

Institutional Research Ethics Checklist

This checklist must be completed and submitted through email (oric@cmhlahore.edu.pk) along with the research synopsis to the ORIC-CMH LMC & IOD.	
Undergraduate Student <input type="checkbox"/> Postgraduate Resident: <input type="checkbox"/> Faculty: <input type="checkbox"/> Other: <input type="checkbox"/> _____	For office use only ORIC No: _____ ERC No: _____
Department/School/Other Unit:	
Program of study (if applicable):	
Name of Principal investigator:	
Name of Supervisor:	
Corresponding E-mail:	
Name/s of all co-investigators:	
Project Title:	
Start date:	
End date (cannot be retrospective):	
Number of participants (if applicable):	
Funding Source (if any):	
1. Participant Information and Consent <ul style="list-style-type: none"> • Are you gathering data from people? If yes: (a) Have you attached a <u>participant</u> information sheet explaining your approach to their involvement in your research and maintaining the confidentiality of their data? (b) Have you attached a consent form? 	YES <input type="checkbox"/> NO <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/>

<p>2. Data Source and Protection</p> <ul style="list-style-type: none"> • Are you gathering data from secondary sources such as websites, archive material, and research datasets? YES <input type="checkbox"/> NO <input type="checkbox"/> • Have you read the data protection guidelines? (https://www.isaca.org/resources/news-and-trends/industry-news/2024/achieving-ethical-protection-of-data-privacy#f6) YES <input type="checkbox"/> NO <input type="checkbox"/> <p>(a) Have you considered and addressed data protection issues relating to storing and disposing of data? YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p>(b) Is this an auditable form (can you trace the use of the data from collection to disposal)? YES <input type="checkbox"/> NO <input type="checkbox"/></p> <ul style="list-style-type: none"> • Have you planned to share data with third parties, have you obtained appropriate consent and safeguards? YES <input type="checkbox"/> NO <input type="checkbox"/> 	
<p>3. Vulnerable Participants</p> <ul style="list-style-type: none"> • Are you gathering data from people who are considered vulnerable participants (e.g., children, pregnant women, prisoners)? YES <input type="checkbox"/> NO <input type="checkbox"/> <p>If yes:</p> <ul style="list-style-type: none"> • Have you read the guidelines for proceeding with research and obtaining consent from vulnerable participants (e.g., children, people with learning disabilities, your students)? (http://nbcPakistan.org.pk/assets/national-guidelines-for-collection%2c-usage%2c-storage-and-export-of-human-biological-materials-20202.pdf) YES <input type="checkbox"/> NO <input type="checkbox"/> 	
<p>4. Sensitive Data and Study Protocol</p> <ul style="list-style-type: none"> • Have you read the Helsinki – Ethical Principles for Medical Research Involving Human Participants (https://www.wma.net/policies-post/wma-declaration-of-helsinki/) YES <input type="checkbox"/> NO <input type="checkbox"/> • Will the study involve using participants' images or sensitive data (e.g., personal details stored electronically, image capture techniques)? YES <input type="checkbox"/> NO <input type="checkbox"/> • Did the participants specifically consent to the related images or sensitive data? YES <input type="checkbox"/> NO <input type="checkbox"/> • Will the study involve discussion of sensitive topics (e.g., sexual activity, drug use)? YES <input type="checkbox"/> NO <input type="checkbox"/> • Could the study induce psychological stress or anxiety in participants or those associated with the research, however unlikely you think that risk is? YES <input type="checkbox"/> NO <input type="checkbox"/> 	

<ul style="list-style-type: none"> • Have you ensured that your research is culturally sensitive and respectful of diverse perspectives? 	YES <input type="checkbox"/> NO <input type="checkbox"/>
5. Biological Samples and Invasive Procedures	
<ul style="list-style-type: none"> • Will blood or tissue samples be obtained from participants? 	YES <input type="checkbox"/> NO <input type="checkbox"/>
<ul style="list-style-type: none"> • Is your research governed by the Ionizing Radiation (Medical Exposure) Regulations (IRMER) 2000? 	YES <input type="checkbox"/> NO <input type="checkbox"/>
<ul style="list-style-type: none"> • Are drugs, placebos, or other substances (e.g., food substances, vitamins) to be administered to the study participants, or will the study involve invasive, intrusive, or potentially harmful procedures of any kind? 	YES <input type="checkbox"/> NO <input type="checkbox"/>
<ul style="list-style-type: none"> • Is pain or more than mild discomfort likely to result from the study? Please attach the pain assessment tool you will be using. 	YES <input type="checkbox"/> NO <input type="checkbox"/>
<ul style="list-style-type: none"> • Will the study involve prolonged or repetitive testing or does it include a physical intervention? 	YES <input type="checkbox"/> NO <input type="checkbox"/>
<ul style="list-style-type: none"> • Are you gathering data from laboratory animals? 	YES <input type="checkbox"/> NO <input type="checkbox"/>
<ul style="list-style-type: none"> • Have you read ethical guidelines for using laboratory animals for medical research purposes? (https://grants.nih.gov/grants/olaw/guide-for-the-care-and-use-of-laboratory-animals.pdf) 	YES <input type="checkbox"/> NO <input type="checkbox"/>
6. Incentives and Risk Assessments	
<ul style="list-style-type: none"> • Will financial inducements (other than reasonable expenses and compensation for time) be offered to participants? 	YES <input type="checkbox"/> NO <input type="checkbox"/>
<ul style="list-style-type: none"> • Have you undertaken Risk Assessments for each of the procedures that you are undertaking? 	YES <input type="checkbox"/> NO <input type="checkbox"/>
7. Researcher-Participant Relationship and Conflicts of Interest	
<ul style="list-style-type: none"> • Is there an existing relationship between the researcher(s) and the participant(s) that needs to be considered? For instance, a lecturer researching his/her students, or a manager interviewing her/his staff, if yes, please declare. 	YES <input type="checkbox"/> NO <input type="checkbox"/>
<ul style="list-style-type: none"> • Will there be transparency regarding funding sources and potential conflicts of interest? 	YES <input type="checkbox"/> NO <input type="checkbox"/>

<p>8. Ethical Guidelines and Dissemination</p> <ul style="list-style-type: none"> • Is the research compliant with national ethical guidelines and regulations? (http://nbcPakistan.org.pk/assets/hbm-nbc-guidelines-final-18june-2016.pdf) • Is there a plan to disseminate findings to participants and the wider community? 	<p>YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p>YES <input type="checkbox"/> NO <input type="checkbox"/></p>
<p>9. Contact for Ethical Reporting</p> <ul style="list-style-type: none"> • Have contact details been included for reporting and addressing ethical issues that may arise during the research? 	<p>YES <input type="checkbox"/> NO <input type="checkbox"/></p>
<p>10. Collaboration and Partnership:</p> <ul style="list-style-type: none"> • Are you collaborating with other researchers or institutions? • If yes, then mention the details of collaboration in the research synopsis. • Do you have clear ethical guidelines and expectations established for your collaborators? • Have you considered involving the community in the research process to ensure that it is relevant and beneficial to their needs? • Is any of the research activity taking place outside of Pakistan? 	<p>YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p>YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p>YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p>YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p>YES <input type="checkbox"/> NO <input type="checkbox"/></p>
<p>11. Security-Sensitive Research</p> <ul style="list-style-type: none"> • Does your research fit into any of the following security-sensitive categories? <ul style="list-style-type: none"> a) Commissioned by the military b) Involves the acquisition of security clearances c) Concerns terrorist or extreme groups 	<p>YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p>YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p>YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p>YES <input type="checkbox"/> NO <input type="checkbox"/></p>