



ZCAS UNIVERSITY

DIRECTORATE OF RESEARCH AND INNOVATION

RESEARCH ETHICS CLEARANCE – NON-STUDENTS

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Research Ethics Clearance Form 1a

APPLICATION FOR ETHICAL APPROVAL FOR PROPOSED RESEARCH INVOLVING HUMAN PARTICIPANTS

1. TITLE OF STUDY:

2. Investigator:

Name:

Qualifications:

Address:

Email:

Phone:

Nationality:

Other Investigators:

Name:

Qualifications:

Address:

Email:

Phone:



Principal Investigator/Supervisor

Name:

Qualifications:

Address:

Email:

Phone:

Co-Principal Investigator/Supervisor

Name:

Qualifications:

Address:

Email:

Phone:

4. SUMMARY OF PROPOSED RESEARCH

Attach a summary of the project proposal should include background to the study, aims and objectives, participants to be studied and research methods and instruments to be used. Technical terminology should be avoided as much as possible. (Not more than 10 pages).

5. POSSIBLE BENEFITS TO PARTICIPANTS: These are extracted from the information sheet and presented as a summary

6. POSSIBLE RISKS TO PARTICIPANTS: These are extracted from the information sheet and presented as a summary and the investigator specifies steps to minimize them



7. POSSIBLE BENEFITS TO THE COMMUNITY:

8. BUDGET (attach)

Financial support (requested or granted): Yes ☐ No ☐

9. SPONSOR

Name the Sponsor:

(b) Are there costs which will be carried by other institutions? Yes ☐ No ☐

(c) Are there costs which will be carried by the participants involved (e.g. travel, accommodation, meals, treatment)? Yes ☐ No ☐

If 'Yes' to any of the above, give details:

10. SUBMISSION

A. Tick: Normal review Yes ☐ No ☐

For Normal Review at regular monthly meetings, attachments should include **(Tick to show that you have provided these):**

(i) Full Protocol (to include the following below) Yes ☐ No ☐

(ii) Questionnaire and/or interview schedules Yes ☐ No ☐

(iii) Approval letter from Postgraduate Studies Yes ☐ No ☐

(iv) Research budget Yes ☐ No ☐

(v) Timeline Yes ☐ No ☐

B. For Expedited/Fast track Review, attachments should include **(Tick to show that you have provided these):**



- (i) Full Protocol (to include the following): Yes ☐ No ☐
- (ii) Questionnaire and/or interview schedules Yes ☐ No ☐
- (iii) Approval letter from Postgraduate Yes ☐ No ☐
- (iv) Letter approving the project proposal if it is a
sponsored research related to another University Yes ☐ No ☐
- (v) Research budget Yes ☐ No ☐
- (vii) Timeline Yes ☐ No ☐

11. DECLARATION

I..... (Full Name) Apply to ZCAS University Research Ethics Committee for ethical approval of the above research proposal involving human participants, as conforming with recognized ethical standards and as not impinging on the rights of the individuals.

Signed: Date:

PRINCIPAL INVESTIGATOR

Contact Address:

Local Contact Address:

Cell phone No: E-mail address

Head of Department or Head of relevant Organization:

Signed: Date:

The Director of Research and Innovation will respond to the applicant in writing within 30 working days, 15 working days for Fast Track.



CHECKLIST FOR SUPPORT DOCUMENTS

For a thorough and complete review, all research proposals should be submitted with the following documents:

- 1) Well filled in application form and signed by all the parties.
- 2) Name of the institution, field area where research will be conducted.
- 3) Approval of the Head of the Department and Director.
- 4) Summary of the Research Proposal, with budget and timeline.
- 5) The proposal should be submitted with all relevant enclosures of protocol/instruments (questionnaire, interviews, focus group discussion guides, follow-up cards all in English language, and study site.) of the proposed research with sufficient detail.
- 6) Informed consent process, including information sheet and informed consent form in local language(s) of ALL categories of respondents or participants.
- 7) Any regulatory clearances or authority to do a study in a particular area if required.
- 8) Plans for publication of results – positive or negative- while maintaining the privacy and confidentiality of the study participants. E.g. Article publication in reputable journals, and workshop/conference presentation of the key findings.
- 9) National clearance for **international applicants only**.
10. Any other information relevant to the study.
- 10) Proof of payment for ethical clearance, photocopy.

Fees

Doctoral students:	K2000.00
Master's students:	K1500.00
External applicant:	K3000.00
International applicant:	K5000.00