

IRB/IACUC/IBC Committee Complaint Form

A- Researcher Information:

- Name: _____
- College/center:
- Department: _____
- Position:
- Contact Email: _____
- Contact Phone Number: _____

B- Issue Details:

1. Type of Committee (Select one):

- Institutional Review Board (IRB)
- Institutional Animal Care and Use Committee (IACUC)
- Institutional Biosafety Committee (IBC)

2. Description of the Issue:

Please provide a detailed description of the issue or concern you wish to address with the respective committee. Include the following information:

- Date(s) of the issue occurrence..... (Please be specific with the dates of submission, revisions, and decisions (if any).
- Names of individuals involved, if applicable.
- Specific aspects of the committee's processes or decisions are of concern. (Use more pages when necessary)

3. Desired Changes or Resolutions:

Outline the specific changes or resolutions you would like to see as a result of submitting this complaint. Be as clear and concise as possible.

4. Relevant Documentation:

Application number (if Any):

Approval number (if Any):

List and attach any supporting documentation, such as emails, correspondence, or records related to the issue. Ensure that all documents are labeled with dates and relevant details.

5. Witnesses or Supporting Parties (if applicable):

If there are any witnesses or supporting parties who can provide additional information or context regarding the issue, please list their names and contact information. Use more pages when necessary.

- Name 1: _____
- Contact Email: _____
- Contact Phone Number: _____
- Name 2: _____
- Contact Email: _____
- Contact Phone Number: _____

6. Previous Actions Taken:

Describe any previous actions you have taken to address this issue, including communication with the committee or university administration.

7. Additional Comments or Information:

Include any further comments or information you believe is relevant to the complaint.

Declaration:

I hereby declare that the information provided in this complaint form is accurate and truthful to the best of my knowledge. I understand that this form will be reviewed by the relevant committee, and I am willing to cooperate in any further investigation or discussion related to this matter.

Signature: _____ **Date:** _____

For students the signature of your supervisor and course coordinator is mandatory with your signature.

Submission Instructions:

Please submit this completed complaint form to the Research Planning and Development Director by email to RPD@qu.edu.qa