

## **The UHWI/UWI/FMS Ethics Committee Requirements for Submission of Proposals by Visiting Researchers**

In order to facilitate researchers from other universities who wish to conduct research in collaboration with the University of the West Indies, the UHWI/UWI/FMS Ethics Committee requires the following:

1. Proposals from visiting researchers such as students from other Universities wishing to conduct research work at the University should submit their proposals **at least 8-12 weeks prior to the expected date of data collection.** This is to ensure that appropriate review and correction of protocols can be conducted. On average, research proposals require two iterations through the committee.
2. If the proposal involves the collection of data from facilities outside of the University, ethical clearance from the Ministry of Health should be obtained and submitted with the proposal.
3. Ethical approval from the collaborating University should be obtained and submitted with the proposal. Please note that such documents should bear the institutions logo and be signed by the chair of the Institutional Review Board. E-mailed or unsigned approvals will not be accepted as authentic documents.