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### KNH-UoN ERC

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## KNH-UoN ERC PROTOCOL SUBMISSION CHECKLIST

*(Information should be typed and handed in with copies of protocol)*

*To be completed by Applicant and checked by KNH-UoN ERC Office*

<b>TITLE OF STUDY:</b>		
<b>Have you included all the sections in the protocol? Please answer YES, NO or NOT APPLICABLE in the “applicant column”.</b>	<b>Applicant</b>	<b>Admin Office</b>
	<b>Yes/ No / NA</b>	<b>Yes/No/ NA</b>
<b>Details of Applicant/ Investigator/co-investigators/ supervisors</b>		
<b>Addresses and signatures included</b>		
<b>Any collaborating institutions, including details of collaborating investigators</b>		
<b>Funding agency</b>		
<b>Declaration of originality of study where applicable</b>		
<b>List of abbreviations and acronyms</b>		
<b>Operational definitions</b>		
<b>Table of contents</b>		
<b>Structured abstract (Approximately 200-300 words).</b>		
<b>Introduction/background</b>		
<b>Literature review including conceptual/theoretical framework</b>		
<b>Rationale/ Study justification</b>		
<b>Study questions, hypothesis where applicable</b>		
<b>Objectives/Aims</b>		
a) Broad objective(s)/overall goals		
b) Specific objectives		
c) Secondary objectives if applicable		
<b>Methodology</b>		
a) Study design		
b) Study area and site description		

c) Study population description -Definition of cases/controls if applicable -Inclusion/exclusion criteria		
d) Sample size determination and formula/computer program used (assumptions and reference)		
e) Sampling procedure/selection of study participants		
f) Screening, recruitment, enrolment and consenting procedures		
g) Variables – dependent, independent, confounders ( <i>where applicable</i> )		
h) Data collection procedures (qualitative and quantitative data, field data collection instruments or tools, laboratory procedures etc)		
i) Materials – equipment, supplies etc		
j) Training procedures ( <i>where applicable</i> )		
k) Quality assurance procedures		
<b>Ethical considerations</b>		
<b>Data management</b>		
<b>Study results dissemination plan</b>		
<b>Itemised budget and budget justification</b>		
<b>Timeline/time frame</b>		
<b>Study limitations and how to minimize them</b>		
<b>Appendices</b>		
a) Informed consent/assent explanation		
b) Consent form/statement of consent		
c) Study instruments or tools		
d) Special information e.g. educational materials		
e) Recruitment material/ Advertisement(s)		
f) Laboratory procedures and reference ( <i>where applicable</i> )		
g) Maps ( <i>where applicable</i> )		
h) Curriculum vitae attached ( <i>where applicable</i> )		
i) Material Transfer Agreement ( <i>where applicable</i> )		
j) Anti-plagiarism check		
<b>Paid the ERC proposal processing fee</b>		

Applicants Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

KNH-UoN ERC Admin office comment: Register   
Return for update

Signature: \_\_\_\_\_ Date: \_\_\_\_\_