



**THE UNITED REPUBLIC OF TANZANIA
MINISTRY OF LIVESTOCK AND FISHERIES**



**TANZANIA FISHERIES RESEARCH INSTITUTE
(TAFIRI)**

**TANZANIA FISHERIES AND AQUACULTURE RESEARCH TECHNICAL AND ETHICAL
COMMITTEE STANDARD OPERATING PROCEDURES**

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FOREWORD

Tanzania is endowed with different types of water bodies that host high biodiversity of aquatic resources, both flora and fauna, which require research-guided management and utilization. The Tanzania Fisheries Research Institute (TAFIRI) was established by the Act of Parliament No. 6 of February 1980, and repealed by Act No.11 of 2016, to provide research-based information towards achieving sustainable utilization and management of the aquatic resources in Tanzania. However, there must be observance of a range of ethical and professional frameworks, obligations and standards that govern proper scientific research. These Standard Operating Procedures (SOPs) were, therefore, developed to guide the conduct of fisheries, aquaculture and related research in Tanzania. The SPOs for fisheries, aquaculture and related disciplines are tools for effective management of sectorial research undertakings by the Research Ethics Committee (REC) of TAFIRI through its Tanzania Fisheries Research Technical and Ethical Committee (TaFReTEC).

By definition, SOPs are detailed written instructions to achieve uniformity and maintain standards in the performance of a specific function. In this particular case, these instructions have detailed procedures guiding the establishment of RECs or Institutional Review Boards (IRBs) and their basic functions. The document outlines procedures for structuring and administering IRB of the fisheries and aquaculture sector hereafter called TaFReTEC.

Therefore, SOPs calls for consciousness of ethical and technical practice by researchers, their respective institutions, and funders. It sets out clear procedures and standards for every stage of research implementation including its conception, execution, reviewing, monitoring and evaluation and dissemination of the findings. The development of the SOPs, therefore, have come at the right time, and they will assist Fisheries, Aquaculture, and allied science researchers to excel to research excellence. I am optimistic that if observed fully, the SOPs will facilitate adherence to high-level ethical and scientific standards throughout the research process.

I request institutions involved in fisheries, aquaculture, and allied fields research to ensure their research governance systems comply with the guidelines provided in these SOPs. In doing so the country will attain the highest ethical standards and good research practice.

I therefore call upon all stakeholders engaged in conducting or facilitating research to observe the ethical requirements as recommended by the SOPs and promote the same within their professional networks.

A handwritten signature in blue ink, appearing to read 'Yahaya Ibrahim Mgawe', is written over a light blue rectangular background.

Yahaya Ibrahim Mgawe

CHAIRMAN OF THE BOARD OF TAFIRI

ACKNOWLEDGEMENT

The preparation of these Standard Operating Procedures (SOPS) has been possible due to guidance and financial support by the Tanzania Commission for Science and Technology (COSTECH). The SOPs are based on the TAFIRI Fisheries and Aquaculture Research Regulations, 2020, the development of which was supported by the Ministry of Livestock and Fisheries. The SOP document was developed through a series of consultative processes which involved various stakeholders including researchers from Higher Learning Institutions, Research and Development Institutions, and the Private sector. Particular gratitude are accorded to the Tanzania Wildlife Research Institute (TAWIRI) and National Institute for Medical Research (NIMR) from whom we learnt a lot during the facilitation provided by their representatives.

TAFIRI also wishes to acknowledge various stakeholders whose insights and valuable contributions led to a successful development of these SPOs. Specifically, the SOPs document benefited from expert contribution provided by other Research and Development Institutions (R&Ds), namely the Tanzania Agricultural Research Institute (TARI), Tanzania Livestock Research Institute (TALIRI) and the Tanzania Forest Research Institute (TAFORI). Expert contributions provided by representatives from the University of Dar es Salaam, Sokoine University of Agriculture, University of Dodoma, Fisheries Education and Training Agency (FETA), Tanzania Industrial Association, and Aquaculture Association of Tanzania are also acknowledged.

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Dr Ismael Aaron Kimirei

DIRECTOR GENERAL

GLOSSARY OF TERMS AND DEFINITIONS

Amendment	Any change to a TaFReTEC approved study. Amendments must be prospectively approved unless the change is required to package the amended parts and related documents of the proposal, previously approved by the TaFReTEC, but later decided to make changes after the study had been carried for some time.
Chairperson	A member of the Committee presiding over a meeting.
Committee members	Individuals serving as regular and alternate members on the TaFReTEC's operations. This Committee is constituted in accordance with the TaFReTEC membership requirements set forth in SOP 1.
Confidentiality	Prevention of disclosure, to other than authorized individuals, of Committee information and documents
Conflict of Interest	A situation in which a person, such as a public official, an employee, or a professional, has private or personal interest
Expedited review	A review process in which one or more experienced TaFReTEC members review and approve research on behalf of TaFReTEC. Only activities that meet the criteria for expedited review may be reviewed using the expedited review procedures.
Ethical misconduct(s)	Any practice that deviates from accepted Tanzania Fisheries Research Institute (Fisheries and Aquaculture Research) Regulations 2020 and its SOPs and ultimately, damages the integrity of the research process

External/Foreign researcher/collaborator	Non-Tanzanian that is participating in a research in the country.
Final Report	An obligatory review of study activities presented as a written report to the Committee after the last subject has completed all visits and all adverse experiences have been brought to appropriate resolution.
Independent Consultant	An expert who gives advice, comments and suggestions to the TaFReTEC with no affiliation to the institutes or investigators proposing the research proposals.
Local co-researcher/Collaborator	These are Tanzanians that are participating in a research project.
Minutes	The official record of events, activities, and actions taken by the convened TaFReTEC.
Monitoring visit	Oversight visits to study sites by TaFReTEC or its representatives to assess the conduct of approved research.
Principal Investigator (PI)	The investigator/researcher with overall responsibility for the research. In a multi-site study, in a country, there should be one overall PI to be answerable, with other CO –PI’s as the case may be.
Project Manager	Individual responsible for coordinating an investigational study. This person may also be referred to as a Site Coordinator. Serve as the primary point of contact for the TaFReTEC.
Proposal Deviation/ Violation	Any instance in which the TaFReTEC-approved proposal has not been followed.
Quorum	Attendance at any convened meeting of the board where at least more than half of the regular (or alternate) members.

Related field/discipline	Any thematic area of applied research based on natural science, socio-economics or any other theme that complements Fisheries and /or Aquaculture.
Research	A systematic process of steps used to collect and analyze information to increase understanding of a topic or issue". It consists of three steps: Pose a question, collect data to answer the question, and present an answer to the question.
Researcher	Any person who is affiliated to the research Institute who conducts investigations in fisheries, aquaculture and related fields.
Research Participant	Is a person, service user, or any healthy person who is taking part in the study
Standard Operating Procedures (SOPs)	Detailed, written instructions, in a certain format, describe activities and action undertaken by an organization to achieve uniformity of the performance of a specific function.
Study site	Is an organization, a unit that is responsible for carrying a research in a given locality.
Tanzania Fisheries Research Technical and Ethical Committee (TaFReTEC)	A national independent ethics review committee that is housed within the TAFIRI structure. The TaFReTEC is a subcommittee of the Programme Committee (RPC) appointed by the Minister of Fisheries and Livestock in collaboration with the Board of TAFIRI to oversee and guide research in fisheries, aquaculture and related fields.

ABBREVIATIONS

COSTECH	Tanzania Commission for Science and Technology
CV	Curriculum Vitae
DG	Director General
DTA	Data Transfer Agreement
EEZ	Exclusive Economic Zone
IRB	Institutional Review Board
IREC	Institutional Review Ethics Committee
MTA	Material Transfer Agreement
NIMR	National Institute for Medical Research
PI	Principal Investigator
REC	Research Ethical Committee
RPC	Research Programme Committee
R&Ds	Research and Development Institutions
SOPs	Standard Operating Procedures
TAFIRI	Tanzania Fisheries Research Institute
TaFReTEC	Tanzania Fisheries Research Technical and Ethical Committee
TAFORI	Tanzania Forest Research Institute
TALIRI	Tanzania Livestock Research Institute
TARI	Tanzania Agricultural Research Institute
TAWIRI	Tanzania Wildlife Research Institute
TZS	Tanzanian Shilling

US\$

United States Dollar

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1. INTRODUCTION

Tanzania Fisheries Research Institute (TAFIRI) was established by a Parliamentary Act No. 6 of 1980, which was repealed to Act No. 11 of 2016. The institution's mandate covers the areas of promoting, initiating, conducting and coordinating fisheries, aquaculture and related research in Tanzania mainland waters. This is because Tanzania is well endowed with natural resources in terms of fisheries potential such as great lakes, small lakes, dams, rivers, and several wetlands, brackish and marine waters. The total water coverage is estimated to be 346,337 km², equivalent to 36.7% of Tanzania's total land area. The role of fisheries and aquaculture research in Tanzania is of great importance, especially within the current state wherein some aquatic ecosystems such as great lakes, fisheries resources are declining due to overexploitation; while in marine ecosystems mainly in Exclusive Economic Zone (EEZ), the large stocks of fisheries are reported but still weakly exploited due to inadequate capacity to harvest such resources. To ensure sustainable exploitation of fisheries and the optimal use of aquaculture potentials, research activities are vital for realizing the sectoral research-driven decision making.

The United Republic of Tanzania established TAFIRI to be its source of scientific information and advice to the Government, Management Authorities and the general public. Due to that, TAFIRI is responsible for the dissemination of fisheries and aquaculture research-based information to its stakeholders. It must provide scientific and technical advice to the government on marine and freshwater fisheries, aquaculture and the protection of the aquatic environment. To increase the effectiveness of its undertakings, the Ministry of Livestock and Fisheries Development that hosts TAFIRI, prepares and regularly reviews the National Fisheries and Aquaculture Research Agenda. Currently, TAFIRI implements the Research Agenda of 2020–2025. These agenda align with national policies and legal framework, specifically, the National Research and Development Policy (2010), the National Fisheries Policy (2015), National Water Policy (2020), National Biotechnology Policy (2010), National Environmental Management Act (2004), the Fisheries Act (2003), Deep Sea Fishing Authority Act (2007), Marine Parks and Reserves Act (1994), TAFIRI Act (2016) and the TAFIRI Fisheries and Aquaculture Research Regulations (2020).

Like other development interventions, management of research-based activities is the basic responsibility of all research institutions. Research management practices reduce unethical or misconducts and contribute to revolutions and advances in the fisheries sector and thus, realize sectoral-based sustainable development. To increase accountability and enhance research management performance, the Regulations of TAFIRI Act 2020 established a committee of the Board of the Institute to oversee technical and ethical standards of all fisheries, aquaculture and related research projects. These aspects will be crosschecked by Tanzania Fisheries Research Technical and Ethical Committee (TaFReTEC) and upon qualification, issue certificate of research clearance. The certificate

of research clearance will allow a researcher to request for a research permit from COSTECH. In so doing, the said Committee will perform its functions guided by Standard Operating Procedures (SOPs) outlined in this document. The aims of developing SOPs are: to facilitate the processing of applications by individuals or institutions proposing to conduct and or engage in fisheries and aquaculture research; and to emphasize the obligations of fisheries or aquaculture or related field researchers to the Institute. Therefore, these SOPs provide the following: (a) the procedures for submission of research proposals for carrying out fisheries, aquaculture and related field research (b) the manner in which proposals for carrying out fisheries and aquaculture research shall be dealt with by the Committee and (c) obligations of researchers prior to, during and after carrying out fisheries and aquaculture research (d) the non-compliance and appeal procedure.

2. THE STANDARD OPERATING PROCEDURES (SOPs)

Under this section, the standard operating procedures are articulated to give, on one hand, guidance to fisheries, aquaculture and related research review committee (TaFReTEC) towards the protection of the rights of research participants, aquatic fauna, and the general research environment. On the other hand, these SOPs ensure adherences to research ethics and standards, as well as for maintaining the national interests and research priority areas.

SOP 1: COMPOSITION, ROLES AND ADMINISTRATION OF THE FISHERIES RESEARCH ETHICS COMMITTEE (TaFReTEC)

This SOP describes procedures for constituting the TaFReTEC, its composition, role and conditions of appointment. It therefore describes the administration, office bearers, members of the committee, the functions of the Chairperson, Secretary, Committee members and dissolution of the Committee.

Constituting the TaFReTEC

Tanzania Fisheries Research Act No. 11 of 2016, section 14 subsection 5 provides power to the Board of the Institute to establish a committees or sub-committees as it may deem necessary for the formulation, control and coordination of research projects proposed and to be proposed. It is based on this provision, Tanzania Fisheries Research Technical and the Board establishes Ethical Committee (TaFReTEC).

Administration composition

The composition and number of members of the TaFReTEC are indicated in TAFIRI Regulation 7 (3). Thus, TaFReTEC shall be formed by ten members of which one member shall be drawn within the Institute. The Committee shall be responsible for review of

research proposals in fisheries and aquaculture and perform its functions in accordance with general or specific directives issued by the Board.

Chairperson: will be appointed by the Minister and the roles of the Chairperson shall be:

- a) to chair TaFReTEC meetings.
- b) to identify expedited review proposals, with the assistance from the Institute.
- c) to facilitate the review of research proposals according to review criteria.
- d) to approve and sign minutes of the Committee meetings.

The Secretary of the Committee shall be the Director General of the Institute.

Roles of the Secretary shall be:

- a) to manage the TaFReTEC's activities including preparation of meeting agendas, monitoring the progress and scheduling of the TaFReTEC's business
- b) to ensure that the TaFReTEC operates within the scope of its responsibilities
- c) to take records of the meetings of the Committee; and
- d) any other role which may fall within the duties of the Secretary.

Members of the Committee shall be:

- a) a member from Directorate of Fisheries
- b) a member from Directorate of Aquaculture
- c) a member from Directorate of Research and Training responsible for fisheries
- d) a member representing higher learning institutions (HLIs)
- e) a member from the Tanzania Fisheries Research Institute
- f) a member from COSTECH who is responsible for research
- g) a member from Deep Sea Fishing authority and
- h) three members to be appointed by the Minister.

NB. The Committee may co-opt any person to attend any of its meetings.

Secretariat

Composition: Secretary of TaFReTEC and two members from TAFIRI;

The functions of Secretariat among others will be:

- a) To develop, and oversee an effective and efficient tracking procedure for each proposal received.
- b) To prepare, maintain and distribute proposals and meeting materials for review.
- c) To organize Committee meetings according to the meeting schedules
- d) To prepare and maintenance of meeting agenda and minutes.
- e) To communicate with the Committee members and applicants/Pis.

- f) To provide the necessary administrative support for the Committee related to activities to the Chairperson of the Committee e.g. communicating with PI on the missing documents during submission of research proposal
- g) To perform a pre-review of each submission of the Committee to ensure adherence to administrative submission requirements.
- h) Responsible for the oversight of Committee documents, records and archive
- i) To design and maintain a system for collecting and filing all Committee documents, including meeting minutes, proposal submission versions, deviations from approved proposals, and progress and final reports.
- j) To ensure that all required materials for submission are present, complete and distributed to the nominated reviewers
- k) To create and distribute meeting agendas, and arrange meeting logistics.
- l) To attend the Committee meetings, take minutes during the meetings, and verify and distribute minutes in a timely manner.
- m) To communicate with all submitting PI at all times throughout the submission and review process.
- n) To maintain files of all correspondences.
- o) To provide updates on the relevant contemporary literature and other issues to Committee members.

The tenure of office

The tenure of office for members of the Committee shall be three years and may be renewable once, unless the membership is by position.

Replacement and Disqualification of Members

- a) Replacement of member(s) will be done when he/she will resign by submitting a letter of resignation to the Chairperson within three months.
- b) Members will be disqualified or terminated if they have been notified in writings by the appointing authority
- c) TaFReTEC members may recommend disqualification or termination and therefore replacement of a member upon unanimous agreement on reasons for termination.
- d) Replacement may be required under the following circumstances: protracted illness of a member, death, persistent absenteeism (four consecutive meetings) of a member without justifiable reasons.
- e) Cause ethical misconduct(s)

Dissolving the Committee

TaFReTEC may be dissolved under the following conditions:

- a) If the Institution is dissolved
- b) If the Committee comes to an end of its tenure

- c) In case of a serious misconduct for the whole committee and by decision of the Board

Functions of the Committee

The functions of TaFReTEC shall be to:

- a) review submitted fisheries and aquaculture research proposals, and make recommendations to the Board.
- b) receive progress reports of on-going research work and recommend to the Board for renewal of permits
- c) propose external reviewers in case the committee has no technical capacity for reviewing the proposal
- d) ensure that policy recommendations on all research related matters are utilized to impact changes
- e) monitor the relevance of established policy driven by research findings or policy briefs to ensure high quality research standards and operating procedures
- f) review annual research reports and provide appropriate recommendations
- g) collate all research findings produced by different researchers
- h) promote collaborative, applied and innovative research approaches to ensure development of the fisheries sector
- i) advice the Institute on dissemination, adoption and commercialization of the findings of fisheries and aquaculture research
- j) advice the Board on matters related to fisheries and aquaculture research ethics and
- k) perform any other activities as may be directed by the Board.

To avoid unnecessary repetition of the research undertakings in one site, the Committee shall establish a register of fisheries, aquaculture and related research projects and proposals including researchers who will carry out the said research study or proposals. The register will also include the study areas for each approved research proposal. The register be hosted and maintained in an electronic information system to ease access and retrieval.

SOP 2: MEETINGS OF THE TANZANIA FISHERIES RESEARCH TECHNICAL AND ETHICAL COMMITTEE (TaFReTEC)

This SOP describes procedure for scheduling meetings, distribution of agendas and meeting procedures. There shall be four scheduled TaFReTEC meetings per year. These meetings' schedule will be open and accessible in the website of TAFIRI. Any extraordinary meeting shall be approved by the Board and shall not exceed three meetings per year. The

schedule of the meetings will align with that of the Board of the Institute. For each of such meetings, the quorum should be 50% of the committee members. During the meeting, whenever possible, the meeting should reach decisions by consensus. If a consensus is not achievable, rules for voting by secret ballot should take place. All members have the right to vote including the Chairperson and the decision is by simple majority. If the vote results tie the chairperson shall cast a veto vote. In every meeting, the progress report and issues that arose during the previous meeting will be discussed and the way forward agreed upon.

The procedures for handling the minutes of the meeting:

1. During Committee meetings, all deliberations shall be recorded in writing i.e. meeting minutes will be recorded.
2. The minutes shall include a list of attendees, actions taken by the Committee, the decision, the basis for requiring changes in or disapproving research, and a written summary of the discussion of controversial issues and their resolution.
3. The Secretary through the Secretariat shall produce both a hard and soft copies of the minutes, sign, maintain a hard copy and issue with a copy of the next meeting's agenda to all Committee members at least a week before the date of the subsequent meeting.
4. All Committee members shall confirm the minutes for accuracy and completeness of the previous meeting.
5. The Chairperson shall confirm the accuracy and completeness by signing the minutes.
6. The Secretariat shall archive the official minutes with the meeting's agenda and all relevant attachments.
7. The time frame for storing documents of the meetings and other records shall be as stipulated in the Records and Archive Management Act of 2002.

SOP 3: CONFIDENTIALITY FOR MEMBERS

This SOP describes procedures, which are put in place to ensure that proceedings of TaFReTEC meetings and the issues that are discussed therein, remain confidential and that only authorized personnel shall be responsible to furnish discussions and deliberations of the meetings to other relevant parties.

Members of TaFReTEC meeting in any specific representative capacity (institutions, associations, departments) must be able to discuss freely the research proposals/projects submitted to them. Proceedings of TaFReTEC meetings are confidential and only the Secretary will be responsible for official communication of the same to authorized parties. Members of the Committee shall have to fill Form No. 1 to ensure non-disclosure of meeting proceedings; and shall be filled in once during the establishment of TaFReTEC. Any

member, who does not abide by confidentiality decree, shall be held accountable and his/her membership revoked.

SOP 4: SUBMISSION OF APPLICATION FOR FISHERIES RESEARCH ETHICAL CLEARANCE

This SOP describes the procedures to be followed for submission of new research proposals for seeking research ethical clearance (and consequently research permit issued by COSTECH). The Principal Investigators (PI) other than students from higher learning institutions shall submit their research proposals to the Institute for scrutiny. An electronic copy of the proposal shall be submitted. The sponsor(s) should not submit applications on behalf of the PI. Along with the proposal and checklist of the Research Team, the following documents shall be submitted:

- a) Application letter for research ethical clearance (to TAFIRI) and research permit (to COSTECH)
- b) Duly filled TAFIRI application form (Form No. 2)
- c) Duly filled COSTECH application (Form No. 3)
- d) Curriculum Vitae (CV) and photographs of applicants (Template of CV Appendix 1)
- e) CVs and photographs of referees
- f) Proof of payment of application fees as set out in the Fifth Schedule of TAFIRI Regulations (2020)
- g) Letter of support from the local collaborator
- h) Letter of support from PI's institute Head
- i) Award letter from the Donor where applicable

For research proposals submitted by foreign PIs, letter of support from their Research Ethics Committee (REC)/Institutional Review Board (IRB) where applicable will be attached.

All of the above mentioned documents should be submitted at least four weeks before the next meeting of the Committee or 3 months before the intended date for commencement of the study. The intended date for commencement of research should therefore be determined with consideration of the above procedure.

Upon receipt of the proposal and the accompanying documents, the Secretary for the Committee through Secretariat shall notify the PI of such receipt within five working days and provide guidance in case of any rectifiable irregularities, missing documents and corrections for immediate action by the PI within a time period specified by the Committee. This notification may be communicated by email and/or any other means considered fast and most convenient. Following receipt of a valid application, the Secretariat will enter it on TaFReTEC Database ("the database"), on the day of a complete package receipt wherever possible. A unique identifying number will be generated by the database.

A proposal that has been checked for all necessary requirements and/or documents will be discussed in the TaFReTEC meeting not more than three months after its receipt. Based on the research design and the nature of the proposed study, TaFReTEC will decide if there is a need to request for the services of external reviewer(s). It should be borne in mind that, foreign researchers after securing research ethical clearance and research permit from COSTECH should proceed to Immigration authorities to obtain Residence Permit Class C that allows a foreigner to conduct research in Tanzania. TAFIRI will not be responsible for researchers arriving in the country before being granted a research permit or notification of approval for a research permit. After official notification from Board of TAFIRI on acceptance of the proposal and from COSTECH on issuance of research permit, a foreign researcher can thereafter arrive in Tanzania.

In the event that a prompt research is required to find a solution and/or answer to any emerging challenge as may be directed by the Minister responsible for fisheries and aquaculture, there will be no need for research clearance. Instead, the Research Coordination Unit will handle such task(s) as part of the Government special assignments to the Institute.

SOP 5: RESEARCH TEAM

This SOP describes the research team composition of the proposed research project. The team shall comprise the Principal Investigator (PI) and other team members with different levels of qualifications including holders of Post-Doctoral, Doctoral, Masters and undergraduate degree as well as diploma and certificate in fisheries or aquaculture or related fields depending on the requirement of the project. For that matter, the research team composition may comprise of research associates, assistants, field assistants, volunteers and interns. Expected roles of each member of the research team are outlined.

Principal Investigator

Principal Investigator (PI) shall be any local or foreign researcher with at least a degree in fisheries or aquaculture or related field who intends to conduct fisheries or aquaculture or related field research and lead the team or collaborators to develop a proposal in a pre-identified priority area. The PI shall be responsible for the application of ethical clearance and or research permit to the responsible authorities. Moreover, the PI shall ensure that the research team members abide by all relevant codes of research conduct, national laws and local by-laws, and provisions as indicated in the research permit and the research clearance. It is also the role of the PI to ensure that his/her research team members do not interfere with cultural, social and/or political norms in the study areas.

Research associate

When a research team member will comprise a Research Associate, his/her roles will interalia, include:

- a. implement the approved research project by performing a wide and complex studies including essay and tests
- b. perform highly specialized and advanced experiments,

- c. collect, prepare, analyze and evaluate specimens and consequently prepare a manuscript
- d. monitor the progress of research projects of which he secured fund for;
- e. administer funds for projects approved by the Board.

Research assistants

When a research assistant either a foreigner or local researcher will be part of the research team, his/her roles will be to implement the approved research project activities with the close supervision of researchers/PI. This will include sampling and collection of data, experimental set up, data entry and analysis. Notably:

- a. where a research assistant is a foreigner, the Principal Investigator shall apply for an entry permit at the time of application for research ethical clearance and permit and shall follow the ordinary application procedures including payment of necessary fees.
- b. The number of foreign research assistants to be involved in a research project will be determined by the ratio of one to one between the Tanzanians and foreigners.
- c. When the Principal Investigator may fail to identify the Tanzanian research assistant, the Institute may assist to do so.

Field assistants, attendants and housekeepers

The Filed Assistants, attendants and housekeepers shall provide logistic supports during the field to ensure samples are collected smoothly. The field assistants, attendants and housekeepers must be a Tanzanian whenever required to be engaged in research projects.

Research volunteers and interns

Tanzanian volunteers and interns can be included in a research if TAFIRI will approve for his/her involvement. They will be involved to carry out the research activities only when they will have a high supervision of the experienced researchers. Note that the volunteer and intern to be included in the research projects application will require filling of the prescribed Form No. 4.

Collaborations

Pursuant to the Tanzania Fisheries Research Institute Act, 2016 research projects by foreign researchers shall incorporate a researcher from Tanzania as a co-researcher. The said co-researcher or collaborator will have relevant knowledge on the thematic area of the proposed research. Thus, the collaborative research work, the following will apply:

- a. The Institute shall, in consultation with COSTECH, assign a local researcher to a foreign research project where the foreign researcher has failed to identify any Tanzanian.
- b. The local researcher shall be required to write a supporting letter which shall be accompanied with the application documents for clearance.

- c. The budget of the project shall include expenses for the local researcher to participate in the project activities in the project study area at least once a year.
- d. A foreign researcher and a local researcher shall, in collaboration produce and submit semi and annual project reports to the Institute and respective management authorities during the project period.
- e. Both the foreign researcher and the local researcher shall sign all semi-annual and annual reports submitted.

Furthermore, will have to comply with the following procedures in order to legally conduct fisheries, aquaculture, and the related research activities in Tanzania mainland:

- a. The foreign researcher is required to apply for a Class C residence permit from the Commissioner General of Immigration Service.
- b. Prior to the application of a research permit to COSTECH, the researcher shall apply for an ethical clearance from TAFIRI and be issued a research permit from COSTECH before proceeding to immigration authorities.

Collaboration between local researchers

Were applicable, collaboration between local researchers is encouraged. In this situation, the following will be considered:

- a. Evidence of proof of letter of support from the affiliated institution or other evidence of official agreement.

SOP 6: RESEARCH AND OTHER FEES

This SOP describes the various fees charged for various services rendered by the Institute for research purposes.

Ethical Clearance Fees

Researchers shall pay non-refundable fees for Fisheries and Aquaculture Ethical Clearance as prescribed in Regulation 10 (see table below). The payments shall be made according to prevailing financial procedures at the time of submission of application for research clearance. Note that such fees shall be paid on an annual basis and shall apply to all proposals including those of shorter than one-year duration.

S/No	Researcher's Categories	Ethical Clearance Fees (TZS)
1	Local Researcher	200,000
2	Local Student Masters	50,000
3	Local Student PhD	100,000

4	Foreign Student Bachelor	150,000
5	Foreign Student Masters	200,000
6	Foreign Student PhD and Foreign Non-Students	300,000

The ethical clearance fees indicated above shall be regularly reviewed and improved accordingly. Both foreign and local researchers who need to conduct fisheries or aquaculture or related subjects in protected areas (e.g. Marine Parks and Reserves, Forest Reserves, National Parks, etc.) shall also pay access fees to the respective authorities. The Commission or TAFIRI shall provide an introductory letter to the respective management authority for issuance of an entry permit for the research team.

Overhead fees for TAFIRI

The Institute will charge administrative costs/overhead fees for research project conducted by TAFIRI staff.

The Institute shall charge the overhead fee of 10% the total project budget for collaborative research funds projects kept in her accounts. In case the policy of the collaborator does not allow overhead charge, the Institute shall enter into negotiation with the donor to address such policy issues. Any researcher affiliated with the Institute who obtains consultancy work shall be required to pay 20% of the consultancy fee to the Institute. If the project is supported by the government, no overhead charges will be charged.

SOP 7: PROCEDURES FOR REVIEW OF APPLICATION OF RESEARCH CLEARANCE

In this SOP, reviewing procedures upon submission of the proposal for application of research clearance are highlighted. Submitted research proposals shall be registered by TAFIRI in its information system and made accessible to the Committee members for pre-reviewing of submitted information. The review process shall proceed as follows:

- a) Initial scrutinization of the proposal shall be done by the Secretariat of TaFReTEC using the Form No. 5. At this level, a summary shall be made of each proposal in terms of project title, names of applicants, Nationality of applicants, study area, overall objective, specific objectives, methodology, donor, budget and recommendations of the Secretariat of TaFReTEC.
- b) Second scrutinization shall be done by the TAFIRI Management using the summary prepared by the Secretariat.
- c) Third scrutinization will be done by TaFReTEC which shall come up with recommendations to the Board
- d) The Committee may invite the PI in personal or virtually for clarification whenever necessary.

- e) Where PI is invited into the Committee meeting, all costs of participation shall be borne by PI/researcher.
- f) Whenever needed, the Committee may invite external reviewer to review the proposal. However, where external reviewers shall be engaged to assist in decision making for a proposal, decisions of the TaFReTEC shall be the final recommendation to the Board.
- g) Final scrutinization and decision shall be done by the Board using inputs and recommendations from TaFReTEC, decisions of the Board shall be final for submission to COSTECH.
- h) On the basis of the decision of the Board, the Director General (DG) of TAFIRI shall issue a research ethical clearance letter (First Schedule of Fisheries and Aquaculture Research Regulations Reg. 13(5) to the project through the PI.
- i) The Secretary of TaFReTEC shall notify the PI within seven days on the decision made by the Board.
- j) The Secretariat shall forward the proposal and associated documents to COSTECH for issuance of research permit after payment of application fee for research permit by PI.

SOP 8: CONFLICT OF INTEREST

The purpose of this SOP is to enable members of the TaFReTEC and external reviewer to declare any conflict of interest for any of the research proposals to be reviewed and deliberated upon by the Committee, be a realized or perceived conflict.

Prior to the commencement of tasks, all Committee members and external reviewers are required to read, understand, accept, disclose and sign the agreement stated on the Conflict of Interest form (Form 6). Every member should disclose any conflict of interest during the opening of the meeting or when at any time the conflict arises, recognized, perceived in the course of the Committee meeting. Any failure to disclose conflict of interest by a TaFReTEC member should be reported to the Chairperson of the Committee for necessary actions. Any member, who intentionally, fails to declare conflict of interest shall be held accountable and his/her membership revoked.

The Institute shall establish a Conflict of Interest which will be responsible for handling and managing misconducts related to conflict of interest. In case a Committee member fails to disclose conflict of interest and that a decision is made in favor of the proposal, the approval will be withdrawn and that member will pay meeting costs for another review if so decided by the Committee. In some instances, when declaration of interest among Committee members may affect the quorum and consequently the decisions reached through voting (by simple majority), the meeting decisions will be based on votes of the remaining number of attendees. In such cases where the Chairperson or Secretary declare conflict of interest, any other Committee member may assume such position(s) temporarily.

SOP 9: CRITERIA FOR REVIEWING RESEARCH PROPOSALS AND EXPEDITED REVIEW

This SOP describes how TaFReTEC reviews and assesses research proposals submitted for approval of research clearance. This SOP also covers how expedited review will be determined and done.

Criteria for Review:

The Seventh schedule of the Fisheries and Aquaculture Regulation 13 (3) is designed to structure the proposal review process and to facilitate reporting recommendation and comments. The proposal review process must take into account both scientific merit and research ethics standards. Specific questions in the approval or disapproval of research proposal form must be adequately addressed in the proposal itself and/or proposal supporting documents under review. Relevant points made during discussion and deliberation about a specific proposal shall be recorded on the form (Assessment Form No. 7). During the review, the recommendations shall be summarized and the decision reached by TaFReTEC presented at four levels: (i) approved as presented, (ii) approved with minor recommendations, no resubmission is required (iii) approved with substantial correction and resubmission is required after revision and (iv) rejected and the reasons for the rejection (Assessment Form No. 7). The reviewing process of the research proposal will also consider if the proposal objectives highlighted align with the priorities of the fisheries and aquaculture research agenda. Approval of proposals submitted by foreign researchers for ethical clearance shall take into consideration the mandatory engagement of Tanzanian local collaborator/researcher.

The Committee shall also assess research proposals on the basis of a separate set of ethical criteria (Form No. 8) and those drawn from the Animal Welfare Act No. 19 of 2008. The Committee shall particularly focus on the Fundamental Principles of Animal Welfare described in Section 4 of that Act and any other relevant provision(s) of the same Act, and this will be specifically for laboratory and controlled field trials. It is noteworthy that the proposals that will be rejected or need revisions, after addressing the reasons provided by the Committee will be resubmitted and handled as new proposals. After approval of research proposal, a consent of the Local Government Authority and participating farmers shall be required [Regulation 6(2)].

Ethical considerations on how to treat animals such as fishes for studies involving field research, the most common animal care policies, legislation, guiding documents and application of ethical best practices in sampling programs will be observed for improving the welfare of animals as research subject and the conservation of rare and endangered species. These comprise: efforts to minimize sample sizes, reduce or mitigate pain and distress, employ the most appropriate and least invasive techniques and accurately reporting methods and findings. Other ethical issues in social studies/project to be considered are as follows: (i) Informed consent - It is important to let the respondent know

or understand the objective or purpose of the project/research to be undertaken; potential risks and benefits in the project before recruiting them to participate in a study (ii) Confidentiality and anonymity - The names or information that may identify the respondent should not be used in any written material or discussion concerning the research project (iii) Participation - Participants/respondents should be adults and minors should be interviewed in the presence of their parents/ guardian. Participants should also be of sound mind.

Expedited Review

The instructions on how this process shall be handled are highlighted below. The Institute in collaboration with the Chairperson of TaFReTEC shall assess if the proposals may require expedited or full review. The following categories shall qualify for an expedited review:

- a) Minor changes (modification or amendment) to a previously approved research proposal.
- b) Studies that are not likely to harm the status or interest or not likely to offend study participants and the development priorities of the nations.
- c) Final study reports/close-outs.
- d) The full costs incurred in full review process
- e) The applicants shall request expedited review by filling a Form No. 9

The expedited review process shall follow the following procedures:

- a) Expedited review shall be conducted by the Chairperson or by one or more experienced reviewers designated by the Chairperson from among members of the Committee in accordance with the requirements
- b) The expedited review shall include a review of the complete study proposal with all required attachments including an amended Application Form (Form No. 9)
- c) Results of the review process may be communicated to the PI within seven days from the date of application before being reported to the Committee.
- d) Reviewers of expedited proposals may exercise all of the authorities of TaFReTEC and those decisions of such reviewers regarding approval or disapproval of the research shall be done electronically using a circular resolution among committee members.
- e) Once expedited approval has been granted, the proposal may be implemented as approved. The approval need not be ratified or otherwise approved by the convened Committee.
- f) All expedited reviews will be tabled for noting at the next scheduled committee meeting via a listing in the meeting agenda.

External reviewer

If the Committee determines that a study involves procedures or information that is not within the area of expertise of the Committee members, then the Committee may invite individuals with competence in special areas as external reviewer to assist in the review of issues that require expertise beyond or in addition to those available among the Committee members. A similar decision shall be made where majority of the Committee members declare conflict of interest on a tabled proposal. The Secretary shall propose an appropriate external reviewer to review study documents from a register of fisheries, aquaculture and related field researchers. The Committee will select the external reviewer based on a number of criteria including current relevant CV, availability, and ability to work independently. The external reviewer selected shall sign a Confidentiality and Conflict of Interest Agreement (Form 5). External reviewers shall submit their reviews in writing using Form No. 6 to the committee in case there is no need for physical presence during the meeting.

SOP 10: PROJECT AMENDMENT

This SOP describes the procedures for making amendments/minor changes to the main project proposal.

A researcher who intends to amend the original research project shall, upon giving sufficient reasons and in writing, request the Institute for approval of such amendments. Amendments made to the project will not be taken on board until reviewed and approved by the Committee. Any amendment to be made from the original approved research proposal (e.g. changes in the title and methodology, addition or deletion of objectives or activities, addition of research team member(s), extension of study sites, etc.) should be written to TAFIRI requesting for amendment of the project with justification (Form 10). Other amendments may include the absence of Principal Investigator for more than 6 months and the addition of either local or foreign researchers.

The PI shall prepare the amendment package and submit the application to the Institute. The Institute shall check the amendment submission for completeness, including an amended version of the proposal and related documents. Changes or modifications in the amended version shall be underlined or highlighted and sent to the Committee for the review process. The criteria the Committee approves or disapproves of the requested amended will be the same as those for approval of new research projects (refer to SOP 9). However, main emphasis will be hinged on the requested amendment and its justification or rationale.

SOP 11: SUBMISSION OF PROJECT REPORTS AND PUBLICATIONS

The purpose of this SOP is to provide instructions for the review of publications, progress and final reports for any study previously approved by the Committee.

This SOP applies to the review and follow-up of the final report which is an obligatory review of each investigator's activities presented as a written report to the Committee after completion of the project activities. Final reports must be submitted to the Committee via a project Close-out form (Form 11 and processed as an expedited review.

Detailed instruction

- a) The Committee shall review all project progress reports and final report accompanied with Close-out Form 11 that indicate that the research is closing.
- b) The Institute may request additional information from the researcher as needed.
- c) Written documentation acknowledging the close-out will be provided to the Principal Investigator and a copy retained in the proposal file.
- d) The research findings on fisheries or aquaculture or related subject whether generated after being cleared by the provisions of this document or made from reviewing the pre-existing literature shall be allowed to be published by a researcher after getting a written consent issued by the Board of TAFIRI through the Director General.

SOP 12: EXTENSION/RENEWAL OF RESEARCH CLEARANCE

This SOP describes how registered researchers can extend or renew the research clearance to continue implementing the project. Both research ethical clearance and permits issued by TAFIRI and COSTECH are valid for a period of one year, and shall be renewed annually until the end of the project. The procedures for renewing the project shall be similar to that of the projects that need an extension. Approval for renewal of both on-going research project or those that need extension of permit will be granted upon submission of an application letter for extension/renewal of permit together with the following:

- a. TAFIRI Form 12 and COSTECH Form 13 application forms for extension/renewal of research permit.
- b. A detailed progress report to TAFIRI with the following format:
 - i) Project Title
 - ii) Executive Summary or Abstract of results (a maximum of 150 words);
 - iii) Introduction
 - iv) Objectives and Hypotheses
 - v) Study Area
 - vi) Methodology
 - v) Results
 - vii) Discussion including the implication of the findings
 - viii) References

- c. Justification for extension/renewal of research clearance
- d. During the extension/renewal of the research permit, management authorities will normally provide recommendations to the Committee on merits for the continuation of a project in the respective areas.
- e. Research projects with weak progress reports will not be approved for the extension/renewal of research permits.
- f. New researcher(s) joining on-going research project(s) must be reported in writing to TAFIRI by the PI during application for renewal of permits, or separately as an application for amendment to add researcher(s) (SOP 10).

SOP 13: CANCELLATION, REVOCATION AND SUSPENSION OF CLEARANCE

The purpose of this SOP is to provide the procedures to be taken in case the researcher fails to abide by conditions of the research permit. It also provides instructions for maintaining records for identifying non-complying researchers.

In the event that a researcher (local or foreign) fails to comply with the provisions of the research clearance, TaFReTEC may recommend in writing to the COSTECH for cancellation, revocation or suspension of the said permit.

Detailed instruction

- a. Whenever non-compliance or non-authorized research has been alleged, TaFReTEC with assistance of the Institute's Research Coordination Office shall investigate the allegations before the next scheduled meeting of the Committee to determine if they can be substantiated.
- b. When non-compliance has occurred, or non-authorized research has been identified, a report from the Institute shall be placed on the agenda of the next Committee meeting and the PI of the project in question be invited in writing to appear for responding to the Committee.
- c. Researchers who fail to respond to the Committee's requests will be notified in writing of the Committee's decisions, and the affiliated institutions and individuals informed.
- d. The Committee may opt to suspend or terminate the ongoing studies or refuse subsequent applications from the researchers. Such decisions shall be recorded in the minutes.
- e. The Committee through Secretary shall notify the investigator of the Committee's action in writing. This notification may be communicated by email and/or any other means considered fast and most convenient.
- f. The researcher must respond in writing with a description of any corrective actions that are to take place and a timeline for implementation.
- g. The findings will be communicated to TaFReTEC through its Secretariat for final decision.
- h. The notification letter shall be sent to the PI, the relevant National Research governance authority (COSTECH, Directorate of Fisheries - Research and Training), the sponsor of the project, collaborating institution(s) if any.

- i. A file shall be maintained that identifies researchers who are found to be in non-compliance with the requirements of TaFReTEC and COSTECH National guidelines and any applicable legal requirement.

SOP 14: RESEARCH DATA MANAGEMENT

The purpose of this SOP is to show the mandate of the Institute as custodian of fisheries, aquaculture and related research findings and procedures that will be taken in acquiring management and maintaining these findings/data. The Institute requires any researcher who is conducting research in fisheries and aquaculture or in related fields to furnish the Institute with research data/findings in an electronic version. Thus, to enable TAFIRI to collect, manage and store all data from fisheries, aquaculture or related fields, TAFIRI shall establish a data repository or data library or data archive. This database infrastructure and its backup will have link with that of higher learning institutions and COSTECH; and secured by limiting authorized users to isolated data sets. To operationalize this, all researchers seeking the consent of publication may be advised to deposit their data to TAFIRI repository as secured system of storing their data. This data repository will store these data without changing the names of variables in the existing datasets. The Institute will use the findings/data for advising the government on the sustainable management of fisheries resources and shall not publish the hosted data or give them to a third party without consent of the primary data holder.

SOP 15: INTELLECTUAL PROPERTY RIGHT

This SOP describes the importance of intellectual property rights and the necessary procedures that will be taken to ensure that inventions and/discoveries of the researchers are legally protected.

Tanzania is a member of the World Intellectual Property Organization (WIPO) which advocates for Intellectual Property (IP) rights allowing creators or owners of patents, trademarks or copyrighted works to benefit from their own work or investment in creation. These rights are outlined in Article 27 of the Universal Declaration of Human Rights, which provide for the right to benefit from the protection of moral and material interests resulting from authorship of scientific, literary or artistic productions.

Detailed instructions

- a. Any discovery or developed technology and innovation derived from the approved research proposal by the Institute shall be governed by the Patents (Registration) Act and the Copyright and Neighboring Rights Act
- b. Without ignoring the intellectual property right (IPR) policies of other research institutions, Any IP right and royalty emanating from any research that was approved by the Institute shall be co-owned by the researcher, Institute and other collaborators of the project.

- c. For TAFIRI researchers, the Institute will maintain its rights towards ownership of materials and/ information and publication rights as follows: -
 - i. The Institute shall obtain 5% of the commercial value for each unit sold of any discovered, tested or developed technology and innovations.
 - ii. For any discovery or innovation by the Institute, the involved researchers, other than from the institute, shall obtain 1% out of the 5% retained by the Institute.
- d. Where the discovery or research innovation is based on indigenous knowledge acquired from a particular community, the commercial value for each unit sold shall be shared between the Institute and the said community.
- e. All costs pertaining to testing of innovations, discovery or developed technology shall be borne by the client.

SOP 16: EXPORT AND IMPORTATION OF RESEARCH MATERIALS

The purpose of this SOP is to describe conditions under which fisheries and aquaculture research materials (either biological or non-biological) may be exported for analysis. In case of importation of such materials, the SOP of the source (country) of the materials shall be adhered to.

Detailed instructions

- a. In the event where a project shall be necessary for research materials to be exported for analysis then, the Institute will write introductory letters to respective authorities (Director of Fisheries and other authorities depending on the nature of the materials) for issuance of export certificate.
- b. In the event of transferring fisheries and related materials, the Institute shall enter into a Material Transfer Agreement (MTA), which shall give a detailed description of the same to be exported.
- c. A researcher who intends to export samples of fisheries and non-biological materials shall submit an application letter to the Institute indicating: -
 - i) the type of specimens or samples or materials
 - ii) the number of specimens or samples or materials
 - iii) where and how the samples were collected
 - iv) the storage media if any
 - v) the manner of packaging and shipping
 - vi) contacts of the consignee (full address with phone, Fax, Email).
- d. The applicant shall present together with the application letter, a copy of an import permit or any other form of authorization (such as that issued by the Vice President

Office for exportation of genetic related specimens) and an import permit or related document from the country to which the samples are to be exported.

- e. The researcher shall, prior to export of fisheries specimen, be required to submit and deposit specimen back-ups or aliquots of each specimen to be exported at the Institute for future reference and biological banking. The submitted specimen back-up/aliquots shall be inspected and verified by the Institute. In case the Institute has no capacity of storing or banking the deposited specimens as the back-ups or aliquots, it shall sign MoU with the other local research institution to take this responsibility on behalf of the Institute.
- f. Specimens deposited at the Institute by researchers shall become the property of the Institute on behalf of the Government.

Where analysis facilities are available within the Institute or elsewhere in Tanzania, the following provisions shall apply:

- a. The export of fisheries specimens or samples or materials, shall not be allowed unless there is a MoU that define otherwise.
- b. Fisheries specimens/samples/materials obtained in the course of research shall be analyzed or processed in laboratories/diagnostic facilities situated in Tanzania.
- c. A researcher shall make use of the local institutions and expertise for analysis of fisheries specimens collected in the field.
- d. Where the collaborative research hosting institution in Tanzania cannot provide the necessary diagnostic facilities and/competent manpower for analysis, it may assist foreign researchers to identify other local institutions with the capacity to conduct laboratory analysis and required tests of fisheries samples or identification of specimens.
- e. For research materials derived from TAFIRI, the Institute may request a collaborative researcher to provide equipment, reagents and short training to her relevant staff for capacity building and furtherance of technical capacity of the institute.

SOP 17: CAPACITY BUILDING AND MENTORSHIP

This SOP describes, among other things, requirements for capacity building for long term projects depending on duration of the research project. This SOP also covers how institutional capacity building will be improved through provision of materials and equipment that will be purchased as a result of the research project by local or foreign researchers.

Detailed instructions

Long-term project defined as the project that runs for at least three years:

- a. are encouraged to offer scholarship for postgraduate students.
- b. shall mentor junior researchers and technicians when carrying out their different research activities and experiments
- c. For TAFIRI research collaboration, unless stated otherwise in the MoU, any equipment (vehicles, equipment and any supplies) bought out of collaborative projects with the Institute for implementation of research activities, shall be the property of the Institute.

SOP 18: COMPLIANCE WITH INTERNATIONAL AND NATIONAL LAWS ON HUMAN AND ANIMAL SUBJECTS

The purpose of this SOP is to underscore the importance of adhering to international and national laws dealing with human and animal subjects.

Detailed instructions

Any researcher conducting research in fisheries and aquaculture or in related matters within Mainland Tanzania, shall be required to comply with international and national laws on human ethics and animal welfare and to respect the cultural, social and political norms of Tanzania, including compliance on non-disclosure of personal and/or financial information of the respondent/informant. Any project that will involve human subjects for bodily sample collection has to seek an ethical clearance from the National Institute for Medical Research (NIMR).

SOP 19: MONITORING AND EVALUATION OF FISHERIES AND AQUACULTURE AND RELATED RESEARCHES

The purpose of this SOP is to provide instructions on monitoring, review and follow-up process of fisheries and aquaculture research.

The TaFReTEC shall carry out periodic monitoring and evaluation of approved projects, assess the outputs and relevance in a predetermined period. TaFReTEC shall be responsible for the assessment of progress reports for determining whether the ongoing projects are implementing approved activities.

Detailed instruction

- a. The Institute shall develop and maintain an inventory of public and private research Institutions, research activities as well as develop and maintain a National Fisheries and Aquaculture Research Database.
- b. The progress and final reports shall be used to monitor and evaluate fisheries, aquaculture and related field research projects.
- c. The Board through TaFReTEC shall instruct the Institute to conduct site visits for evaluation purposes particularly when circumstances necessitate such as likelihood of research interventions to harm the status of endangered species or causing severe habitat deterioration or to offend study participants or that may bring chaos to the community as may be reported by whistleblowers.
- d. The PI shall submit progress reports as per prescribed procedures (Form No. 14) and time frame.
- e. Upon receipt of a progress report of any approved research project, the Committee shall identify any discrepancies based on the initial project plan and communicate the same to the PI within one week after the review meeting.
- f. In addition to Form No. 14, the Committee may present its evaluation results on separate sheet(s) including monitoring indicators deemed necessary depending on the nature of the project under evaluation.
- g. The Institute may commission a technical person to conduct independent evaluation of fisheries and aquaculture research projects before or at the end of the project.

SOP 20: DISSEMINATION OF RESEARCH RESULTS

The purpose of this SOP is to guide how research findings should be disseminated to the stakeholders as stipulated in Regulation 20 (1-7) of TAFIRI Act Regulations (2020).

The Institute shall be furnished with electronic copies of the research reports, publication and other articles generated from the research activities. Also TAFIRI shall be furnished with other relevant findings of the research project. An electronic copy of the reports shall be submitted to the Director General by local researchers, students and scientists who have conducted research in fisheries and aquaculture or in related matters. Findings presented in such reports shall be translated by the Institute into simple language and made accessible to stakeholders. Other requirements for the dissemination of the results shall include:

- a. A foreign researcher who obtains fisheries research clearance and research permit from the Commission as provided for in section 19(1) of the Act or ethical clearance under these Regulations, shall submit to the Director General an electronic copy of the final report and articles generated from his research activities and findings.
- b. All researchers including researchers affiliated to Government institutions, Non-Governmental Organizations, Private Associations, Civil Society or independent researchers who have conducted research in fisheries and aquaculture or in related matters, shall bring out their brief reports to TAFIRI for use by Fisheries Management.
- c. Every researcher who has conducted research in fisheries and aquaculture or in related matters, which is, yet to be presented as the write brief reports, such research shall be brought up to the Institute which shall make it useful for use by the Fisheries Management.
- d. The Institute shall enter into agreements with academic institutions engaged in fisheries and aquaculture research or other allied scientific research to facilitate the students of Masters, Doctorate, and other Postgraduate degrees on the same subject matters to bring out to TAFIRI their research findings and reports. TAFIRI shall then translate and make such findings useful for use by the Fisheries Management.
- e. The Institute may enter into agreements with academic institutions engaged in fisheries and aquaculture research or other related scientific research for the purposes of establishing a system of exchanging information relating to fisheries or other allied scientific research. This may be easily backed up by linking the established data repository of TAFIRI with that of higher learning institutions HLIs.
- f. Upon receipt of the research findings from different research sources, the Institute shall archive, review, translate and disseminate fisheries and aquaculture research findings.

- a. Mutual Agreement between researcher and the Institute will be signed upon the use of raw data submitted to the Institute; and both parties shall need to comply with the Data transfer agreement.
- b. The Institute shall promote the application of electronic communication to ensure that research activities and dissemination of research findings are efficiently accessible to stakeholders.
- c. A person shall not be allowed to release into public or publicize any fisheries or aquaculture research results or publication without prior consent from the Director General representing TAFReTEC.

The Regulations 17 (3 - 4) further provide for the role of the Institute in dissemination of fisheries, aquaculture and allied scientific information by TAFIRI and other institutions. As such, any fisheries or aquaculture scientific fora organized by Public and or Private Organizations shall consult the Institute with exception of student's fora. The institute may conduct annual scientific fora to discuss matters pertaining to fisheries and aquaculture research in Mainland Tanzania.

SOP 21: SAFETY REQUIREMENTS

This SOP describes procedures which will be put in place in order to insure the research team against contingencies.

The implementing institutions are responsible for insurance of research team members against adverse events and risks during research activities. Without contradicting other relevant Acts and regulations, it is provided herein that the contingencies which may occur in the course of a research process shall be handled as follows:

- a. The implementing institutions shall be required to ensure availability of safety and protective gear onboard research vessels, transport vehicles, laboratories and any other place of work in the execution of respective research activities.
- b. In case of any injury, sickness, or any other risks that may be encountered during execution of research activities, provisions of the Workers Compensation Fund Act (2008) shall apply.
- c. The Institute shall not be responsible for any risks that may occur in the course of conducting research.

SOP 22: APPEALS

This SOP describes procedures which should be followed by the researcher or any other party who is not satisfied by the decision made by the institute regarding his/her research project.

- a. A person aggrieved by the decision of the Committee, within twenty-one days upon receipt of such decision, may either appeal directly to the Minister.

- b. Every appeal shall state briefly the nature of the complaints that gave rise to the appeal and grounds upon which the appeal is based.
- c. Upon receipt of the appeal, the Minister shall within thirty days from the date of receipt of the appeal determine the appeal and give a decision which shall be final.
- d. The Minister shall determine the appeal and issue his decision on the appeal within thirty days from the date of lodging the appeal.

SOP 23: SPECIFIC AND GENERAL PENALTIES

This SOP describes specific penalties for research misconduct and general penalty for any offense upon conviction where no specific penalty has been determined in the SOP.

- a. Every person or body of persons required to furnish information to the Institute shall comply with the requirement, failure of which shall constitute an offence and shall on conviction result into a fine of not less than two million shillings, but not exceeding five million shillings (TAFIRI Act No 11, Section 17(2-3)).
- b. Any person who releases into public or publicize any fisheries or aquaculture research results without consent of the Institute commits an offence and upon conviction shall be liable;
 - in the case of a local researcher to a fine of not less than one million shillings and not exceeding ten million shillings, or imprisonment for a term of not less than six months or to both such fine and imprisonment.
 - in the case of a foreign researcher to a fine of not less than five million shillings and not exceeding twenty million shillings, or imprisonment for a term of not less than six months or to both such fine and imprisonment.
 - in the case of a local student researcher to a fine of not less than five hundred thousand shillings and not exceeding one million shillings, or imprisonment for a term of not less than six months or to both such fine and imprisonment.
 - in the case of a foreign student researcher to a fine of not less than one million shillings and not exceeding five million shillings, or imprisonment for a term of not less than six months or to both such fine and imprisonment.
- c. Subject to Section (b) above, any person who releases false information shall be required to refute the information and bear cost for the same.
- d. A researcher, who fails to comply with the requirements of research data and findings to the Institute, may have his/her research permit withdrawn or revoked.
- e. A person who is convicted of an offence under Regulations to which no specific penalty has been provided shall be liable;
 - in case of an individual, to a fine of not less than five hundred thousand shillings and not exceeding two million shillings, or imprisonment for a term of six months or to both such fine and imprisonment;

- in case of a continuing offence, to a further fine of not less than one hundred thousand shillings for each day during which the offence continues; and
- in the case of a continuing offence, to a further fine of not less than five hundred thousand shillings for each day during which the offence continues.

SOP 24: ADOPTION OF SOPs BY STAKEHOLDERS/AWARENESS CREATION

This SOP describes how the Committee SOPs will be made accessible to all stakeholders in order to facilitate research coordination and awareness of research guidelines and ensure compliance. Upon approval, the Committee SOPs will be published in print out and electronic format and made freely available. TaFReTEC shall develop and implement the plan to distribute the SOPs to various stakeholders for awareness creation and support.

SOP 25: REVISION OF SOPs

The purpose of this SOP is to determine review period and frequency and describe the review process. If the Committee wishes to review and/or revise the SOP;

- a. The Institute shall request an electronic copy of the document from the Secretary or may request minor changes to be made directly by the Institute.
- b. The SOPs shall be reviewed for accuracy and timeliness every three years. SOPs may be revised more frequently when required.
- c. The Institute in consultation with the Committee shall ensure that the SOPs are up to date and reflect the actual procedures and all applicable regulatory requirements.

Form 1: Confidentiality Declaration Form for Members of the Fisheries Research Technical and Ethical Committee (TaFReTEC)



**THE UNITED REPUBLIC OF TANZANIA
MINISTRY OF LIVESTOCK AND FISHERIES
TANZANIA FISHERIES RESEARCH
INSTITUTE
(TAFIRI)**



**CONFIDENTIALITY DECLARATION FORM FOR MEMBERS OF THE FISHERIES RESEARCH
TECHNICAL AND ETHICAL COMMITTEE**

I agree to consider all discussions and/or statements made during all meetings of the TaFReTEC as confidential information. I declare to safeguard confidentiality during and after the meeting. I also declare to consider any documents, materials or information provided to me in the course of the meeting, or in conducting activities of this committee after the meeting, as confidential materials, never to be divulged to any person without any prior written permission of the Chairperson of the Committee.

Signed:

Date:

Form 2: Application Form for Fisheries and Aquaculture Research Ethical Clearance



**THE UNITED REPUBLIC OF TANZANIA
MINISTRY OF LIVESTOCK AND FISHERIES
TANZANIA FISHERIES RESEARCH INSTITUTE
(TAFIRI)**



APPLICATION FORM FOR FISHERIES AND AQUACULTURE RESEARCH ETHICAL CLEARANCE

1. Applicant Personal Particulars

Surname

First Name

attach applicant's
passport size photo

Title (Mr./Mrs./Ms./Miss./Prof./Dr.) (*delete whichever is not applicable)

Nationality.....

Passport Number / National ID Number* (*delete whatever is not applicable)

.....

Date of birth.....

Highest academic qualification.....

Institutional Affiliation

Town/City.....

Region/Province/State.....

Country.....

Permanent address.....

Phone

Email address.....

Contact address while in Tanzania (Foreign Researchers)

.....
2. Title of proposed research project

.....
.....

3. Theme

.....

4. Purpose of research: Institutional Activity / Contractual Research / R&D / To attain a degree
PhD/MSc/B.Sc/BA/ others (specify) (delete the
inapplicable).....

5. Research objectives

.....
.....
.....

6. Field sites where research will be conducted

.....
.....

7. Duration of research (months)

8. Expected start date (Day/Month/Year)

9. Expected end date (Day/Month/Year)

10. Source of funds

11. Which live aquatic fauna/flora species will you focus on during your research?

.....
.....

12. What is the status of the species under the IUCN Red List?

.....
.....

13. Name of the species and how many live aquatic fauna do you expect to include (Species name &
Number of specimens)

Species names: and numbers in brackets

.....
.....

14. Have you ever obtained a Fisheries and Aquaculture Ethical Clearance Yes/No

15. If Yes in 6 above explain briefly

.....
.....
.....

16. Will you have a focus on any biological material? Blood /DNA extract, or any other materials during the research? Yes / No

17. If yes, how do you intend to treat/sacrifice the aquatic fauna?

.....
.....
.....
.....

18. How do you intend to dispose of the materials?

.....
.....
.....

19. I agree to abide by the data transfer agreement (DTA) and material transfer agreement (MTA) of TAFIRI. Yes/No...

20. References (provide names and addresses /telephone number/email of two referees, one of whom should be based in Tanzania)

.....
.....
.....
.....

21. Name and address of local collaborator (for foreign researchers).....

.....
.....

22. Declaration: I

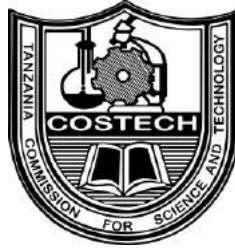
Declare that the information provided herein is true and I will be accountable for any information that will be found to be false or untrue.

Signature of applicant

Date (Day/Month/Year)

Form 3: COSTECH Application Form for Research Permit

COSTECH APPLICATION FORM FOR RESEARCH PERMIT



1. Applicant Personal Particulars

Surname

First Name



Title (Mr./Mrs./Ms./Miss./Prof./Dr.) (*delete whatever is not applicable)

Nationality

Passport Number / National ID Number* (*delete whatever is not applicable)

.....

Date of birth.....

Highest academic qualification

Institutional Affiliation

Town/City.....

Region/Province/State.....

Country.....

Permanent address

Phone

Email address

Contact address while in Tanzania (Foreign Researchers)

.....

2. Title of proposed research project

.....

.....

3. Purpose of research: PhD/MSc/B.Sc/BA/ others (specify)

..... (delete the inapplicable)

4. Research methodology (brief description)

.....

.....

.....

5. Research objectives

.....

.....

.....

5. Region(s) and District(s) in Tanzania where research will be conducted

.....

.....

7. Date research will commence

8. Estimated period of research (months)

9. Sponsor

10. Contact address while in Tanzania

11. References (provide names and addresses of two referees, preferably one of whom should be based in Tanzania)

.....

.....
.....
.....

12. Name and address of local collaborator (for foreign
Researchers).....
.....
.....
.....

13. Names of other applicants
.....
.....

Signature of applicant

Form 4: Tanzanian Volunteer/Interns Agreement



**THE UNITED REPUBLIC OF TANZANIA
MINISTRY OF LIVESTOCK AND FISHERIES
TANZANIA FISHERIES RESEARCH
INSTITUTE
(TAFIRI)**



TANZANIAN VOLUNTEER/INTERNS AGREEMENT

1. This agreement to volunteer is made between the Tanzania Fisheries Research Institute (TAFIRI), P.O. Box 9750 Dar es Salaam; and.....of.....Tel.....

Tanzania Fisheries Research Institute (Conduct of Fisheries Research) Regulations GN 479 (contd).

This agreement shall be for a period of.....effective from.....

The Centre/Directorate/Unit/Section of placement at TAFIRI shall be.....

2. Name of supervisor at TAFIRI shall be.....

3. This agreement is made upon the following conditions-

- (a) the volunteering period is one year which can be taken from a period of one (1) to six (6) months renewable accordingly;
- (b) TAFIRI shall not be responsible for any payment or costs incurred by a volunteer unless formally agreed upon and authorized;
- (c) TAFIRI shall not be responsible for any medical expenses;
- (d) Volunteering does not mean employment by TAFIRI;
- (e) a volunteer shall abide and respect all TAFIRI terms of service, rules, regulations and conduct;
- (f) TAFIRI shall not be responsible for any injury, accident, death or any related matter that shall arise during the volunteering period at TAFIRI;
- (g) handling of restricted information and materials is prohibited;
- (h) disclosure of any information accessed, in respect of the Institute to unauthorized person is prohibited;
- (i) volunteering after the contract end date is prohibited;
- (j) failure to abide to rules of conduct at TAFIRI shall lead to termination of the contract without prior notice; and

(k) at the end of this contract the volunteer shall handover immediately without exception or reservation all documents, notes, papers, records including electronic documents which are held by the volunteer bearing directly or indirectly on TAFIRI business.

Accepted and signed today by
(Volunteer)

Signature.....Date.....

Name of Parent/Guardian/Witness.....

Signature of parent/Guardian/Witness.....

Tel.....Date.....

Signed for TAFIRI by.....

Signature..... Date.....

Chief Human Resource and Administration Officer/Director of Research

Signature..... Date.....

Form 5: Checklist Ethical Clearance Application Submission

S/No	Required Documents: for new proposal	Attached with application? Yes/No
1	Full research proposal (s) with all relevant sections: Summary, Background and Rationale, Objectives, Methodology, Ethical considerations, Budget and Budget justification, References and Appendices if any	
2.	Application letter for research ethical clearance to TAFIRI	
3.	Application letter for research permit to COSTECH	
4.	Duly filled TAFIRI application form (Form No. 2)	
5.	Duly filled COSTECH application (Form No. 3)	
6.	Curriculum Vitae (CV) and photographs of applicants (Appendix 1)	
7.	Curriculum Vitae (CVs) and photographs of referees	
8.	Proof of payment of application fees as set out in the Fifth Schedule of TAFIRI Regulations (2020)	
9.	Letter of support from the local collaborator	
10	Letter of support from PI's institute Head	
11	Award letter from the Donor where applicable	
12	For research proposals submitted by foreign PIs, letter of support from their Research Ethics Committee (REC)/Institutional Review Board (IRB) where applicable	
13	Filled in Materials (MTA) and Data Transfer Agreement (DTA)	
14	Evidence or informed Consent Forms of local government authorities and community participants where the research activities/experiments will be conducted	
Required documents for the Project Amendment		
1	Amended version of the research proposal	
2	Dully filled project amendment form	
3	Cover letter with Institution logo signed by PI or CO-PI	
4	Progress report of study (if applicable)	
5	Copy of ethical clearance certificate	
6	Evidence of payment (Pay In / Bank Slip)	
Required documents for the Extension/Renewal of the Project		
1	Dully filled extension/renewal of research clearance application form	
2	TAFIRI Form 9 and COSTECH Form 10 application forms for extension/renewal of research permit	

3	Full progress report to TAFIRI (with the following: project title, executive summary or abstract of results; introduction, objectives and hypotheses, study area, methodology, results, discussion including the implication of the findings and references)	
4	Recommendation letter from the local contact person	
5	Three passport-size photographs (4x5cm) of applicant	

Form 6: Conflict of Interest Declaration Form for Members of Tanzania Fisheries Research Technical and Ethical Committee (TaFReTEC)

THE UNITED REPUBLIC OF TANZANIA

MINISTRY OF LIVESTOCK AND FISHERIES

**TANZANIA FISHERIES RESEARCH
INSTITUTE
(TAFIRI)**



CONFLICT OF INTEREST DECLARATION FORM FOR MEMBERS OF TANZANIA FISHERIES RESEARCH TECHNICAL AND ETHICAL COMMITTEE (TaFReTEC)

I declare that **I have no/I have** a conflict of interest in relation to the **following/none of the** proposals tabled for discussion in this meeting.

Conflict of Interest: (*Write down*)

.....
.....

Proposal for which I have a Conflict of Interest

Proposal title:

.....
.....
.....
.....
.....

PI:

Type of Conflict of Interest:

- Financial
- Proposal Development
- Relationship (work place, family, business, etc)
- Other aspects of the proposal

Signature:.....

Date:.....

Form 7: Criteria for Approval or Disapproval of Research Proposal



**THE UNITED REPUBLIC OF TANZANIA
MINISTRY OF LIVESTOCK AND FISHERIES
TANZANIA FISHERIES RESEARCH
INSTITUTE
(TAFIRI)**



CRITERIA FOR APPROVAL OR DISAPPROVAL OF RESEARCH PROPOSAL

Title of the Research Proposal

.....
.....

..... Name of Reviewer:

.....

Institution:

E-mail Address:

Mobile phone:

Date of review:.....

Project status: new/revised/rejected version.....

S/N	Review Elements	Items to be considered during evaluation	Maximum Points that may be awarded	Points Awarded	Justification for your points awarded
1	Title of the project	Clarity and conciseness of project title: short, simple, precisely reflecting the basic objectives of the proposed research	5		
2	Summary	Introduction; research study/design; problem statement; justification and rationale; objectives; methodology; expected output	5		

3	Background & literature review	Description of existing knowledge: Justification/rationale; research question/problem statement; description of the existing knowledge about the problem; knowledge gap intended to be addressed; hypothesis to be tested; includes citation of recent and relevant publication/literature	10		
4	Broad objectives	Which Strategic development goal(s) does the study address?	5		
5	Specific objectives	Are the specific objectives SMART (Specific, Measurable, Achievable, Realizable and Time bound); OR are the objectives well stated? Are they Achievable?	25		
6	Methodology - Selection & adequate description of methodology	<ol style="list-style-type: none"> 1. Research study/design including implementation plan 2. Justification of the choice of study area. 3. Description of the population from which the study sample is to be drawn; Description of the sampling procedures including size 4. Methods/techniques of data collection and their justification (e.g. questionnaires, laboratory analysis procedures key information interviews 5. Ethical statement: ethical issues if are well addressed in the proposal 	25		

		6. Quality assurance Mechanisms (overall quality research process and linkage to gender considerations.			
7	Data management and analysis plan	Proper Description of data analysis (Includes any electronic packages for processing and analyzing the data) and storage	5		
8	Budget	Is the budget adequate, justified and realistic? What is the source of fund?	10		
9	Dissemination Plan	disseminating plan and its feasibility such as publication, policy briefs, project briefs, conference presentations and workshops	10		
		Total	100		

*The proposal will be valued successful if it attains a total of 75%

Decision reached by the Committee:

Approved as presented

Approved with minor recommendations; resubmission is not required (when total score is $\geq 75\%$)

Major revisions (when total score $< 75\%$); recommended for resubmission after revision

Proposal is rejected; the reasons for the rejection

.....
.....
.....

Form 8: Ethical issues to be considered during reviewing process of the research proposals

S/No	Leading question: have ethical issues been well addressed in this proposal? Please Comment (Use additional sheet of papers)
1.	How will the implementation of the study be free (freedom & independence of research) from internal and external pressure that limits the exploration of well-defined problems? e.g. financial, political, social, cultural or religious
2.	How the researchers of the project will be responsible to reduce risk to people, society, aquatic resources, and overall aquatic ecosystems?
3.	How the implementation of the research proposal will observe the fundamental respect for human dignity? Example: protect personal integrity, provide individual freedom and self-determination, respect privacy and family life, safeguard against any harm of the research subject, etc.
4.	In the proposed study, are there some elements of violating/disrespecting the participants, autonomy, integrity and freedom of the individuals?
5.	How confidentiality and privacy guidelines will be observed between the research subject and researchers?
6.	Is the research proposal attached with the consent of the research subject? Is the consent freely given, informed and in an explicit form?
7.	Is the role of participants, their limitations, expectations and the requirements associated with their roles during the research clearly described?
8.	How safety precautions will be considered throughout the implementation of the project?
9	Is plagiarism avoided, good citation practices, scientific integrity and data sharing guaranteed in the study?
10	Is there any conflict of interest?
	Studies involving fish and other aquatic life

11	Will the study adhere to relevant legislation related to animal care policies?
12	Will the study minimize efforts of collecting large sample sizes unnecessarily?
13	How the proposed study will reduce or mitigate pain and distress of the research subject (fish and other aquatic fauna)?
14	How the study will employ the most appropriate and least invasive techniques of collecting the samples?

Form 9: Application Form for Expedited Review



**THE UNITED REPUBLIC OF TANZANIA
MINISTRY OF LIVESTOCK AND FISHERIES
TANZANIA FISHERIES RESEARCH INSTITUTE
(TAFIRI)**



Title of study.....

 Principal Investigator (Name, Designation and Affiliation):

1. Choose reasons why expedited review is requested

- i. Involves animals that are abundant and non-invasive sampling methods (few samples will be used)
- ii. Following the normal schedule of the TaFReTEC meeting, it will be late to meet the requirements of the targeted donor; thus I will be willing to fully-fund an out-of-order full meeting of TaFReTEC to deal with my proposal(s)
- iii. Involves reviewing literatures and materials that are non-identifiable (data, documents, records).
- iv. Modification or amendment to approved study (e.g. administrative changes/correction of typographical errors and change in researcher(s)).
- v. Revised proposal previously approved through expedited review, full review or continuing review of approved proposal.
- vi. Minor deviation from originally approved research causing no risk or minimal risk.
- vii. Progress/annual report where there is no additional risk, for example activity limited to data analysis.
- viii. Research of immediate actions e.g. during emergencies and disasters.
- ix. Any other (please specify)

2. Does the research involve vulnerable persons? Yes No

If Yes give details:

Signature of PI:

dd	mm	yy
----	----	----

.....
Signature of collaborator

dd	mm	yy
----	----	----

Comments of TaFReTEC Secretariat

.....
Signature of Member Secretary:

dd	mm	yy
----	----	----

Form 10: Project Amendment Form



**THE UNITED REPUBLIC OF TANZANIA
MINISTRY OF LIVESTOCK AND FISHERIES
TANZANIA FISHERIES RESEARCH INSTITUTE
(TAFIRI)**



PROJECT AMENDMENT FORM

1. Personal Particulars of the Applicant (Principal Investigator)

Surname

First Name.....

Title (Mr./Mrs./Ms./Miss./Prof./Dr.) (*delete whatever is not applicable)

Nationality.....

Passport Number / National ID Number* (*delete whatever is not applicable)

.....

Date of birth.....

Highest academic qualification.....

Institutional Affiliation

Town/City.....

Region/Province/State.....

Country.....

Permanent address.....

Phone

Email address.....

2. Project Identification number.....

3. Title of research project

.....
.....

4. Research objectives

.....

.....
.....

5. Amendment requested

.....
.....
.....
.....

6. Justification for Amendment of the proposal

.....
.....
.....

7. Attachments:

- 1. Cover letter with Institution logo signed by PI or CO-PI
- 2. Progress report of study (if applicable)
- 3. Copy of ethical clearance certificate
- 4. Evidence of payment (Pay In / Bank Slip)

Declaration: I declare that the information provided herein is true and I will be accountable for any information that will be found to be false or untrue.

Signature of applicant

Date (Day/Month/Year)

Form11: Project Close-Out Form



THE UNITED REPUBLIC OF TANZANIA
MINISTRY OF LIVESTOCK AND FISHERIES
TANZANIA FISHERIES RESEARCH INSTITUTE
(TAFIRI)



PROJECT CLOSE-OUT FORM

**Instructions for Closure of a Research Project Send
to the Institute:**

1. This completed project Close-out Form only.

Complete and submit this form before the expiration date for your study. If Board of the Institute approval is not granted by the expiration date, all study participants' activities will be suspended until approval is regained.

Date of this Submission: _____

Project Title:

Project Identification Number:

Sponsor/Funding Agency:

Date of last progress report submitted:

Section A. Study Status

1. Summary of research activities to date.

2. Did any unanticipated problems, protocol violations, adverse events (AEs), or serious adverse events (SAEs) occur since the initial review or last continuing renewal? (NOTE: If study has been renewed once or more times, please only list problems or events from the current approval period.)

Yes – provide a list of these problems, protocols violations, AEs, and SAEs, and indicate which ones were previously reported to the TaFReTEC

No

3. Were any complaints received about the research since the initial review or last renewal by the TaFReTEC ? (NOTE: If the study has been renewed once or more times, please only list complaints from the current approval period.)

Yes – provide a list of these complaints and indicate which ones were previously reported to the TaFReTEC

No

4. Were any amendments approved by the TaFReTEC for this study since the initial review or last renewal by the TaFReTEC ? (NOTE: If the study has been renewed once or more times, please only list amendments from the current approval period.)

Yes – provide a list of amendments (including amendment #) by date of approval with the description of the amendment. For example: *Amendment 03: 5/2/09--Revised consent forms*

No

4a. Were any additional changes made to the study procedures or

materials since the initial review or last renewal by the TaFReTEC that were not submitted for approval? (NOTE: If the study has been renewed once or more times, please only list changes from the current approval period)

Yes – provide a list of these changes

No

5. Summary of any remaining activities.

6. Does your institution currently maintain any identifiable subject data or specimens from this study? (select one)

Yes, still maintain identifiable data or specimens from this stud

No, no longer maintain any identifiable data or specimens from this study.

Specify the Material Transfer Agreements (MTAs):

Section B. REASON FOR CLOSING THE STUDY:

Research completed and no identifiable data or specimens are maintained. Data analysis of identified data and report writing can continue.

NOTE: Documentation of informed consent of subjects - either signed informed consent forms or short forms and written research summary - must be retained by the research team for at least 5 years after completion of the research (per regulations), unless TaFReTEC waived the requirement for informed consent or documentation of informed consent.

Research was never done (lack of funding, etc.)

Other reason to close the study, specify

I hereby declare that this project close-out form is accompanied by a final comprehensive project report.

.....

Name of Principal Investigator

Signature.....

Date.....

Form 12: Extension/Renewal of Research Clearance Application Form



**THE UNITED REPUBLIC OF TANZANIA
MINISTRY OF LIVESTOCK AND FISHERIES
TANZANIA FISHERIES RESEARCH INSTITUTE
(TAFIRI)**



EXTENSION/RENEWAL OF RESEARCH CLEARANCE APPLICATION FORM

1. Personal particulars of the researcher

(a) Names

(b) Nationality:

(c) Institute of Affiliation:

(d) Contact addresses (e-mail, telephone, fax etc):

.....

(e) Highest qualification:

.....

2. Project Identification Number.....

3. Title of the research project:

.....
.....
.....

4. Objectives of the research

.....
.....
.....
.....

5. Data collection methods or tools

.....
.....
.....
.....

6. Summary of the progress report

.....

.....
.....
.....

7. Extension/Renewal period requested.....

8. Justification for extension of research

.....
.....
.....
.....

9. Name and address of local contact (for foreign researchers):

.....
.....
.....

10. Name (s) of other applicant (s).....

.....
.....
.....

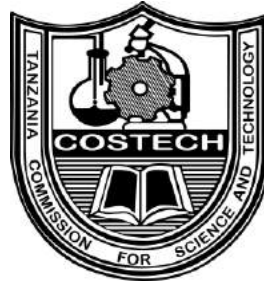
Signature of applicant Date

NOTES:

This application form for renewal of research permit must be submitted together with the following:

- (a) full progress report of the research project (both hard and soft/electronic copy)
- (b) Recommendation letter from the local contact person
- (c) Three passport-size photographs (4x5cm) of applicant

Form 13: COSTECH Application Form for Extension of Research Permit



TANZANIA COMMISSION FOR SCIENCE AND TECHNOLOGY (COSTECH)

P.O. BOX 4302

TEL. +255 22 75311/2/3/4, 75315 - FAX: +255 22 75313

TELEX: 41177 UTAFITI : E-MAIL: rclearance@costech.or.tz

1. Name:.....
2. Nationality:
3. Title of research project:
.....
.....
4. Mailing address
.....
.....
.....
5. Previous clearance: file no.: Permit No.
Date issued..... Date expired.....
6. Extension period from.....

- 7. Original location of research:.....
- 8. Extension of research location:.....
- 9. Reasons for extension:.....
- 10. Name and address of local contact (for foreign researchers):
.....
.....
.....

Applicant signature:

NOTES

- 1. This application form must be submitted together with the following:
 - a) A progress report on previous research.
 - b) Letter of recommendation from the local contact.
 - c) Three passport-size photographs (4x5cm) of application.

Form 14: Monitoring and Evaluation Form



**THE UNITED REPUBLIC OF TANZANIA
MINISTRY OF LIVESTOCK AND FISHERIES
TANZANIA FISHERIES RESEARCH INSTITUTE
(TAFIRI)**



MONITORING AND EVALUATION FORM

1	Title of the project:			
2	Investigator(s) information:			
	Name(s)	Physical address	Telephone/ mobile	Email(s)
a				
b				
c				
d				
e				
f				
g				
h				
i				
j				
3	Project Time frame			
4	Project Rationale			
5	Project Objectives			
6	Project design			
7	Current Project implementation Status/progress			
8	Project Sponsor/ Funders			
9	Financial Status:			
	a) Budget			
	b) Cumulative expenditure			

10	Project publications/Presentations Oral/Poster (attach abstract/s)	
11	Project Oral/Poster Presentation (attach abstract/s and /or poster)	
12	Project Output/Outcome/Impact (Society/Research/Services/Policy)	
13	Recommendations	

Appendix I: Curriculum Vitae (CV)

Name:

PERSONAL DATA:

Adress:

Mobile **phones:** _____, **Email:**

EDUCATION

WORKING EXPERIENCE

PROFESSIONAL /RESEARCH EXPERIENCE

SELECTED PUBLICATIONS AND PRESENTATION

AFFILIATION/MEMBERSHIPS

Appendix 2: Data and Material Transfer Agreement (MTA/DTA) for Researchers/Institutions



**THE UNITED REPUBLIC OF TANZANIA
MINISTRY OF LIVESTOCK AND FISHERIES
TANZANIA FISHERIES RESEARCH INSTITUTE
(TAFIRI)**



DATA AND MATERIAL TRANSFER AGREEMENT (MTA/DTA) FOR RESEARCHERS / INSTITUTIONS

MTA/DTA Reference Number: TAFIRI/.....

Subject to the terms and conditions of this Agreement,
..... being the Providing Institute,
hereby agrees to provide, and being
the Receiving Institute hereby agrees to accept, the Materials/data and or Information
specified below for such Purposes of Use and subject to such Restrictions on Use as
specified below.

In this Agreement, the following expressions shall have the following meanings:

1. Providing Institute

1.1 Name and contact details (including email address) of Providing Institute

.....
.....

1.2 Name and contact details (including email address) of Principal Investigator/
Responsible Scientist

.....

2. Receiving Institute

Name and contact details (including email address) of Receiving
Institute.....

.....

Name and contact details (including email address) of Principal Investigator / Responsible Scientist
.....

3. Materials

Description of Materials held by (name of Providing Institute), and made available to (the Receiving institute hereunder).
Quantity of materials provided by Providing Institute
..... (g/kg/mls/pcs), storage of materials/packaging.....

4. Data / Information

Any data / information, unpublished or otherwise, owned by (name of Providing Institute) and communicated to (the Receiving Institute) by (the Providing Institute) during the term of this Agreement:

4.1 relating to the Materials, their production, properties, and/or results obtained during use of the Materials or any derivatives therefrom.

4.2 description of data and information (if data and information transferred is not related to the materials described in 3 above but it is about
.....

4.3 Description of data and related transfer agreement.....
.....
.....

5. Purposes of Use

The Materials and Data/Information are provided for the following purposes, as more fully described in Appendix 1 (the "Research Project"):

[Brief description of the purposes for which the Materials, indicating diagnostic tests/laboratory procedures and related transfer reasons] [Add reference to a specific grant, etc. when appropriate.]
.....
.....

6. Restrictions on Use

The Materials and Information shall not be used for any purpose other than the Purposes of Use for this transfer. The materials should only be used for the intended activity and that use of the materials for any other activity should be subject to another approval. In particular, the Materials and Information shall not be used for [insert any specific restrictions on use] (Refer.
.....

7. Term of Agreement

This Agreement shall remain in full force and effect as from the date of its signature by both parties for a duration of Months and or according to the project (appendix 2) duration. After use the remaining materials will be returned to the institute/be stored abroad/ be destroyed abroad.

8. Materials and Data Charges

(PLEASE KEEP THE APPLICABLE CLAUSE (1) AND DELETE THE REST).

8.1 Materials from the Providing Institute shall be free of charge

8.2 Where the Providing Institute is not in position to process, package and ship the materials the Receiving Institute may bear specified cost of sample retrieval, processing – including DNA extraction – packaging and shipment

8.3 Data and information shall be provided at no cost.

9. Applicable Law

This Agreement is a contract and not an International agreement, that International Law is not applicable to this Agreement, and that International Law does not govern the interpretation of the provisions of this Agreement. Any dispute arising under this Agreement which is not disposed of by agreement between the researchers and or Investigators shall be submitted jointly to the Authorized signatories of this Agreement. A joint decision of the Authorized signatories or their designee shall be the disposition of such dispute. If the Parties (hereby referred to as both Providing and Receiving Institutions) cannot reach a joint decision, either Party may terminate this Agreement immediately. The Parties hereby consent to the jurisdiction of the Courts of the United Republic of Tanzania for any action, suit or proceeding arising out of or relating to this letter Agreement brought against the United Republic of Tanzania or TAFIRI.

10. General Conditions

The General Conditions attached hereto under Appendix 1 form an integral part of this Agreement.

11. Signature

This Agreement is duly signed on behalf of the parties as follows:

.....
Signed for and on behalf of Providing
Institute

.....
Signed for and on behalf Receiving Institute

Responsible Scientist

Name
Title

Responsible Scientist

Name.....
Title

Authorized Officer

Name
Title
Date
Official Stamp.....

Authorized Officer

Name
Title
Date
Official Stamp.....

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