



## Self Audit for Researchers

This document has been designed to help researchers to reflect on their research conduct and to comply with guidelines for responsible research conduct. Are all of the following *true* for your research project?

I am conducting the study in accordance with the protocol approved by the Ethics Committee. Any modifications have been reported to the committee and the relevant documents updated.	True	False	N/A
I have obtained signed consent forms from all participants (where applicable) and stored these securely. Copies are available for audit.	True	False	N/A
I have reported all serious and unexpected adverse incidents to the Ethics Committee and to the MPH Research Director.	True	False	N/A
I have provided all study participants with a copy of the Participant Information sheet approved by the Ethics Committee.	True	False	N/A
I have provided a translator and/or a translated copy of the Participant Information sheet in his/her own language to all non-English speaking participants.	True	False	N/A
I have received ethics committee approval for all public advertising material that seeks volunteers to participate in the study.	True	False	N/A
Approaches to potential participants have been made only by the individuals (or persons in specified roles) approved by the ethics committee.	True	False	N/A
All paper-based questionnaires have the identifying information removed immediately after processing and are then identifiable only by a code. The 'code-key' is stored separately under lock and key at all times.	True	False	N/A
All principal computer files containing study data are stored on a secure network drive where they are regularly backed up.	True	False	N/A
All computer files containing study data are protected by passwords.	True	False	N/A
No personal identifying information has been transferred to portable drives including USB sticks or portable computers.	True	False	N/A

Participants know who to contact if they have a question, complaint or an emergency.	True	False	N/A
There is a regular meeting of the study team including the Principal Researcher/s to discuss the progress of the study.	True	False	N/A

If there are problems you can't fix, seek advice from the Research Director at MPH, or the Ethics Committee.

Principal Researcher:..... Date: .....

For further information, please contact:

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