CHECK LIST FOR REVIEWING PROPOSALS

The emphasis in ethical review is indicated in the checklist below.

	Review Item	Comment (evaluation of status of review item)	Remarks
1	**Plagiarism and scientific misconduct**- Information in the document should have proper citation and reference list to have all the citations		
2	**Use and misuse of data** – Including information or data that has not been published or permission from the source of the information.		
3	**Management of privileged information** – Using information that has not been made public but you are aware of it because of the position you hold in an organization.		
4	**Scientific design and conduct of the Study** All research must be conducted as per the field of study. Each field study has its own research design and procedure for carrying out research. The study design must be right for the study to be ethical.		
5	**Recruitment of research participant** – Recruitment of participants must be done in a transparent manner without cohesion of any sort. The process of recruiting must be well explain in the document for those getting data from participants.		
6	**Care and protection of research participant** – There must be an elaborate procedure of how the participants will be		

	taken care of and protected.		
7	**Informed Consent Process** – Should have a brief explanation to the participant who the researcher is, from which institution, what the research entails, what is expected of them, are there risks or benefits in participating in the research.		
8	**Protection of research participant's confidentiality** – Some information given to researchers is private and confidential. There should be a plan on how the research participants will be protected.		
9	**Community considerations** – Please indicate how the research will benefit the community or how the community expects to benefit from your research.		
10	Any other issue of concern – Indicate any other issue that is not covered above which is important.		