

NCRSH CHECKLIST

[To accompany research proposals submitted to the committee for review]

Note: Before submitting a research proposal to the Committee, an applicant must complete the following checklist by ticking each item in the box. Do not submit the proposal, unless you have provided a tick in all the boxes. Incomplete submissions will not be processed.

TITLE OF PROPOSAL:

PRINCIPAL INVESTIGATOR:

I declare that the following items are included in this submission;

1. Covering letter of introduction from the investigator []

2. Two (2) hard copies of the study proposal prepared and bound in the required NCRSH format appearing in the Framework of Guidelines for Research in the Social Sciences and Humanities. []

3. A soft copy of the proposal with all the required information as specified below;
 - Proposal Title (on cover page) []
 - Names of Investigators and their Qualifications []
 - Institution of affiliation(local or international) []
 - Introduction/Literature review []
 - Problem statement/Justification []
 - Main and Specific Objectives []
 - Description of Methodology/Materials and Methods []
 - Study design []
 - Study sites/locations []
 - Study participants []
 - Study period []
 - Sampling methods []
 - Sample size []
 - Data collection instruments []
 - Data management methods []
 - Data analysis method []
 - Research dissemination strategy []
 - Ethics []
 - Risks and strategies for obviating them to enhance protection of rights and welfare of study participants []
 - Informed consent form/sheet/assent in English and/or translated into an appropriate local language containing standard elements of an informed consent form/sheet/assent []
 - Work plan (including roles of collaborators clearly defined) []
 - Budget (*that include a **10%** research compliance and capacity building fee when study is approved*) []
 - Budget justification []
 - Bibliography []

4. Data collection instruments translated into appropriate local

- language and referred to in the annex []
5. Letter of approval from foreign ethics committee (for all studying in foreign universities) []
6. Application/Processing fee of U\$ 150 or its MKW equivalent []
7. Curriculum vitae (CVs) for all the investigators (in annex) []

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