

Department of Research Committee: PROPOSAL CHECK LIST

Use this check list to structure your proposal. This check list is meant to act as a guide and variations may apply depending on the nature and design of your proposal. In all instances you should allow your supervisor to guide you through the process

- Title*
- Introduction, or background, or literature review (±500 words)*
- Research question, or aim
- Objectives
- Study design
- Characteristics of the study population
- Recruitment and enrolment
- Research procedures and data collection methods
- Data safety and monitoring
- Data analysis
- Description of risks and benefits
- Informed consent process (If applicable)
- Privacy and confidentiality
- Reimbursement for participation (If applicable)
- Emergency care and insurance for research-related injuries (If applicable)
- Dissemination of findings plan*
- Project timeline*
- Budget*
- References*
- Proposed data capture form
- Consent and patient information (if applicable see templates for both on respective university HREC websites)
- Questionnaires

The Standard plagiarism rules and assignment submission policy apply. Both can be found in the resources section of any Divisional Vula site you are linked into