

NHSRC CHECKLIST

To accompany proposals submitted to the committee for approval

Before submitting your study proposal to the Committee, complete the following checklist by ticking each item you have included. Do not send the proposal in unless you can tick all the boxes, or provide a reason for the absence of any item.

TITLE OF PROPOSAL:

PRINCIPAL INVESTIGATOR:

The Following are included in or with this proposal

- | | |
|---|--------------------------|
| 1. Covering letter of introduction from the investigator | <input type="checkbox"/> |
| 20 copies of the study proposal formatted as recommended in the Procedures and guidelines. | <input type="checkbox"/> |
| To include:- | |
| Title | <input type="checkbox"/> |
| Cover page | <input type="checkbox"/> |
| Abstract | <input type="checkbox"/> |
| Background and justification | <input type="checkbox"/> |
| Literature review | <input type="checkbox"/> |
| Hypothesis if any | <input type="checkbox"/> |
| Objectives | <input type="checkbox"/> |
| Methodology | <input type="checkbox"/> |
| • type of study | <input type="checkbox"/> |
| • place of study | <input type="checkbox"/> |
| • Study period | <input type="checkbox"/> |
| • Sample size | <input type="checkbox"/> |
| • Data collection | <input type="checkbox"/> |
| Dissemination of results | <input type="checkbox"/> |
| Ethical considerations | <input type="checkbox"/> |
| Personnel and Institution | <input type="checkbox"/> |
| Work plan | <input type="checkbox"/> |
| Budget | <input type="checkbox"/> |
| Budget justification | <input type="checkbox"/> |
| Bibliography | <input type="checkbox"/> |
| 2. Data collection instruments in both English & Chichewa or other appropriate Local language | <input type="checkbox"/> |
| 3. Informed consent in both English and Chichewa (or appropriate language) | <input type="checkbox"/> |
| 4. Letter of approval from foreign ethics committee (for all students studying in foreign universities) | <input type="checkbox"/> |
| 5. Application fee (US\$ 150) | <input type="checkbox"/> |
| 6. Curriculum vitae (CVs) for all the investigators | <input type="checkbox"/> |
| 7. Approval certificate from the Pharmacy, Medicines and Poisons Board where the research involves products such as new pharmaceutical products | <input type="checkbox"/> |
| <u>IF ANY ITEM IS NOT TICKED, EXPLAIN WHY THIS IS NOT INCLUDED WITH THE SUBMISSION</u> | <input type="checkbox"/> |

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

Executive Committee: *Dr C. Mwansambo (Chairperson), Prof. J. Mfutso Bengo (Vice-Chairperson)*
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