**Institutional Review Board (IRB)**

**Introduction**

The Institutional Review Board (IRB) at BRAC James P Grant School of Public Health (BRAC JPGSPH) is the central body responsible for the technical and ethical oversight of the School. It is responsible for developing and setting technical and ethical standards and ensuring their applications and adherence in all independent and collaborative projects and study proposals submitted by BRAC JPGSPH, any BRAC University department or institute, particularly BRAC programs related to research.

**Instructions for new application**

IRB applications can be submitted at any time. The application must include the following:

1. Completed [IRB application form](https://bracjpgsph.org/assets/docs/IRB%20Application%20form.doc)
2. Mandatory documents as listed in the Appendix section of the IRB application form.

**Instructions for an amendment application**

If an approved application requires any modification, an application for approval of amendment must be made to the IRB. To apply for approval of any amendment, the following documents need to be submitted.

1. Completed [IRB amendment form](https://docs.google.com/document/d/15z-JDSX6ZnzHWqyMY-86AJjw74MUOn2f/edit?usp=share_link&ouid=100061849758031783801&rtpof=true&sd=true)
2. New supporting documents for the amendments.
3. A revised version of the IRB application form
4. Modified documents in track changes

**Instructions for approval renewal**

As IRB approval is given for a year from the issuance of the approval letter. Therefore, the PI must apply for the renewal of the approval before it expires if the project duration is more than one year. The PI is responsible for ensuring that renewal approval is granted before the end of the current approval period. The renewal application must be sent by completing only the [IRB renewal form.](https://docs.google.com/document/d/1YFdYbdQ2_XR63hmounS-eXHaANMaHnTh/edit?usp=share_link&ouid=100061849758031783801&rtpof=true&sd=true)

**Instructions for informing human subjects of incident report**

Any adverse event during the approval period must be notified to the IRB immediately using the [Human\_Subjects\_Incident\_Report\_Form](https://docs.google.com/document/d/1OUvRFsi4Xr0kO9llLVx_kYj7HJseJ1zJ/edit?usp=share_link&ouid=100061849758031783801&rtpof=true&sd=true).

**IRB Fees**

The IRB charges BDT 30,000 per protocol. However, this fee is entirely waived for students obtaining a master's degree from BRAC University. For masters or doctoral students outside BRAC University where one of the supervisors is affiliated with BRAC University, the fee will be BDT 15,000.

If any amendment is made to an existing approved IRB application, the fee is 5000 BDT, subject to the nature of the modifications requested.

**Advisor**

Dr Malabika Sarker, Professor of the Practice of Behavioral and Social Sciences, Brown School of Public Health, USA and Adjunct Professor, BRAC James P Grant School of Public Health, BRAC University

**Management**

* **CHAIR:** Professor Zahidul Quayyum, Co-Director, Centre of Excellence for Urban Equity and Health (CUEH), BRAC James P Grant School of Public Health, BRAC University
* **Co-CHAIR:** Dr Mritika Barua, Assistant Professor & Deputy Director, Centre of Excellence for Science of Implementation and Scale-up (SISU), BRAC James P Grant School of Public Health, BRAC University

**IRB FOCALS:**

* Tanzima Pervin, Senior Research Assistant, BRAC James P Grant School of Public Health, BRAC University, as IRB Administrator
* Shaba Binte Hafiz Neha, BRAC James P Grant School of Public Health, BRAC University, as IRB Assistant

**IRB Contact Information**

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