GOVERNMENT OF SIERRA LEONE
Office of the Sierra Leone Ethics and Scientific Review Committee
Directorate of Training, Non-Communicable Diseases and Research
Connaught Hospital
Ministry of Health and Sanitation

Sierra Leone Ethics and Scientific Review Committee –GUIDELINES

Please be informed that all individuals and/or institutions (private/NGO/Public) engaged in health or health-related research requiring the participation of human subjects within Sierra Leone, must seek ethical and scientific clearance from the Ethics and Scientific Review Committee prior to the commencement of the study. All proposals should be submitted to this Committee by the Principal investigator(s) (PI) for both ethical clearance and review of the science of the research.

The PI should submit the under-mentioned items as appropriate with a covering letter addressed to the Chair of the Committee, requesting ethical and scientific clearance, at least two calendar months before the anticipated commencement of the proposed study:

1. **Seven hard copies of the research proposal (and all supporting documents) detailing the ethical issues in the study and how you intend to solve these issues**
2. **Informed Consent form(s) attached to each proposal. The Committee does not accept verbal consent.**
3. **Completed Check lists (which are attached) or can be obtained from the Secretariat, Sierra Leone Ethics and Scientific Committee**
4. **Brief CV of the PI and Associates**
5. **Study proposals submitted for award of a degree must be accompanied by a letter of confirmation from the supervisor and approval by the Institution's Review Board.**
6. **For each proposed study submitted, a non-refundable administrative handling fee of:**
   - **One hundred thousand Leones (Le100, 000) for individuals in Sierra Leone. Undergraduate students in Sierra Leone are exempted from this charge**
   - **Five hundred thousand Leones for NGOs (Le500,000) based in Sierra Leone**
   - **One hundred dollars ($100) for foreign students or individuals not normally residing in Sierra Leone**
   - **Five hundred dollars ($500) for institutions not based in Sierra Leone.**

Note: All Correspondence to the Ethics and Scientific Review Committee should be sent to:

The Secretariat
Connaught Hospital, Freetown
williettav@yahoo.com

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Sierra Leone Ethics and Scientific Review Committee Checklist

Name of Applicant_____ Date of Applicant_____

Status_____Student_____Faculty_____ Date of Research_____

ESSENTIAL ELEMENTS IN THE APPLICATION FOR APPROVAL		**YES**	**NO**
1	Statement that the study involves research.		
2	Explanation of the purpose of the research.		
3	Design and procedures used are described and are sound.		
4	Expected duration of participation in study is given.		
5	Selection of subjects described and selection is equitable for all persons targeted.		
6	Method of obtaining informed consent is described and does not involve elements of coercion.		
7	Method of assent, if appropriate, is described and does not contain elements of coercion.		
8	Risks or discomforts are described and are reasonable in relation to the anticipated benefits, if any, to the subject.		
9	If research involves more than minimal risk, is there an explanation as to whether any compensation and/or psychological or medical treatment will be made available if injury occurs?		
10	If psychological or medical "treatment" is made available, is it appropriate to the injury?		

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ESSENTIAL ELEMENTS FOR THE CONSENT/ASSENT FORM		YES	NO
1	A statement that the study involves research.		
2	An explanation of the purpose of the research		
3	Explanation of procedures		
4	Explanation of what will be done to the subject, when and how many times.		
5	Description of incentives and the mechanism for distribution.		
6	A statement and description of risks involved and how they will be handled.		
7	Statement that the subject's participation is voluntary and refusal to participate will not involve a penalty or loss of benefits that the subject is otherwise entitled to.		
8	Description of what happens to the subject if he/she withdraws from the study		
9	Identification of whom to contact for answers to pertinent questions about the research.		
10	Statement that the subject has the right to contact the ethics and scientific review committee, if the subject sustains a research-related injury.		
11	A statement that the particular aspects of the research involve risks which are currently unforeseeable		
12	Anticipated circumstances under which the subject's participation may be terminated buy the investigator without regard to the subjects consent		
13	Any additional costs to the subject that may result from participation in the research		
14	Statement about how the data will be monitored to ensure privacy and confidentiality of data		
15	Statement indicating who will have contact with subjects		
16	Statement indicating who will have access to data linked to subjects		
17	A statement indicating whether the findings from the study will be helpful to the individual's situation or health		
18	Statement at the end of the consent form giving the name of the PI of the study. If student, then the research faculty with whom the student is working (using his/her data) or supervising the research		
19	Is consent form written at level that the subject can understand, given age and education?		
20	Other comments		

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