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| SAINT-JOSEPH UNIVERSITYUNIVERSITY CENTER FOR ETHICS The Ethics Committee for Research (CER)The Ethics Committee of Hôtel-Dieu de France (CEHDF)Project Proposal File***Section to be filled in by the Ethics Committee*****Meeting of : ……......……………....File Code.......….…………………………...****Institution……………………………………………………..………………………………****Research Structure......…………………..…………………………………………..…*****Section to be filled by the Researcher**** ***TITLE OF THE PROJECT OF RESEARCH…………………………………...………………………………………………………………………….***

***…………………………………………………………………………………………………………………………………………..………………………………………………………………………………………………………………………………………………………………………………………..………………………**** ***DATE OF START OF WORK……………………………………….……. DATE OF END OF WORK…………………...........…………….***

***N.B. In case of successive phases, please attach the project schedule.**** ***PROJECT MANAGER (Thesis Supervisor or Sponsor) :***
	+ ***Title (Pr, Dr, Mr., Mrs.……………………Name and Surname …..…………...............................………………………***
	+ ***Email address ………………..…….……………………………………………………Phone…………….……………...................***
	+ ***Department.........................................................................................................................................***
* ***CO-SUPERVISORS/ RESEARCH FELLOWS:***
	+ ***Name and Surname……………………………….……….…..….Email…….…..………...……………….………Phone……………..***
	+ ***Name and Surname……………………………………………….Email………………………………………………Phone……………..***
	+ ***Name and Surname……………………………………………….Email………………………………………………Phone……………..***
* ***NAME AND SURNAME OF THE RESEARCHER…………………………………………………….…………………………………………………..***

***EMAIL ADDRESS …………………………………….……………………………………..…………………………….PHONE…………………………...**** ***ACADEMIC LEVEL OF THE RESEARCH:***
	+ ***End of Studies Research? Yes (…) No (…)***
	+ ***Masters Thesis ? Yes (…) No (…)***

***Speciality......................................................................................................**** + ***Clinical Doctorate? Yes (…) No (…)***
	+ ***Ph.D. Thesis? Yes (…) No (…)***

***Speciality.....................................................................................................**** + ***Residency Thesis Yes (…) No (…)***

***Speciality …………………………………………………………………………………………………*** * + ***Other ………………………………………………………………………………………………………***
* ***SOURCE OF FUNDING OF THE PROJECT:***

***The Research Council ( ) No funding ( ) Other ( ) be specific………………………………………….…….**** ***Does the execution of your study require INSURANCE coverage?***

***Yes (….) No (….) I do not know (….)**** ***Will your research require the services of any UNIT OF THE HDF? Yes (…) No (…); (if “Yes”, please fill out this form and attach it to the documents required by the Ethics Committee of the HDF by following this link:*** [***https://www.hdf.usj.edu.lb/fr/comite-dethique/procedures***](https://www.hdf.usj.edu.lb/fr/comite-dethique/procedures)***)***
* ***Which STUDY TYPE will be applied in your research?***

*-.............................................................................................................................................................................................** ***What are the KEYWORDS of the research?***

***-..................................................................................................................................................................................**** ***What is the CONTEXT of your study?***

***-..................................................................................................................................................................................**** ***What are the INNOVATIVE CHARACTERISTICS of the research?***

***-..................................................................................................................................................................................**** ***What are THE GOALS of your research?***

***-..................................................................................................................................................................................**** ***Describe the METHODOLOGY/STUDY APPROACH of the research:***

***1. Target population**** ***Inclusion/exclusion criteria……………………………………………………………………………………………………………………….***
* ***Sample size and statistical justification…………………………………………………………………………………………………….***
* ***Sample selection method (random, stratified, etc.) ………………………………………………………….………………………***

***2. Recruitment procedure…………………………………………………………………………………………………………….……………………….******3. Data collection**** ***Methods (surveys, interviews, focus groups, observations, tests, etc.) ………………………..……………………………***
* ***Sequence of data collection steps…………………………………………………………………………………………………………….***
* ***Variables studied…………………………………………………………………………………………………………………………………….***

***4. Planned statistical or analytical methods…………………………………………………………………………………………………………******...................................................................................................................................................................................**** ***POTENTIAL ADVANTAGES, RISKS AND DISADVANTAGES that might result from your Study:***

***-....................................................................................................................................................................................**** ***How does your study abide by the ETHICS OF RESEARCH?***

***-....................................................................................................................................................................................**** ***BIBLIOGRAPHy***

***-******-******-******-******-******-******-******-******-******-******-******-******-******-******-******-******-******-******-**** ***Annexes (title et number) :***

***-******-******-******-**** + ***Attach if it applies***
	+ *A letter of recommendation from the project manager*
	+ *An information and consent form (the consent letter should be addressed to the parents if the child is a minor)*
	+ *The tools (examples: questionnaire, data collection sheet, interview guide, etc.) must be in Arabic and French or English)*
	+ *Authorization to use the questionnaire if it is an original work*
	+ *A letter of agreement from the director of the requested institution (NGO, ministry, school, head of department, etc.)*
	+ *A hand-signed letter of commitment to confidentiality*
* ***Suggested Forms***

***We invite you to make use of the forms suggested by le Committee for Ethics, which you can find on the following link, https://www.usj.edu.lb/universite/ethique.php******Date de submission : Signature :***  ***……………………………………… ……………………………………………………………*** |