LILONGWE UNIVERSITY OF AGRICULTURE & NATURAL RESOURCES (LUANAR)

*Knowledge | Innovation | Excellence*

# QUICK INFORMATION ON APPLICATION FOR ETHICAL REVIEW WITH LUANAR-REC

Research Ethics Committee




a University with endless possibilities | The LUANAR Way



## Why Ethical Approval Matters

- Protection of human and animal participants
- Respect for participant rights, dignity, and welfare
- Scientific validity and ethical integrity
- Compliance with national and international ethical standards
- Appropriate management of risks and benefits

## Who Should Apply?

- Undergraduate students
- Postgraduate students
- LUANAR faculty members
- Researchers from affiliated institutions
- External collaborators conducting research under LUANAR

## Protocol Submission Requirements

Read and understand the REC guidelines and standard operating procedures available on

*https://www.luanar.ac.mw/luanar/research_ethics_committee.php*

Before submission, ensure your application includes:

### REQUIRED DOCUMENTS:

- Completed REC Application Form
- Research Protocol/Proposal
- Participant Information Sheet
- Informed Consent Form
- Data Collection Tools (questionnaires, interview guides, etc.)
- Recruitment Materials (if applicable)
- Budget and Budget Justification
- Proof of Payment
- Submission Checklist (Form 003)
- Supervisor Endorsement Letter (for students)
- Gatekeeper's letter from the district, health hospital or any designated research area where one will conduct the research

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## Important Note

All student applications must include an endorsement letter from the supervisor confirming that the proposal has been reviewed and cleared for ethical review.



## Ethical Review Application Fees

UNDERGRADUATE STUDENTS

**MK17,500 (US$10 equivalent)**

POSTGRADUATE STUDENTS

**MK262,500 (US$150 equivalent)**

FACULTY & AFFILIATES

**MK262,500 (US$150 equivalent)**

## Additional Budget Requirements

**For postgraduate, faculty and affiliate research:**

- include a 10% Capacity Building and Compliance Fees in the research budget, which will be paid once your application has been reviewed by REC
- Provide a detailed budget justification for every budget item.

*The 10% fee does not apply to undergraduate research projects.*

## Payment Details

Account Name: LUANAR DRO
Account Number: 1007984258
Bank: National Bank of Malawi
Branch: Lilongwe
Swift Code: NBMAMWMW008

*Attach proof of payment when submitting your application.*

## Submission and Review Process

Submit all applications and correspondence through: luanarrec@luanar.ac.mw

### Review Timeline

- Protocols submitted by the 15th of the month are considered for review during that month.
- The REC meets on the last Wednesday of every month.
- Reviewers are allocated 14 working days to assess protocols.

### Before You Submit

REC reviewers assess protocols using Form 002.

Researchers are encouraged to carefully read the REC Guidelines to ensure compliance and avoid delays.

### Common Areas Reviewed

-Scientific merit
-Risk-benefit assessment
-Participant recruitment
-Informed consent process
-Privacy and confidentiality
-Data management
-Community engagement
-Researcher qualifications
-Dissemination strategy
-inclusion and exclusion criteria

## Key Elements of an Informed Consent Form

**Every informed consent document should include:**

- Statement that the study involves research
- Purpose of the study
- Duration of participation
- Procedures to be followed
- Description of experimental procedures (if any)
- Potential risks or discomforts
- Expected benefits
- Alternative procedures (where applicable)
- Confidentiality arrangements
- Voluntary participation statement
- Compensation or treatment information for research-related injury (where applicable)
- Participant signature and date section

## Contact for Ethics-Related Concerns

REC Chairperson
**Dr. Wilson Nandolo: 0881988015**

REC Compliance Officer
**Chimwemwe Ng'ong'ola: 0997112213**

REC Administrator
**Dr. Sarah Tione: 0999544664**

**REC Email: luanarrec@luanar.ac.mw**

***No research study is exempted from ethical review and an exemption can only be given by the LUANAR-REC once one has submitted their application.***