UNIVERSITY OF TECHNOLOGY AND ARTS OF BYUMBA

Post Box: 25, Byumba, Gicumbi District
Northern Province, Republic of Rwanda
Phone: +250 – 789 350 053
Email: info@utab.ac.rw
Web: www.utab.ac.rw

RESEARCH ETHICS POLICY

Byumba, January 2016

TABLE OF CONTENTS

1. Introduction 2

2. Purpose 2

3. Ethical Issues 3

3.1. Guiding Principles 3
3.2 Obligation, Rights and Responsibilities 3
3.3 Research undertaken in public places 4
3.4 Academic Integrity 4
3.5 Informed Consent 5
3.5.1 Vulnerable subjects: 5
3.5.2 Minor children 6
3.5.3 Subject with Learning Disabilities 6
3.5.4 Other vulnerable groups 6
3.5.5 Information to be provided in Intelligible Language in the Informed Consent Document. 7
3.5.5.1 Purpose 7
3.5.5.2 Procedures 7
3.5.5.3 Duration 7
3.5.5.4 Confidentiality 7
3.5.5.5 Risks 7
3.5.5.6 Benefits 8
3.5.5.7 Withdrawal 8
3.5.5.8 Consent 8
3.6 Contractual Responsibilities 8
3.7 Intellectual Property Rights 9
3.8 Animal Rights and Care 9
3.9 Bioethics Sub-Committee 10
4 Misconduct in Research and Scholarship 11

5. Research Ethics Sub-Committee (REC) 12

5.1 Principles of Ethical Review 13
5.2 Submission of Proposals for Review 13
5.3 Communication of Decisions 14
5.4 Reconsideration and Appeals 14
6. Norms of Lodging Complain Involving Research Misconduct 14

7. Procedures for Investigation of Allegations of Misconduct in Research 15

8. Investigations Pertaining to Research Misconduct 16

9. Collaborative Research 16

1. Introduction

The basic distinctiveness of the field of research ethics is associated with the fact that our society of late has become a very knowledge dependent. Higher Institutions of Learning are as such considered to be the creators, protectors and flag-bearers of social and scientific endeavors.

UTAB is committed to the maintenance of the highest ethical standards in respect of research carried out in its name, or with its support. The Institution has a clear responsibility to develop a research culture among staff, researchers and students in order to ensure that the conduct of research and the dissemination of the results of research are truthful and fair, and adhere to good practice in relation to data security. Both safety governance and ethics in research will be the accepted practice to achieve these. UTAB health and safety policy and its governance framework are already in place. This document embodies the ethical issues pertaining research undertaken at UTAB.

It is pertinent to recognize at the outset that adoption of an ethical position in respect of research requires that the researcher observes and protects the rights of would-be participants and systematically acts to permit the participants to exercise those rights. Ethical practice in such cases requires that participants, as a minimum, be properly informed, free to volunteer without inappropriate inducement, free to opt out any time without redress, and be fully protected in regard to safety ant to the limits of best practice.

2. Purpose

The two core principles of UTAB research ethics policy for insuring integrity, accountability and responsibility of scholarship and research carried out under the auspices of UTAB are:

(i) a researcher must be honest in proposing, seeking support for, conducting, and reporting research;

(ii) a researcher must respect the rights, dignity, safety and privacy of research subjects, the welfare of animals and the integrity of the environment. The Institution is also concerned to protect the health, safety and academic freedom of researchers and the reputation of the University as a centre for conductive and high quality research. Any departure from these principles will diminish the aegis of UTAB. It is incumbent upon all members of the UTAB community to practice and to promote ethical behavior.

3. Ethical Issues

Ethical issues arise when the conduct of research involves the interests and rights of: (i) others persons particularly in respect of their safety, security, comfort, privacy or convenience (ii) animals which are used for gaining useful information about their biology, disease prevention, and conservation.

3.1. Guiding Principles

3.1.1 The guiding principles of Research Ethics are non-malfeasance (do not harm) and beneficence (do good), indicating a systematic regard for the rights and interests of others in the full range of academic relationship and activities.

3.1.2. Non-malfeasance is the principle of doing, or permitting misconduct. It is the principle of doing no harm in the widest sense. Beneficence is the requirement to serve the interests and well being of others, including respect for their rights. It is the principle of doing well in the widest sense.

3.2 Obligation, Rights and Responsibilities

3.2.1 Researchers are required to comply with the Research Ethics, policies adopted by UTAB. Research should conform, to the Institution's policies on Health and Safety, and Equal Opportunities. Where appropriate a risk assessment should be conducted at an early stage to ensure the protection of all participants in the research on the advice of the Faculty concerned. For example, the field works in social science that involves research on human subjects off campus, physical and mental safety of both researchers and the subjects of research need to be considered.

3.2.2 Researchers should also abide by the Code of Research Ethics adopted by any relevant professional body or association they may collaborate for realization of a segment of a research project. They should also be aware of any Code of Ethics which applies to potential and actual collaborators on the project and/or other participants. Where the location of research is external to the Institution it is essential that the regulations, procedures, practices and guidelines which are relevant in these situations are taken into account before embarking on a research project.

3.2.3 Researchers must not compromise the overriding principles of non-malfeasance and beneficence, legal obligations and any pre-existing rights in the conduct of research.

3.2.4 Researchers must weigh up the potentially conflicting risks and benefits of a particular piece of research, for instance the potential conflict between human and animal welfare.

3.2.5 Researchers will comply with the principle of justice and the fair treatment of participants in research. Thus the researcher and supervisor may be required to make judgements about the essential fairness of the activity and to ensure that the interests of participants, whether directly involved, are taken into account.

3.2.6 Researchers will consider the ethical implications of the research and the physiological, social, political, religious, environmental, cultural and economic consequences of the work for the participants. Researchers must be sensitive to the possibility of blasphemy or giving offence to followers of faiths or beliefs arising from a piece of work.

3.3 Research undertaken in public places

3.3.1 Research should pay particular attention to the implications of research undertaken in public places. The impact on the environment will be a key issue. Researchers need to ensure their own safety (risk analysis), and must observe the laws of obscenity and public decency. Those engaged in research should also have due regard to religious and cultural sensitivities.

3.3.2 The researcher will need to balance the parameters of academic freedom and free speech with their responsibilities to the community.

3.4 Academic Integrity

UTAB demands integrity in the conduct of research. It expects ethical behavior in respect to authorship and appropriate acknowledgment of research contributions. It is recognized that there are varying degrees of severity in violation of standards of research conduct. Further, there will be cases where disputes may arise which do not clearly invoice misconduct but rather are differences of opinion as to what is considered ethical behavior.

3.4.1 The general principle of integrity should guide all research activities. Honesty should be central to the relationship between researcher, participant and other interested parties. Research outputs should contain acknowledgements of the work of others as appropriate. Plagiarism is deemed to have occurred if a research does not acknowledge the work of another person or persons, e.g., when the source or cited quotations are not identified. Particular care should be exercised in

acknowledging the work of research students. Normally, joint ownership of work by students and supervisors would prevail.

3.4.2 Participants and other relevant stakeholders must be offered access where appropriate to a summary of the research findings. Research reports must be truthful, accurate ad demonstrably the work of the author(s) concerned.

3.4.3 Each faculty of the Institution shall implement measures to educate all those involved in research and scholarship about the principles and practices of scholarly integrity, accountability and responsibility. A Research Ethics Sub-Committee (RESC), to be constituted by the Senate shall overview the effective compliance.

3.5 Informed Consent

Informed consent is a process in which the researcher fully informs the subject about the research – its purpose, scope, risk/benefit, and other characteristics. The subject is given an opportunity to consider whether or not to participate without undue influence or coercion. If the subject (or the subject's legally authorized guardian) agrees to participate s/he signs two copies of an Informed Consent Form (see Sample Form in Annex-I) acknowledging that agreement. One copy is retained by the subject; the other copy is kept by the researcher.

The consent form should be written in the voice of the subject (for example, “My participation will require...” or “The researcher will protect my privacy by...”) or in the second person (for example, “Your participation will require...” or “The researcher will protect your privacy by...”).

3.5.1 Vulnerable subjects:

When the human subjects include minor children, disabled individuals, prisoners or other persons who may be vulnerable, particular steps must be taken to obtain legally valid informed consent and to comply with government regulations. You need to make sure you have the person's consent to what you propose to do, if they are able to give it. This respect for people's rights to determine benefits or damages they are likely to experience from such participation is a fundamental part of good research practice. It is also a legal requirement.

3.5.2 Minor children

Obtaining legally valid informed consent for children shall be a special requirement if minor children happen to be the subjects of a research. Minor children themselves cannot give legally valid informed consent. That must be sought from the legal parents or court-appointed guardian of the child. Thus, the child's parents or guardian must be informed about the research and sign the Informed Consent form giving permission for the child to be a subject. When the child is old enough to understand what is being asked of him or her, the researcher should also inform the child about the research and seek the child's unforced assent to be a subject. The child's assent must be documented. When possible, have the child sign either the parent's or guardian's consent form or a separate consent form.

3.5.3 Subject with Learning Disabilities

If the subject is an adult who is developmentally, and/or congenitally disabled, retarded s/he may have legal guardian. If so, that guardian must give information consent and sign the Informed Consent form, just as a parent does for a child. The researcher should also seek the adult subject's assent, just as the researcher would with a child subject.

If a disabled adult does not have a court-appointed guardian, the disabled adult is legally entitled to handle his/her own affairs and to give consent to be a subject of research. However, the research must consider whether such an individual is, in fact, able to make that decision. When the research involves no more than minimal risk, and when the subject's activities can be concretely described to and understood by the subject, the subject may well be able to give informed consent even if s/he has a disabling condition or other mental limitations.

When seeking Informed Consent from such a disabled adult (or seeking assent to accompany a guardian's consent), the researcher must describe the research clearly and concretely so that the disabled adult can understand and reach an informed decision. Although the consent of a family member is not required if the subject can and does give consent, obtaining informed consent from both the subject and the involved family member may avoid any future dispute about the propriety of the research and the validity of the subject's own consent.

3.5.4 Other vulnerable groups

If the subjects are prisoners, paroles or probationers, the researcher should obtain permission from Rwanda Correctional Centre prior to obtaining consent.

3.5.5 Information to be provided in Intelligible Language in the Informed Consent Document.

3.5.5.1 Purpose

State that the study involves research, give the name and affiliation of the person's conducting the research, and provide an explanation of the purpose of the research.

3.5.5.2 Procedures

Provide a description of the experimental procedures or activities the subject will be involved in. (See the above section on deception for exceptions to this). When appropriate, provide a description of alternative procedures or courses of treatment that are available to the subject, and discuss the consequences of a subject's refusal to participate in the study (e.g., alternate activities for non-participants in studies performed during class time, or alternate activities for studies that provide extra credit for a class).

3.5.5.3 Duration

State the time commitment expected of the subject, itemized as to how many hours or minutes will be required in a given session, the number of sessions, and the total duration over which the subject will be involved in the project.

3.5.5.4 Confidentiality

Give a complete description of the procedures used to maintain the confidentiality of the subject and of the records and data pertaining to the subject, how the subject’s privacy will be protected, and the conditions under which such confidentiality might be breached (e.g., subpoena of research records in cases of child abuse or other criminal activity, “eves dropping” when communicating over the Internet). In general, the researcher must make adequate provisions to protect the privacy of the subjects.

3.5.5.5 Risks

Detail the foreseeable potential risks or discomforts to the subject. Include, where appropriate, risks arising from the need to comply with law, such as the requirement to report evidence of child or

sexual abuse. Describe, where appropriate, any additional costs or lost opportunities to the subject that may result from participating in the research.

In completing this section, the researcher should carefully consider the risks to which the subjects may be exposed, including physical, emotional, psychological, financial, social, educational, legal, and other personal harm. The researcher should design the research so as to minimize all risks.

3.5.5.6 Benefits

Describe any benefits to the subjects or (optionally) to others that may accrue from the research. Its tangible benefits are promised, the researcher should explain what will be provided. Compensation may be provided for the subject's inconvenience or time, but not to induce a subject to undertake risk or to coerce a subject into not withdrawing from the study before its completion.

3.5.5.7 Withdrawal

Include a statement that participation is voluntary, that refusal to participate will involve no penalty or loss of benefits to which the subject is otherwise entitled, that the subject may discontinue participation at any time without loss of care or benefits to which he or she would otherwise be entitled, and the procedures for withdrawing from the study.

If test instruments or interviews are involved, state that the subject may refuse to answer any question at his or her discretion.

3.5.5.8 Consent

Close with a statement that the subject has understood the material in the document and has received a copy of it. Provide a line for the subject's signature and the date. Where appropriate, a line for a witness signature may also be included.

3.6 Contractual Responsibilities

3.6.1 The terms of any contract relating to research must not compromise the overriding principles of non-malfeasance and beneficence, legal obligations and any pre-existing rights.

3.6.2 The terms of research undertaken on behalf of sponsor must be agreed in advance. Terms will include the specification of the research project, the roles and responsibilities of the researchers, the Institute, and the sponsor and agreement on the dissemination and exploitation of the research outputs. The need for confidentiality or non-disclosure agreements must be negotiated in advance.

3.7 Intellectual Property Rights

3.7.1 Terms and conditions of research contracts should be clarified with all participants with particular regard to copyright, rights to publications, prior disclosure and disclosure of information, remuneration and any other benefits.

3.7.2 The research should furnish the sponsor with research reports and other deliverables as agreed in the original contract.

3.8 Animal Rights and Care

The use of animals is essential to the teaching, extension, and research missions of UTAB. It is well known that significant benefits to the health and welfare of both animals and humans have resulted from animal use in research, and continued use is crucial to future advancements. Without the use of animals, proper instruction of students in many programs such as, the biological science would be impossible. However, those who utilize animals are morally and legally obliged to handle and care for them properly and use them humanely. Each faculty member, staff member, or student involved in the use of animals is directly responsible for promoting and protecting their welfare within the instructional, extension, and research programs of the Institution.

The following policy provides guidance for the proper care and human use of animals within the Institution's programs.

3.8.1 Animals should only be used in teaching, research, and extension programs for demonstrating anatomical structures and physiological principles of living organisms, to obtain new information, and derive results which will ultimately benefit society.

3.8.2 Whenever feasible, mathematical models, *in vitro* biological systems demonstrations, and computer and audiovisual aids should augment, complement or possibly replace animal use, thereby reducing the number of animals needed.

3.8.3 All research projects and educational or extension activities using vertebrate animals under the jurisdiction or control of UTAB shall be reviewed and approved by Bioethics Committee.

3.8.4 The housing, care, feeding and observation of all animals must be supervised by individuals

trained in such matters.

3.8.5 Animal use shall be planned and conducted so as to avoid or minimize pain and distress to the animals.

3.8.6 Procedures involving animals must be performed by, or be closely supervised by a faculty or staff member who is skilled in the procedure.

3.8.7 Students taking part in such procedures must be appropriately sensitized, instructed and supervised.

3.8.8 If any experimental or demonstrative procedure, or its consequences, has the potential to induce significant and/or lasting pain, distress or suffering, appropriate methods of tranquilization/anesthesia must be used.

3.8.9 Any painful or distressful procedure, regardless of whether it can or cannot be obviated, must be reviewed and approved in advance by the Bioethics Committee.

3.8.10 Procedures for euthanasia must be performed in a manner consistent with the latest recommendations of the Veterinary Medical Association, and all proposed methods must be approved in advance by the Bioethics Committee.

3.8.11 Any faculty member, staff member, or student of the University who has reason to know or believe that this policy is being violated may submit a written request to the Chairman of the Bioethics Committee. The Committee will examine all pertinent facts regarding the alleged policy violation. If the allegation is substantiated, the Committee will report the violation to the Director of Research for redressal.

3.9 Bioethics Sub-Committee

There shall be a constituted Bioethics Sub-Committee (under the RCC) whose membership and terms are articulated here below:

The Committee consists of not fewer than five members and shall include:

1. one practicing scientist experienced in research involving animals;
2. HOD of Development Sciences;

3. HOD of UTAB medical clinic;
4. one member whose primary concerns are in a nonscientific area (for example, ethicist, educational psychologist, lawyer, member of the clergy);
5. one individual who is not affiliated with the department of Management and Development Studies;
6. Director of Research office or his/her designate.

Terms of Reference

- Review, the Institute's program for humane care and use of animals;
- Inspect the Institute's animal facilities;
- Prepare reports of animal care evaluations conducted as required above;
- Review concerns involving the care use of animals at UTAB;
- Make recommendations regarding any aspect of the Institute's animal program, facilities, or personnel training;
- Review proposed and ongoing research projects for compliance with the Institution's bioethics policy;
- Modify or suspend research activities which are inconsistent with UTAB's Bioethics Policy on the humane care and use of animals;
- Oversee compliance of the policies by student, researchers for experimentation and training;
- Report to RCC.

4 Misconduct in Research and Scholarship

4.1 Misconduct in research means (1) fabrication, falsification, plagiarism (including plagiarism of one's own work), or other practices that seriously deviate from those that are commonly accepted within the scientific community for proposing, conducting, or reporting research, or (2) material failure to comply with the requirements for protection of researchers, human subjects, or the public or for violating the ethical guidelines for use/experimentation with laboratory animals;

4.2 Research misconduct is defined as a breach of any of the following principles in proposing, conducting or reporting research;

4.2.1 Recognition of the substantive contributions of collaborators and students, using unpublished work of other researchers only with permission and with due acknowledgement, and using archival material in accordance with the rules of the archival source;

4.2.2 Obtaining the permission of the author before using new information, concepts or data originally obtained through access to confidential manuscripts or applications for funds for research or training that may be seen as a result of processes such as peer review;

4.2.3 Using scholarly and scientific rigour and integrity in obtaining, recording and analyzing data in reporting and publishing results;

4.2.4 Ensuring that authorship of all published work includes all those who have materially contributed to, and share responsibility for, the contents of the publication, and only those people;

4.2.5 Revealing to sponsors, universities, journals or funding agencies any material conflict of interest, financial or other, that might influence their decisions on whether the individual should be asked to review manuscripts or applications, test products, or be permitted to undertake work sponsored from outside sources.

4.2.6 Non-compliance with the provisions of Institute's policies including those pertaining to use of human subjects, animal care, Health & Safety Regulations.

4.2.7 The intentional misuse of funds designated for research purposes

"Misconduct in Research" does not include honest error or honest differences in interpretations or judgements of data.

5. Research Ethics Sub-Committee (REC)

There shall be a Research Ethics Sub-Committee of RCC whose membership and terms are articulated below:

Membership

1. The Dean of each constituent faculty, or his/her designate with broad expertise in the area
2. One person with knowledge in the field of ethics
3. The Chairs of the department of Social Sciences, Management and Development Studies.
4. Director of Students' Welfare
5. Director of Academic Quality

6. Director of Research

Terms of Reference

- Review all research proposals that will involve human subjects; such review process shall include questionnaires, surveys or interviews of individuals;
- Ensure compliance of UTAB's equal opportunities policy
- Ensure compliance of this policy, suggest further scope and norms to consolidate this policy
- Submit reports to the RCC.

5.1 Principles of Ethical Review

The following principles will be followed:

1. All decisions will be reached by consensus. If consensus is not readily forthcoming then the REC must arrive, by consensus, at one of two possible decisions:
   i. Recommended modifications that would make the project acceptable to all REC members
   ii. Rejection of the proposal
2. All proposals will be subjected to a risk assessment and a subsequent proportionate review.
3. Where the risk is determined by the REC to be above minimal risk level, the REC will have the prerogative and responsibility to confirm that the proposed research meets scholarly standards.
4. Research work (except memoir work cleared on ethical account by department concerned) requiring ethical approval of the chair/designate of REC. Copies of the formal written approval must also be retained by the office of the Dean of concerned faculty.

Failure to follow the guidance on ethical review of research may result in disciplinary action.

5.2 Submission of Proposals for Review

Proposals must be complete before they are evaluated by the REC. Incomplete proposals will be returned to the applicant.

UTAB Ethical Review Process involving human subjects shall identify in detail the flow of documents and communication.

i. Researchers and graduate students will submit their proposals to the DEC Office.
ii. All proposals must be received at least 7 working days before the REC meeting in which

they are reviewed.

iii. All proposals submitted shall be in Soft electronic form (MS Word preferred). Applicants may, on occasion, be requested to also submit a hard copy.

5.3 Communication of Decisions

The Chair will be responsible for communicating the decision on all proposals to the originator and to the Director of Research. Such communication will be sent no later than 4 working days after the REC has reached a consensus.

Where a negative decision, as opposed to a modification, is being considered by the REC, the Chair will provide the researcher with the complete list of concerns and allow them a response before the REC decision is finalized.

The Chair will also ensure that a detailed record of the decision is sent to the Research Office for filing.

5.4 Reconsideration and Appeals

Where the applicant does not agree with the decision of the REC, s/he has the right to ask the Chair to see the minutes of meeting where that proposal was discussed. The researcher can also request the Chair that the REC reconsiders the case. The researcher may appear in person to discuss the research with the REC. The researcher will withdraw before the REC makes a ruling on the Reconsideration. If the researcher is still unsatisfied with the decision of the REC, the researcher has the right to appeal the decision to the Rector.

6. Norms of Lodging Complain Involving Research Misconduct

6.1 A formal allegation of misconduct may be made by any member of the UTAB community. Allegations are to be made in writing to the Director of Research within 3 months of the alleged misconduct, but may not be disallowed solely on grounds of the elapse of time. Anonymous allegations will not normally be considered. However, if compelling evidence of misconduct is received anonymously by any of the above, he or she may initiate the investigation process described below. If the Director/Directorate is a party to the alleged misconduct, the DVC-Academic and Research shall assume the role of the investigator under this policy.

6.2 Anyone having reason to believe that a member of the faculty or staff has engaged in misconduct in research should consult informally and in confidence with his or her own department

chair regarding the situation. If the results of such discussions confirm the seriousness of the report, then the matter should be reported, in writing, by that department chair to the Dean for reporting to REC.

7. Procedures for Investigation of Allegations of Misconduct in Research

7.1 The investigation of allegations of misconduct in research shall be undertaken by one or more impartial designate (s), herein called "the Investigators". The member of Investigators will be determined by the Director, DRC, dependent on the specifics of each case. Normally, the Investigators will be faculty members in departments other than those of the parties. They will have not prior involvement in the matter under investigation. For undergraduate students academic regulations shall apply.

7.2 The investigation is confidential and is governed by the principle of fairness. Within this framework, the Investigators are free to develop procedures and practices, specific to the case under investigation, to collect written material and to conduct hearings.

7.3 The investigators may consult expert witnesses and solicit reports from them on the matter under investigation. The Investigators may obtain written materials relevant to the investigation, such as laboratory notebooks, manuscripts, computer files and records of the proceedings of UTAB committees such as the Research Ethics Board.

7.4 Subject only to the need to respect the privacy of third parties, copies of any information received by the Investigators will be provided to the parities for their reply. Further comments on any reply will be requested only where the reply raises a new pertinent matter.

7.5 Allegations of misconduct may be resolvable through informal processes within the constituent faculties of the Institution. Respective Faculty Deans are required to establish mechanisms to liaise with staff, students any such informal resolution. The Faculty Dean involved shall inform the REC of its proposed mechanism and of how this mechanism is made known to its members. If the complaint is resolved within the Faculty, the Institution shall maintain no written record of the particulars of the allegation.

7.6 Upon receipt of an allegation in writing, the REC shall promptly request an informal meeting with the respondent. Notice of this meeting shall inform the respondent of the allegation of

misconduct, include a summary of the allegation and state that the purpose of the meeting is to determine whether a formal investigation is warranted. The notice shall also inform the respondent of his or her right to be accompanied by any person of his/her choice at this or other future meetings related to a formal investigation. If the respondent is a member of a union or employee association, and the respondent consents, that organization will also be promptly notified of the allegation of misconduct and of future proceedings in regard to the allegation. Any statements made at the meeting will be without prejudice.

7.7 The committee will decide whether a formal investigation is warranted, and will also inform the respondent and complaint in writing, normally within 15 working days of the receipt of the allegation of misconduct. If the REC finds that a formal investigation is not warranted, the allegation shall be dismissed.

8. Investigations Pertaining to Research Misconduct

In the following, 'representative' refers to a person chosen by the respondent (or complainant), possibly a member or staff employee of an employee group to which the respondent (or complainant) belongs.

8.1 The investigation may include one or more meetings between the Investigators and the respondent. The respondent may have a representative present at such meetings.

8.2 The investigation may include one or more meetings between the Investigators and the respondent. The complainant may have a representative present at such meetings.

9. Collaborative Research

In the case of research conducted in collaboration with external bodies the REC must receive confirmation that the collaborative partner has received the appropriate ethical/legal clearance to proceed with the research. Particular attention should be paid to collaborative research which involves human subjects. In the event of participation in any clinically based research the REC must ensure that approval has been given by the relevant Ethics Committee of the collaborating University/Research Organization.

Annex -I

University of Technology and Arts of Byumba
Research Ethics Committee
Informed Consent Document
[Include this information (sample wording) in all consent forms]

You are being given the opportunity to volunteer to participate in a project conducted through UTAB [and, if applicable, any other co-operating institution]

If you decide to participate in the project, please sign this form, you will be given a copy of this form to keep.

If you have any questions at any time during the study, you may contact [Name of Principal Investigator] at [contact details] [also include name of the dissertation supervisor if the project is carried out by a UTAB student]. Sample statement: "Questions about your rights as a research participant should be directed to the chairman of the Research Ethics Board or the Director of Research of UTAB [contact details]

Include the following in the description of your study:

1. Nature and purpose of the project
2. Why subject was selected
3. Explanation of procedures
4. Discomfort/Risks including the time commitment expected of the participant – amount and length of the time. Recognize unpredictable risks if appropriate. If there are no known risks, so indicate.
5. Benefits (if any) to the volunteer and to the broader community if appropriate
6. Confidentiality – explain how privacy will be maintained, if and when the data will become anonymous, how data will be stored, and when it will be destroyed. Explain the legal limits of confidentiality if they apply to the study
7. Compensation to be expected, if any
8. Refusal/Withdrawal (Example: Refusal to participate in this study will have NO EFFECT

ON ANY FUTURE SERVICES you may be entitled to from the Institute. You are FREE TO WITHDRAW FROM THE STUDY AT ANY TIME WITHOUT ANY PENALTY OR REPRIMAND)

PART TO BE FILLED & SIGNED BY THE PARTICIPANTS

I have been given information about this research study and risks and benefits and have the opportunity to ask questions and to have my questions answered to my satisfaction. I freely give my consent to participate in this research project.

Names of the Participant (Signatory) _____

Signature of the Participant (Signatory) _____

Date _____

Place _____

Witness' Names _____

[Witness' signature is not always necessary] _____

Date _____

Place _____

N.B. THE APPROVAL STAMP ON THIS CONSENT FORM INDICATES THAT THIS PROJECT HAS BEEN REVIEWED AND APPROVED BY UTAB RESEARCH ETHICS COMMITTEE. THIS APPROVAL IS VALID FOR ONE YEAR.