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**Document Title**

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| **Medical Education & Research Dept**  Medical Research Section  Dubai Scientific Research Ethics Committee  **DSREC DOCUMENTATION PROCEDURE** | **إدارة التعلـــــــــــــيم الطـــــــــــــبي والأبـــــــــــــــحاث**  قسم البحـــــــــــــــــــــــوث الطبية  لجنة أخلاقيات البحث العلمي بدبي |

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| **Dubai Scientific Research Ethics Committee (DSREC) Submission Checklist**  (All documents listed below are mandatory, to be signed and submitted to[**DSREC@dha.gov.ae**](mailto:DSREC@dha.gov.ae)) | |
|  | **Covering letter on headed paper** (Addressed by Principal Investigator to DSREC)   * Please specify role of each investigator in the study. * Index all documents submitted, with version if applicable. |
|  | **DSREC Application Form** (Attached) - duly signed and dated:   * All questions mentioned in the form must be answered. In case NOT APPLICABLE, mention **NA**. * If there is more than one site involved in the study, Principal Investigator (PI) must obtain Head Of Department (HOD) signature from each study site. * If study involves 3 or more than 3 sites, please contact us for more information on the submission procedure. * Researchers who would like to conduct research in DAHC Primary Health Care Center sites, an approval should be obtained from PHC higher management. * Researchers who would like to conduct research in Dubai Hospital, an approval should be obtained from hospital CEO. * If PI is Head of Department, please obtain an approval signature from a higher authority. * If a research is planned at a wider scale of the Emirate of Dubai (at sites such as all governmental hospitals and/or all private hospitals which are under jurisdiction of DHA and/or public places in Emirates of Dubai and/or on whole population (local/resident), then an administrative site approval from Head of Medical Research Section of DHA’s Medical Education and Research Department, must be obtained. |
|  | **Study proposal/Synopsis** |
|  | **PATIENT/PARTICIPANT INFORMATION SHEET & CONSENT FORM** (Attached):   * You must submit informed consent form with information written in both Arabic and English. * You may use the attached template as guidance to consider all of the required information for patient/participant enlightment during the recruitment process. * You may customize the attached template as per your study requirement. |
|  | **All relavent eclosures** *such as Data Collection Tool/Case Report form / proforma/ follow up cards etc.* |