

TOOL L: Ethics Review Checklist



CIH Ethics Review Checklist

The Centre for International Health (CIH) conducts a wide range of activities, often involving vulnerable communities and marginalised populations. Because of the nature of our work, it is essential that the ethical implications of every CIH project be considered. Some projects or project components require full ethical review by an ethics committee, whereas others may only require low risk review or be exempt from review altogether.

The following checklist has been designed to facilitate the process of deciding whether or not a project or project component is exempt from ethical review. This checklist is only required for projects or project components that may **not** need ethics review. If it is already known that the project or specific component does require review by an ethics committee then this checklist does not need to be completed.

Project Name: _____

| Table 1 ⁵⁻⁷ | Yes | No | N/A |
|--|--------------------------|--------------------------|--------------------------|
| Are the primary beneficiaries of the project the participants themselves? | <input type="checkbox"/> | <input type="checkbox"/> | |
| Is all the data collected as part of this project routinely collected using well-established operating procedures or existing protocols? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Is the data being collected and analysed for the sole purpose of maintaining standards or identifying areas for improvement where the work is being conducted? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Is all data non-identifiable? ¹ | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Is the potential harm and risk to those involved in the project (participants and project staff) negligible? ² | <input type="checkbox"/> | <input type="checkbox"/> | |

If the answer to **all** of the above questions are “Yes” or “N/A”, then the project will not require review by an ethics committee, provided this decision is approved by the CIH Ethics Team. If **any** of the questions in Table 1 were answered with “No”, please proceed to Table 2.

| Table 2 ⁵⁻⁷ | Yes | No |
|---|--------------------------|--------------------------|
| Will the project generate knowledge or evidence that will be used to benefit those beyond the participating community? | <input type="checkbox"/> | <input type="checkbox"/> |
| Does the project gather information beyond that routinely collected? | <input type="checkbox"/> | <input type="checkbox"/> |
| Does the project potentially impinge on the confidentiality of those involved? | <input type="checkbox"/> | <input type="checkbox"/> |
| Does the project involve the secondary use of data collected for purposes other than those described to partners, donors and participants, and does the intended use of the data go beyond program improvement? | <input type="checkbox"/> | <input type="checkbox"/> |
| Does the project involve a comparison of cohorts, randomization, use of controls or placebos? | <input type="checkbox"/> | <input type="checkbox"/> |

If the answer to **all** of the questions in Table 2 is “No”, then the project does not require review by an ethics committee, provided the CIH Ethics Team approves this decision. The project must still adhere to the internationally endorsed ethical principles of **beneficence, justice** and **respect for human beings**. If **any** of the questions in Table 2 were answered with “Yes”, the project must be submitted to an ethics committee for review, unless the CIH Ethics Team overrules this decision.

| | |
|---|---|
| Ethical review required? Yes <input type="checkbox"/> Not at this stage <input type="checkbox"/> Checklist completed by: _____ | Decision approved by Ethics Team? Yes <input type="checkbox"/> No <input type="checkbox"/> Signature of Ethics Focal Point: ³ _____ |
|---|---|

¹ Non-identifiable: Data that have **never** been labelled with individual identifiers or from which identifiers have been **permanently removed**, and by means of which no specific individual can be identified.

² **Negligible risk** is where there is no foreseeable risk of harm or discomfort, and any foreseeable risk is no more than inconvenience.

³ If a signature cannot be obtained, an email confirmation of approval may be used instead