

**UNIVERSITY OF MALAWI
COLLEGE OF MEDICINE RESEARCH and ETHICS COMMITTEE**

**CHECKLIST TO ACCOMPANY UNDERGRADUATE RESEARCH PROPOSALS
SUBMITTED TO THE UNDERGRADUATE PROJECTS RESEARCH
COORDINATOR**

*When you submit a research proposal for the Committee to approve, first read the document entitled **Research Proposal Format and procedures for submission to COMREC for undergraduate project proposals**. Make sure that your proposal is in the format outlined in the document.*

Before sending the proposal to the Undergraduate Research Projects Coordinator, complete the following check-list by ticking each item you have included. Then sign the declaration below. Do not submit the proposal unless you can tick all the boxes, or provide a reason for the absence of any item. Submit a hard copy of the completed check-list to the Undergraduate Research Projects Coordinator. All other documents should be submitted electronically.

TITLE OF PROPOSAL: _____

Names of Student Investigators: _____

Name of Supervisor(s): _____

Total budget _____

The following are included in or with this proposal: (tick boxes)

1. Covering letter of introduction from Investigator
2. Letter(s) / e-mail(s) indicating support from Head of Department(s) / other institution in which work will be done
 - (a) Principal Department hosting the research
 - (b) each other Dept. in which any work will be done
- 3..Submit an electronic copy of the proposal and supporting Appendices including:
 - Proposal structured as outlined in the guidance provided.
 - Data collection tools, *in both English & Chichewa when relevant*
 - Patient information and consent forms in both English & Chichewa when relevant*

If any item is not ticked, explain why this is not included with the submission.

Declaration

We, the undersigned., hereby declare that this project proposal has been written by us, under the guidance of our supervisor.

Signed: _____ Name (print): _____ Date: _____

Signed: _____ Name (print): _____ Date: _____

Signed: _____ Name (print): _____ Date: _____