NATIONAL HEALTH RESEARCH & TRAINING INSTITUTE

INTERNAL MEMO

TO: All NHRTI Scientists and Researchers

FROM: NHRTI Research Ethics Committee Secretariat

REF: TRC/REC/09/2026

DATE: 10th September 2026

SUBJECT: Adoption of Harmonised Research Ethics Committee Documents and Standardised Review Requirements

NHRTI Research Ethics Committee wishes to inform all scientists and researchers that a national initiative to harmonise the operations of Research Ethics Committees (RECs) in Zambia has been completed. The initiative, undertaken in collaboration with relevant stakeholders, has resulted in the development of a standardised set of documents and tools intended to promote consistency, efficiency and transparency in the ethical review of health research.

With immediate effect, all researchers submitting applications to the NHRTI Research Ethics Committee (REC) are required to take note of and comply with the harmonised requirements.

Key Documents include

1. Standard Fees for RECs;
2. Policy on Conflict of Interest for RECs;
3. Harmonised reporting templates, including those for Serious Adverse Events (SAEs), progress reports and protocol deviations.

Researchers are therefore advised to ensure that all new applications, continuing reviews, amendments and reporting submissions are prepared using the applicable harmonised forms and templates. Failure to use the required forms may result in delays in the review and approval of research submissions.

Action Required

All NHRTI scientists and researchers are requested to:

1. Familiarise themselves with the harmonised REC documents and requirements;
2. Use the prescribed templates for all relevant REC submissions with immediate effect;
3. Ensure that applications and reports are complete and submitted in the required format;

4. Take note of the applicable ethics review fees when planning research activities and submissions;
5. Adhere to all reporting and continuing-review requirements to avoid unnecessary delays or additional charges.

This development is an important step towards strengthening the consistency and quality of ethical oversight of health research in Zambia. All researchers are therefore urged to give the new requirements the necessary attention and ensure full compliance.

For any clarification regarding the harmonised documents, forms or implementation requirements, researchers may contact the NHRTI Research Ethics Committee Secretariat.

The REC appreciates your cooperation and continued commitment to conducting research in accordance with the highest ethical and regulatory standards.



EDNA MWALE - REC SECRETARY

cc: REC Chairperson