**RAKMHSU-HEC Review Template**

**Review Date: ----------------------------**

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| --- | --- |
| **Proposal review category:** | **Exempt, expedite, full** |
| **Proposal Title:** |  |
| **Proposal Number:** |  |
| **Reviewer Name (Optional):** |  |

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | Main reviewer comments | Other reviewers |
|  | **Originality:**  - *Is this research original?*  *- Does it add new knowledge?* |  |  |
|  | **Language & Grammar:**  - *Are they acceptable?*  *- Do they need major revision?* |  |  |
|  | **Quality:**  *- Is the correct research template used?*  *- Comment on typographical errors, contents …etc.* |  |  |
|  | **Title:**  - *Is it appropriate?*  *- Does it describe the research subject?* |  |  |
|  | **Background**:  *- Does it contain relevant scientific information that is referenced?*  *- Is the provided information adequate and updated?* |  |  |
|  | **Problem statement & Rationale**  *- Does the researcher explain why the proposed study is important?* |  |  |
|  | **Research Question/ Aim & Objectives**  *- Is the research question Original, specific, strong and focused?*  *- Are the objectives S.M.A.R.T.?* |  |  |
|  | **Methodology**: | |  |
|  | 1. **Study design**   *- Is it described? Is it suitable?* |  |  |
|  | 1. **Study setting**   *- Is it described? Is it suitable?* |  |  |
|  | 1. **Study Duration**   *- Is it described? Is it suitable?* |  |  |
|  | 1. **Study Population**   *- Are the participants relevant for this study?*  *- Are the inclusion & exclusion criteria correctly described?* |  |  |
|  | 1. **Sampling method**:   *- Is the type of sample/ sampling method well described?*  *- Is there any calculation of sample size?* |  |  |
|  | 1. **Data collection procedure**:   *- Are the research instruments (questionnaire, data collection forms) described?*  *- Are the detail of research procedures (tests, experiments) described?* |  |  |
|  | 1. **Proposed data analysis**:   *- Are the detail of data processing, statistical tests, and methods of results reporting described?* |  |  |
|  | 1. **Limitations/ expected challenges**   *- Are they described/ relevant?* |  |  |
|  | 1. **Ethical considerations**   *- Is there any risk for participants?*  *- Is a consent form provided, and contains adequate information about the research?*  *- Is there any conflict of interest?* |  |  |
|  | **References**  *- Does the researcher provide recent references for all statements that are not of common knowledge?*  *- Is the researcher following appropriate format?*  *- Are all references in the list matching with the citations in the text?* |  |  |
|  | **Budget** |  |  |
|  | **Appendices:**  **-**The questionnaire is available  - Consent form is available |  |  |
|  | **Declaration of ethical compliance is stated.** |  |  |
|  | **Is RAK REC approval needed?** |  |  |
|  | **Does the Office of Institutional Effectiveness, Quality Assurance & Accreditation need to be informed of the research?** *This includes:*   * *Studies related to institutional effectiveness* * *Studies related to academic curriculum/ Examinations* * *Studies relating to quality assurance and accreditation* |  |  |
| **Final comment** | |  |  |