**Standard Requirements for Document Formatting**

*(for submission to the Local Committee on the Ethics of Scientific Research)*

**1. General formatting rules**

* **File format:** all documents must be submitted in *Microsoft Word* format (.doc/.docx).
* **Font:** Times New Roman, size 14 *(if the text is very large, size 12 is allowed)*.
* **Line spacing:** 1.0.
* **Margins:** left – 3 cm, right – 1 cm, top and bottom – 2 cm.
* **Alignment:** justified, paragraph indentation – 1.25 cm.
* **Page numbering:** mandatory, in the lower right corner or centered at the bottom of the page.

**2. Structure of the document package**

Documents must be submitted **strictly according to the list**, and:

* **Each document must be prepared as a separate Word file.**
* **Each file must be named according to its content** (e.g., “Application.docx”, “Research Protocol.docx”).
* **The list of documents must fully correspond to the approved checklist.**

**Mandatory checklist:**

1. Researcher’s application
2. Research plan / Research protocol
3. Questionnaire / survey (if applicable)
4. Informed consent form (in two languages)
5. CV (resume) of the researcher and the scientific supervisor
6. Copy of the order approving the research topic
7. Copy of the order of enrollment/reinstatement in the program
8. Plastic file folder (blue color)

**3. Language requirements**

* All documents must be submitted **in Kazakh and Russian languages**.
* The two versions must be **mirror-identical in content**.
* **Academic and formal business style** must be used.

**4. Signatures and requisites**

* Signatures must be in **blue ink only**.
* Signatures must be deciphered (full name written out).
* Dates must be formatted as: “\_\_\_” \_\_\_\_\_\_ 2025.
* First, the electronic version is sent (to the e-mail of the Commission Secretary).
* After preliminary verification, the documents must be printed and submitted in paper form in a file folder.

**5. Common mistakes (NOT allowed)**

* Non-compliance with the checklist (missing required documents).
* Failure to follow the rule “one document – one Word file”.
* Different content in Kazakh and Russian versions.
* Spelling and grammatical errors.
* Missing page numbering.
* Missing signatures or dates.