



Policies and Procedures Manual:	Originating Department/ Committee:
Policy No. : FA 03	Page 1 of 1
Date Originated: 1998	Last Revision: Dec 2, 2018
Approved by: FON Council	Approval Date: Dec 12, 2018

Purpose:

The purpose of this policy is to ensure the quality of research proposals submitted by faculty researchers and /or a student from the Faculty of Nursing (FON).

Policy:

- All faculty/student research proposals should be approved by the FON Scientific Committee (SC) and Institutional Review Board (IRB) at the University.
- Proposals that do not follow this policy are at risk of not being accepted by the University

Procedure:

1. The Principal Investigator (PI) submit the proposal electronically to the department scientific committee (DSC).
2. The DSC has one week to ten days to review the proposal
3. If they approve, this will be forwarded to the FON SC; If not it will be returned to the PI.
4. The FON SC will review and if approved, it will be forwarded to the IRB at JUST; If not it will be returned to the PI.
5. After the IRB approval the application will be sent to the Dean of FON
6. If a grant is requested, the application will be forwarded to the Deanship of Scientific Research (DSR) for funding and documentation; even if the faculty do not need a grant it has to go the DSR for documentation purpose.
7. The DSR will notify the faculty of the outcome.
8. At the end of the study, the faculty member should submit a report about the findings and progress to the DSR and submit an expense report for preapproved refunds.
9. All the applications and reports are completed online.

Definitions:

Required Documentation:

Proposal form (electronic)

Approval:

FON Council

References:

Jordan university of Sciences and Technology Regulations