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| 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 to be filled in by the Researcher***  **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 (…)***   + ***Master’s 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 (….) Non (….) 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 :***  ***……………………………………… ……………………………………………………………*** |