



## Research Compliance Checklist for Researchers (staff and students)

Dear Researcher,

Congratulations on receiving your MUBASREC approval certificate, an essential milestone affirming the ethical and scientific validity of your research. We commend your commitment to this rigorous process.

You may now begin data collection, but ensure you follow key compliance requirements throughout your research process.

### 1. Ethics and Institutional Approvals

- a. Obtain necessary ethical approvals from other RECs where necessary.
- b. Ensure informed consent forms are stamped and approved.
- c. Secure institutional, organizational, or government permits for data collection if required.

### 2. Research Design and Methodology

- a. Ensure study methodology follows approved ethical and legal regulations.
- b. In case you are proposing an amendment in methodology, consult MUBASREC for amendment form, after liaising with your supervisory team for their endorsement.

### 3. Data Collection and Privacy

- a. Adhere to data protection laws (Data Protection Act, Part III section 13) regarding data integrity and data confidentiality.
- b. Establish secure storage methods for raw data (Data Protection Act, Part III, Section 9 (3) (e)).
- c. Ensure data collection methods do not cause harm or discomfort to participants, researchers, the environment, or communities.

- d. If involving human subjects, guarantee anonymity and confidentiality, for example, ensure that data collection instruments use codes to safeguard privacy.
- e. Always refer to the Investigator Site File Checklist (for funded studies) to ensure that your files comply with the ethical standards.

#### 4. Participant Rights and Welfare

- a. Communicate participants' rights, including voluntary participation and withdrawal options.
- b. Avoid deceptive practices and ensure full transparency in research procedures.
- c. Avoid enticement to influence participation.
- d. Protect vulnerable populations (e.g. minors, persons with special needs) through additional safeguards.
- e. Understand the social and cultural context of the community from which you are collecting data.

#### 5. Research Integrity Responsibility

- a. **Integrity:** Take responsibility for the trustworthiness of your research
- b. **Adherence to Regulations:** Be aware of and adhere to research regulations and policies.
- c. **Research Methods:** Employ appropriate research methods, base conclusions on critical analysis of the evidence and report findings and interpretations fully and objectively.
- d. **Research records:** Keep clear, accurate records of all research in ways that will allow verification and replication of your work by others.
- e. **Research findings:** Share data and findings openly and promptly, as soon as you can to establish priority and ownership claims. (Publication Policy, Principle No. 4.1)
- f. **Authorship:** Lists of authors should include all those and only those who meet applicable authorship criteria (Publication policy, Principle No. 4.2-4.5)
- g. **Publication acknowledgment:** Acknowledge in publications the names and roles of those who made significant contributions to the research, including writers, funders, sponsors, and others, but do not meet authorship criteria.

#### 6. Compliance Monitoring and Reporting

- a. Regularly review research practices to ensure ongoing compliance.
- b. Report any deviations or ethical concerns promptly.
- c. Document all compliance-related actions for future audits.

Should you need any guidance on any matter regarding research ethics compliance or research ethics in general, do not hesitate to reach out to MUBASREC at the following mailing addresses;

 [mubasreccompliance@mubas.ac.mw](mailto:mubasreccompliance@mubas.ac.mw)  
 +265 0893 859 625