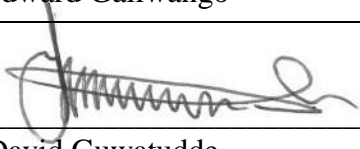


**IGANGA-MAYUGE HEALTH AND DEMOGRAPHIC SURVEILLANCE SITE
STANDARD OPERATING PROCEDURES MANUAL**

SOP #: RESEARCH-01	Supersedes version dated: None
Effective date: 1 st September 2013	Prepared by: Edward Galiwango
Revision #: 1	Approved by:  David Guwatudde, Interim Executive Director

**SUBJECT: PROCEDURES REQUIRED TO CONDUCT RESEARCH AT THE
IGANGA-MAYUGE HDSS**

I. SCOPE:

One of the main objectives why Makerere University setup the Iganga-Mayuge Health & Demographic Surveillance Site (IMHDSS) was to provide a platform for faculty, students, as well as researchers from within and outside Uganda, to conduct community-based applied field research in health, demographic, agro-social economic, etc. IMHDSS therefore encourages and supports institutions and researchers in pursuance of this objective. The guidelines presented in this Standard Operating Procedure (SOP) are intended to inform potential collaborators and/or researchers (including students), the procedures required to conduct research at, or in collaboration with the IMHDSS.

This SOP therefore applies to any scientist intending to conduct research at the Iganga-Mayuge HDSS, which research may not be part of the routine IMHDSS data collection.

II. DEFINITIONS:

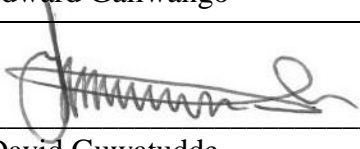
A. Special Study: Any research conducted at the IMHDSS, and is not part of the routine IMHDSS data collection.

B. PI: Principal Investigator

III. PURPOSE OF THE TASK

The purpose of this SOP is to describe the procedure to be followed by any scientist intending to conduct research at, or in collaboration with the Iganga-Mayuge HDSS.

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IV. RESPONSIBILITIES

- A.** It is the responsibility of the scientist intending to conduct research at, or in collaboration with the IMHDSS to comply with this SOP.

- B.** It is the responsibility of the IMHDSS Site Operations Coordinator to ensure that scientists intending to conduct research at, or in collaboration with the IMHDSS have access to this SOP; and to guide them in fulfilling the requirements of this SOP.

- C.** It the responsibility of the Executive Director to ensure that this SOP is being implemented accordingly.

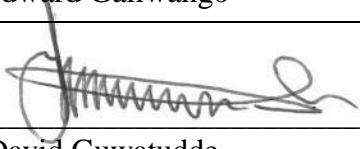
V. PROCEDURE

- A.** Any scientist intending to conduct research at, or in collaboration with the IMHDSS, is strongly advised to contact the leadership of the IMHDSS in the early development of their research proposal, so that the feasibility of conducting their research at the IMHDSS is discussed early.

- B.** As a first step, the scientist must initially submit a research concept describing at least the following:
 - i) Full names of the proposed Principal Investigator,
 - ii) Institution of affiliation of the propose PI,
 - iii) A brief background to the problem to be investigated,
 - iv) Statement of the problem
 - v) Specific objectives to addressed by the data
 - vi) Brief description of the methods to be used to address the objectives
 - vii) A brief description of expected contribution by the IMHDSS (e.g. population listing, household locations guidance, etc)

On receipt of the concept, the Executive Director will make an initial review of the concept to make sure it meets the IMHDSS requirements.

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- C. The research concept will subsequently be tabled at the next IMHDSS Executive Management Committee meeting, which will review the operational feasibility of the proposed research at the IMHDSS.
- D. If the research is determined to be feasible, the PI may be invited to have a detailed discussion on expected roles and responsibilities for the IMHDSS, as well as those of the PI in case the research is finally implemented at the IMHDSS.
- E. The scientist will then be required to subsequently submit a full proposal, including all the necessary documents to be used in implementation of the study, e.g. consent documents, questionnaires, etc; plus evidence of ethical approval of the protocol. The proposal must also include a sensitization plan of the community, and a dissemination plan of the research findings to the Iganga-Mayuge community in form of seminar(s) and/or community meetings.
- F. A budget for implementation of the proposal must also be submitted. All activities to be conducted at the IMHDSS must be appropriately budgeted for. It should also include:
 - i) At least 10% overhead costs for the IMHDSS
 - ii) A budget line to facilitate dissemination of research findings to the Iganga-Mayuge community
- G. The investigator(s) is ready to implement the research at, or in collaboration with the IMHDSS once all the above procedures have been satisfied.

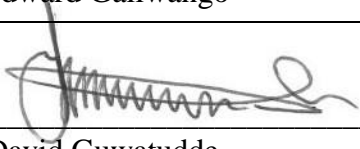
VI. CONCLUSION

The procedures outlined in this SOP are provided in order to guide introduction and implementation of special studies in the Iganga-Mayuge HDSS.

VII. REFERENCES

None

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VIII. ATTACHMENTS

None

IX. REVIEW HISTORY

Date Revised (dd/mm/yy)	Revised by: (Print name)	Revision approved by: (Print name)	Signature of officer approving revision