Busara Institutional Scientific and Ethical Review Committee (Busara ISERC)

Submission Portal Guide for Applicants

1. Overview

All protocols must be submitted through the Busara ISERC's web-based submission portal (https://busara.rhinno.net/login).

IMPORTANT! Once an application has been submitted, no research activities may begin until the researcher has received a formal approval letter from Busara ISERC and obtained a research permit from NACOSTI

This guide covers three types of submissions:

1. **New Applications** - for projects not yet reviewed by the Busara ISERC
2. **Annual Progress Reports** - required every year for approved protocols
3. **Amendments** - for changes to already-approved projects

2. Preparing the Submission Package

Before submitting your application, ensure that your application package is complete. Follow the steps below to help you prepare your application.

Step 1: Complete Ethics Training

You must complete ethics training from a recognised programme such as CITI or TTREE. Keep your certificate of completion, as you will need to upload it with your application.

Step 2: Gather Required Documents

You will need the following documents before you start your submission:

1. Ethics Training Certificate
2. Completed Research Protocol (use the official Busara ISERC template)
3. Supporting Materials (please refer to the official Busara ISERC checklist)

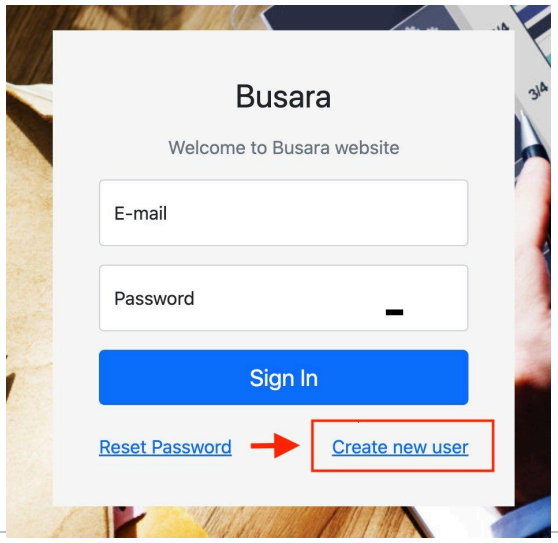
Step 3: Submit Your Application

Log in to the submission portal (https://busara.rhinno.net/login). New users will need to create an account before they can log in.

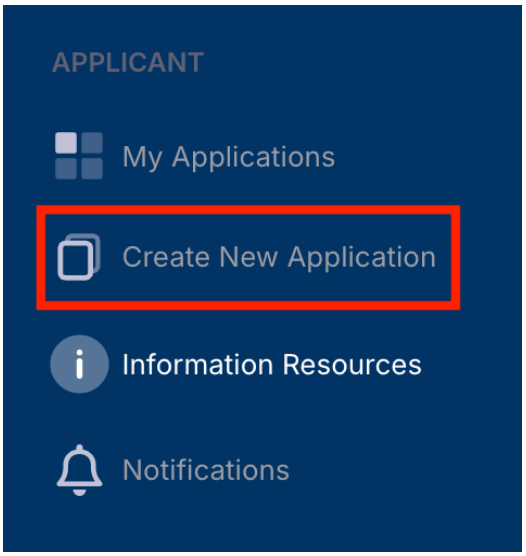
3. Navigating the Submission portal

3.1. New Applications

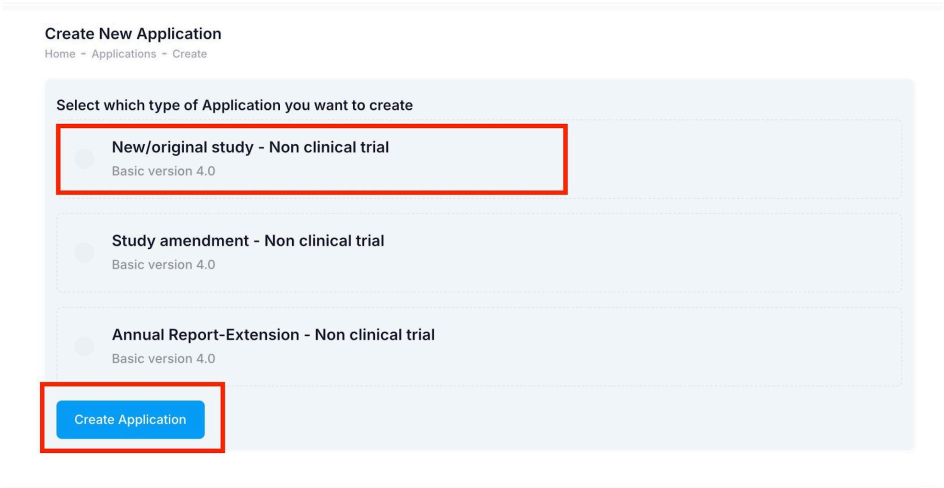
1) Open the submission portal (https://busara.rhinno.net/login) and sign in with your email and password. If you are a new user, click "**Create new user**" to register an account first.



2) Click on the "**Create new Application**" button in the left panel.

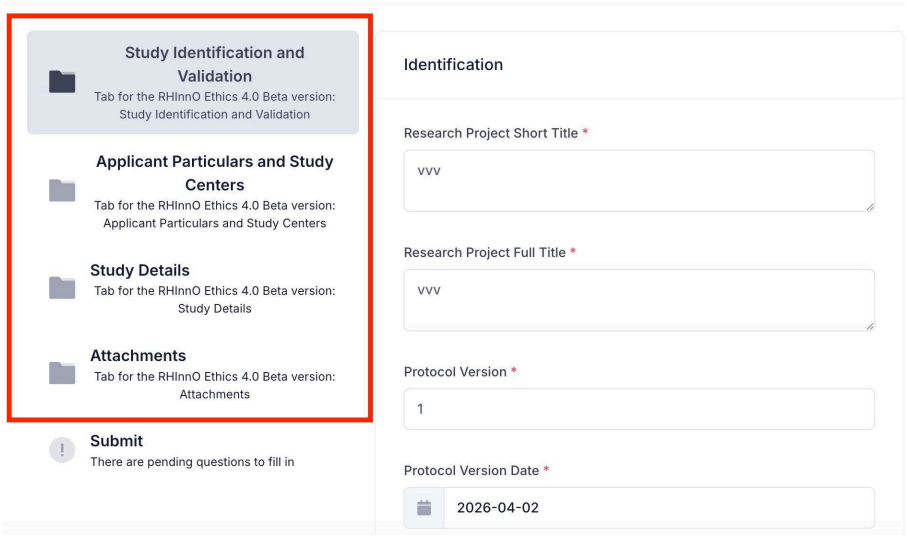


3) Select "**New/original study - Non clinical trial**", then click "**Create Application**".



4) Complete the questionnaire, upload all necessary documents, and submit

Complete all tabs on the left (Study Identification and Validation, Applicant Particulars, Study Details, and Attachments). Upload all required documents and submit. All fields marked with a red asterisk (*) are mandatory.

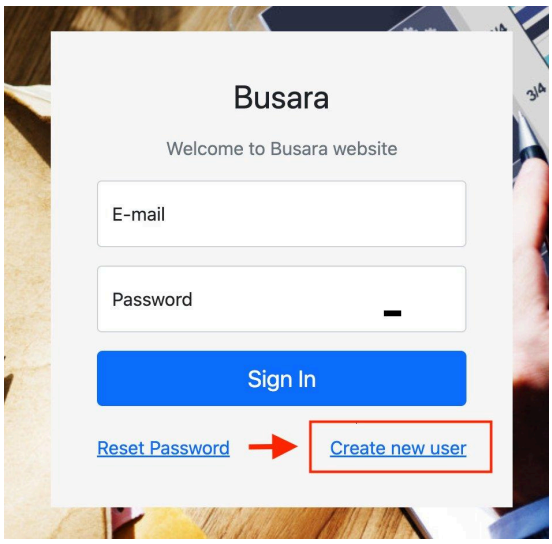


3.2. Annual Progress Reports

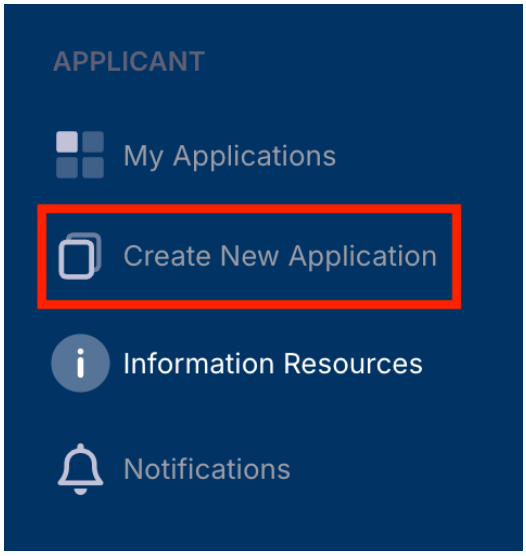
All Busara ISERC-approved protocols must submit an annual progress report at least 60 days before the expiry date of the current approval. Before submitting, use the official annual report checklist to ensure all required documents are ready.

Please note: *Projects that miss this 60-day window will be automatically closed by the system. To continue the research, you will need to submit a new application from scratch. If you think you may have difficulty meeting the deadline, please reach out to the Busara ISERC secretariat as early as possible.*

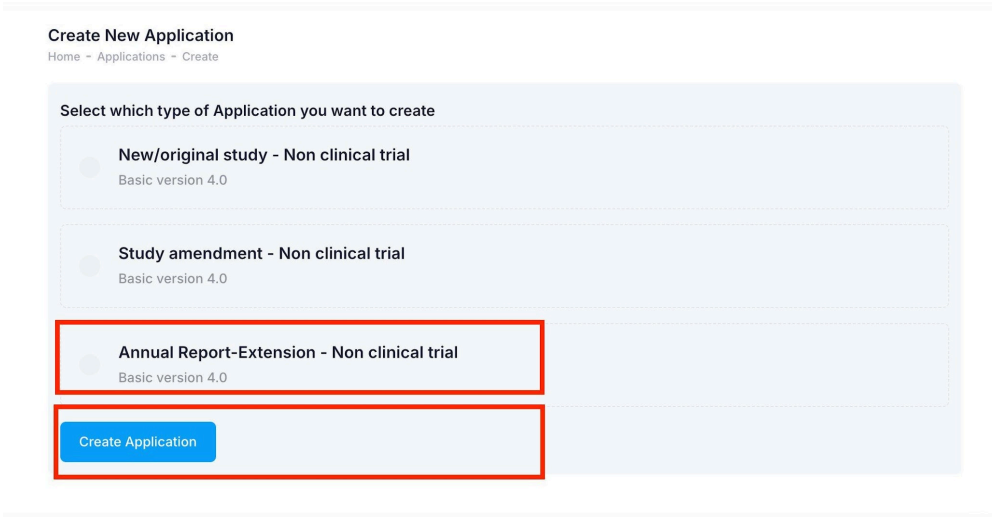
1) Open the submission portal (https://busara.rhinno.net/login) and sign in with your email and password.



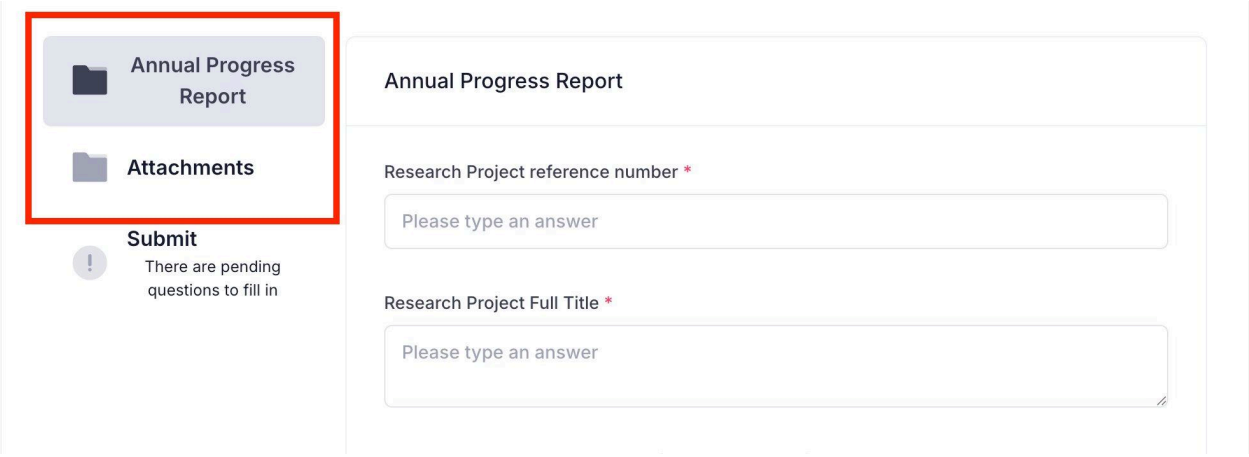
2) Click on the **"Create new Application"** button in the left panel.



3) Select **"Annual Report-Extension - Non clinical trial"**, then click **"Create Application".**



4) Fill in the required details, upload all necessary documents, and submit



3.3. Amendments

If anything changes in your approved study, such as the research protocol, data collection tools, or study team, *you must submit an amendment request to Busara ISERC before implementing those changes.* Use the official amendment checklist to confirm you have all the required documents before starting your submission.

Principal Investigator (PI) changes must always go through this process, and the current PI must sign the amendment application before it can be approved.

> Note 1: *If a PI or co-PI is planning to change institutional affiliation, the amendment should be submitted before the affiliation change date, to keep records current and avoid communication disruptions.*
>
> Note 2: *Amendments and annual continuing review requests must be submitted separately. They cannot be combined.*

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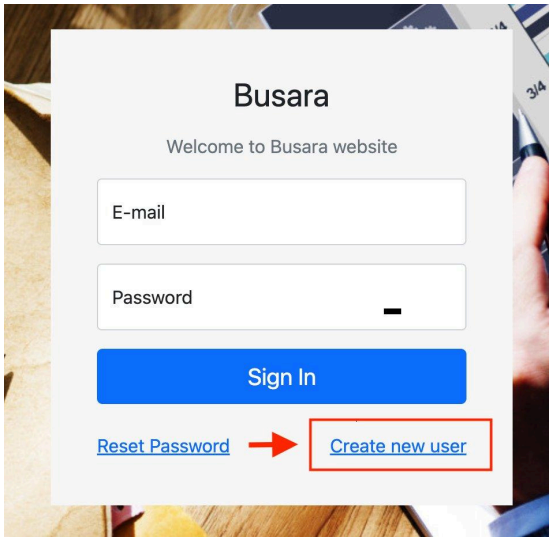
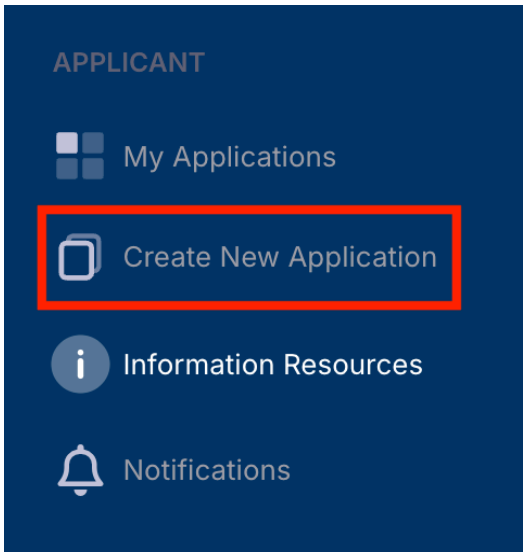
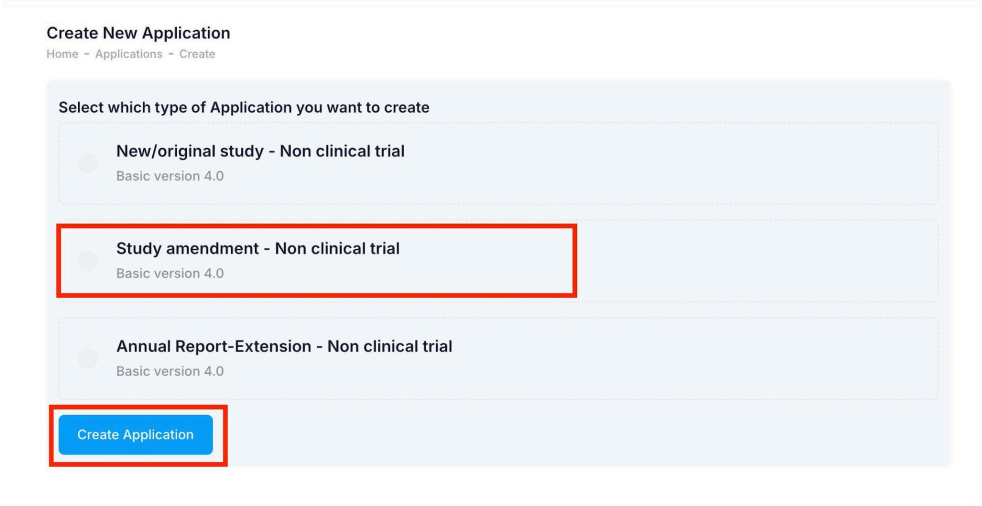


2) Click on the "**Create new Application**" button in the left panel.



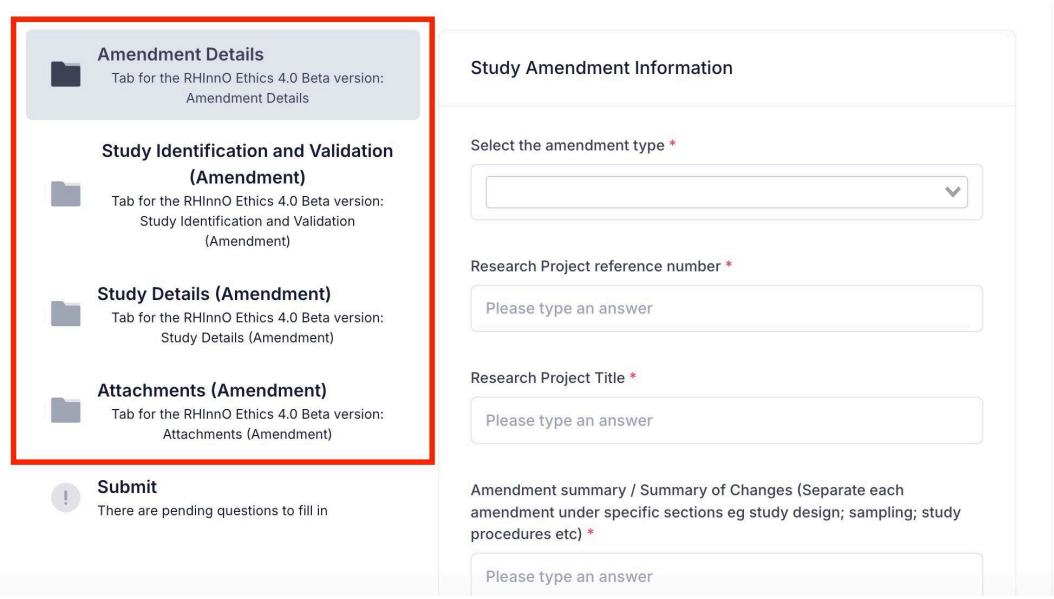
3) Select "**Study amendment - Non clinical trial**", then click "**Create Application**".



4) Fill in required details, upload documents, and submit

Complete all amendment tabs and upload the required documents. You will be asked to provide a summary of your changes, be as specific as possible, separating changes by section (e.g., study design, sampling, study procedures).

> Important: Enter the correct *Research Project Reference Number.* This links the amendment application to your original submission.



4. Contact & Support

If you have questions, the Busara ISERC secretariat is happy to help. You can us through the following channels:

Email: busara.iserc.busara.global

Physical address: 38 Apple Cross Rd, Nairobi

Phone number: (+254) 7xx xxx xxx