



ZIBU Health Institute

SOP for IRB/ERC Submission & Review

DOCUMENT#: ZHI-SOP-01

ISSUE # 01

ISSUE DATE: 01-06-2025

SOP FOR IRB/ERC SUBMISSION & REVIEW

Purpose

To standardize ethical review procedures.

Scope

Applicable to all research proposals submitted for ethical approval.

Procedure

Step 1: Submission

The investigator submits:

- Research proposal
- Consent forms
- Data collection tools
- Ethical application form

Step 2: Administrative Screening

The IRB office checks:

- Completeness of documents
- Eligibility requirements
- Required signatures

Step 3: Reviewer Assignment

The Chairperson assigns reviewers.

Step 4: Ethical Review

Reviewers assess:

- Scientific validity
- Risk-benefit ratio
- Participant protection
- Confidentiality measures



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Step 5: Decision

Possible decisions:

- Approved
- Approved with modifications
- Deferred
- Rejected

Step 6: Documentation

All records shall be archived securely.

Responsibility

IRB Coordinator and IRB Chairperson.