

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

 - 20 copies of the study proposal formatted as recommended in the Procedures and guidelines.

 - To include: -
 - Title
 - Cover page
 - Abstract
 - Background and justification
 - Literature review
 - Hypothesis if any
 - Objectives

 - Methodology
 - type of study
 - place of study
 - Study period
 - Sample size
 - Data collection
 - Dissemination of results
 - Ethical considerations
 - Personnel and Institution
 - Work plan
 - Budget
 - Budget justification
 - Bibliography
2. Data collection instruments in both English & Chichewa or other appropriate Local language
 3. Informed consent in both English and Chichewa (or appropriate language)
 4. Letter of approval from foreign ethics committee (for all students studying in foreign universities)
 5. Application fee (U\$ 150)
 6. Curriculum vitae (CVs) for all the investigators
 7. Approval certificate from the Pharmacy, Medicines and Poisons Board where the research involves products such as new pharmaceutical products

IF ANY ITEM IS NOT TICKED, EXPLAIN WHY THIS IS NOT INCLUDED WITH THE SUBMISSION

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

Executive Committee: *Dr C. Mwansambo (Chairperson), Prof. E. Molyneux (Vice-Chairperson)*
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