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| THE SAINT JOSEPH UNIVERSITY  UNIVERSITY CENTER FOR ETHICS  The Ethics Committee for Research (CER)  The Ethics Committee of *Hôtel-Dieu de France* (CEHDF)  Project Proposal File  ***Section Reserved for the Ethics Committee***  **Meeting of ……......……………....File Code.......….…………………………...**  **Institution……………………………………………………..………………………………**  **Research Structure......…………………..…………………………………………..…**  ***Section to be Filled by the Researcher***   * ***TITLE OF THE RESEARCH PROJECT …………………………………...………………………………………………………………………….***   ***…………………………………………………………………………………………………………………………………………..………………………………………………………………………………………………………………………………………………………………………………………..………………………***   * ***PROJECT START DATE……………………………………….……. PROJECT END DATE…………………...........…………….***   ***Note: In case of multiple phases, please attach the project schedule.***   * ***PROJECT MANAGER (Dissertation Director or Sponsor)***    + ***Title (Prof., Dr., Mr., Mrs.).…………………… Full Name …….…..………….........................………………………***   + ***Email ………………..…….……………………………………………………Phone…………….……………....................***   + ***Department.........................................................................................................................................*** * ***CO-DIRECTORS/ ASSOCIATE RESEARCHERS***   + ***Full Name……………………………….……….…..….Email…….…..………...……………….………Phone……………..***   + ***Full Name……………………………………………….Email………………………………………………Phone……………..***   + ***Full Name……………………………………………….Email………………………………………………Phone……………..*** * ***FULL NAME OF THE RESEARCHER…………………………………………………….…………………………………………………..***   ***EMAIL …………………………………….……………………………………..…………………………….PHONE…………………………...***   * ***ACADEMIC LEVEL OF THE RESEARCH***   + ***End of Studies Research? Yes (…) No (…)***   + ***Master’s Thesis ? Yes (…) No (…)***   ***Specialty......................................................................................................***   * + ***Clinical Doctorate? Yes (…) No (…)***   + ***PhD Dissertation? Yes (…) No (…)***   ***Specialty.....................................................................................................***   * + ***Residency Dissertation Yes (…) No (…)***   ***Specialty …………………………………………………………………………………………………***   * + ***Other ………………………………………………………………………………………………………*** * ***SOURCE OF FUNDING***   ***Research Board ( ) No funding ( ) Other ( ) please specify………………………………………….…….***   * ***Does the research require INSURANCE coverage?***   ***Yes (….) No (….) I do not know (….)***   * ***Will your research require services from any HDF UNIT? Yes (…) No (…); (if “Yes”, please fill out this form and attach it with the documents required by the HDF Ethics Committee 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 research?***   ***-..................................................................................................................................................................................***   * ***What are the INNOVATIVE CHARACTERISTICS of the research?***   ***-..................................................................................................................................................................................***   * ***What are THE OBJECTIVES of your research?***   ***-..................................................................................................................................................................................***   * ***METHODOLOGY***   ***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 of your research***   ***-....................................................................................................................................................................................***   * ***Compliance with ETHICS OF RESEARCH***   ***-....................................................................................................................................................................................***   * ***BIBLIOGRAPHy***   ***-***  ***-***  ***-***  ***-***  ***-***  ***-***  ***-***  ***-***  ***-***  ***-***  ***-***  ***-***   * ***APPENDICES (title AND number)***   ***-***  ***-***  ***-***  ***-***   * + ***Please attach the following documents, if applicable :***   + *Letter of recommendation from the project manager*   + *Participant information and consent form (for minors, addressed to parents)*   + *Data collection tools (questionnaire, data sheet, interview guide, etc.) (must be in Arabic and French or English)*   + *Authorization to use original questionnaires*   + *Approval letter from the director of the target institution (NGO, ministry, school, head of department, etc.)*   + *A hand-signed letter of commitment to confidentiality.* * ***Suggested Forms***   ***We invite you to use the templates suggested by the Ethics Committee for Research, available at:*** [***https://www.usj.edu.lb/universite/ethique.php***](https://www.usj.edu.lb/universite/ethique.php)  ***Date OF submission: Signature:***  ***……………………………………… ……………………………………………………………*** |