

**MUBAS RESEARCH ETHICS COMMITTEE (MUBASREC)**

**RESEARCH PROPOSAL FORMAT**

The following is the recommended format for research proposals submitted to MUBASREC.

[a] **Title**

* This should be specific and precise. It should not be more than 2 to 3 lines long and include relevant descriptive keywords that readers are most likely to search for.

[b] **Investigators**

* + - Full names, qualifications, academic titles of all the investigators, including trainees (Assistant lecturers or postgraduate students) and their institutional/departmental affiliation(s).
    - The principal/main investigator (responsible for the work) should be the first one. If there are co-investigators these should be indicated as appropriate with their qualifications, academic titles and institutional affiliations.
    - A brief up to date C.V. of each of the investigators and co-investigators should be provided. (if it has not been submitted within the past one year).

[c] **Institution[s] under whose umbrella the research project will be conducted:**

* E.g The Malawi University of Business and Applied Sciences
* The Ministry of Health

[d] **Executive Summary**

This should include: -

* The type of research study
* The problem [to be studied]
* The objectives
* Methodology
* Expected findings and their dissemination.

All in summary. This should not exceed one and half pages.

[e] **Background information and introduction:**

This should include: -

* A review of the relevant literature. It should be most current. (Majority being in the past five to ten years at most).
* Locally available information - either published or not.

[f] **Rationale/justification for the research project:**

* There should be a statement explaining why the researcher[s] feel the research project is important and therefore should be carried out, (i.e. the potential significance to health care delivery, or otherwise). It should not be more than a paragraph or two.

[g] **Objectives of the study**

**Broad**

* The main issues that are being looked at/for.

**Specific**

* The specific issues that are being looked at/for. These must be measurable, either qualitatively or quantitatively and form a guide to the research methodology, data analysis and presentation of results.

[h] **Methodology**

* This should be very detailed as it is your guide on how the study will be done as well as the data analysis. It should provide relevant information on:

i] **The type of research study, e.g**

* Observational
* cross sectional

ii] **Study Place**

* Where the study is going to be conducted. ll the areas in/at which the survey/study will be carried out must be indicated.

iii] **Study Population**

* Who are to be included in the study or from which group[s] of people is the study group going to draw, e.g.

iv] **Study Period**

* The entire period of the study including preparation of the proposal, submission and approval, training (where necessary), pretesting (of the questionnaire), data collection, data analysis, report preparation, and dissemination of the findings.
* If the study is in phases, each must be specified and the time for each given.

v] **Sample Size**

* Details on the sample size and how it has been arrived at/worked out.
* It's justification.
* The selection/inclusion/exclusion criteria
* The need for and type of consent must be specified, and how it will be obtained, e.g. - written consent, verbal consent

vi] **Data Collection**:

Details on:-

* What information is going to be looked for/collected.

vii] **Data Management and Analysis**

* Details should be provided on how the collected data is going to be managed, (e.g. coding)
* Details on data analysis, the computer package to be used in data entry and analysis e.g.
  + SPSS

viii] **Results Presentation**

A brief explanation of the format of the results as they will be presented, e.g.

* Pie charts
* Histograms
* Line graphs,
* Tables

ix] **Dissemination of the Results**

* Indicate the person or institution to whom the report is going to be submitted and why.
* How does/do the investigator[s] propose to disseminate their research findings, such as;
* Attendance at local, regional or international conferences/seminars, workshops.
* Holding of a dissemination seminar/worshop
* Publications in peer-reviewed journals etc.

**N.B. A copy of the final report and any published paper(s) or abstracts of papers read at conferences out of the research findings should be submitted to each of the following: -**

The Malawi University of Business and Applied Sciences Research Ethics Committee

MUBAS Library

The University Research and Publication Committee (URPC) (through the MUBAS Secretariat)

i] **Ethical Considerations**

What ethical issues need to be addressed.

* How informed consent will be obtained.
* How are communities going to be engaged.
* How are results going to be shared?

j] **Possible Constraints:**

* Any envisaged problems in undertaking the study.
* How these will be addressed, by whom and when.

k] **Requirements:**

Details should be provided on what the research project will require.

* training (of whom, why, when, where, by who)
* paper - for the questionnaires, reports, etc.
* transport - what form and for what.
* Personnel - and their individual roles

l] **Budgetary Estimates**

* Each line item should be quantified in monetary terms.
* The investigator should indicate the amount to be asked for and what the institution(s) under which the research project will be conducted, will contribute.
* Investigator's salary and co-investigators salaries should be mentioned
* Amount of sponsorship and the sponsors name should be mentioned.

m] **Justification of the Budget**

* The investigators must indicate how they arrived at the amount of money being asked for and how it is going to be disbursed.

n] **References**

* The cited literature, it should be as current as possible and include locally available information.
* These should be in the internationally accepted format (e.g. E. Afr. Med. J. 1995; Vol. 71. 55-60).

**4.0 SUBMISSION AND REVIEW OF THE PROPOSAL:**

* The principal investigator shall submit an electronic copy of the proposal to [mubasrec@mubas.ac](mailto:mubasrec@mubas.ac) together with an evidence of $150 processing fee or its equivalent Malawi Kwacha.
* The copies shall reach the Secretariat - MUBASREC 30 days before the date of the meeting.
* A letter from the respective head[s] of department(s) indicating that the research has the blessing of the department(s) shall be sent to the Secretariat together with the proposal. All Research affiliates will need a supporting letter from Head of Department.
* A copy of a brief CV of each of the investigators shall be sent to the Secretariat [1 copy of each]. (Except those which have been submitted within the same academic year).
* Following the review the results together with comments from the Research Committee will be sent to the principal investigator within two weeks. This response will include - how to proceed e.g. resubmission or response for specific issues.
* Resubmission shall also be at least two weeks before the following meeting.
* Research affiliations need a supporting letter from the head of department.