

### Requirements for submission of a New Research

1. A signed and dated REC **application form**
2. Full study **protocol**
3. **Protocol summary** “ in no more than 350 words .
4. **Site specific consent form** in Arabic satisfying essential components . **If consent form is more than 5 pages, please submit an additional summary for consent form guided by REC consent form template in no more than 3 pages**
5. **Product brochure** for new drug/device including safety information (if applicable) and copies of registration of the drug in other countries (if applicable).
6. **Questionnaires / study tools** to be used in the study in the same language of its use (if applicable);
7. **Materials** to be used (e.g., advertisements) for the recruitment of potential research subjects;
8. For clinical trials: **Valid Insurance Certificate** “ for not less than one year from the date of application”
9. Copy of **other local or international RECs approval** letters “If applicable”
10. **C.V of of the principal investigator & co-investigator.**
11. **Cover letter** including all submitted documents with their versions and dates
12. **Application fees:**
  - Bank check “**5000 LE** “ payable to Cairo University- Faculty of Medicine - Research Ethics Committee “ لجنة أخلاقيات البحث العلمي، كلية الطب جامعة القاهرة ” for studies with nongovernmental source of funding or **400 LE** for governmental or self funded studies .
13. **Please submit the following:**
  - **1 CD** including all the above mentioned documents is mandatory.
  - **3 hard copies** for items: 1,2,5,6,7,8,9,10, 11. “in 3 separate packages”

- **4 hard copies** for item 4 "Consent form"
- **12 hard copies** for item 3 "Protocol summary"

**Notes:**

- REC will **not consider** any incomplete or not fully prepared application.
- **Deadline** for submission is at least **21 days prior to the meeting** at which the protocol will be reviewed by the REC.
- **REC decision letters** will be ready **7 days** after a decision has been reached.
- To receive a soft copy of submission requirements and application form as well as informed consent guide, please contact REC at [kasralainirec@yahoo.com](mailto:kasralainirec@yahoo.com)

**For further questions:** Please contact REC Coordinator Dr. Noha Asem.

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Sincerely

REC Chairman

M. Mohsen Ibrahim, MD



Professor of Cardiology  
Kasr El Ainy Faculty of Medicine,  
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