### Ethical Approval Form

#### Part 1: General Information

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| Introduction |  |

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| Survey tile | The title of the proposed survey is:STEPS Chronic Disease Risk Factor Surveillance. |

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| Key personnel | A STEPS coordinating committee has been set up to oversee and manage the planning, preparation and implantation of the proposed survey and includes the following people. |

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| Name | Organization and qualifications |
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| Dates | The proposed survey dates are: |

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| Phase | Dates |
| Start Date |  |
| Completion Date |  |
| Survey duration |  6 - 7 months |

#### Part 2: Scientific Assessment

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| Introduction |  |

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| Scientific basis |  |

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| Summary of report |  |

#### Part 3: Survey Scope

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| Introduction |  |

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| Goals | Identify the planned goals or use for the information gathered. For example, as a contribution to ongoing data collection to:* Describe the current levels of risk factors for chronic diseases in this population
* Track the direction and magnitude of trends in risk factors
* Plan or evaluate a health promotion or preventive campaign
* Collect data from which to predict likely future demands for health services
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| Objectives | Specify objectives that support gathering 'essential' information only. |

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| Overview of scope | Specify the scope of surveillance to be conducted over time, i.e. Step 1, Step 2 or Step 3, plus coverage of core, expanded and optional items. |

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| Sample size | Identify the sample size and sample frame that will be used. |

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| Geographical coverage | Identify geographical coverage of the survey. |

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| Resources  | Describe resources that:* are required,
* have already been committed, and
* are expected, including support from WHO.
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| Cultural/ethical issues | Describe any aspects of the survey that might raise specific cultural or ethical issues. |

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| Reporting and use of results | Describe:* To whom and how the results will be reported and disseminated
* Any restrictions on results
* Confidentiality of personal identification information
* Use of results once the survey is complete
* Methods for informing and involving community leaders and community groups in the STEPS surveillance project
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| Budget | Provide a detailed budget that includes:* total funds required for each year planned to implement all STEPS activities as identified in the Scope,
* source of funds, and
* funding gap.
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| Item | USD |
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#### Part 4: Declarations

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| Introduction |  |

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| Declaration by principal investigator | The information supplied in this application is, to the best of my knowledge and belief, accurate. I have considered the ethical issues involved in this research and believe that I have adequately addressed them in this application. I understand that if the protocol for this research changes in any way I must inform the Research Ethics Review Committee. |

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| Name: |
| Signature: |
| Date: |

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| Declaration by head of department | I have read the application and believe it to be scientifically and ethically sound. I approve the research design. I give my consent for the application to be forwarded to the Ethics Committee. |

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| Name: |
| Signature: |
| Date: |

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| **Note:** Where the head of department is also one of the investigators, the head of department declaration must be signed by the appropriate Dean, or relevant senior officer. |