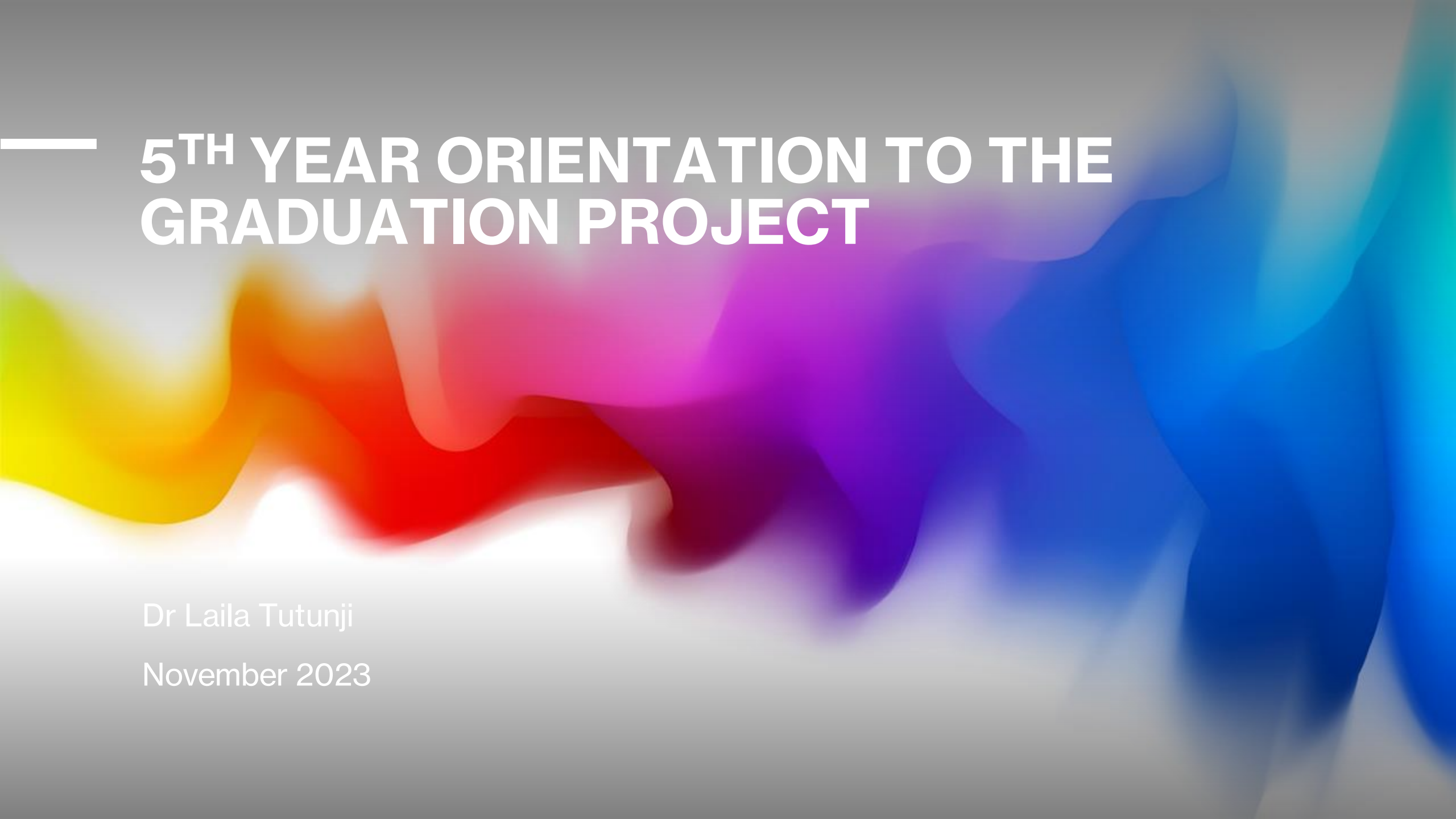




5TH YEAR ORIENTATION TO THE GRADUATION PROJECT

Dr Laila Tutunji

November 2023

Timelines

Date and Month (at the Latest)	Activity
October 2025	• Formation of the Research Groups • Finding a Mentor • Finding a Research Question and Project
November 2025	• Conducting a Literature Review • Brainstorming with the Mentor • Identification of primary and Secondary Objectives • Identifying the Research Methodology
December 2025	• Allocating Roles and Responsibilities • Drafting the Proposal (first draft) • Going over the first draft with the mentor • Modification of the first draft and submission to the Mentor's Department
January 15 th to the 31 st 2026	• Submitting GCP Certification
March 15 th to April 1 st 2026	• Online platform for the submission of the proposal

October 2025

- Formation of the Research Groups
- Finding a Mentor
- Finding a Research Question and Project
- **Go to Teams and form a team entitled with the Title of Your Project**
- **Create the following folders:**
 1. Abstracts, Articles,
 2. Proposal and Approvals,
 3. Manuscript and Abstract,
 4. Raw Data and
 5. GCP Certification

The Abstract Folder

- Should be in word format and should include the following sections:
- **Create a section for the Global Abstracts**
- Mention the Country and arrange chronological
- Just do copy paste of all the information of the abstract plus the journal authors and year of publication
- **Then create a section for the MENA**
- **Then create a section for Jordan**
- **(form to be sent via Teams)**

The Literature Review

- Type in your research question or Title into the following minimum free websites:

1. PubMed
2. Google Scholar
3. And do extra searches on Google (considered grey literature)

November 2025

- November Activities **at the Latest** should include:
 1. Conducting a Literature Review
 2. Brainstorming with the Mentor
 3. Identification of primary and Secondary Objectives
 4. Identifying the Research Methodology
 - 5. Start Writing the Proposal**

December 2025

- December activities **at the Latest** should include:
 1. Allocating Roles and Responsibilities
 2. Drafting the Proposal (first draft)
 3. Going over the first draft with the mentor
 - 4. Modification of the first draft and submission to the Mentor's Department**
- **(proposal form will be sent via Teams)**

January/February 2026

- By mid January Acquire the **GCP Certification**
- **The next few lectures will include an introduction to GCP**
- In addition, Go to the following website:
- The names of your institution is the University of Jordan and our IRB requires 80% of answers correct not 100%.
- You will do 12 online modules followed by questions,
- You need to score a minimum of 80% for each module to gain the certification
- **The certificate is from the US NIH and is valid for 3 years.**
- **Submit your GCP certificate through the online platform which will be accessible January 15th to the 31st 2026**

March 15th to April 1st 2026

- Submit your proposal to an **online platform that will be accessible as of March 15th 2026 in shaa Allah**
 - Between Feb 15th and March 15th is an opportunity
 - To acquire all approvals which are mandatory this year.
 - To draft half your manuscript with the following sections
 - **Abstract with the following sections:**
 1. Introduction
 2. Aim
 3. Methodology
 - **And the Manuscript with the following sections:**
 1. Introduction
 2. Methodology
 3. References
- (the template will be sent via Teams)**

Next Steps

- An online survey form will be released end of November to check on the students who have not starting forming a team.
 - Each student fills their part separately
 - The students will state that they do not have a team
 - Whether there is an area of interest (which department)
 - Whether they have identified a mentor
 - Whether they have identified a research question.
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- **Please look out for the survey form and make sure to fill it so we can help you be on track during November**
 - **There is always someone to assist you at the Office during student hours which are Thursdays from 2 to 4:30 pm**

