

Research & Ethics Committee (RAKMHSU-REC)

The submission process for RAKMHSU-REC approval

1- The hard copy

- The faculty can scan and send the title page that contains the signatures of the researchers, chairperson & dean through the email.

2- Email

- The faculty is kindly requested to send his research proposal to this email:
research@rakmhsu.ac.ae
- Proposals sent by students will not be acknowledged/ considered for evaluation.
- Proposals sent to other personal emails will not be acknowledged/ considered for evaluation.

3- The review process of the proposals

- The review process is blinded. The submitting faculty is asked not to combine the title page that contains the researchers' names with the research proposal, and to send them as separate documents.
- Only the anonymous research proposal is sent to the reviewers. The reviewers write their comments on the standard RAKMHSU-REC review form. The review comments will be communicated with the submitting faculty. The whole process takes about four weeks. The faculty is asked to send back his rebuttal/ updated version of the proposal, as per the reviewers' recommendations, within three- four weeks.

4- Documents needed (should be attached by email)

- Two separate documents are needed for RAKMHSU-REC approval of a research proposal:
 - 1- The title page (containing the title, name and signature of the submitting faculty and names and signatures of the researchers, chairperson & the dean).
 - 2- The study proposal (containing the title & not containing any information about the department or the name of the researcher). The study proposal should be sent as word document NOT pdf).

5- Inquiries about status of a proposal

- The review/ evaluation process roughly takes about four weeks. The faculty can ask about status of his proposal after (minimum) three weeks from the day of submission.

6- Proposals that also require RAK-REC approval

- Proposals that require RAK Research Ethics committee (RAK REC) approval in addition to the approval from RAKMHSU Research and Ethics Committee (RAKMHSU REC) need to be submitted to the respective college coordinators. The college coordinator will check the proposal for its completeness in terms of documents required and forward the same to the RAK REC coordinator at RAKCOMS, who will provide help during the process.