

## MASENO UNIVERSITY ETHICS REVIEW COMMITTEE (MUERC)

## APPLICATIONS/PROPOSALS DEVELOPMENT GUIDELINES

Guidelines for application/proposals to be submitted to ethical review shall follow the Maseno University regulations. Below is a checklist of important sections for a complete application or proposal to be submitted to MUERC for ethics review:

- 1. Title of the application/proposal
- 2. Names of the investigators/applicants, co-investigators/co-applicants and supervisors (where applicable). In addition, the addresses, signatures and curriculum vitae should be included
- 3. Names and addresses of any collaborating institution(s), where applicable
- 4. Names and addresses of sponsors and/or funding agencies
- 5. An abstract (summary) of the proposed study/project not exceeding 400 words
- 6. The introduction or background of the study/project
- 7. Literature review of the study/project
- 8. The rationale of the study/project
- 9. The hypothesi(e)s and/or research questions of the study/project
- 10. Objectives of the study/project subcategorized into:
  - i. Broad objective(s)
  - ii. Specific objective(s)
- 11. Description of the Study/project area/region, design, materials and methods
- 12. Ethical considerations
  - a) Consent explanation
    - Title, Introduction, Objectives of study/project, Benefits, Risks, Compensation mechanism (if any), Alternative treatments, statement on Voluntarism, Type of samples/ specimen and amount to be obtained, Follow up schedules (if applicable)/expected time in the study, Information and contacts of investigators/co-investigators, Information and contact (telephone numbers) details of MUERC
  - b) Consent form with signature page for the participant and witnesses
- 13. Data management and statistical analysis plans
- 14. Study limitations and how to minimize them
- 15. Timeline/time frame
- 16. References/list the references. Applicable reference should be as per the internationally accepted format(s)
- 17. Detailed budgetary estimates
- 18. Appendices