NORTHRISE UNIVERSITY

NUREC Research Protocol Review Checklist

Components of the Research Protocol	Required Information	Yes [] No [] Partially done []	Reviewer Comments
1. **Title of the Study**	Clear, concise, and reflective of the study objectives.		
2. **Principal Investigator and Research Team**	Names, qualifications, affiliations, roles, and responsibilities.		
3. **Abstract / Summary**	Brief overview of the background, objectives, methods, and significance of the study.		
4. **Background and Rationale**	Scientific justification, existing literature, justification of the conceptual/theoretical framework chosen, problem statement, and the need for the study.		
5. **Objectives / Research Questions**	Clearly stated primary and secondary objectives or hypotheses and research questions.		
6. **Study Design and Methodology**	Justification for the study design and the type of methodology (qualitative/quantitative/mixed), sampling, tools, data collection and analysis.		
7. **Study Population and Sample Size**	Description of participants, inclusion/exclusion criteria, and justification for sample size (calculation of the sample size for quantitative research and justification for sample size for qualitative research is needed).		
8. **Recruitment and Consent Procedures**	How participants will be identified, approached, and informed consent obtained.		
9. **Informed Consent Documents**	Participant information sheets and informed consent forms in appropriate languages.		
10. **Confidentiality and Data Protection**	Measures to protect privacy, data storage, coding, and access control.		

11. **Risk-Benefit Assessment**	Potential harms, discomforts, and benefits to participants and society.		
12. **Compensation and Incentives**	Any payments, reimbursements, or other participant benefits. Note that, no participants shall be paid during any research undertaking in Zambia because it jeopardizes the research outcomes and there is no framework approved by NHRA. Exception is given only to data collectors hired, consultants and local guides. However, once NHRA develops the framework for compensation, considerations will be made and appropriate revisions to this SoP shall be made.		
13. **Ethical Considerations**	Protection of vulnerable populations, risk mitigation, and adherence to ethical guidelines.		
14. **Community Engagement**	Plans to involve local communities or stakeholders in culturally sensitive ways.		
15. **Monitoring and Safety**	Procedures for monitoring the study, handling adverse events, and reporting.		
16. **Dissemination of Results**	Plans for sharing findings with stakeholders, participants, and the scientific community.		
17. **Conflict of Interest Disclosure**	Declaration of any financial or other conflicts by the researcher or team.		
18. **Funding Source and Budget Summary**	Identification of funding bodies and how the funds will be used.		
19. **Institutional Approvals and Permissions**	1. Proof of University Introduction Letter Proof 2. Proof of approvals from relevant organizations, ministries, institutions, or local authorities.		
20. **Timeline of the Study**	Realistic timeline showing key stages from start to completion.		
21. **Annexes / Supporting Documents**	Tools, questionnaires, letters of support, CVs, translations, etc.		