

# **Guidelines and Template for Submission of New Research Projects**

## **Women Medical College Abbottabad**

### **1. Purpose**

The purpose of these guidelines is to provide a **standard framework for the preparation, submission, ethical review, and approval of research proposals** conducted by faculty members and researchers at Women Medical College Abbottabad.

These guidelines ensure that all research conducted within the institution follows **scientific rigor, ethical standards, and PMDC research regulations**.

### **2. Eligibility for Research Submission**

The following individuals may submit research proposals:

- Faculty members of Women Medical College Abbottabad
- Faculty of affiliated teaching hospitals
- Postgraduate trainees
- Undergraduate medical students under faculty supervision
- Researchers collaborating with the institution

All proposals must have **at least one faculty supervisor** affiliated with the college.

### **3. Research Proposal Submission Procedure**

Researchers must submit their proposal to the **Institutional Review Board (IRB)** through the **Research Committee Office**.

Submission must include:

1. Completed research proposal template
2. Ethical approval application form
3. Plagiarism report (if required)
4. Informed consent forms (for human studies)
5. Data collection tools (questionnaires, proformas etc.)
6. Budget proposal (if funding required)

### **4. Structure of the Research Proposal**

All research proposals should follow the structure below.

#### **4.1 Title Page**

- Title of the study
- Name of principal investigator
- Co-investigators

- Department
- Institution
- Contact details

#### **4.2 Abstract**

A brief summary including:

- Background
- Objectives
- Methodology
- Expected outcomes

(150–250 words)

#### **4.3 Introduction**

This section should include:

- Background of the problem
- Significance of the study
- Literature review
- Research gap

#### **4.4 Objectives**

Clearly state:

- **General Objective**
- **Specific Objectives**

#### **4.5 Research Questions / Hypothesis**

Include research questions or hypothesis depending on the study design.

#### **4.6 Methodology**

This section should clearly describe:

- Study design
- Study setting
- Study population
- Inclusion criteria
- Exclusion criteria
- Sample size
- Sampling technique

- Data collection methods
- Data analysis plan

#### **4.7 Ethical Considerations**

The proposal must include:

- Informed consent procedures
- Confidentiality measures
- Risk and benefit analysis
- Approval from Institutional Review Board (IRB)

All research involving human participants must comply with **international ethical standards and institutional policies**.

#### **4.8 Timeline**

Provide a proposed timeline for the study.

Example:

| <b>Activity</b>    | <b>Duration</b> |
|--------------------|-----------------|
| Literature review  | 1 month         |
| Data collection    | 3 months        |
| Data analysis      | 1 month         |
| Manuscript writing | 1 month         |

#### **4.9 Budget (if applicable)**

Include expected expenses such as:

- Data collection
- Laboratory tests
- Printing
- Software
- Miscellaneous

#### **4.10 References**

References must follow **Vancouver referencing style**.

### **5. Technical Review and Approval Process**

All submitted proposals undergo the following process:

1. **Initial Technical Review** by Research Committee
2. **Ethical Review** by Institutional Review Board (IRB)

3. **Feedback and Revision** if required
4. **Final Ethical Approval**

No research activity may begin **without IRB approval**.

## **6. Plagiarism Policy**

All research manuscripts must undergo **plagiarism screening using approved software such as Turnitin**.

Acceptable similarity index must comply with **HEC and PMDC standards**.

## **7. Research Data Management**

Researchers must:

- Maintain accurate records of research data
- Store data securely in the institutional repository
- Ensure confidentiality of participant information

## **8. Publication Policy**

Researchers are encouraged to publish their work in **PMDC recognized journals**.

All publications must include **institutional affiliation of Women Medical College Abbottabad**.

## **9. Monitoring and Progress Reporting**

Researchers must submit **progress reports** to the Research Committee at regular intervals until completion of the project.

## **10. Formatting Requirements for Research Proposals**

All research proposals submitted to the Research Committee of **Women Medical College Abbottabad** must follow the standardized formatting requirements listed below:

- **Font Style:** Times New Roman
- **Heading Font Size:** 14 points (Bold)
- **Body Text Font Size:** 12 points
- **Line Spacing:** Single line spacing
- **Text Alignment:** Justified
- **Page Margins:** 1 inch on all sides
- **Page Numbering:** Bottom center or bottom right
- **File Format:** Microsoft Word (.doc or .docx)

Researchers must ensure that their proposals strictly follow these formatting guidelines to maintain uniformity and facilitate the review process by the Research Committee and Institutional Review Board (IRB).

## **11. Contact Information**

For submission of research proposals and queries:

### **Research Committee Office**

Women Medical College Abbottabad

Email: [research@wmc.edu.pk](mailto:research@wmc.edu.pk)