



Human Ethics Committee (RAKMHSU-HEC)

The following are the guidelines for submission of a research proposal involving human subjects and human samples/tissue/data for institutional ethical clearance.

The research proposal along with other annexures should be submitted for respective college subcommittee Email:

College of Medicine: rakcoms.rec@rakmhsu.ac.ae

College of Nursing: rakcon.rec@rakmhsu.ad.ae

College of Pharmacy: rakcop.rec@rakmhsu.ac.ae

College of Dental science: rakcods.rec@rakmhsu.ac.ae

- For Postgraduate / Faculty research, the college subcommittee will receive the proposals along with other annexures and submit them directly to Human Ethics Committee email: Human.ethics@rakmhsu.ac.ae, following the SOP of University Ethics Committee. The college subcommittee will maintain only records of Postgraduate or Faculty research proposals. The review and approval of Postgraduate / Faculty research will be conducted exclusively by the respective University Ethics Committees (AEC or HEC).
 - For undergraduate students' research, the review and approval of their research will be conducted exclusively by the respective college Committee.
1. **Title page/research application form:** The faculty (PI) will submit a scanned copy of the application form (PDF) that contains the details, and signatures of the Coinvestigators, chairperson & dean through email.
 - PI is advised to evaluate whether their research application of the proposed work should be considered for exempt, expedited or full review and write it in the title page (select only one as highlighted in the attached form). If an applicant is uncertain whether their proposed research proposal fits under the exempt or expedited categories, it's recommended that they seek guidance from the members of HEC-RAKMHSU before submitting the application. Refer to the attached Ethical policy of Human research for more clarifications.

Note:

 - For review studies, there is no requirement to submit any research proposal for any category of investigator. The proposed review title can be submitted to the College subcommittee for Undergraduate students who wish to present at the Students' Scientific Conference at RAKMHSU. Faculty members are not required to submit the proposed review title to any committees.
 - All faculty investigators should submit Certificate of good clinical practice (GCP). <https://gcp.nidatraining.org>
 2. **Research proposal:** A template is attached to be filled without showing the identity of the investigators. A statement of conflict of interest and declaration of ethical compliance to be included in the proposal. A Word file is preferred Not PDF.

3. The review process and institutional ethical clearance:

- The review process is blinded (Investigators details will never be shared with reviewers).
- The committee aims to meet specific review timelines: 4-6 weeks for full reviews, 2-3 weeks for expedited reviews, and 1-2 weeks for exempt reviews, provided that submissions are complete and don't necessitate modifications. Extensions may apply during University breaks.
- The PI of the research project may be invited to the committee meetings if significant clarifications on the application are needed.
- If the research proposal is approved by the committee, the researcher will receive an Institutional Ethical Clearance Certificate, which indicates that the research is ethically sound according to the institution's standards.
- For proposals previously reviewed ethically by another institution, the ethical committee requires submission of approved documents along with the new application form.

4. External ethical clearance: Researchers who have received Institutional Ethical Clearance must submit their research proposals and related documents in the recommended format to the Ras Al Khaimah Research and Ethical Committee (RAK REC) for external ethical review. This is applicable for research category at hospital and Community ...etc.