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**Document Title**

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| **Medical Education & Research Dept**Medical Research SectionDubai Scientific Research Ethics Committee**DSREC DOCUMENTATION PROCEDURE** | **إدارة التعلـــــــــــــيم الطـــــــــــــبي والأبـــــــــــــــحاث**قسم البحـــــــــــــــــــــــوث الطبيةلجنة 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**) |
| [ ]  | **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.
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| [ ]  | **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.
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| [ ]  | **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.
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| [ ]  | **All relavent eclosures** *such as Data Collection Tool/Case Report form / proforma/ follow up cards etc.* |