Application to Conduct Research

The National Blood Service, Ghana (NBSG) requires that all research and projects are registered. This is to enable the Research, Planning, Monitoring and Evaluation (RPME) Department maintain a database of research that is accessible to researchers for coherent planning of research and preventing unnecessary overlap in content and/or geography.

Please complete this form with as much information as possible to register your research and seek permission to conduct the research within the National Blood Service, Ghana. Please use this form if you meet any of the following:

i. You will be conducting your research or project in the NBSG
ii. You will in any way cite the NBSG before, during or after your research/project
iii. You are an employee of the NBSG

For any questions regarding the Research Application please contact: rpme@nbs.gov.gh

Fill this form and submitted a copy together with your application letter to the Research and Development Department.

*All mandatory fields are marked with an **

Applicant(s) Information

	Researcher	Supervisor
First Name:*		
Surname:*		
Title:*	*(Mr., Mrs., Ms., Dr., Prof, Assoc. Prof, Other)*	*(Mr., Mrs., Ms., Dr., Prof, Assoc. Prof, Other)*
Rank:*	*(Student, Director, Manager, Project Officer, Research Assistant)*	*(C.E.O, Executive Director, Director, Manager, Project Officer)*
Organization:*		
Address:*		

Phone:* Phone:*

E-mail:* E-mail:*

Previous Research

Have you previously received approval to conduct research in NBSG?* Yes ☐ No ☐

Research Category

Which of the following categories does your research fall under? (Put an **X** in the appropriate box)

☐	Local Undergraduate	☐	International Students Groups
☐	Local Post Graduate Diploma	☐	International Clinical Trials
☐	Local Post Graduate Masters	☐	International Non-Clinical Trials
☐	Local Post Graduate PhD	☐	Local Clinical Trials
☐	International Students - Undergraduate, Masters, PhD	☐	Local Non-Clinical Trials
☐	Other (please state):		

Does your work involve human subjects?* Yes ☐ No ☐

If your work involves human participants, do you have insurance cover for participants?* Yes ☐ No ☐

If Yes, provide details of Insurance Cover:

If No, explain why:

Proposed Research/Project

Title of research study*

Identify the research problem (max 125 words)*
What is the research problem the study is addressing?

Description of proposed study (max 200 words)*
Aim/purpose and brief explanation of proposed study - do not describe the detailed methodology here as it will be addressed later in the application

Relevance of proposed study (max 200 words)*
For example, alignment with NBSG research priorities, expected benefits to staff, blood donors, patients, community, etc.

Study Location

☐ Blood Centre Level

Name of Blood Centre: _____

Please check the appropriate unit(s)

- ☐ Donor Recruitment
- ☐ Donor Care
- ☐ Laboratory
- ☐ General Administration
- ☐ Finance
- ☐ Human Resource
- ☐ Information Technology
- ☐ Research, Planning & Data
- ☐ Other (please state):

☐ National HQ Level

Please check the appropriate Department(s)

- ☐ Core Operations
- ☐ Support Services
- ☐ Research & Development
- ☐ Quality
- ☐ Haemovigilance
- ☐ Other (please state):

Research Method

Research design: data collection, analysis and reporting:*

How will the research be conducted? How will the participants be recruited? How will the data be collected, by whom and when? How will the data be analyzed? How will the study findings be reported and disseminated?

Materials and instruments:*

Please describe the type of measurement instruments to be used (e.g. 25 item questionnaire, interviews with open ended questions, test tubes, syringes, microplate reader, etc.) and identify steps taken to ensure their reliability and validity.

Are any of the following subjects the focus or will be used as an analytical category in the research?*

- ☐ Blood Donors
- ☐ Blood Recipients
- ☐ Staff
- ☐ Other (please state)

Sample Size: ☐

Section 4 Research of Sensitive Nature and Risk Management

Does the proposed research include any of the following methods?*

Taking of blood samples from blood donors?	Yes ☐	No ☐
Interaction with blood donors?	Yes ☐	No ☐
Interviewing of staff?	Yes ☐	No ☐
Collection and reporting data?	Yes ☐	No ☐
Possible identification of participants, donors or departments in reports?	Yes ☐	No ☐
Deception?	Yes ☐	No ☐
Use of procedures, activities or equipment, other than those in everyday use, which may involve physical risk?	Yes ☐	No ☐
Visual recording (photographs and video recording)?	Yes ☐	No ☐
Interaction with staff individually or outside the working environment?	Yes ☐	No ☐

Estimated Start Date: ☐ *Please note: applicants must allow at least **three weeks** for the approvals process*

Estimated Finish Date: ☐ *Please note: the NBSG will expect to receive a summary of findings after this date*

Please note: All applications regardless of anticipated timelines will expire after one year from the approval date and a new application will have to be submitted.

Is the research study to be conducted in more than one stage?* Yes ☐ No ☐

Has this research received any significant funding support?* Yes ☐ No ☐

If Yes, please name source of funding:

_____

_____

_____

What physical or financial support do you anticipate to provide NBSG during and after the research/project?

_____

_____

_____

Do you anticipate any media interest in the proposed research study?* Yes ☐ No ☐

Would you want the NBSG Research & Development Department to organize a Scientific Forum for you to present your research protocol to NBSG scientific community?* Yes ☐ No ☐

Would you want your research to be published on the NBSG website?* Yes ☐ No ☐

Key Attachments

- **Participant's Information Sheet and Informed Consent Form**

  All applications to conduct research in NBSG must include a participant information sheet and informed consent form for participants regardless of participant category.

  Please ensure that all essential information is provided in information sheets and consent forms. Information on consent form must be clear and easy to understand.

  Please attach a participant information sheet and consent form to this application.*

- **Ethics Clearance**

  Research conducted in NBSG must comply with the Requirement for Ethical Clearance for the Conduct of Research Involving Humans.

  We expect that you obtain ethical clearance for the research from a Research Ethics Committee.

  Please attach evidence of either having obtained or having sought ethical clearance.*
  This may include your ethics application as submitted to any appropriate Research Ethics Committee.

If you are not required to obtain clearance for the research from a Research Ethics Committee please attach a statement outlining your ethical approach to your research study*

How will you address the issues of informed and voluntary consent; confidentiality and privacy; management, storage and disposal of data; risks and benefits of the research; publication, reports and/or dissemination of results?

_____

_____

_____

_____

_____

Researcher's Declaration

NBSG's approval to approach its heads of Departments/Units to allow their clients' and/or staffs to participate in research is granted upon the condition that all appropriate ethics considerations are adhered to. By submitting your research application, you agree to abide by research ethics requirements.

If at any time, ethics is breached the researcher may, in the first instance, receive a warning from the NBSG. If such behavior continues the NBSG will immediately withdraw approval for the research project and all research activity will cease pending an investigation of the breach. Legal action may be taken in line with the relevant acts and policies.

I accept the terms and conditions for conducting research in the NBSG* ☐

Signature of Researcher: _____ Date: _____

Signature of Supervisor: _____ Date: _____

Submission

To complete your application, attach the following and submit to the Research & Development Department.

1. Project Protocol
2. Participant's information sheet and consent form
3. Ethics Clearance or evidence of seeking ethical clearance
4. Data Collection Tool

Address: Research, Planning, Monitoring and Evaluation Department
National Blood Service, Ghana
P. O. Box KB 78
Korle-Bu