

National Council for Accreditation of Medical Colleges (NCAMC)-Iraq

Scientific Research Committee (SRC)

Policy and Procedures for NCAMC-Initiated Research Activities

1. Introduction

As part of its national leadership role, the NCAMC engages directly in the planning, commissioning, execution, and supervision of scientific research. These activities aim to strengthen the accreditation system, enhance medical education standards, assess healthcare workforce needs, and contribute to national policy-making. The Scientific Research Committee (SRC) of the NCAMC oversees and coordinates all research initiatives conducted or commissioned by the Council.

2. Scientific Research Committee Structure

The committee is formed by an order from the Presidency of the Council. It consists of three members from the NCAMC, one of whom serves as the chief of the committee. The committee is reconstituted every two years.

3. Purpose

This document establishes the policies and procedures governing research directly conducted by NCAMC, including:

- Strategic research projects related to accreditation and medical education development.
- National surveys, audits, and benchmarking studies.
- Collaborative research with governmental or international organizations.

Special research programs have been initiated to address emerging healthcare challenges

4. Scope

This policy applies only to research initiated, funded, or directly supervised by NCAMC, covering:

- a. Policy research in medical education and accreditation.
- b. National studies on faculty development, curriculum standards, and graduate competencies.
- c. Research projects supporting international collaborations.
- d. Research assessing healthcare manpower and medical training infrastructure.

5. Research Lines Initiated by NCAMC

The researches activities include the lines mentioned in the following table:

No.	Type	Description
1	Accreditation Research	Studies evaluating the impact of accreditation standards, methods, and outcomes on medical education.
2	National Surveys	Surveys assessing medical education outcomes, clinical skills acquisition, faculty qualifications, and institutional performance.
3	Policy Research	Research to support the development of new regulations, standards, and strategic plans.
4	Collaborative Research	Joint research with Iraqi ministries (e.g., Ministry of Health, Ministry of Higher Education) or international agencies (e.g., world health organization).
5	Pilot Programs and Evaluation Studies	Pilot testing of new accreditation processes, competency-based curricula, or assessment methods.

These research lines may be updated based on the needs of NCAMC during the review of this document.

6. Policies

A. Research Alignment: All research must align with NCAMC's strategic priorities and national health and education needs.

B. Research Approval

- Research topics must be proposed by an SRC member or NCAMC Board Member.
- Formal approval must be obtained from the NCAMC Executive Board.
- A Research Proposal Document must be submitted, including objectives, methodology, ethical considerations, timeline, and budget.

C. Ethical Compliance

- All research projects involving human participants must obtain ethical approval from the Supervision and Scientific Evaluation Apparatus of the Iraqi Ministry of Higher Education and Scientific Research, or from an authorized ethics committee affiliated with an Iraqi university.
- Informed consent must be ensured where applicable.

D. Funding and Resource Allocation

- Research budgets must be approved by the NCAMC Financial Committee.
- External funding from national or international agencies must be transparently documented.

E. Research Team Composition

Each project must have:

- Principal Investigator appointed by the team.
- Multidisciplinary research teams including subject-matter experts.
- Administrative support staff for logistics and documentation.

- Team Size: Research teams may be as large as necessary to meet the objectives of the project.
- External Collaboration: Members from outside NCAMC are permitted to participate in the research projects.

7. Procedures

A. Research Planning

1. Identification of research needs through strategic meetings.
2. Proposal drafting by SRC working groups or by NCAMC member.
3. Internal peer-review of the proposal by SRC experts.
4. Approval by NCAMC Board.
5. Allocation of Resources and Funding: Resources and funding will be allocated to research teams as needed, based on project requirements and subject to approval.

B. Research Execution

The SRC will oversee project implementation through:

- Regular project meetings.
- Monitoring timelines with regular progress report.
- Ensuring compliance with ethical and scientific standards.

C. Data Management

- Any data required for SRC-approved research projects must receive prior approval from the NCAMC Presidency.
- All data collected must be securely stored.
- Confidentiality agreements must be signed by all research personnel.
- Data must be anonymized before publication unless otherwise agreed upon.
-

D. Reporting

- **Progress reports** must be submitted to the SRC every six months. The SRC, in turn, shall submit a consolidated report to the NCAMC Executive Board on a semi-annual basis.
- **Final Reports** must include:
 - Executive summary.
 - Full methodology.
 - Findings and analysis.
 - Recommendations.

E. Dissemination

- Research findings must be:
 - Published in NCAMC's official website.
 - Submitted to peer-reviewed national or international journals.
 - Presented at national conferences and stakeholder meetings.
- When applicable, research results should be incorporated into updates of accreditation standards and policies.

F. Post-Research Evaluation

- Every completed research project must undergo an evaluation to assess:
 - Relevance to objectives.
 - Methodological rigor.
 - Policy impact.
 - Lessons learned for future research initiatives.
- A **Post-Project Evaluation Report** must be archived.

8. Responsibilities

Entity	Responsibilities
SRC	Overall coordination, quality assurance, ethical oversight, and reporting.
Principal Investigator (PI)	Day-to-day leadership, scientific integrity, timeline management.
NCAMC Executive Board	Strategic approval, resource allocation, high-level oversight.
Research Teams	Implementation of specific project tasks under PI supervision.

9. Performance Indicators

- Number of NCAMC-led research projects initiated and completed annually.
- Policy changes or standards revisions resulting from research findings.
- Publications in peer-reviewed journals.
- Number of national stakeholders engaged through dissemination activities.

10. Review of the Policy: This policy will be reviewed and updated every **five years** or when significant changes in national or international research standards occur.

11. Annexes

- Annex A: NCAMC Research Proposal Template
- Annex B: Research Progress Report Template
- Annex C: Data Management and Confidentiality Guidelines
- Annex D: Post-Research Evaluation Template

Template 1: NCAMC Research Proposal Template
National Council for Accreditation of Medical Colleges (NCAMC)
Scientific Research Committee (SRC)

Research Proposal Form

Section 1: General Information

- **Project Title:**
- **Principal Investigator (PI):**
- **Institution/Department:**
- **Collaborators (if any):**
- **Proposed Duration:**
- **Expected Start and End Dates:**
- **Funding Source: NCAMC / Internal / External (if applicable):**

Section 2: Abstract (Max 300 words)

Brief summary of the research problem, methodology, and expected outcomes.

Section 3: Background and Rationale

Explain:

- The problem being addressed.
- Relevance to NCAMC's mission and strategic goals.
- Previous research or evidence supporting the need for this study.

Section 4: Research Objectives

List clear, specific, and achievable objectives.

Section 5: Research Questions or Hypotheses

- Main Research Questions:
- Hypotheses (if applicable):

Section 6: Methodology

Detail:

- Study design.
- Population and sampling.
- Data collection methods.
- Data analysis plan.
- Ethical considerations.

Section 7: Timeline (Gantt Chart preferred)

- Phases of research and expected completion dates.

Section 8: Budget Overview

Outline major budget categories:

- Personnel
- Equipment
- Travel
- Data collection and analysis
- Miscellaneous

Section 9: Ethical Approval

- Status of ethical review.
- IRB reference number (if available).

Section 10: Expected Outputs

- Publications.
- Presentations.
- Policy recommendations.

Signatures

- Principal Investigator: _____ Date: _____
- SRC Approval: _____ Date: _____

Template 2: NCAMC Research Progress Report Template

National Council for Accreditation of Medical Colleges (NCAMC)

Scientific Research Committee (SRC)

Semiannual Progress Report

Section 1: General Information

- **Project Title:**
- **Principal Investigator:**
- **Reporting Period:** (e.g., June 1, 2025 – August 31, 2025)

Section 2: Summary of Progress

- Research activities completed this quarter: (List by bullet points)
- Milestones achieved: (State clearly with dates)

Section 3: Challenges Encountered

- Description of any obstacles.
- Proposed solutions or adjustments made.

Section 4: Timeline Update

- Updated Gantt chart or list of activities and new timelines if changes occurred.

Section 5: Budget Update

- Funds expended during the period.
- Any adjustments needed.

Section 6: Ethical and Compliance Updates

- Any changes requiring additional ethical approvals? (Yes/No, with explanation)

Section 7: Next Quarter Plan

- Activities planned for the next quarter: (List)

Section 8: Signature

- Principal Investigator: _____ Date: _____

Template 3: NCAMC Confidentiality Agreement Form

National Council for Accreditation of Medical Colleges (NCAMC)

Scientific Research Committee (SRC)

Confidentiality Agreement for Research Team Members

Parties

- This Confidentiality Agreement ("Agreement") is made between:
 - NCAMC
 - Research Team Member: [Name]

Purpose: To ensure the protection of sensitive data and information associated with NCAMC data-driven and sponsored research projects.

Obligations

The Research Team Member agrees to:

- Maintain strict confidentiality of all data, documents, and discussions.
- Not disclose research information to unauthorized persons.
- Use research data solely for the approved project purposes.
- Return or destroy confidential materials upon completion of the project or upon NCAMC's request.

Confidentiality obligations shall not apply to any information that:

- Is already part of the public domain at the time of disclosure, or subsequently becomes public knowledge without any breach of confidentiality obligations.
- Is required to be disclosed by law, regulation, or court order, provided that the disclosing party gives **immediate written notice** to NCAMC (where permissible) to allow for appropriate protective measures or mutual agreement on the disclosure process.

Duration

- Obligations remain in force for **five (5) years** after project completion unless otherwise specified.

Signatures

Research Team Member: _____ Date: _____

NCAMC Representative: _____ Date: _____

Template 4: NCAMC-Scientific Research Committee (SRC)- Semi-Annual Report Template

1. General Information

- **Project Title:**
- **Principal Investigator (PI):**
- **Affiliation:**
- **Contact Information (Email / Phone):**
- **Co-Investigators and Team Members:**
- **Research Team Size:**
- **External Collaborators (if any):**
- **Project Start Date:**
- **Expected End Date:**
- **Reporting Period:** (e.g., Jan–June 2025)

2. Project Summary

- **Brief Summary of the Project Objectives:**
(1–2 paragraphs summarizing the research goal, design, and expected outcomes.)

3. Progress Overview

- **Work Completed During This Period:**
(Summarize the activities and milestones achieved in this period.)
- **Data Collection Status:**
 - Number of participants recruited:
 - Status of data entry/analysis:
- **Ethical Approvals:**
 - Approved by: (e.g., Ministry/University Committee)
 - Approval reference number:
 - Date of approval:

4. Challenges Encountered

- **Scientific or Technical Challenges:**
- **Administrative or Logistical Barriers:**
- **Proposed Solutions/Adjustments:**

5. Budget and Resource Utilization

- **Funding Source:** (NCAMC / Internal / External – specify)
- **Funds Used in this Period:**
- **Remaining Budget:**
- **Additional Resource Requests (if any):**

6. Data Management and Confidentiality

- **Data Protection Measures Taken:**
- **Access to Sensitive or Institutional Data (if applicable):**
 - Was approval obtained from NCAMC Presidency? ☐ Yes ☐ No
 - Date and reference of approval:

7. Deliverables

- **Publications / Presentations / Abstracts Submitted or Published:**
- **Other Outputs (reports, tools, datasets):**

8. Future Plans

- **Planned Activities for Next Reporting Period:**

- **Expected Challenges and Mitigation Plans:**

9. Attachments

- Ethical Approval Documents
- Financial Summary
- Draft Manuscripts / Publications
- Other Supporting Documents

10. Certification and Submission

I hereby certify that the information provided in this report is accurate and complete to the best of my knowledge.

- **Principal Investigator Name:**
- **Signature:**
- **Date:**

(Optional) Template 5: NCAMC Post-Research Evaluation Report

**National Council for Accreditation of Medical Colleges (NCAMC)
Scientific Research Committee (SRC)**

Post-Research Evaluation Report

Section 1: General Information

- **Project Title:**
- **Principal Investigator:**
- **Completion Date:**

Section 2: Achievement of Objectives

- To what extent were the original objectives achieved? (Describe)

Section 3: Quality of Methodology

- Were the methods appropriate and effectively executed?

Section 4: Dissemination

- Publications, presentations, policy impacts.

Section 5: Challenges and Lessons Learned

- Key difficulties.
- Suggestions for future projects.

Section 6: Overall Impact Assessment: Contribution to NCAMC goals and national healthcare or education improvements.

Section 7: Recommendations: Recommendations for scaling, replication, or policy integration.

Signatures

Principal Investigator: _____ Date: _____

SRC Evaluation Officer: _____ Date: _____