

RESEARCH ADVISORY COUNCIL

CHECK LIST

The proposal material should be collated as follows:

- 1 A Memo of proposal submission to the Director, Office of Research Affairs, from the Principal Investigator through his/her Department Chairman.

Indicate in the memo, the following:

- a) if an expedited review is requested;
 - b) if there is a potential external sponsor/collaborator for the study (indicate name, contact person, how to contact, status of negotiation);
 - c) if the study is a multi-centre study, and if so, if it was approved by a research regulatory body similar to the RAC (enclose a copy of supporting documents).
- 2 The proposal (abstract, introduction, specific aims/hypothesis, methods, statistical considerations, ethical considerations, work plan, references).
 - 3 Associated Forms (Cover page, Investigators Assurance Form, Declaration of Conflict of Interest Form, Budget Form (for funded projects only), Consent Form (both Arabic and English), Pharmacy Information Letter, Proposal Clearances Form, Data Collection Form ... etc.).
 - 4 CV of Principal Investigator(s) and CV summary of Coinvestigator(s).
 - 5 Certificate of Completion of the National Institutes of Health online course (or equivalent) on protecting Human Research Subjects for KFSH&RC investigators.