



**Institutional Review Board of
Jatiya Kabi Kazi Nazrul Islam University**
Trishal, Mymensingh-2224

Date: 19/03/2025

Notice for Ethical Clearance Application

We are pleased to inform you that an Institutional Review Board (IRB) of Jatiya Kabi Kazi Nazrul Islam University has been formed, as per the approval of the 44th Academic Council and 85th Syndicate meetings, to ensure the ethical treatment of individuals participating in research, in alignment with national laws and regulations, and protect their rights and welfare. Moreover, the IRB is committed to upholding the international standard procedures for wider recognition. In accordance with the following guidelines, researchers both internal and external to the university seeking ethical clearance can submit their research proposals at any time to the board.

Instructions:

- i. The researchers must submit their research proposals through the prescribed Ethical Clearance Application Form to Director, Research and Extension Center, JKKNUI, serving as member secretary of IRB.
- ii. For the internal applicants (Jatiya Kabi Kazi Nazrul Islam University-affiliated teachers, students, staff, and retired teachers), there are no fees for IRB review. However, for external applicants, there is a fee of USD 300(excluding VAT and tax).
- iii. IRB will arrange a meeting at least once every three months, additional meetings may arrange as needed based on the availability of proposals.
- iv. Adhere to the clause 2.5 of IRB rules- 'Researchers' responsibility to follow while the IRB review is ongoing'.
- v. Checklist for research proposals submitted to the IRB,JKKNUI
Researchers must ensure that the following documents are included when submitting their research proposals to the IRB:
 - a) Completed and signed prescribed application form for review. The IRB application form can be downloaded from the Jatiya Kabi Kazi Nazrul Islam University website.
 - b) Research plan/proposal.
 - c) Samples of informed consent/assent forms (if applicable).
 - d) Outline of information to be provided prior to subjects' agreement to participate.
 - e) Instruments, surveys, questionnaires.
 - f) Brief description of methodology.

Sincerely yours

(Dr. Md. Habibur Rahman)
Director, Research and Extension Center &
Member Secretary
Institutional Review Board of
Jatiya Kabi Kazi Nazrul Islam University