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| THE 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 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:***  ***……………………………………… ……………………………………………………………*** |