



**CENTRE HOSPITALIER UNIVERSITAIRE  
UNIVERSITY TEACHING HOSPITAL**

**CENTRE HOSPITALIER UNIVERSITAIRE  
DE BUTARE (CHUB)  
Clinical Education and Research Division (CERD)  
Directorate of Research**

**PROCESS OF RESEARCH ACTIVITIES WITHIN UNIVERSITY  
TEACHING HOSPITAL OF BUTARE (CHUB)**

**1. Goal**

To inform researchers who are intending to carry out research activities in University Teaching Hospital of Butare (CHUB), the rules and regulations governing the research clearance process. These rules and regulations refer to any research activities taking place in University Teaching Hospital of Butare (CHUB).

**2. Proposal Generation**

The first step in doing research in University Teaching Hospital of Butare (CHUB) is to generate a research proposal for review. Investigators will develop a research proposal of no more than 15 pages that contains the following:

- Introduction with literature review and rationale behind research;
- Clear description of research question to be addressed;
- Specific objectives of research regarding the research question;
- Detailed protocol including risk assessment, informed consent procedures and methodology;
- A clear link between the protocol and the ability to answer the research question addressed;
- Information about the source of funding;
- Evidence of ethical review at home institution (for foreign researchers);
- Benefits for University Teaching Hospital of Butare (CHUB) or communities;

- List of researchers and curriculum vitae of each researcher who will be involved in the research process, with declarations of conflicts of interest;
- Clear dissemination strategy
- All researchers intending to enter in Rwanda in order to conduct research within CHUB are required to apply for a research visa from the Director General of Immigration and Emigration.
- All research proposals must comply with all regulations regarding research in the health sector in Rwanda.

### 3. Fees for Research Clearance Certificate

All researchers who apply for research clearance within University Teaching Hospital of Butare (CHUB) are requested to pay non-refundable fees upon of their research clearance certificates and research identity cards. The fees are categorized as follow:

- ✓ Undergraduate students and CHUB Staff..... free of charge
- ✓ Local and EAC researchers(Academic) master's self-sponsored.....25,000frw
- ✓ Local and EAC researchers(academic) PhD/Post Doctorate.....150,000frw
- ✓ Local and EAC researcher sponsored .....250,000frw
- ✓ Local and EAC Institution/Organization.....300,000frw
- ✓ Research from outside EAC.....400,000frw
- ✓ Extension..... Half of the rate concerned

Note: Research Clearance Certificate fee is part of the application process. It includes administrative and non-refundable 20,000 Rwf; in case the research proposal is not certified, the difference is refunded.

### 4. Approval Process

Application shall be received a minimum of one month for students undergraduates, 2 months for Masters/PhD and three months for other researchers (including post Doc) prior to the proposed start date of research activities.


- ❖ Once a research proposal is received in the Research office, a notification e-mail and reference number will be sent. This reference number should be used in all future correspondence research office.
- ❖ The application will be reviewed by the hospital research & ethics committee.


- ❖ If the research application is approved, the Principal investigator will receive the Research Clearance Certificate and members of the research ethics committee will receive a scanned copy of the certificate. Research clearance is valid for one-year renewable when need arises.
- ❖ A project may be approved subject to specific issues being addressed and/or modified satisfactorily. In this case, the research team will be asked to provide additional information addressing the specific concerns. If the concerns of the hospital research review committee and or Ethics committee are met satisfactorily, a research clearance certificate will be issued.
- ❖ If the research project is denied, notification and an explanation of why the request was denied will be sent /given. Researchers are allowed to re-submit proposals according to recommendations.
- ❖ The research activities begin after issuance of data collection approval from the office of the Director General.

## 5. Application Documents

To request data collection within the hospital the Principal investigator will submit the following documents:

- ❖ The request letter addressed to the Director General of CHUB
- ❖ Recommendation letter from recognized institutions (if applicable)
- ❖ Ethical clearance for any other recognized IRB (if applicable)
- ❖ Full research proposal (hard copy at the central secretariat of CHUB and soft copy addressed to [elias@chub.rw](mailto:elias@chub.rw) or [rwamugemae@gmail.com](mailto:rwamugemae@gmail.com)).
- ❖ If applicable, payment proof of research clearance certificate fee at account number: **1000001364 located at Rwanda National Bank**

  
**Dr Ndoli Minega Jules**  
 Ag. Head of Clinical Education &  
 Research Division

  
**Dr Sendegeya Augustin**  
 Directeur General

