

Knowledge Innovation Excellence

**LUANAR RESEARCH ETHICS COMMITTEE (LUANAR-REC)**

**GENERAL ADMINISTRATIVE GUIDELINES**

**AND**

**STANDARD OPERATING PROCEDURES**

**LUANAR Research Ethics Committee**

**P.O Box 219**

**Lilongwe, Malawi.**

**February 2025**

**LUANAR RESEARCH ETHICS COMMITTEE (LUANAR-REC)**

## **LUANAR-REC FORM 008: Inspection and Monitoring of Approved Protocols Form**

* 1. Title of the Approved Study

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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1. LUANAR-REC Protocol Number as assigned \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
   1. Name of the Principal Investigator(s)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* 1. Address

Physical Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* 1. Collaborator(s)

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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* 1. Objectives of the Study

(1)

(2)

(3)

(4)

(5)

* 1. Study Site (s) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Evidence of Approval of the Study **(*Attach the REC Approval Letter***)
2. Commencement Date of the Study \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Status of the Study (i.e. On-going or Completed) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*If completed, skip question 9 and 10*

1. If on-going, record what has been done so far up to this stage.
2. Plan of Next Activities
3. Operational problems being faced by researchers and suggested solutions.
4. If possible, conduct a general brief interview with some research participants to learn their experiences in the participation of this study and record such experiences below (These could be either positive or negative experiences).
5. Inspector’s Judgement Regarding:
   1. Researcher’s Adherence to the Study Objectives and Methodology
   2. Researcher’s Adherence to the Observance of the Ethical Issues (i.e. rights, consent, confidentiality, privacy, safety/wellbeing of participants etc). Examine documentation on the study file with a proper focus on the administered consent form if it is in line with what was approved by REC.
   3. The Status of the Available Research Facilities for the Proper Implementation of the Approved Study (i.e. equipment, personnel etc).
   4. The Degree of Participation/Involvement of the Collaborators as indicated in the approved protocol.

* 1. Data management and storage of after the study period for a maximum of three years

1. Inspector’s General Comments/Observations/Recommendations.

**Name of Inspector:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_