University Student and Resident Research Subcommittee (**USRRSC**)
Dubai Health

Subcommittee of the MBRU-IRB

- The USRRC is a sub-committee of the MBRU-IRB and is mandated to review all research proposals from undergraduate students within Dubai Health and Graduate Medical Education (GME) Trainees involving humans and human derived materials/data.
- The Undergraduate students and trainees are enrolled to research curriculum and necessary trainings are provided on the topics – *research conduct, writing proposal, types of research, Biostatistics for research and USRRSC submission.*

Manage PGME Trainees Research:

We provide support in following areas:-

- ❑ Research Introductory training arranged during Program year 2
- ❑ Interactive meetings organized by Research Administration & Support team with trainees, to share any challenges faced and to request for necessary support in conducting research.
- ❑ Support in formulating research proposal and data collection tool.
- ❑ Support in Research Dossier submission.
- ❑ Support in Data analysis.
- ❑ Invite for research trainings.
- ❑ A coordinator from Research Administration & Support team is assigned exclusively for Residents to answer any enquiries.
- ❑ Review and provide favorable opinion for Research thesis before submitting the document to Arab Board.
- ❑ Publication guidance in collaboration with Al Maktoum Library – MBRU.

Research Submission

- All research submissions should be submitted through Cayuse, the electronic platform of MBRU-IRB.
- This document is prepared for the ease of research submission to Cayuse platform.
- Researchers from Dubai Health requires access to the Cayuse in order to identify their name under Principal investigators/Co-Investigators.
- Access to the system needs to be requested through Research Administration & Support team coordinator.
- Provide the below information to afford access for Dubai Health researchers involved in the planned study and return to the undersigned.

Username	First Name	Last Name	Official Email	Phone	Title	Department/Specialty	Division/Hospital	Employee ID
					Intern/Resident/ Consultant etc.			

- Access is provided in 5 working days. Users can log in to Cayuse platform https://mbru.cayuse424.com/ by using **official mail ID** and **Single sign on desktop password**
- An instructional video/guide will be provided to help guide with submission on the cayuse.

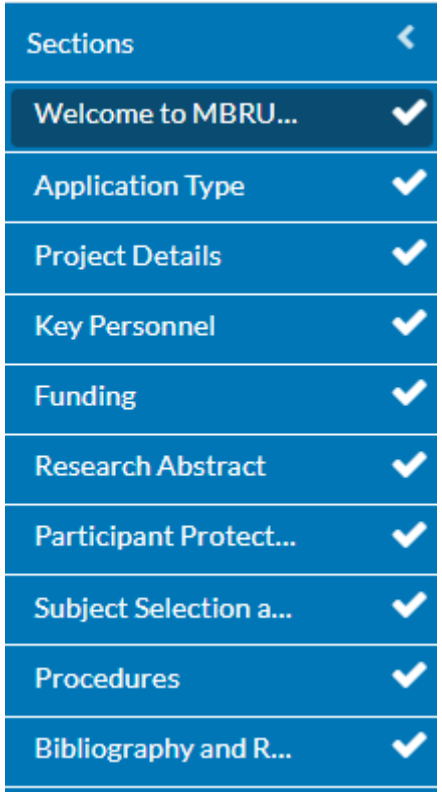
Submission Documents

You will be required to provide supporting documentation in the process of making your submission.

- *The Research Proposal (Template available)
- * Site approval form (Template available)
- *Copies of ethics certification (for all researchers involved in the project) - *Recognized training programs are – CITI (3 years), NIH (2 years) and NIDA. GME trainees will be requested to complete BMJ Ethics Module during the research training sessions and this certificate can be attached.*
- *Conflict of Interest and Confidentiality Agreement Forms duly signed by each personnel involved in the study including supervisors (mandatory requirement)
- Participant Information Sheet and Informed consent(s) in both Arabic and English, if applicable
- Funding Award letter (if any)
- Recruitment material (if any is being used)
- Data Collection form(s) or Questionnaire
- Other material perceived to be needed

Important points to be noted during Cayuse Submission

- Following sections seen in below screenshot are mandatory to be filled to process a complete submission.



- Read carefully each section and fill the fields suitably and refer the guidance video for more clear information.

Important points to be noted during Cayuse Submission

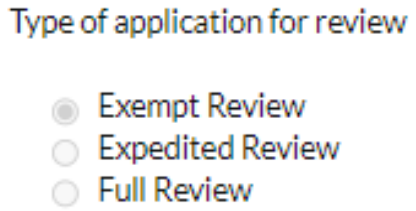
- Section 1- **Welcome to MBRU-IRB**

This is a cover page for researchers to choose the submission option (Research application/Case report)

Important points during Cayuse Submission

- Section 2- **<u>Application Type</u>**

Three categories of reviews are included in the second section, as seen in the screenshot below. The researcher must carefully understand the categories listed for each sort of review before selecting one that is appropriate for their research.



To comprehend the categories in basic vocabulary, see the following slide.

Important points during Cayuse Submission

- **<u>Application Type:</u>**

❖Exempt Review – *If you are planning to review secondary data or open data, choose this option. Please read the category's given under this review to understand better.*

❖Expedited Review – *If you are planning to conduct retrospective, prospective, cross sectional study. Please read the category's given under this review and choose appropriately a category as per your type of study.*

❖Full Review - *If you are planning to conduct Clinical trial, choose this option.*

Important points during Cayuse Submission

- Section 3- **Project details**

❑ A research project that is part of the PgME curriculum for residency programs is categorized under **Undergraduate Research Project** as the submissions to this category is directly forwarded to the subcommittee for expedite and smooth review process. Please choose the foiled 1 option appropriately.

❑ Under Ethics Certificate field – Please note, all researchers involved in conducting respective research, including data collectors involved in the project whether at MBRU or outside are required to complete the appropriate research training program for Human Subjects Research. For trainees, as per the curriculum, they are enrolled to BMJ Research Training Program. An ethics module certificate is issued by BMJ for medical residents. Coordinate with Research Administration & Support team Coordinator, Ms. Fatima Nasser Abdulla Ahli fnahli@dha.gov.ae to obtain this certificate and upload the same here. For non-trainee participant who are involved in the research can complete the appropriate CITI/NIH/NIDA training program for Human Subjects Research.

❑ Conflict of Interest & Confidentiality Agreement form – This form is required to be filled by all personnel involved in respective research including supervisors. Form template is available in the same section. If the form is unable to access, please contact irb@mbru.ac.ae

❑ Under the section, Please indicate the expected start and end date of the project - The question is meant to add when you will initiate research post ethics approval. Please add a start date 3 months ahead from submission date to cayuse.

❑ Under the section, Please indicate from the below options the purpose of conducting this study – Choose Part of curricular requirements (undergraduate/postgraduate studies) and attach enrollment letter. This letter can be facilitated through Research Administration & Support team Coordinator, Ms. Fatima Nasser Abdulla Ahli fnahli@dha.gov.ae

Important points during Cayuse Submission

- Section 4- Key personnel

- ❑ Do not miss out to identify Principal Investigator (PI). If you are conducting a group research with more than one person from same batch, one of you can represent the team as PI and add others names under Investigators field.
- ❑ If your supervisor is a Dubai Health staff, please request for cayuse access and you can find the supervisor name from the system. This is to maintain Regulatory Records of staffs involved in research from Dubai Health. Email to SRenold@dha.gov.ae with below information to secure access.

Username	First Name	Last Name	Official Email	Phone	Title	Department/Specialty	Division/Hospital	Employee ID
					Intern/Resident/Consultant etc.			

- ❑ All Dubai Health Personnel who wish to conduct research in Dubai Health facilities should have access to the Cayuse IRB module.
- ❑ The Principal Investigator (PI) is the researcher who will be solely responsible for the overall ethical conduct of the research project. A change in the PI of an approved study will need to be approved by the IRB.
- ❑ The PI will be the primary contact between the IRB and the research team.
- ❑ The PI will be solely responsible to explain/justify any change in the approved protocol that is implemented without the approval of the IRB.
- ❑ Studies conducted in multiple sites within Dubai Health will require an overall PI for the project and site PIs for every identified research site. The Site PIs will coordinate with the PI of the study for all aspects of the study.
- ❑ External researchers who wish to conduct research within Dubai Health facilities will have to identify a Dubai Health collaborator who will serve as the PI of the study. The external researchers can be identified as Co-Investigators/Investigators.
- ❑ The role of Co-Investigators and Investigators should be specified in the application under the relevant section.

Important points during Cayuse Submission

- Section 6- **Research Details**

❑ This section is easy to fill if your proposal and data collection tool is ready.

❑ Download the proposal template which is available in this section and use the same only.

Provide site approval from **Professional Development Office** of respective research site, where research is planned to conduct.

Coordinate with Research Administration & Support team Coordinator, Ms. Fatima Nasser Abdulla Ahli fnahli@dha.gov.ae with following details related to the study to obtain this approval:

1) Study specific documents (proposal, tool, consent, survey copy etc.)
2) Program Director approval for the topic, research proposal and supervisor (via email)
3) Study supervisor approval for the topic, research and no objection to supervise for the research (via email)

Important points during Cayuse Submission

- Section 7- **Research Population**

❑The question, Does your project involve human subjects? – This question is meant if you are having direct contact with the human subjects. If yes, then click on yes and submit all relevant information. If the data is collected retrospectively, you may choose No.

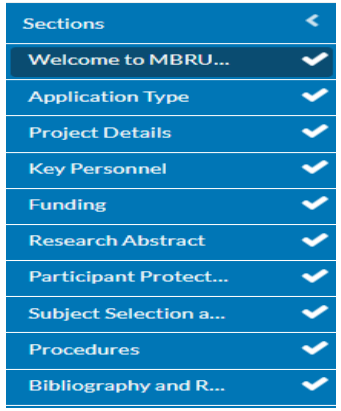
Important points during Cayuse Submission

- Section 12- **<u>Submission Details</u>**

❑If you are submitting Initial application, click on No

Complete Submission

- The section which are not specified in this document, are easy to understand as per the definitions provided in the cayuse. Please read carefully and fill appropriately.
- Once all section fields are answered, a check appears on the sides of the section as seen in below screenshot.



- CERTIFY the application by clicking on CERTIFY TAB.
- Then click on COMPLETE SUBMISSION TAB.
- Please note, your submission will reach to USRRSC coordinator only once you click on above two tabs. Hence, please ensure these two tabs are clicked before you close the application.

Contact Research Administration & Support Team, Dubai Health

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