



**MGM NEW BOMBAY OF NURSING**  
5<sup>th</sup> Floor, MGM Educational Campus, Plot No. 1 & 2, Sector-1  
Kamothe, Navi Mumbai – 410 209.

**STANDARD OPERATING PROCEDURE (SOP)  
APPROVAL OF RESEARCH PROPOSAL**

<b>Type of Document</b>	:	<b>Academic</b>
<b>Name of the document</b>		<b>Approval of Research Proposal</b>
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Designation		<b>Professor &amp; Director</b>
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Name		<b>Dr. (Mrs.) Prabha K. Dasila</b>
Designation		<b>Professor &amp; Director</b>
Signature	:	
<b>Revised on</b>	:	<b>5<sup>th</sup> July 2018</b>





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APPROVAL OF RESEARCH PROPOSAL**

1. **PURPOSE:** To create a conducive system for promotion of research & innovation in the institution for both students and faculty
2. **SCOPE:** Applies to all Nursing Programmes offered by college
3. **RESPONSIBILITY:** Programme Co ordinators and class co ordinators of B.Sc Nursing, Post B.Sc Nursing, M.Sc Nursing, Nurse Practitioner Programme and
4. **POLICY**

S.No	POLICY
4.1	Faculty, PG and UG research proposals is approved by the Institutional Research Recognition committee after presentation by the Principal investigators.
4.2	The research proposal is submitted by faculty and students as per the standard format.





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**5. PROCEDURES**

S.NO	STANDARD PROCEDURES
5.1	One hard copy of the research proposal with a completed checklist and a covering Format, proposed tool , Informed consent format and Institution permission letter format to be submitted to the research coordinator three days prior to proposal submission.
5.2	Soft copy of the proposal as a single file to be mailed to college mail id.
5.3	Proposals will be reviewed by the institution Research recognition committee members and the comments will be written in the prescribed format.
5.4	Investigators have to present their proposed research proposal at the scheduled research committee meeting.
5.5	Presentation should be not more than 5-7 minutes
5.6	Investigators to note the comments of the committee members during presentation and compiled written comments will be given to the investigators within a week of the presentation.
5.7	Investigators have to submit the revised proposal within two days of the receipt of the feedback
5.8	Investigator will be informed about the approval of the proposal through Approval letter
5.9	The progress of the research has to be presented in the Research committee meetings as per the schedule notified
5.10	Investigator has to submit their completed research project and the publication copy to the research coordinator annually on or before July of every academic year.

