

## RPAC FLOWCHART FOR SUBMISSION OF CHANGES/NEW PROGRAMMES

Documents submitted to [medschoolresearch@ucc.ie](mailto:medschoolresearch@ucc.ie) at least ten days in advance of RPAC meeting –  
Please see <http://www.ucc.ie/en/medical/research/committee/> for meeting dates



RPAC Administrator reviews documents and ensures that they meet the specific criteria (e.g. in word format, tracked changed etc.)



If documentation meets the criteria, administrator circulates documentation to the RPAC committee noting if documents are Outline Proposal of New Programme, Major Change to an existing Programme or a Minor Change.



If documents don't meet the criteria, documents will be returned to be resubmitted in the appropriate format.



If submission is Outline Programme Proposal, lead author will be asked to present at next RPAC meeting. If submission is a major change, the RPAC committee will decide if the lead author needs to present. If yes, they should be notified no later than 5 days before the RPAC committee meeting.



After meeting, the committee will decide if documents are approved or if they should be returned with comments/feedback. If approved, a signed hardcopy of documents should be submitted to the School of Medicine office within five days.



Documents will be forwarded to the College of Medicine and Health and RPAC will await the Full Programme Proposal document.