ZCAS UNIVERSITY

DIRECTORATE OF RESEARCH AND INNOVATION

STUDENT RESEARCH ETHICS CLEARANCE

Telephone: +260 963804004   P.O Box 35243, Lusaka.

Website: www.zcau.edu.zm   E-mail: ethics@zcasu.edu.zm

Research Ethics Clearance Form **1a**

APPLICATION FOR ETHICAL APPROVAL FOR PROPOSED RESEARCH INVOLVING HUMAN PARTICIPANTS

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1. **TITLE OF STUDY:**

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2. **Student Name**:

Name: **Qualifications:**

ID:

Programme:

Phone: **Email:**

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3. SUPERVISORS:

Name: Qualifications:

Present Appointment/Affiliations:

Phone: Email:

CO-SUPERVISOR(S) IF ANY

   i.   Name: Qualifications:

Present Appointments/Affiliations:

Phone: Email:

   ii.   Name: Qualifications:

Present Appointments/Affiliations:

Phone: Email:

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4. SUMMARY OF PROPOSED RESEARCH

A **summary** of the **project proposal** should be attached including background to the study, aims and objectives, participants to be studied, research methods and instruments to be used. Technical terminology should be avoided as much as possible. Not more than 10 pages.

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5. POSSIBLE BENEFITS TO PARTICIPANTS IF ANY:

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6. POSSIBLE RISKS TO PARTICIPANTS IF ANY:

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7. POSSIBLE BENEFITS TO THE COMMUNITY:

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8. BUDGET

(a) Availability of financial support (requested or granted):   Yes ☐   No ☐

9. SPONSOR

Name of Sponsor: ....

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

(c) Are there costs which will be covered 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 ☐

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11. DECLARATION

I... (Full Name of Student) 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: ....

Student Supervisor's Name: ....

Contact Address: ....

Cell phone No: .... E-mail address ....

Signed: .... Date: ....

HOD's Name: ....

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) 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