

Research Proposal Submission Instructions (Checklist)

Please note that the approval process by RAK-REC Committee may take approximately 8 weeks. Your strict adherence to the checklist provide will avoid unnecessary delay in reviewing your study proposal.

Forms for proposal submission are available by request from Mrs. Manal.

Research Proposal Submission Checklist:

- One electronic (soft) copy sent to Mrs. Manal, Secretary & Committee Member; Email: rak.rec@moh.gov.ae
- Hard copies of your research proposal:
 - Five hard copies for Undergraduate Students' Proposals
 - Twelve hard copies for Postgraduate, Faculty and other Healthcare professionals.
- Accepted formatting of submitted proposals:
 - All pages must be "Numbered".
 - Font size 12 or 14
 - Double-Line spacing (from page layout, paragraph, spacing in Microsoft Word). *This allows reviewers to write their comments in between lines for your amendment.*
- Documents and filled forms to be submitted to RAK-REC:
 - Cover Letter
 - Letter and copy of RAKMHSU REC approval for Undergraduate and Postgraduate students.
 - Research Summary
 - Study proposal
 - Information Sheet and Consent form (in all languages applicable to your research).
 - Data collection forms, surveys and Questionnaires (in all languages applicable to your research).
 - CV of all investigators/researchers (*Undergraduate students exempted*).
 - Good Clinical Practice (GCP) Course attendance Certificate for all investigators/researchers (*Undergraduate students exempted*).