

UNIVERSITY OF MALAWI - COLLEGE OF MEDICINE RESEARCH and ETHICS COMMITTEE (COMREC)

CHECKLIST TO ACCOMPANY RESEARCH PROPOSALS SUBMITTED TO THE COMMITTEE

When you submit a research proposal for the Committee to approve, first read the document entitled *General Guidelines on Health Research (Revised in September 2010)*. Make sure that your proposal is in the format outlined in the Guidelines.

Before sending or giving the proposal to the Committee, complete the following check-list by ticking each item you have included. Do not submit the proposal unless you can tick all the boxes, or provide a reason for the absence of any item. Attach the completed check-list to the front of your submission.

TITLE OF PROPOSAL:

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Name of Principal Investigator: \_\_\_\_\_

Name of Sponsor and amount of sponsorship \_\_\_\_\_

Have you applied for a waiver of 10% COM overhead fee from the Office of Postgraduate Dean of Studies and Research? If yes, please attach a waiver letter. (tick boxes)  
Yes  or No

Have you submitted this proposal to another Ethics Committee? Yes  or No

If yes, please specify whether approval has been given, and if approval has been awarded, please submit a copy of the approval letter with this submission \_\_\_\_\_

The following are included in or with this proposal:

1. Covering letter of introduction from Investigator

2. Letter of support from Head of Department(s) in which work will be done

(a) Principal Department hosting the research   
(b) each other Dept. in which any work will be done

3. A copy of registration from Medical Council of Malawi for Principal Investigator and other investigators which are involved in clinical research

4. Submit an **electronic copy** and **4 hard copies** of the proposal and attached documents (which should include:

Title   
Investigators

Brief CV of each investigator, Institution involved, Executive Summary

Background/Introduction

Rational/J justification

Objectives of the study

Methods

- Type of study - place of study

- Study population

- Study period

Sample size

- Data collection [NB: include data proformas]

- Data management/analysis

Presentation of results

Dissemination of results

Ethical considerations

- NB: include consent forms in both English & Chichewa

Possible constraints

Requirements

Training provided for

Budget and Justification of budget

References

Material transfer agreement forms/documents

Indemnity cover

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

yes  or no

Signed: \_\_\_\_\_ Name (print): \_\_\_\_\_

Date:

\_\_\_\_\_