

# **Deanship of Scientific Research Policies and Procedures Directory**

**Taif University**

**1440-2019**

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1<sup>st</sup> board meeting for the Deanship of Scientific  
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# Chapter 1

## Definitions and Responsibilities

## First: definitions

According to the unified list of scientific research in Saudi universities:

- Scientific research: It is the achievement that depends on the scientific foundations are recognized, and is the result of individual efforts or joint efforts or both.
- Principal Investigator: He or she is a faculty member or a member of his or her group, who represents the group involved in the research and supervises and manages the group.
- Co-researcher: is a member of the faculty, which is involved with a group of researchers to complete the study of a subject.
- Examiner: is a member of the teaching staff or expert who is assigned to examine and study scientific production.
- References: is a member of the faculty or expert assigned by the Research Center to review the production of scientific.
- Consultant: is the expert faculty and is assigned to provide services or consultancy studies.

## **Second: The objectives of scientific research in Saudi universities**

According to the unified list of scientific research in Saudi universities, research conducted in universities aims at enriching science and knowledge in all useful fields, in particular the following:

- To highlight the Islamic method and its achievements in the history of civilization and humanities
- Collecting Arab and Islamic heritage, taking care of it, indexing it, and making it accessible to researchers.
- Providing scientific advice and developing scientific and practical solutions to the problems facing the community through research and studies commissioned by governmental or non-governmental bodies.
- Linking scientific research to the University's goals and development plans, avoiding duplication and repetition and benefiting from previous studies.
- Transfer and localization of modern technology and participate in the development and adaptation to suit the local conditions to serve the purposes of development.
- Develop a generation of distinguished Saudi researchers and train them to conduct original, high-quality research by engaging graduate students, lecturers, lecturers and research assistants in the implementation of scientific research.

## Third: Tasks of the Deanship of Scientific Research Council

As stated in the unified list of scientific research in Saudi universities, while not incompatible with the functions of the Scientific Council, the Councils of Colleges and the Councils of Departments, the Deanship of Scientific Research Council shall:

- Proposing the annual research plan of the university and preparing the draft budget necessary for it to be presented to the Scientific Council.
- To propose regulations, rules and procedures governing the movement of scientific research at the university.
- Approval of research projects and studies and follow-up implementation and arbitration and drainage in accordance with the rules governing it.
- Suggest ways to organize and cooperate with different research centers outside the university.
- Coordinate the work between research centers at the university, work to eliminate duplication in its performance, and encourage joint research between departments and colleges to increase the efficiency and effectiveness of the use of available materials.
- Recommending the approval of the publication of research, which is published after arbitration in accordance with the rules of arbitration and publication at the university.
- Encouraging faculty members and other researchers and encouraging them to conduct scientific research and to create the means and research capabilities for them, especially the full-time employees, to enable them to conduct their research in an appropriate scientific atmosphere.
- Organizing the process of contacting research centers outside the university, local and foreign, and developing cooperation with them to benefit from all that is modern.
- Establishing an information base for ongoing and end-of-university research, and sharing research information with universities and other research centers.
- Studying the annual report and the final account of the scientific research activity at the university in preparation for submitting it to the Vice President for Graduate Studies and Scientific Research.

- Supervision and follow-up of research funded from other sectors outside the university which falls within its competence.
- The formation of specialized committees from among its members or from others as needed.

The university director or the university Vice President for graduate studies and scientific research refers - Studying what to him.

## **Fourth: The duties and competences of the Dean of Scientific Research**

The Deanship of Scientific Research shall be responsible for the management of financial, administrative and technical affairs related to scientific research at the University in accordance with the applicable laws and regulations.

- Supervising the preparation of the annual research plan of the University, and the necessary budget for submission to the Council of the Deanship.
- Disbursement from the budget of the planned research within the limits of the delegated financial powers.
- Technical and administrative supervision of the various activities of the Deanship and the development of plans and work programs and follow-up implementation.
- Supervising the work of research centers associated with the Deanship of Scientific Research and follow-up activities and evaluate their performance.
- Cooperation and coordination with local institutions, institutes and research centers inside and outside the university, and contact with research institutions and foreign research centers and harnessing what can be utilized to modernize and develop the movement and technology of scientific research at the university.
- Coordinate with the Deanship of Graduate Studies in everything related to the achievement of graduate students' research, and work to provide the means and means of research to end their research or their scientific messages.
- Permanent follow-up and work to provide the necessary financial resources to spend on research financed from the university budget or from sectors outside Friday.



- Recommending the contracting of researchers, staff and technicians for specific periods to the budget of research projects supervised by the Deanship.
- Evaluating the performance of the staff of the Deanship and reporting them to the University administration.
- Preparation of the draft budget of the Deanship and the annual report in preparation for submission to the Council of the Deanship.

## **Fifth: The functions of the Council of Research Centers**

- As stated in the unified list of scientific research in Saudi universities, the Council of the Center shall consider all matters relating to it and in particular:
  - Proposing the annual research plan and preparing the necessary draft budget.
  - Studying the research projects of faculty members and those of their kind and following up on their implementation.
  - Studying the research projects and studies that are requested from outside the university, selecting the researchers, following up on their implementation and proposing the rewards of their supervisors according to the rules governing this.

- Recommending disbursement from the budget of the planned research within the limits of the governing authority.
- Study the annual report, the final account and the draft budget of the Center and submit it to the competent authority.
- Studying what is referred to it by the Deanship of Scientific Research Council.

## **Sixth: The functions of the director of research centers**

According to the unified list of scientific research in Saudi universities, the director of the research center is responsible for the following:

- Supervision and follow-up of research work for members of the faculty and the like and assistant researchers, including direct supervision of the administrative and technical staff of the Center.
- Contact the scientific departments and stimulate faculty members to research, and coordinate their research projects, and provide the means and possibilities to help prepare and disseminate them as efficiently as possible.
- Communication and coordination with other research centers inside and outside the university in all matters related to the nature of the research that is under the supervision of the center or will be prepared for the account outside the university.

- Preparation of the draft annual budget for the activities of the Center, in preparation for submission to the Council of the Center and then submitted to the competent authority at the University.
- Prepare the annual report on the Center's activity and submit it to the competent authority.

# Chapter 2

## Policies and Procedures For

### Da'em program (New Academic

### Staff)

## Introduction

Da'em program is one of the funding programs that was established to motivate new academic staff who has a doctorate degree to engage and continue in research after completing their PhD. The program targets the Saudi academic staff who did not exceed two years since their appointment as Assistant Professor at Taif University.

## First: Definitions

### 1- Research

It is the final version of the research funded and supported by the university based on its rules.

### 2- Main Researcher

He/she is a faculty member who has a doctorate degree and represents the group in research, edit or translation and supervises the group.

### 3- Council

He must be a Professor and the researcher has the right to benefit from his/her supervisor or other specialists to be a consultant for research.

### 4- Contract

It is a contract between the Deanship of Scientific Research and the main researcher

### 5- Specialty

It is the Deanship of Scientific Research

## Second: Conditions of Registration

- 1- The main researcher is a faculty member who has a doctorate degree or equivalent
- 2- He/she needs to fill the form and submit it to the Deanship of Scientific Research in accordance with the model assigned to research projects in the Deanship, and may be submitted by the Dean of the College to which the applicant belongs or his representative, indicating that he is one of the staff of the department with a statement of the date of commencement to be submitted to the Deanship of Scientific Research.
- 3- He/she can apply any time but cannot exceed two years from achieving the Assistant Professor.
- 4- He/she can add another researcher who has the same rule as in (3)
- 5- He/she must sign the paper work provided by the Deanship of Scientific Research.
- 6- In case the main researcher is not Assistant professor but has a doctorate degree, then he/she needs to finish his/her work research before moving to another program or training. He/she also needs to obtain a degree equivalent (PhD) from the Ministry of Education or the Saudi Commission for Health Specialties. The maximum benefit of Da'em program is two

years from achieving assistant professor. He/she can apply two times as main researcher and participate researcher.

### **Third: Judgment**

- 1- The Deanship of Scientific Research send the proposal to two researchers for the judgment and also it can be judged by the scientific committee in the Deanship of Scientific Research
- 2- The reviewers should follow specific form for the judgement.
- 3- The Deanship of Scientific Research is responsible for project proposals that need ethical approval along with the Scientific Research Ethics Committee.
- 4- Once the reviewers give a decision, the Deanship of Scientific Research will contact the main researcher and tell him/her about the decision. The main researcher will have four weeks to reply back.

### **Fourth: Financial Support**

- 1- The research project will be funded during the period of research and it does not exceed 10 months scientific disciplines and seven months for humanitarian disciplines.
- 2- The research project will be funded after getting approval from the dean
- 3- The research project will only be funded when the researcher follows the rules that are mentioned in the contract between the researcher and the Deanship of Scientific Research.

- 4- The financial support will not exceed 100,000 SAR and the Deanship of Scientific Research will select the appropriate financial support based on discipline.
- 5- The researcher cannot change anything, such as changing the main researcher, adding more researchers or changing the research topic after his/her signature unless he/she gets acceptance from the Deanship of Scientific Research.
- 6- In case, the researcher needs to extend the time of research project, he/she needs to contact the Deanship of Scientific Research 30 days before the deadline to get the required extension approval. The letter should contain the following:
- Justifying the reasons for extension
  - Writing the timeframe of the remaining work
- \*The request has to be approved by the first party (The Deanship of Scientific Research) for the extension to be valid.
- 7- The main researcher is responsible for the entire group

<b>Reward Value (in Saudi Riyal)</b>	<b>Researcher</b>
1200/month	main researcher
1000/month	Co-researcher



8- The rewards for the main researcher and members are determined according to the unified rules of scientific research in Saudi Universities as follow:

9- The main researcher distributes the allocated budget (excluding the rewards) according to their needs from consumables, equipment, trips, computer services, and stipends for consultants and assistant researchers (Masters or bachelor's degree holders), technicians and students. The rewards are determined based on the unified rules of scientific research in Saudi Universities as follow:

Reward Value (in Saudi Riyal)	Research Assistant
800/month	*Master holders
600/month	*Bachelor holders
400/month	*Students
400/month	Technicians
7000/year	Consultants from Taif city
14,000/year	Consultants from other Saudi cities
20,000/year	Consultants from outside Saudi Arabia

Note: The main researcher can collaborate with international researcher from high ranked university and appoint him/her as a consultant in the funded research project. The main researcher has to have a previous scientific collaboration on published papers. In case of a new collaboration,

the main researcher has to provide a letter from the international researcher expressing his willingness and interest in the collaboration with the main researcher in the funded project.

\*The main researchers should provide an evidence showing the affiliation of those assistants to Taif University. It is not allowed to allocate these funds to Academic staff who are appointed as assistant professors, associate professors or professors.

10- When the equipment budget is more than 15000 SAR, the purchase of equipment shall be through an official purchase order from the Deanship of Scientific Research. The purchase order is issued after the main researcher presents three quotations from three different Saudi companies for the equipment needed. The deanship chooses the lowest offer. The equipment should be delivered directly to the central laboratories.

11- When the consumables budget is more than 15000SAR, the purchase of consumables shall be through an official purchase order from the Deanship of Scientific Research. The purchase order is issued after the main researcher presents three quotations from three different Saudi companies for each consumable needed. The deanship chooses the lowest offer. The delivered consumables should be inspected by the committee in charge at the college that the main researcher is affiliated, or by the committee in the central laboratories, in case if the consumables were sent directly to the deanship of scientific research.

## **Fifth: Follow Up**

- 1- The main researcher should submit the final technical report format and the financial report at the end of the contract period
- 2- The Deanship of Scientific Research will review them and give him/her feedback
- 3- In case, the researcher does not follow the rule of the contract with the Deanship of Scientific Research, the Deanship can make any decision through the Deanship of Scientific Research Committee
- 4- If the research project gets stopped by the researcher, the Deanship of Scientific Research will ask for the remaining money back
- 5- All reports provided by the researcher are classified

## **Sixth: Obligations**

The researcher should not use any information related to the project and give it to any other institutions or companies that can get benefit.

## **Seventh: Changing the Research Team**

A- If the main researcher is unable to continue the research project for any reason, one of the following options shall be followed:

- 1 - Stop the research project and return the funds to the university research budget.

2 - Completion of the research project by selecting one of the co-investigators to be the one who is responsible instead of the main investigator to complete the project according to the previously signed contract.

B- The research project will be stopped when the dean of the researcher reported any research misconduct by the researcher.

C- If the Deanship of Scientific Research is not satisfied with the reasons that one or more of the participating researchers give for not continuing the research project, their situations will be submitted to the Vice President for Graduate Studies and Scientific Research to take the appropriate decision.

## **Eighth: Reporting**

(1) The main researcher shall submit a copy of the final technical and financial reports to the Deanship of Scientific Research. The technical report should be submitted electronically, while the financial report should be submitted in hard copy with the original invoices to the financial administration at the Deanship of Scientific Research.

\* Note, the writing of the title of the research project and completed names should be without shortcuts (in Arabic and English).

(2) The Deanship shall evaluate the reports by consultants chosen by the Deanship.

## Ninth: Publication

(1) The researcher should publish at least a scientific paper in journals that meet the approved guidelines for publications:

- For Scientific disciplines and humanitarian disciplines that publish in English: The journal should be index in Scopus or Web of Science ISI.
- For Humanitarians disciplines that publish in Arabic: The journals should belong to an educational institution and have ISSN. The journals should have a website that provides access to full texts of published papers.

(2) The main researcher and the participants are responsible for all legal claims relating to the ethics of scientific publication according to the regulations in the Kingdom.

(3) The main researcher should acknowledge the Deanship of Scientific Research at Taif University for the funding with writing the research number in the published paper.

(4) The names of all members should be included in the published paper.

(5) The main researcher has to be the first author in the published paper.

## Tenth: Finishing the Research Project

The project is completed by submitting the technical and financial reports along the published paper.

## Eleventh: Financial Exchange Rules

1- If any of the researchers fail to submit the necessary reports on deadline, their financial support will not be released.

2- The money available as a result of this decision shall be returned to the budget of scientific research and shall be used for disbursement for the purposes of scientific research and its programs at the University.

3- The fund of the research project shall be paid to the main researcher as follows:

- The payment of the first installment is transferred to the bank account of the main researcher after signing the contract with the Dean of Scientific Research. The first installment represents 30% of all budget, except the rewards of members of the group, plus the equipment and materials budget that have the maximum of price of 15,000 SAR. In case the budget of the materials and equipment exceeds 15,000 SAR, then it should be paid through the Deanship of Scientific Research.
- The second installment represents 50% of the rewards of the researchers plus 40% of the other items except the materials and equipment budget that

exceeds 15,000 SAR. The second installment can be transferred to the main researcher after submitting the technical and financial reports during the half period of the contract or 20% from the second installment will be deducted in the case of delay. Technical and financial forms are available on the Deanship website.

- The third and final payment represents 50% of the rewards of members of the research group plus 30% of the other items except the materials and equipment budget that exceeds 15,000 SAR. This installment can be transferred to the main researcher after submitting the final technical and financial reports.

- If the main researcher is unable to complete the technical requirements within the contract period, the budget will be suspended and/or the granted fund has to be transferred back to the Deanship of Scientific Research as determined by the Scientific Committee formed under the chairmanship of the Dean of Scientific Research.

- The budget allocated for the trips (Maximum 4000 SR) can be used to participate in internal conferences related to the subject of the research. The budget can be used to participate in international conferences if the main researcher granted a previous approval from the department council, college council and the scientific council at the university (It should be only approval without financial support). The approvals have to be provided to the deanship of Scientific Research with cover letter directed to the dean

of scientific research to take the approval from the deanship of scientific research before using the fund.

- The budget allocated for the computer services can be used to cover the costs of publishing scientific papers. The invoices have to come under the name of the main researcher. Purchasing computers (laptops or desktops) is not permitted.
- The invoices for the purchases of consumables and equipment have to come under the name of the main researcher.

## **Twelfth: The Rewards of the Researchers and other Research Workers**

(1) The remuneration of main investigators, co-investigators, consultants, research assistants, administrators and technicians of various scientific degrees shall be paid according to the Standard Rules for Scientific Research issued by the Higher Education Council Resolution No. 7 / B / 4403 dated 2/4 / 1419H.

(2) The evaluation remuneration for the initial research project is 500 SAR.



## Thirteenth:

The points of this regulation shall be considered as an integral part of the research contracts signed between the University and the researchers and subject to the regulations and rules for education.

# Chapter 3

## Policies and Procedures of the Research Groups

## **Introduction:**

The Deanship of Scientific Research believes that it is necessary to keep up with the challenges of the future and to keep up with the global momentum in the fierce competition in the quality of the scientific research. Since its establishment, the deanship of scientific research has strived to provide an attractive and stimulating environment that supports the excellence and creativity of scientific research and researchers in all fields of knowledge. In this sense, the idea of establishing internal, local, regional and international research groups is a primary goal to support the joint research work of a number of researchers from various disciplines in order to rise the quality of research that strongly supports the vision of the Kingdom.

## **First: Definition of the research group:**

It is a group of researchers with diverse and integrated interdisciplinary competencies with distinct research capabilities, which guarantee the quality and intensity of scientific production, in addition to young researchers and postgraduate students to impart research skills and build distinguished researchers for future research leadership.

## Second: Objectives of establishing research

### groups:

- Supporting interdisciplinary research to achieve high-quality scientific outcomes.
- Contribute to the solution of social issues and promote sustainable development.
- Raise scientific research in terms of quality as well as quantity.
- Create the appropriate research environment for creativity and research excellence.
- Supporting research partnerships with the public and private sectors.
- Transfer and localization of leading regional and global research experiences and practices.
- Raising the scientific research capacities of researchers, especially new researchers in their fields of specialization.
- Create an interactive atmosphere among researchers, strengthen links and encourage cooperation among them.
- Research groups become the nucleus of research units, and then distinct research centers in the future.

## **Third: The terms and conditions for establishing research groups:**

To apply for the registration of a research group, the following terms and conditions shall apply:

- The group should have a senior researcher to lead the group.
- The leader of the group should be a faculty member of the university and has published research papers in recognized international journals in the field of specialization of the group and be as follows:

(A) For scientific disciplines: four scientific research papers published in journals indexed in ISI-Web of Science. The leader should be a first author in at least one of these papers.

(B) For humanistic disciplines, all research papers shall be published in peer-reviewed scientific journals that belong to recognized universities.

- Researchers from outside the university should have published papers in the same field in specialized journals with an impact factor (ISI-Web of Science).
- The group leader should choose a name for the research group that reflects the field of research and specialization.
- Multidisciplinary and interdisciplinary approaches are preferred within the research group.

- The objectives of the research group should be consistent with the research themes of the university.
- The number of members in the groups shall not be less than five researchers of different specialties, and the number of members shall not exceed seven researchers including the group leader.
- The research group should not have more than two external members.
- The faculty member is entitled to participate in one group only, whether as a leader or participant.
- Heads of groups and members should not have internal research support for projects that have not yet ended.
- The researcher (whether leader or member) should not be participating in another funded research group.
- The participation of postgraduate students in research groups is recommended.

## **Fourth: Registration of research groups**

The Deanship of Scientific Research announces the research themes of the university. After the announcement, the deanship starts receiving the applications for registering research groups for one month in the first quarter of the financial year. The group leader applies to register the research group by following these steps:

- If the leader or a member is new within the staff of the university, s/he visit the central service office at the deanship of scientific research or email [dsr@tu.edu.sa](mailto:dsr@tu.edu.sa) to create a user name and a password to have an access for the electronic research gate.
- The application should be submitted directly through the research gate by filling out the required fields and attach the registration form for the research group that is available on the Deanship website in the forms section.
- The Deanship shall establish a scientific committee under the chairmanship of the Dean to review the research group applications and whether they meet the term and conditions.
- Research group applications that do not conform to the terms and conditions will be excluded. Official letters will be sent to the group leaders justifying the reasons of the exclusion.
- The applications meeting the terms and conditions will be sent to external reviewers.
- The results of the peer-review process shall be presented to the Deanship of Scientific Research Council. The council approves the registration of research groups that have passed successfully the external peer-review process.
- The external reviewers' comments shall be sent to the group leaders with considering the confidentiality of the identity of the reviewers.

- The successfully registered research groups are announced in the third quarter of the financial year.

## **Fifth: The funding of research groups:**

- The maximum limit for the research group budget:

<b>Scientific Discipline</b>	<b>Language of publication</b>	<b>The maximum funding limits (Saudi Riyals)</b>	<b>Contract period (months)</b>
<b>Humanitarians</b>	<b>Arabic</b>	<b>90,000</b>	<b>10</b>
<b>Humanitarians</b>	<b>English Scopus, ISI-Web science</b>	<b>120,000</b>	<b>12</b>
<b>Scientific</b>	<b>English Scopus, ISI-Web science</b>	<b>250,000</b>	<b>18</b>

- The duration of the contract for research groups can be extended for an additional six months without any additional financial support.
- The rewards for the leaders and members of the groups are determined according to the unified rules of scientific research in Saudi universities as follow:

<b>Reward value (in Saudi Riyal)</b>	<b>Researcher</b>
1200/month	Group leader/ principal researcher
1000/month	Group member/Co-researcher



- The approved research groups distribute the allocated budget (excluding the rewards) according to their needs from consumables, equipment, trips, computer services, and stipends for assistant researchers (Masters or Bachelor degree holders), technicians and students. The rewards are determined based on the unified rules of scientific research in Saudi universities as follow:

Research assistant	Reward value (in Saudi Riyal) according to unified rules	Maximum reward value
Master holders (maximum 3 researchers)	800/month	9600/contract
Bachelor holders	600/month	7200/contract
Students	400/month	4800/contract
Technicians	400/month	4800/contract
Consultants from Taif city	Consultants should be added as a team member in the contract	
Consultants from other Saudi cities		
Consultants from outside Saudi Arabia		

\*The main researcher has to provide an evidence showing the affiliation of these assistants to Taif University. It is not allowed to allocate these funds to Academic staff who are appointed as assistant professors, associate professors or professors.

- When the consumables budget is more than forty thousand Saudi riyals, the purchase of consumables shall be through an official purchase order from the Deanship of Scientific Research. The purchase order is issued after the group leader presents three quotations from three different Saudi companies for each consumable needed. The deanship chooses the lowest offer.
- When the equipment budget is more than nineteen thousand Saudi Riyals, the purchase of equipment shall be through an official purchase order from the Deanship of Scientific Research. The purchase order is issued after the group leader presents three quotations from three different Saudi companies for the equipment needed. The deanship chooses the lowest offer.
- The Group leader signs the contract with the Deanship of Scientific Research, receives a copy of the contract, fills out the bank account form (available on the Deanship website) and signs a commitment to abide by the publishing rules as described below in section seven.
- The payment of the first installment is transferred to the bank account of the group leader after signing the contract with the Dean of Scientific Research. The first installment represents 30% of all budget, except the rewards of members of the group, the materials budgets that exceeds 40.000 Saudi riyals and the equipment budget that exceeds 19,000 Saudi Riyals.

- The second installment represents 50% of the rewards of the researchers plus 40% of the other items except the materials budgets that exceeds 40.000 Saudi riyals and the equipment budget that exceeds 19,000 Saudi Riyals. The second installment can be transferred to the group leader after half the period of the contract and after publishing at least one research paper for humanistic disciplines or two research papers for the scientific disciplines. Technical and financial forms (available on the Deanship website) should be also submitted along with the published papers to the deanship of scientific research in hardcopies and softcopies on CD.
- The third and final payment represents 50% of the rewards of members of the research group plus 30% of the other items except the materials budgets that exceeds 40.000 Saudi riyals and the equipment budget that exceeds 19,000 Saudi Riyals.
- The leader of the research group must submit an official request to the Dean of Scientific Research before purchasing items from outside the Kingdom with justifying the reasons.
- If the research group is unable to complete the technical requirements within the contract period, the budget will be suspended and/or the granted fund has to be transferred back to the deanship of scientific research as determined by the scientific committee formed under the chairmanship of the Dean of Scientific Research.

- The budget allocated for the trips can be used to participate in internal conferences related to the subject of the research group, and any member of the group may benefit from this budget.
- The budget allocated for the computer services can be used to cover the costs of publishing scientific papers.
- The invoices for the purchases of consumables and equipment has to come under the name of the group leader.

## **Sixth: Scientific Publications for Research**

### **Group:**

- The research group in humanities has to publish three research papers in peer-reviewed journals that belongs to educational institutions. The journal should have a website that provides access to the published scientific papers (Full text).
- The research group in scientific disciplines has to publish five original papers, at least three of which are published in journals indexed in ISI-Web of Science and the remaining two papers can be published in journals indexed in Scopus.
- The research group should acknowledge the Deanship of Scientific Research at Taif University for the funding with writing the research group's number in the published papers.

- The names of all members of the group should be included on the published papers.
- The head of the group is not necessary to be the first author in the published papers.

## **Seventh: Leader leaving the group:**

- The head of the research group shall submit an official letter to the Dean of Scientific Research explaining his/her apologies to continue working with his group with justifying the reasons for his/her apology. The group leader should also nominate another member of the group to carry out the tasks of the group leader with a full commitment.
- The alternative candidate for the leadership of the group shall submit an official letter to the Dean of Scientific Research indicating his acceptance to be the leader of the group and the commitment. The candidate should be responsible to finalize all the technical and financial requirements for the group.
- The alternative candidate must meet the terms and conditions for being the leader of the group (mentioned in section four).
- If the terms and conditions for the leadership of the group do not apply to a member of the research group, a member from outside the group who meets the terms and conditions is nominated. The candidate should not be a member of another research group or has an active research support from

the Deanship of Scientific Research. In addition, the candidate's research activities should align with the objectives of the research group.

- The ex-leader may join the research group as an external member in the case of joining a local, regional or international university with considering that the number of external members should not exceed two members as described in the terms and conditions (mentioned in section four).

### **Eighth: Member leaving the group:**

- The member of the research group shall send an official letter to the Dean of Scientific Research explaining his/her apology to continue working in the group with justifying the reasons for his/her apology.
- The head of the research group shall send a letter to the Dean of Scientific Research, nominating an alternative member if the number of members of the group becomes less than five members.
- The candidate member should send an official letter to the Dean of Scientific Research indicating his/her wish to join the research group.
- Adding an alternative member is optional if the number of members of the group is still five or more after leaving of the ex-member.

# Chapter ٤

## Completing the Requirements and Closing the Contract

After publishing the scientific papers, the technical report and the financial report (the forms available on the Deanship website) shall be submitted as follows:

## **Technical Report Requirements:**

- Electronic copy of technical report.
- Payment order form in hardcopy.
- Electronic copies of published papers.

## **Financial reporting requirements:**

- Fill out the financial report form.
- Participant approval form for each member of the group/Co-principal investigator.
- The form of receiving payment for each member of the group/Co-principal investigator as well as the leader of the group/principal investigator.
- A form of receiving payment for Master and Bachelor holders, students, technicians and consultants participating in the research project, as well as their valid national ID or residence ID with a certificate of the latest scientific qualification or academic transcript for the students.
- Bank statements form for the group leader/principal investigator.



- For local trips budget, the following should be considered:
  - Submission of an original invoice with the fees of participation in the conference with a bank statement of the transaction (stamped by the bank).
  - The submission of an invoice or housing lease with a bank account stamped by the bank indicating the process, if the payment was done online.
  - Provide flight ticket and boarding pass with bank statement stamped by the bank if the purchase was done online and original invoice (if the budget was used to participate in a conference).
  - Providing a car lease and receipt of payment:
- attach the original invoices based on the actual spending plan.
- Attach all the supporting documents for the companies if the purchase through them was done through direct purchase order from the deanship of scientific research.
- In the case of an electronic purchase, the leader of the Group/principal investigator shall hand over a stamped bank statement showing the transaction with the original invoice.
- Filling out Form No. (3) of the warehouses for the equipment purchased from the budget, and attach the letter of the examination committee from the college, where by the leader of the group/principal investigator affiliate to, after inspecting the equipment supplied.

# Chapter 5

## Localization of Scientific Research (Highlands Research Center)

## Introduction

High altitude represent more than 18% of the total area of Saudi Arabia and more than 10% of the Kingdom's population live in these areas. In addition, there is no academic research institution specialized in the research of the High altitude in the Kingdom only the High Altitude Research Center of Taif University for the research of these areas. As the only research center in Saudi Arabia, the Center supports the localization and motivation of Saudi researchers to work in high altitude research by urging them to join the research groups supported by the Center. Their engagement and joining is likely to be one of the conditions for acceptance of these groups in the near future. In addition, the Center's management has also endeavored to educate the graduates about the importance of this field and to open the door for their training.

The Center's interest in settling high altitude research is the Department's keenness to hold seminars and workshops in and outside the university to spread the health culture of high altitude mainly based on our research results. This will have a great impact in urging researchers to focus on this research as well as motivating students and new graduates to think and

interest in scientific research in general and in research in the high altitude issues in particular.

The unique location of the city of Taif as one of the cities of the highlands affects the biological and physiological indicators, making documentation of these effects one of our main concerns. The study of the changes in the different elevations by simulating the disturbances associated with these elevations requires the research team to exert effort and develop it at the national level. Therefore, the Center aims to support cooperation with Saudi university researchers and those interested in high altitude research and to build a national organization for specialists in this field. This will make Taif University a leading university that will finance and evaluate research of this field.

## **Mechanism of registration of research groups to localize scientific research**

The Center has worked to increase the utilization of the outputs of highaltitude research and to make the center's research application of direct benefit to the community and maximize the activities of the Center to become a regional research center that serves the research processes outside the walls of the university. This is through direct contact with the official bodies interested in high altitude research such as civil aviation and military representatives, and also concerned with the environment of this

areas such as the Environment Agency of the Ministry of Environment, Water and Agriculture. The Center will continue to cooperate with these entities in order to provide research cooperation and provide its research services and their research priorities in order to be included in the center's research trends and to include them in the future work plan.

Registration of research groups of the four types (internal, local, regional, international) follows the following steps

1. Initiating priorities and supporting the research groups start after addressing the relevant external parties concerned with the research of the high altitude and taking their research priorities such as the Environment Agency or the Wildlife Authority. These priorities are presented to the competent committee for sorting and categorizing them into vitality, vegetarians and animals. The board of directors of the center then decides the precise priorities for each stage of support and the opening times for applications.

2. Priorities and deadlines for the submission are e-mailed to all researchers and letters send for all colleges.

3. A research group is created within the university with internal / local / regional / international participation according to the type of target group, and according to the terms and conditions of registration of the group and its approval of the priorities for support.

4. The research group application should be submitted directly to the research system by filling out the applications and adding the research group registration form available on the Deanship of Scientific Research webpage.
5. The Center shall form a scientific committee to study the extent to which the research group meets the University's research requirements and priorities.
6. The center has the right to request the main researcher or one of the participants of each research group to present a presentation in the exhibition hall in the center in the presence of the Director of the Center and the scientific adviser and the arbitrators.
7. Research groups that meet the conditions and priorities are send to external arbitration.
8. The differentiation between the groups shall take place in accordance with the report of the external arbitrators and the results shall be presented to the Board of Directors of the Center for approval.
9. The Center communicate with all group leaders to inform them of the acceptance of their research groups application and the date of signature of the support contract or inform them of non-acceptance and the observations of external arbitrators to benefit from it.
10. At the signing of the contract, the main researcher is given 30% of the value of the contract. The center then monitors the productivity of the

research groups through an accurate evaluation system that includes quality standards, evaluation models and accurate indicators for measuring outputs.

11. Contact with the authorities that have proposed the research priority to benefit from the research results of the research group.

# Chapter 6

## Future Researcher



## **Introduction:**

Based on the importance of scientific research and the institutions of Higher Education in the service of society, it is essential to cooperate between universities and society through activating the participation of scientific institutions by spreading knowledge and developing research skills to prepare a generation of researchers and future scientists.

The Future Researcher project is a road map to prepare high school students who are interested in research and have ability of finding results by themselves. It will develop their research skills, enhance their talents, and provide them with the necessary knowledge through collaboration between educational departments and universities that will give these students the opportunity to benefit from their research center and laboratories.

According to the vision of the Kingdom 2030 in enhancing student for research experience by collaboration with the distinguished research staff in Saudi Universities, Taif University has started to follow the vision and allowed students to participate in the scientific groups and developed

their abilities on the basis of science. The Taif University would take care of students and their talents and abilities to prepare them to be a creative and distinguished generation of researcher.

In line with the Kingdom's vision of the importance of scientific research in creating a knowledge society that contributes to the improvement of the national economy, the Future Researcher Initiative is a core for creating a generation capable of scientific research to ensure progress and excellence for our society in various fields.

## **Approval of the Future Researcher Program**

According to section # 13 of the Unified Regulations for Scientific Research in Saudi Universities, the President of the University is authorized to choose some Saudi faculty members to prepare research and studies for special purposes not included in the university publishing programs. The University Committee accepted to support the research project (development) submitted by the Dean of Scientific Research and approved by the President of the University with a reference # 55256 on 17/7/1439 and transferred to the Vice President for Graduate Studies and Scientific Research who transferred it to the Dean of Scientific Research to prepare the requirement which occurred on 22/7/1439 with reference # 55256

## The Criteria and Regulation of the Future Researcher

Six criteria have been approved by the President of University through the Deanship of Scientific Research Committee as follows:

- Choosing five male and five female students, teachers, and advisors, who were selected from Science Collage
- Cooperating with Talent Management in the Department of Education in Taif city in this regard
- Students and teachers were selected from the Talent Management in the Department of Education in Taif city based on their talent tasks performance, participation in minor research projects and school transcript.
- The research would be around eight months
- The fund of the research would be 30,000 SAR including assigned financial rewards for the advisor, teacher and the student and covering a local conference participations fees for the entire team.
- One published paper has to be obtained at the end of the contract with all the team listed in the authorship.

# Chapter 7

## Postgraduate Students Research

### Support

## **External support King Abdulaziz City for Science and Technology (KACST):**

King Abdulaziz City for Science and Technology (KACST) provides material support for research in various fields represented by the General Directorate for Research Grants. The areas covered by the support include:

Basic science research programs-

- Applied Research Programs
- Research oriented programs
- Graduate Student Programs
- Strategic Technologies (Knowledge)

### ***Mechanism of Action:***

#### ***First: Application Period:***

Usually the opening of the presentation by the supporting bodies through their official websites on a specific period of time, and be announced by the University represented by the Deanship of Scientific Research - Science and Technology Unit - through the emails of members of the faculty and students in the university, With various means of social communication and the work of posters in the various university buildings.

*Second: The initial evaluation period:*

This period comes after the researcher (faculty member or postgraduate student) submits the application form to the supporting body, where the Science and Technology Unit evaluates the research submitted according to the requirements and criteria determined by the supporting body. The most important is the percentage of scientific plagiarism in the research. And a sensitive stage in the case of exceeding the search for it is approved and sent to the supporting body, but in the case of not exceeding the stage of evaluation, the unit return the project to the researcher again to be working on it to amend the comments attached from the jury in the unit and return again for the unit.

In order to be evaluated again to be sent to the supporting body in the event of passing or otherwise is rejected and give the researcher another opportunity to apply during the coming periods when they are announced.

*Third: The final evaluation period:*

This is the final stage and is done after the approval of the Science and Technology Unit for Research (Preliminary Arbitration) by the same supporting body, subject to internal evaluation and then sent to the external arbitration in accordance with the criteria and conditions determined by each supporting body based on its objectives and policy. As a result,

Research that will be approved, emails will be sent to researchers or graduate students in order to confirm the acceptance.

#### *Fourth: Support period*

During this period, the contract shall be signed between the supporting body and the main researcher. The supporting body shall provide financial support for the research according to the budget approved for the research. The main researcher shall also commit to carry out the research and submit the required technical and financial reports periodically according to specific models determined by each supporting body.

And his research team to provide accredited scientific outputs (papers - accredited conferences) for the supported research, including thanks and appreciation to the supporting body as well as to the body to which the researcher or student belongs (university or institution).

## **2) Internal support:**

*First the Theoretical Specializations (Humanities and Educational Sciences):*

A researcher in humanities and Educational Sciences can apply for support through the research supervisor who must be from faculty members of the university. In the case of designing a questionnaire for research, it is studied by the department then by the concerned college. Then the

questionnaires transacted to the Vice President for Scientific Research and Graduate Studies, which in turn transmits it to the Deanship of Scientific Research.

• *The role of the Deanship of Scientific Research:*

The Deanship addresses the concerned party in order to facilitate and assist the researcher to complete the research procedures and obtain the required information in an organized manner and in advance coordination with the target parties of the study.

*Second Applied scientific disciplines:*

The researcher in coordination with the supervisor of the faculty members of the university fill out a form and a form to request the use of central labs with the clarification of the needs and equipment to be worked on, according to certain models and steps that will be clarified and explained under the title (Using Research Laboratory Policy) listed in this report.

## **Publication award:**

A graduate student belonging to faculty members of the university can apply for the scientific publishing awards by the mechanism, the rules and regulations as following:

*Terms and Conditions*

1. The applicant should be a faculty member at Taif University.



2. The work submitted shall be completed during the period of work of the researcher at university.
3. Referred to the researcher's affiliation to Taif University must be taken into account as Taif University, Saudi Arabia.
4. The researcher who submits the application must be the First Author.
5. The published research is not supported by any internal or external entity.
6. The publication of the scientific paper should be in article with a website and the abstract of the same research should be published on the website of the electronic article.
7. The journal should be included in ISI or SCOPUS databases at the time of applying for the equivalent.
8. The research must be published within the period specified by the committee to apply for the reward and after the date of the announcement of the reward. Any requests for the equivalent of publication of any research published before January 2019 will not be accepted.
9. Scientific secretariat should not be recorded on the researchers.
10. The research should not exceed the permissible plagiarism rate applied in the Scientific Council and the Deanship of Scientific Research.
11. Research is not accepted as short communication, letter to editor or proceeding paper.

12. The research should be from original research, not derived from a master's or doctorate thesis, or from any published scientific publication.

*Proposed mechanism of work*

1. The researcher should submit a personal form to the equivalency site and fill in the form of the reward.
2. Upload a full copy of the research on the PDF file on the website.
3. The start time of receiving research published in the beginning of January 2019.
4. Applications are submitted to the Committee of Excellence in the Agency of the University for Graduate Studies and Scientific Research at the University.
5. A record shall be prepared by the Committee and approved by the Rector and the payment shall be approved in the record.
6. The record shall be sent to the Deanship of Scientific Research to complete the necessary and transfer the equivalent in the researcher's account directly.

# Chapter 8

## Undergraduate Students Research

### Support

The Deanship of Scientific Research supports the projects and researches of undergraduate students according to the following regulations:

- The student should be supervised by a faculty member from Taif University.
- The faculty member should submit the research proposal through a Da'em program or research groups according to the above mentioned regulations.
- The supervisor should indicate in the research proposal the participation of the student and his role in the research and the objectives that will be achieved from the participation of the student.
- After the acceptance of the proposal of the arbitrators, the research project shall be supported through the Deanship of Scientific Research.
- A budget shall be allocated under the assistant (s) to the student according to the period of time he participated in the research work and not exceeding 400 riyals per month for the period of the research contract.
- Upon completion of the research and submission of the final report, the student shall attach the form of acknowledgment of receipt of the money, a copy from the academic record, as well as the form of approval for participation in the research project.

- After completing the review of the technical and financial final report by the Deanship of Scientific Research, the student's financial reward will be disbursed.
- Students may participate in scientific conferences in the event of acceptance of the scientific paper in accordance with the rules and conditions approved by the Deanship of Student Affairs.

# Chapter 10

## Using Research Laboratory Policy

## 1. Purpose:

To provide guidelines for standardized format for writing a policies and procedures of the Laboratory in accordance with the Central Laboratory's Quality Management Department guide lines

## 2. Definitions:

- 2.1 *Policies*: are principles, rules, and guidelines formulated or adopted by an organization to reach its long-term goals. They are designed to influence and determine all major decisions and actions, and all activities take place within the boundaries set by them.
- 2.2 *Procedures*: are the specific methods employed to express policies in action in day-to-day operations of the organization
- 2.3 *Research Laboratories*: The place where research experiments are conducted and the use of chemicals and bio-organisms, and may have gases as a result of some chemical reactions and analytical processes. Also, there are chemicals that are hazardous to public health and some may be flammable. In addition to the existence of advanced laboratory devices with different techniques to obtain the best research results.

## 3. Policy:

- 3.1 *The Deanship of Scientific Research offers an organized method and accessible to obtain research services and equipment for those who carry out research laboratory experiments. This method also ensures the safety of laboratories and workers protection against any risk that may result from the devices and materials used, therefore:*
- 3.1.1 Find the devices from the list of research devices attached.
- 3.1.2 Fill Using Devise in Research unit Form.
- 3.1.3 Coordination with the College / Deanship concerned to facilitate the equipment and laboratories utilize.
- 3.1.4 Provide Safety laboratory equipment.
- 3.1.5 Provide qualified manpower and trained.

### 3.2 Duties of the Operator:

- 3.2.1 Provide manual operation guide to researchers.
- 3.2.2 Follow laboratory safety and health guidelines.
- 3.2.3 Provide personal protective equipment for laboratory safety.
- 3.2.4 Access door management to labs must be maintained properly.
- 3.2.5 Provide assistance to researchers to utilize equipment properly.
- 3.2.6 Planned preventive maintenance must be performed continuously to ensure equipment efficiency and safety.
- 3.2.7 Providing supplies and lab consumables.
- 3.2.8 Providing basic lab instruments.

### 3.3 Duties of Researchers:

- 3.3.1 Commitment to the access door permission instructions.
- 3.3.2 Do not enter materials that are not related to work environment.
- 3.3.3 Follow laboratory safety and health guidelines.
- 3.3.4 Utilizing instruments and research units for research purpose only.
- 3.3.5 Providing materials and reagents through financial support for research projects.

## 4. Laboratory Safety and health guidelines

### instructions:

*Safety and Health are considered as a hippocampal shield which provide risks and hazards protections to prevent and decrease accidents or work injuries. It provides preventive and precautionary services to the three components of production - manpower, equipment, and materials. Hence, please follow the following:*

- 4.1 Wash hands properly before lab entry .
- 4.2 Use personal protective equipment for laboratory safety.
- 4.3 Fume hood must be used in order to prepare chemicals.
- 4.4 Regarding mercury utilize, do not touch it directly.



- 4.5 Handling Spills of Blood, and Hazardous Substances carefully.
- 4.6 Do not eat, drink and store food in laboratories.
- 4.7 Avoid walking quickly inside the labs and being calm.
- 4.8 Material Safety Data Sheets (MSDS) for chemicals must be provided.
- 4.9 Handling sharps and glass such as , needles, laces and broken glass carefully.
- 4.10 Storage of materials and reagents in accordance with t the manufacturer instructions.
- 4.11 Storage of flammable materials in low temperature areas.
- 4.12 Waste management must be performed for both liquid and solid materials separately.
- 4.13 Provide First Aid box.
- 4.14 Fire distinguisher must be provided.

## 5.List of Research Instruments:

No	Instrument Name	Medicine		Dentistry		Pharmacy		Medical Science		Science		Scientific Research		Total Number
		Old	New	Old	New	Old	New	Old	New	Old	New	Old	New	
1	Confocal Microscope	1				1								2
2	Microscopic Microtome	1												1
3	Microscope with digital camera		1									1		2
4	phase contrast microscopy		1									1		2
5	Inverted Microscope	1				1							1	3
6	Upright and FISH Fluorescent Microscope							1				1		2
7	Electron Microscope					1								1
8	Upright light Microscope							1						1
9	Atomic Force Microscope						1							1
10	Tissue Processor	1												1
11	Manual Microtome	1						3				1		5
12	Manual Staining Machine	1												1
13	Lyophilizer for drying	1												1
14	Slide Scanner		1											1
15	Preparation Of immunological Slides		1											1
16	TissueLyser II		1											1
	Tissuelyser adaptor set													0
	Tissuelyser single bead dispenser													0
17	Cryostat		1									1		2
18	Gel Documentation		1						1			2		4
19	Paraffin Wax Embedding Station				2									2
20	Tissue Tek VIP Jr Processor				1									1

21	Coverslipper				1											1
22	Embedding Cassettes				5											5
23	Automated Tissue Stainer							1								1
24	ELISA Plate Reader		1		1			1				1				4
25	Automated ELISA Plate Reader		1													1
	ELISA automated washer		1													1
26	Tissue culture cabinet hood				1									1		2
27	Laminar Flow Hood				1							1				2
28	Safety Cabinet	3	1					1								5
29	Flow Cytometry		1				1		1			1				4
30	HPLC						2	1		1						4
31	ICP/MS						1									1
32	UPLC/MS/MS				1											1
33	LC/MS MULTI TOF						1									1
34	GC/MS						1									1
35	Atomic Absorption Spectrophotometer						1									1
36	Circular Dichroism Spectrophotometer						1									1
37	Thermomechanical analyzer						1									1
38	Homogenizer machine						1									1
39	Simultaneous Thermal Gravity Differential Scanning Calorimetry						1									1
40	Capillary Sequenser	1										1				2
41	NGS		1									1				2
42	microwave organic synthesizer						1									1

43	Thermal Cycler					1					3		4
44	PCR	2	1					1					4
45	RT-PCR		1								1	1	3
46	Nanodrop Spectrophotometer					1					1		2
47	Raman crystal structure					1							1
48	Mice holding cages					1						1	2
49	Rat holding cages					1							1
50	Nitrogen Generator					1					1		2
51	Cooling Centrifuge				1						2		3
52	Eppendorf Centrifuge				1								1
53	Centrifuge		1				1		5		3		10
54	Freezer -80	2	2		1				3		3		11
55	Refrigerator	4									1		5
56	CO2 Incubator					3	1				2		6
57	Oven				4						4		8
58	WaterBath						1		1		2		4
59	Shaker incubator		2		1		1						4
60	Balance						1		1		1		3
61	Autoclave					2	1				2		5
62	Distiller water	2							3		1		6
63	Chemical Autoanalyser		1										1
64	Fully Automated Westren Blot					1		1					2

# Chapter 11

## Plagiarism Policies

Taif University has developed policies and procedures to examine the plagiarism in order to protect intellectual property and ensure the quality and authenticity of scientific and research production. Taif University has adopted these official policies and procedures that are used in the Scientific Council. The Deanship of Scientific Research uses these policies and procedures to examine the scientific papers published for research projects supported by the Deanship funding programs as follows:

## **First: Plagiarism screening program and settings:**

- iThenticate is used to check the plagiarism in the published papers.
- Settings are adjusted to exclude the "Materials and Methods" and "References" sections from the plagiarism Examination.
- The settings are adjusted to detect the plagiarism for ten consecutive words or more and exclude the plagiarism for less than ten consecutive words.

## **Second: The percentage of plagiarism:**

- The acceptable plagiarism percentage is less than 30% as a total, and the percentage should not be 10% or more from one source.
- Self-plagiarism is unacceptable and the same rules above are applied.

### **Third: Sanctions:**

- If any of the researchers violate the plagiarism policy, the deanship sends these documents to the Scientific Council at the University to act in this matter.