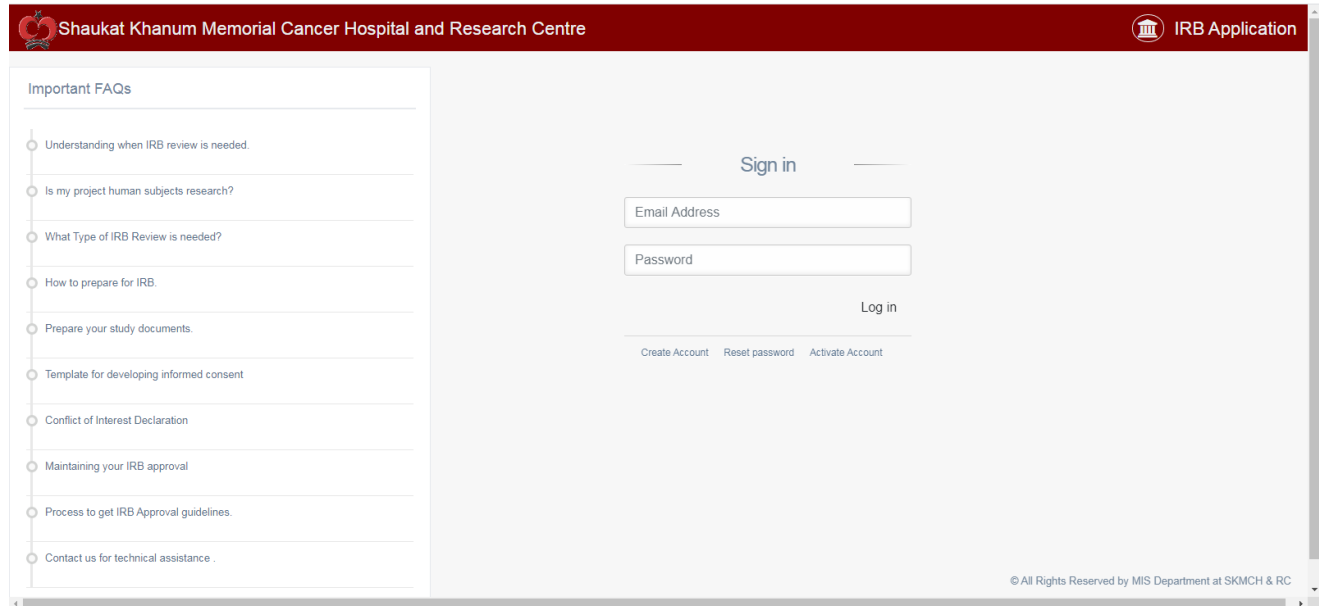


Step-Wise Guide to Online IRB Application Portal

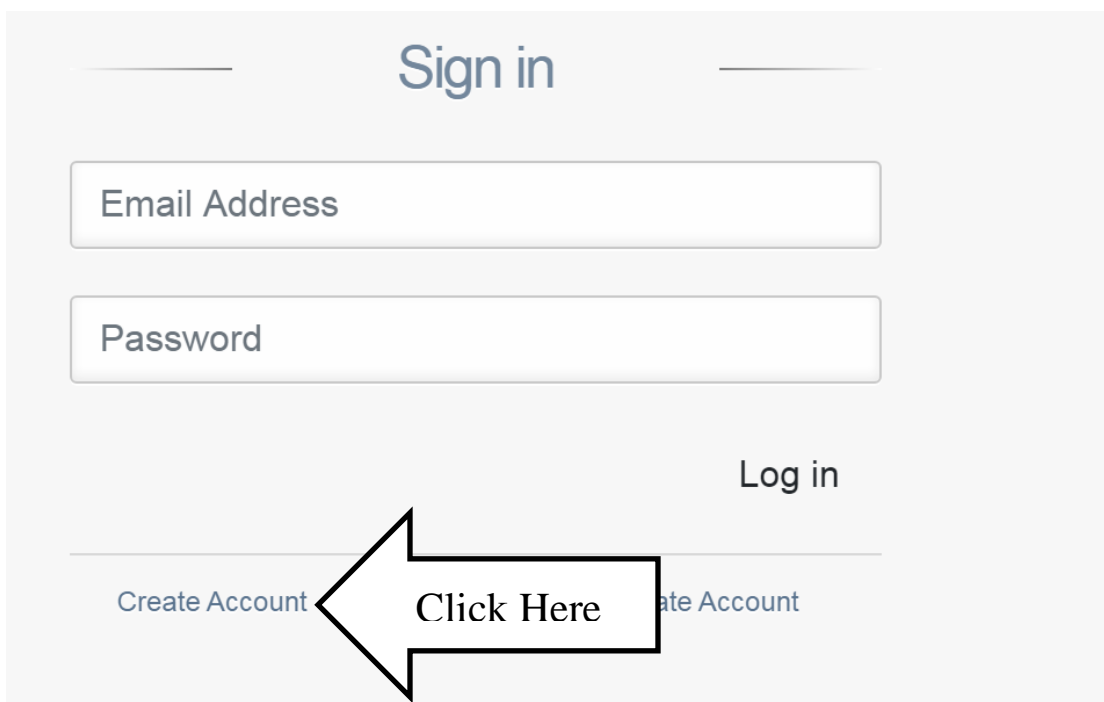
1- Click on the following link to open online IRB Application Portal. You can also copy and paste this link in the search bar of your browser.

<https://apps.shaukatkhanum.org.pk/online/irb/index.php>

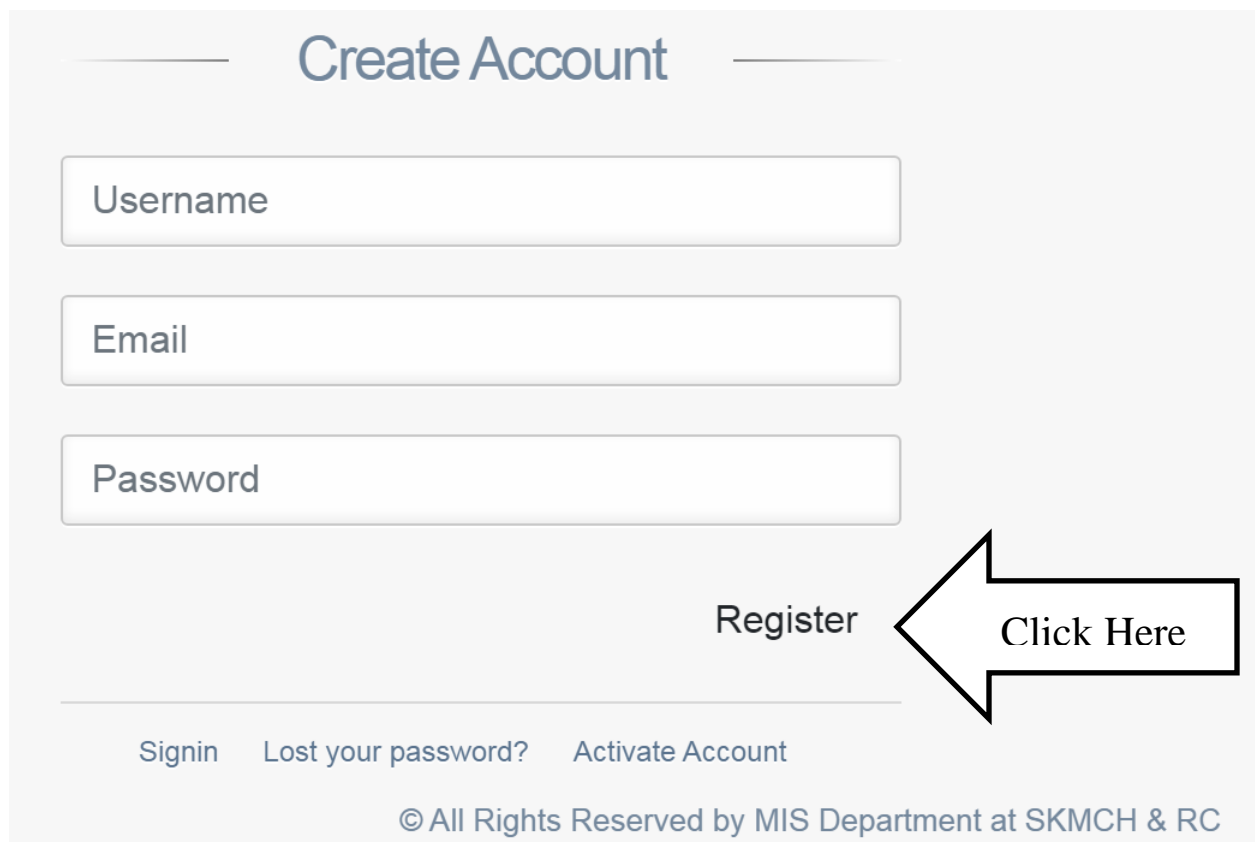
Following web page will appear on your screen:



2- If you are submitting an application for the first time, you will have to create an account.

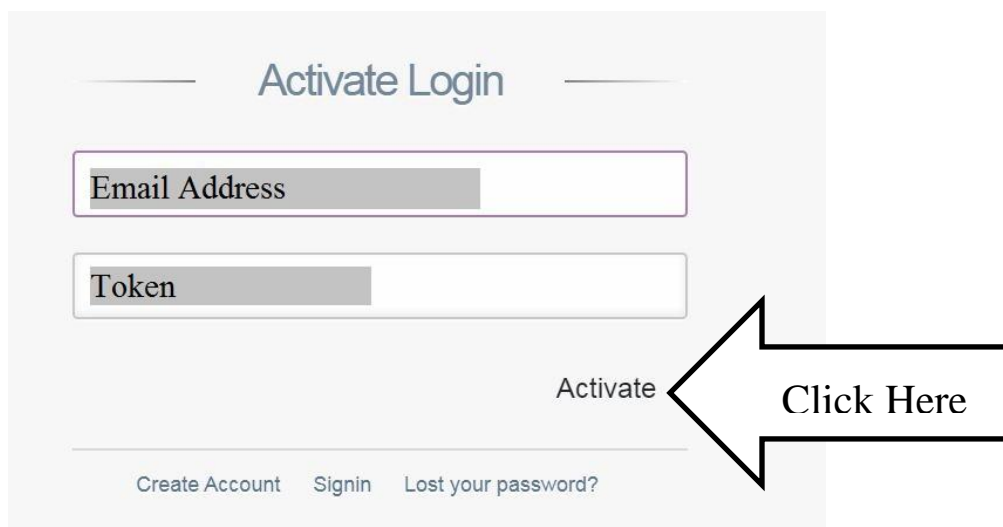


3- Clicking on “Create Account” will open a new web page as follows. After filling in the required information, click on “Register”.



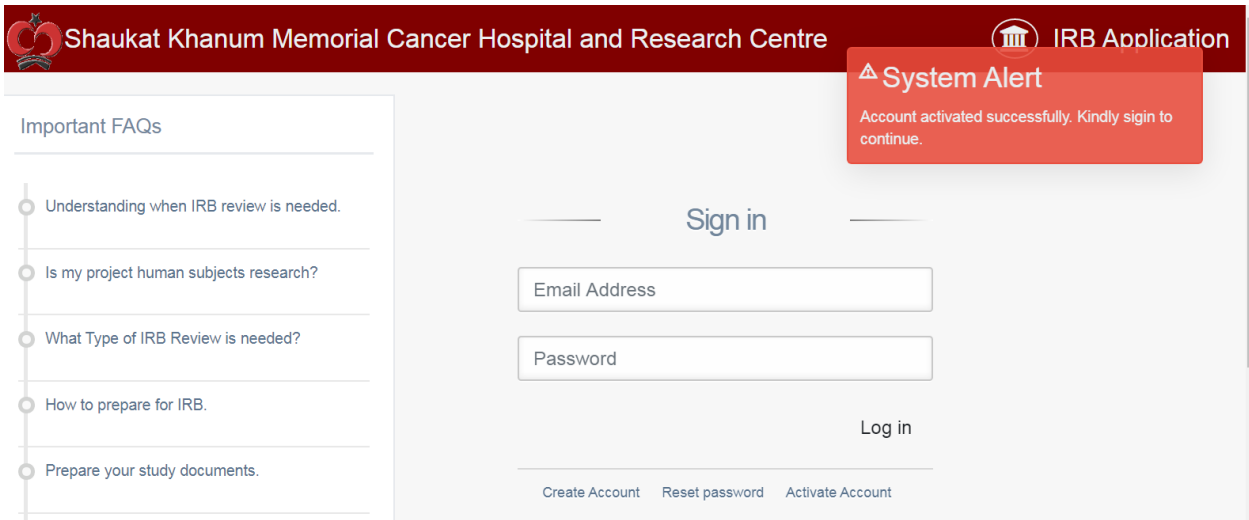
The screenshot shows a registration form titled "Create Account". It features three input fields: "Username", "Email", and "Password". Below these fields is a "Register" button. A large black arrow points from the right towards the "Register" button, with the text "Click Here" inside the arrow's tail. At the bottom of the form, there are links for "Signin", "Lost your password?", and "Activate Account". A copyright notice at the bottom reads "© All Rights Reserved by MIS Department at SKMCH & RC".

4- Clicking on register will send an activation link and verification code on the email address provided by you. Clicking the activating link will open a new web page.

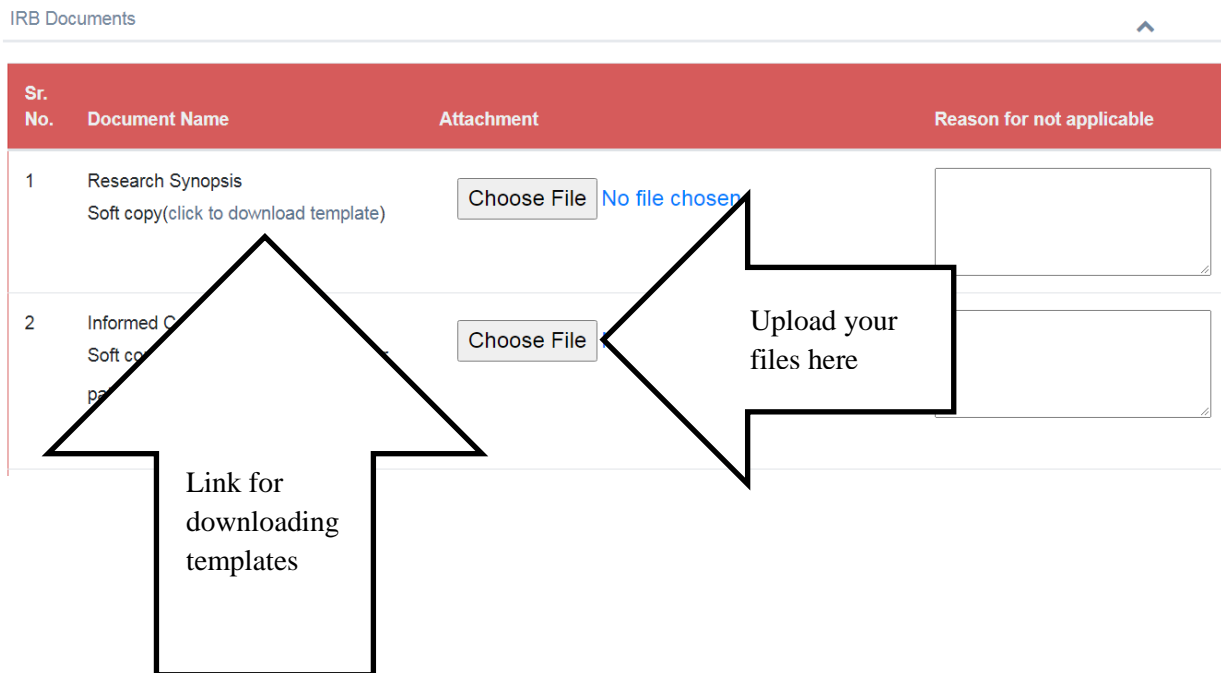


The screenshot shows an activation form titled "Activate Login". It has two input fields: "Email Address" and "Token". Below these fields is an "Activate" button. A large black arrow points from the right towards the "Activate" button, with the text "Click Here" inside the arrow's tail. At the bottom of the form, there are links for "Create Account", "Signin", and "Lost your password?".

5- Clicking on “Activate” will complete the registration process and an alert for successful activation will be generated. A confirmation email will also be sent to your email address. Now you can log in to online IRB application portal by providing your credentials.



6- Logging in to online IRB application portal will open a new web page and all the required information will be filled in by the applicants. For every document that needs to be uploaded, you will find a link to download template. You can use this link and modify the document or you can continue with the document that you have already developed. Applicants will have to upload this document using the “Choose File” tab.



7- The online IRB application allows applicants to save their submissions as a Draft as well as make a Final Submission.

Undertaking ^

By submitting this form, the PI attests to the following:

Research team engaged in human subject research is responsible for compliance with SKMCH&RC research guidelines and other applicable laws and regulations including that of National Bioethics Committee (NBC) Pakistan and Drug Regulatory authority of Pakistan, DRAP (www.nbcPakistan.org.pk). The Principal Investigator (and supervisor in case the Principal Investigator is a trainee) is responsible for assuring all study team members review and adhere to these guidelines for conduct of human subjects research.

Compliance requirements include approval from National Bioethics Committee (NBC), Pakistan, and regulatory body (Drug regulatory Authority, Pakistan (DRAP) or other relevant bodies, as applicable. Principal Investigator is responsible for keeping study records (including copies of IRB approved proposal, information sheets and consent forms, signed consent forms, safety information, IRB correspondence and all other important documents). These study records will be reviewed at the time of continuing review or audits, and will be retained in clinical research office.

Study proposal is solely the work of the author(s) stated, has not been previously conducted or published elsewhere. No plagiarism, duplicate publication, and text recycling has been carried out to the best of my knowledge.

Save as Draft Final Submission [Submit](#)

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8- After final submission a confirmation email will be sent to the registered email address.