

**MUBAS RESEARCH ETHICS COMMITTEE (MUBASREC)**

**PROTOCOL SUBMISSION CHECKLIST**

**Note: Before submitting a research proposal to MUBASREC, an applicant must complete the following checklist by ticking each item in the box and making sure that all the relevant documents corresponding to the ticked boxes are included.**

 **Incomplete submissions will not be processed.**

**TITLE OF PROPOSAL:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PRINCIPAL RESEARCHER**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**NAME OF SPONSOR:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**AMOUNT OF FUNDING: USD\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ MK\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

I declare that the following items are included in this submission;

1. Covering letter of introduction from the Researcher [ ]

1. Three (3) hard copies of the Research Proposal prepared and bound according to MUBASREC guidelines [ ]
2. A copy of the proposal with all the required information as specified below; [ ]

 Proposal Title (on cover page) [ ]

 Names of Researchers and their Qualifications [ ]

Institution of affiliation (local or international) [ ]

Introduction [ ]

 Research Problem statement/Justification [ ]

 Main and Specific Objectives

 Literature Review [ ]

 Description of Methodology/Materials and Methodology/Study design [ ]

* Study sites/locations [ ]
* Study participants, concerned communities and subjects [ ]
* Study period [ ]
* Sampling methods [ ]
* Sample size [ ]
* Data collection instruments [ ]
* Data management methods [ ]
* Data analysis method [ ]

 Research dissemination strategy [ ]

 Ethics

* Risks and strategies for obviating them to enhance protection of rights and welfare of study participants, concerned communities and subjects [ ]
* Informed consent form/sheet/assent in English and/or

translated into an appropriate local language containing

standard elements of an informed consent form/sheet/assent [ ]

 Work plan (including roles of collaborators clearly defined) [ ]

 Budget (*that include a* ***10%*** *research compliance and capacity building fee when study is approved*) [ ]

 Budget justification [ ]

 Bibliography [ ]

1. Data collection instruments translated into appropriate local

language and referred to in the annex [ ]

1. Letter of approval from foreign ethics committee (for all studying in

foreign universities) [ ]

1. Letter(s) of Permission of Entry/support from relevant DHO/Head of Health Facility, if the study is to be conducted in a healthy facility [ ]

1. Materials Transfer Form (where applicable)
2. Application/Processing fee of US$ 150 or its MKW equivalent,
3. Curriculum vitae (CVs) for all the Researchers (in annex) [ ]

 NOTE: Payment of the stipulated fees shall be in accordance with the procedures indicated in SOP No. 10. Only direct bank deposits/ wire transfer into MUBASREC Account is the acceptable mode of payment.

(To insert MUBASREC Account Details, including Swift Code)

**SIGNATURE**: **NAME (PRINT**) DATE**:**