

Dear Researchers!

This is with reference to submission of your proposal to Institutional Research Ethics Forum (IREF) of RMU for approval.

You are requested to present and defend your Research Proposal in monthly meeting of IREF, in front of committee of Institutional Research Forum of RMU for its appraisal and approval. The IREF meeting is usually held on second or third Saturday of every month, at 11:00 am, in the conference Hall of Medical Education department, 3rd floor, New Teaching Block of Rawalpindi Medical University.

Your cooperation regarding following issues will be highly appreciated:

1) Eight hard copies of research proposal and data collection tools (questionnaire/performa/scales/checklist) of your Research Project along with research application forms (available at official website of RMU, please download according to your status as researcher) should have been submitted at research unit of RMU, at least ONE WEEK before meeting.

2) You are requested to present your Research proposal in the form of a Microsoft Power Point Presentation, the number of slides ranging from 9-12 and duration of presentation not exceeding 3-4 minutes. The language, textual font size, design and background of slides should be so formatted that they are clearly visible and comprehensible to audience.

3) The format of Presentation should be as follows:

➤ Title of the study/research project with researchers' name & institution (1 slide)
➤ Introduction (with references, in small font at bottom of slide if mentioned in introduction. If the list of references is long you can also include it in your presentation as last slide titled as reference. Remember give only those references which you have mentioned in your presentation) (1 slide)

(Please mention only 2-3 important points in bullets in your introduction slide and avoid unnecessary details)

➤ Rationale and significance of the study (1 slide)

➤ Objectives and Hypothesis of the Study (1 slide)

(Please mention hypothesis only if applicable to your study design)

➤ Operational definitions (1 slide) *(if significant to mention)*

➤ METHODOLOGY:

Study Design, Study Setting, Duration and Study Population (1 Slide)

➤ METHODOLOGY:

Sample Size *(only speak out that the minimally required sample size calculated through who sample size calculator is ###.. Instead of showing and reading out all the details or calculations of formula)*, Inclusion & Exclusion Criterion and Sampling Technique (1-2 slides)

➤ METHODOLOGY:

- METHODOLOGY:
- Data Collection Techniques, tools and Procedure (1-2 slides) *(in bullets and as briefly as possible please)*
- METHODOLOGY:
- Plan for data entry and analysis (1 slide) *(only mention the name of the statistical package used and the name of the statistical test/s to be applied. If descriptive study mention only names of descriptive statistics like frequencies/rates/proportions/means/standard deviations etc that will be calculated. Don't go into unnecessary details of types of variables like categorical and continuous variables etc)*
- Ethical Issues & considerations if any (1 slide)
- Research data collection tool (eg Proforma or questionnaire) *if brief and only not exceeding two slides.*

(Please note that your text on slides should comprise of points in bullets and not lengthy sentences or paragraphs)

4) You are requested to arrive at 10:45 am sharp at the conference Hall on meeting day so that your presentation could be timely set up on Multimedia system and to resolve existent compatibility issues of your software program, if any. You are advised to bring the final presentation in a flash drive/CD (after ensuring that its virus free) also save a copy of your final presentation in your e-mail account in advance, to avoid any unforeseen problems.

5) According to instructions of the Vice Chancellor, RMU your principal investigator/supervisor must attend the meeting to defend you. You are requested to invite him/her for the meeting. In case he/she is unable to attend the meeting due to any other commitments, request him/her to send any other senior faculty member to defend you on his/her behalf. Kindly note that as per rules of IREF, no presented will be allowed to present in the absence of supervisor.

6) In case the date or timing of the meeting is altered or postponed due to any unforeseen reason, you will be informed accordingly.

In case of any query or assistance regarding submission of documents, you are welcome to contact Mr. Jabber Abbassi, senior clerk (contact number: 0300-5305234) at Research Unit, Department of Medical Education, RMU.

Dr Faiza Aslam
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Rawalpindi Medical University,
Rawalpindi.