REPUBLIC OF RWANDA

MINISTRY OF HEALTH
P O Box 84 KIGALI
Website: www.moh.gov.rw

National Health Research Committee (NHRC) Review Checklist

The importance of medical research and development in the attainment of national health, social and economic goals is well recognized by the Government of Rwanda through its Ministry of Health. The National Health Research Committee is the national regulatory authority with a mandate to ensure that research activities involving human subjects are in compliance with the regulations of the health sector in order to protect the safety of all the participants involved.

The National Health Research Committee has developed these guidelines to assist clinicians, researchers and scientists be familiar with the required alignment with the National health research policy and the current minimum requirements for authorization to conduct research in Rwanda.

Protocols must be scientifically sound prior to review by the National Health Research Committee; investigators are therefore requested to address all the requirements of the NHRC before the proposal is forwarded to the Rwanda National Ethics Committee (RNEC) or other IRBs for consideration of human subject protection review.

Conflict of interest will be declared by each member prior to reviewing the Research proposal. Any application that does not meet the listed requirements should not be accepted or reviewed.

These guidelines apply to all medical research involving humans as research participants in Rwanda, including research in social sciences and humanities, conventional and alternative medicines and research conducted in or by public institutions, private, inter-governmental and non-governmental institutions, and research conducted in a foreign country on human biological materials collected in Rwanda.

Date of Review:

DD	MM	YY

_____

Title of Research Proposal:

_____
_____
_____
_____
_____

Proposal Number

Roles and responsibilities of the Principal Investigator (PI):

- Lead development of and modifications to study protocol and data collection instruments
- Review all other study tools (e.g. Standards Operating Procedures, lab requisition forms)
- Develop the overall study budget
- Ensures all study staff are adequately informed as to protocol requirements and trained in study procedures
- Monitor data collection on a regular basis
- Lead data analysis and report writing
- Oversee the research process and be responsible for the conduct of the investigators and research staff at all study sites.
- Ensure compliance with research protocols, and applicable laws and regulations according to Rwandan IRBs and international IRBs if needed

- Plan, organize and implement research project activities, including protocol and research tools development, data collection and data analysis.

Name of the Principal Investigator (PI):_____

Affiliation: _____

Email: _____

Telephone: _____

Name (s) of the Co-Principal Investigator(s):_____

_____
_____
_____
_____

Reviewer Name and Code

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1. **Is the research topic relevant to current and future health sector research priorities and aligned to the Health Sector Research Agenda?**

   YES ☐ NO ☐

   Comments_____
   _____
   _____
   _____

   Indicate area of interest:
   _____

2. **Does the investigator team have a local Rwandan Investigator(s)?** ***Not applicable if Principal investigator is a Rwandan.***

   All research investigation teams must have a minimum of 30% of Rwandan Investigators.

   YES ☐ NO ☐

Comments_____
_____
_____
_____

3. **Has the investigator team involved the national technical entity at the policy making or regulatory level (Ministry of Health departments, RBC Divisions, professional bodies or associations) working in that area?**
   Not applicable if Principal investigator is from the national technical entity at the policy-making or regulatory level (Ministry of Health, RBC, professional bodies or associations).
   If Yes, please attach the collaboration approval note from the national technical entity.

   YES ☐ NO ☐

   Comments_____
   _____
   _____
   _____

4. **Have the investigators indicated the total amount of funds mobilized for the research and all budgetary considerations must be shared with the NHRC?**

   YES ☐ NO ☐

   Comments_____
   _____
   _____
   _____

5. **Does the reviewer team recommend this proposal for referral to the Rwanda National Ethics Committee (RNEC) for consideration of a human subjects protection review**

   YES ☐ NO ☐

   Comments_____
   _____
   _____
   _____

For NHRC only:

NHRC may approve the research proposal application or reject it specifying reasons for rejection. In the case of rejection, the applicant may appeal and provide additional information to satisfy NHRC requirements within a period of 15 days

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