

RESEARCH APPROVAL PROCESS

RESEARCH STUDY APPLICATION

A new submission should be submitted via Abhath

Step 1: Choose Research Type and fill all required sections within Study Summary and Study Description, **Step 2:** Study Sites: list all research tasks and activity related sites; Head of Departments and Medical Directors are required to provide site approval, **Step 3:** Scheme of Delegation: add all investigators and team members with assigned tasks; ensure mandatory modules of CITI are completed and uploaded, approval is provided for all members of the research team by their immediate supervisor to participate in the study, and that Conflict of Interest is provided by all team members, **Step 4:** Budget Sheet: Prepare study budget, **Step 5:** Documentation: Complete and upload all necessary study documents from the "Download Center"

Submit for review and approval

CASE REPORT / CASE SERIES

Step 1: Select Case Report / Case Series: Fill in all required sections within the summary, **Step 2:** Study Sites and Authors: Add all sites and authors; ensure approval is provided by their immediate supervisors for MRC submission, **Step 3:** Upload Manuscript, **Step 4:** Upload Photography consent forms and images (if applicable)

Submit for review and approval

NON-RESEARCH STUDIES (E.G. QI, CLINICAL AUDIT, SERVICE EVALUATION)

QI, Service Evaluation and Clinical Audit projects do not require MRC approval but must be approved by your Medical Director (or Hospital Research Advisory where appropriate), you will require an approval letter. The MRC could help in determination of the study whether it falls under research or not. If you require such determination/ confirmation, please raise a ticket, upload the Summary sheet document and submit via Abhath.

SUBMISSION PROCESS FLOWCHART

