



MASENO UNIVERSITY ETHICS REVIEW COMMITTEE (MUERC)

APPLICATIONS/PROPOSALS DEVELOPMENT GUIDELINES BY UNDERGRADUATE/POSTGRADUATE APPLICANTS

Guidelines for application/proposals to be submitted to ethical review shall follow the Maseno University regulations for proposal writing and presentation. 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

Chapter 1

6. The introduction or background of the study/project
7. The rationale of the study/project
8. The hypothesi(e)s and/or research questions of the study/project
9. Objectives of the study/project subcategorized into:
 - i. Broad objective(s)
 - ii. Specific objective(s)
10. Study limitations and how to minimize them

Chapter 2

11. Literature review of the study/project

Chapter 3

12. Description of materials and methods to include among others the Study/project area/region, study design, study participant selection procedures (inclusion/exclusion criteria), sample size determination procedures, data collection instruments/tools, data variables, validity and reliability testing steps, data collections procedures, data preparation and statistical analysis plans
13. 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
14. Data management and statistical analysis plans
15. References/list the references. Applicable reference should be as per the internationally accepted format(s)
16. Timeline/time frame
17. Detailed budgetary estimates
18. Appendices

