UNIVERSITY OF THE EAST
Office of Research Coordination

Proponent(s): _____

STUDY PROTOCOL CHECKLIST

Research Proposal Contents (These may vary from one program / course to another.)	**Please check all that apply**
1. Social Value (Describe the relevance of the study to an existing social or health problem such that the results are expected to bring a better understanding of related issues, or contribute to the promotion of well-being of individuals, their families and the communities) (Significance of the study)	
2. Objectives (Describe the viability of expected output)	
3. Literature Review (Provide a brief summary of the findings of previous pertinent studies that show relationships between previous studies and theories to your research topic to rationalize the design)	
4. Research Design (Describe the appropriateness of design relative to the objectives of the study)	
5. Research Population (Describe the appropriateness of target population for the study, the type and the number of research participant required to enter and complete the research)	
6. Sampling Design (Describe the appropriateness of sampling methods and techniques)	
7. Informed consent / Informed Assent	
8. Inclusion Criteria (Describe the criteria each research participant must satisfy to enter the study)	
9. Exclusion Criteria (Describe the criteria that would eliminate a participant from participation in the study)	
10. Withdrawal Criteria (Describe the criteria that would cause termination or withdrawal of participant from the study)	
11. Data Collection Plan (Describe the appropriateness of data collection and processing plan, including data storage, duration of storage, who has access to the stored and disposal data. For studies involving use of database, discuss data base management and role of personal data collector, as well as authority of investigator to access data base) (NEGHHR 2017)	
12. Specimen Handling (**for studies involved in specimen collection*) (Describe the specimen collection and processing plan, including plans for specimen storage, duration of storage, access to stored specimen and data, disposal, and terms of use, including appropriateness of biobank custodian and adherence to institutional guidelines for biobanking, including provision for sample and data removal and destruction of specimen) (NEGHHR 2017)	
13. Data Analysis Plan (Describe the appropriateness of statistical and non-statistical methods to be used and how participants data will be summarized)	
14. Suitability of Site (Indicate the specify site/s and provide justification for the choice of site/s, including capacity of site to address known risks of study protocol, such as availability of equipment and facilities, as applicable)	
15. Duration of participant involvement (Describe the length and extent of human involvement in the study)	
16. Work Plan Schedule (For short duration study, indicate the planned start date, completion date, and duration in months. For long duration study, use Gantt Chart)	
17. Study Budget (Indicate line item amounts)	
18. Curriculum Vitae and relevant certifications to ascertain capability to manage research related risks	