extension
 - ❖ Extra Fifty USD (\$50) will be charged for those who make an exclusively electronic application



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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		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 a page)		