

**Infectious Diseases Institute**  
**PROCEDURE FOR STUDENTS WISHING TO CONDUCT RESEARCH AT IDI**  
**August 2008**

---

- 1) Submit a 1-page abstract of your project to the research office no less than 3 months prior to the projected commencement date. The abstract should include the following information: specific aims of the project, brief background, research methods to be used, and the justification for the project. A budget should also be included. Please attach a letter of support from your faculty supervisor that indicates that the project has already been approved by your department. Please include your phone number and email address on the abstract.
- 2) If you have a faculty mentor at IDI, you can undergo expedited review through the Head of Research at IDI who will determine if the project is feasible and there is enough space for the project to move forward.
- 3) If you do not have a faculty supervisor at IDI\*, you will submit your concept sheet to the Scientific Review Committee in a competitive process where student projects are reviewed. Applications will be due by either February 1<sup>st</sup> or October 1<sup>st</sup>. Decisions will be made in the SRC meeting of that calendar month. If your proposal is selected to move forward in the approval process, you will be contacted by email and given a full proposal form to be completed.
- 4) If your project is approved either by the SRC committee or the Head of Research, you will be asked to make a brief presentation in person at the next SRC meeting to answer any questions that the committee has. Committee suggestions will be sent in the form of a letter following the meeting. You will have to respond to all of these queries in writing with an amended proposal.
- 5) Next, you will have to pursue IRB approval at your home institution as well as Makerere University unless you are enrolled at MU (in which case you will defend your protocol in front of the MU Faculty of Medicine). If you do not already have one, you will also be assigned a supervisor within IDI who will help with developing a project design that is suitable in the IDI context.
- 6) As part of the application process you will be asked to meet with the Heads of Operations and Finance to develop a funding plan for the study.
- 7) Once the project is approved, the Research Department will request a meeting between you, your IDI internal supervisor, your Makerere/Institutional advisor, clinic representative, and any other relevant parties to finalize an implementation plan for your project. At that time you will also sign a “Student Research Agreement” which will clarify the legalities of your relationship with IDI. The IDI SRC expects that you will forward your proposal approval to the UNCST for registration.

## STUDENT PROPOSALS FOR RESEARCH AT IDI

Name \_\_\_\_\_ Date \_\_\_\_\_

Mobile Phone Number \_\_\_\_\_ Email \_\_\_\_\_

Primary Institutional Affiliation \_\_\_\_\_

Secondary Institutional Affiliation \_\_\_\_\_

Degree Program (MMed, Masters, PhD, Undergraduate) \_\_\_\_\_

Department \_\_\_\_\_

Please submit an abstract which includes specific aims, brief background, research methods to be used, and the justification for the project (additional pages can be attached)

Attach a budget and letter of support from your faculty supervisor. IDI staff supervisors should also write a letter of support.