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| KING ABDULLAH INTERNATIONAL MEDICAL RESEARCH CENTER  KING SAUD BIN ABDULAZIZ UNIVERSITY FOR HEALTH SCIENCES  **National Guard Health Affairs**  logo  **FOR OFFICIAL USE ONLY** | | | | |
| **Date of Receipt** | Research Area | | | **ID Number** |
| 1. Title of Proposal: (Instructions: Fill all appropriate boxes apply to your project) | | | | |
| **2. Type of Project** (please check all applicable options)  Chart Review  Diagnostic  PhD Project  Qualitative Research  Human  Laboratory  Msc Project  Quantitative Research  Therapeutic  Basic Science  Other  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | |
| 3. **Starting Date:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | **4. Duration:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **5. Total Fund Requested (SR):**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| 6. **Principal Investigator (PI):**  Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Tel. No.(W): \_\_\_\_\_\_\_\_\_ Mobile No.: \_\_\_\_\_\_\_\_\_\_\_  Affiliation & Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Title/Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | |
| **7. Name of Co-Investigators** (Instructions: There is no limit to the number of co-investigators) and their expertise should cover the different research areas. )   |  |  |  |  | | --- | --- | --- | --- | | **Co-Investigators** | **Title/Position** | **Department** | **Signature** | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | | | | | |
| **8. Principal Investigator’s Assurance:**    The undersigned agrees to accept responsibility for the scientific and technical conduct of the proposed research and submission of progress reports if this application is approved.  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Name of Principal Investigator Signature Date  **APPROVED:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Name of Chairman Signature Date | | | | |

**Background:** (Instructions: Literature review of previous studies on the subject; and justification of the study by stating the problem and its importance.)

**10. Objectives of the Study:**

**10.1 Aim of the Study:** (Instructions: State the goal you need to achieve)

**10.2 Specific Objectives:** (Instructions: State the details of each objective that will finally lead to achievement of the goal)

**10.3 Secondary Objectives:** (Instructions: These are subsidiary objectives that could be studied during the course of the project but are not the main objectives of the study, they are optional and vary according to the type of the study)

**11. Materials and Methods:** (Instructions: Describe the research methods that could best achieve the study objectives, recommend to attach flow charts)

**11.1 Study Area/Setting:**  (Instructions: Describe the area or setting where the study will be conducted. This description should cover the details relevant to the study topic)

**11.2 Study Subjects:** (Instructions: Inclusion and exclusion criteria of the study subjects)

**11.3 Study Design:** (Instructions: Mention the type of study design e.g. cross-sectional, case-control, intervention study, etc.)

**11.4 Sample Size:** (Instructions: Mention the input criteria for sample size estimation.)

**11.5 Sampling Technique:** (Instructions: Mention the sampling technique, (e.g. randomization) that will be used in order to obtain a representative sample for your target population.)

**11.6 Data Collection Methods, Instrument Used, Measurements: (**Instructions: Describe the instruments used for data collection (questionnaire, observation recording from, etc.) and studied variables included in these instruments, as well as the methods used to test for the validity and reliability of the instrument. Techniques used should be briefly described and referenced. Study definitions (e.g. case definition) should be mentioned.

**11.7 Data Management and Analysis Plan:** (Instructions: Describe the analysis plan, tests used for data analysis and statistical package(s) used)

**12. Bibliographic References:** (Instructions: Mention recent articles relevant to the study subject and enumerated according to their order of appearance in the text)

**13. Ethical Considerations:** Informed Consent Form (Instructions: If needed, please attach extra documents)

**14. Other Funding Agency:**

Does this study need funding? Yes [ ] No [ ]

Is your study funded by another funding agency? Yes [ ] No [ ]

(If yes, specify the agency and available funds.)

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| **15. Workplan:** (Instructions: Please use this form as a template for the timeline of your project**)** | | | | | | | | | | | | |
| **Task** | **MONTH** | | | | | | | | | | | |
|  | **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** | **9** | **10** | **11** | **12** |
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| **Progress report** |  |  |  |  |  |  |  |  |  |  |  |  |
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| **16. Budget** (Please use the attached documents for the price list of equipments used in the project if applicable) | | | |
| **Budget Breakdown** | **Unit Cost**  **(SR)** | **Total**  **(SR)** | **Remarks** |
| **Personnel** |  |  |  |
|  |  |  |  |
|  |  |  |  |
| *Total* |  |  |  |
| **Supplies and Equipment** |  |  |  |
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|  |  |  |  |
| *Total* |  |  |  |
| **Patients Cost** |  |  |  |
|  |  |  |  |
| *Total* |  |  |  |
| **Others (please, specify and justify briefly)** |  |  |  |
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| *Total* |  |  |  |
| **GRAND TOTAL** |  |  |  |

● Funds allocated to all personnel should not exceed 30% of the total budget, otherwise justification letter should be included

● Unit cost of each task should be accurately given to allow proper budget evaluation

**17. Appendices:** (Instructions: Data collection instruments, elaboration on methods and procedures to be used, etc.) (Please attach the related documents.)

Even if a project is retrospective the submission of the proposal will be expected as the prospective form.