



SHAHEED MOHTARMA BENAZIR BHUTTO

INSTITUTE OF TRAUMA

Department of Research & Development

IRB Case Report/Case Series Report Form

Documents Required:

- Copy of IRB Case Report Form Application
- Copy of Case Report
- Copy of consent forms in both Urdu and English or any other regional languages (if applicable).

Note: For multiple cases, researchers can use the same form and include all related cases within a single document, ensuring a clear and organized structure.

All submissions will be done electronically at the following email address:

researchanddevelopment@smbbit.gos.pk

Instructions/Guidelines for Researchers – IRB Submissions

1. **IRB Approval or Exemption:**

All studies, including those not involving direct human participation or intervention, must be submitted to the IRB for approval or an exemption letter *before* starting the study. Retrospective approval is not allowed.

2. **Postgraduate Students, Trainees, and Medical Officers:**

Must obtain signatures from their **HOD/Supervisor** before submitting Research Proposals, Case Reports, Case Series, or Letters to the Editor to the IRB.

3. **Faculty, Specialists, Fellows, Consultants, and Junior Consultants:**

May submit directly to the IRB office or obtain **Executive Director's** signature for streamlined review.

Case Report/Case Series Title: _____

Name & Signature

Principle Investigator

Date

Name & Signature (Along with Stamp)

HOD/Supervisor/Executive Director

Date



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Additional Instruction for Multiple Cases

For **case reports** and **case series**, researchers are encouraged to consolidate information for multiple cases within a single document where applicable. This **multipurpose approach** is designed to:

- Enhance efficiency in documentation.
- Reduce redundancy during the submission and review process.
- Clearly label and differentiate each case within the document (e.g., Case 1, Case 2, etc.).
- Ensure that all relevant details for each case are provided under separate headings.
- Use a standardized format to make the document easier to navigate and review.

This approach will ensure streamlined submissions while maintaining compliance with the IRB's requirements.

Primary Investigator Information

PI Name	
Department	
Designation	
Contact No	
Email	
Submission Date	

Case Information

Title of the Case /Case Series



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Clinical Case/Cases Description



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