



POLICIES AND PROCEDURES MANUAL FOR THE DEANSHIP OF SCIENTIFIC RESEARCH

Taif University
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Chapter Title	Page No.
Definitions and tasks for the Deanship of Scientific Research.....	3
Policies and procedures for a support project (Early Career Development Program).....	7
Policies and procedures for the research group.....	14
Policies and procedures for individual humanitarian research projects, completion of requirements and closure of the research contract.....	20
Policies and procedures of the female research support initiative.....	27
Policies and Procedures for the english language translation research program.....	28
Complete the requirements and close the research contract.....	29
Localization of scientific research (Altitude Research Center).....	30
Future researcher.....	33
Support for postgraduate students.....	35
Support for undergraduate students.....	38
Policy on how to use research laboratories and devices.....	39
Quote policy.....	45

Chapter 1 Definitions and Tasks

First: Definitions

According to what was stated in the unified regulations for scientific research in Saudi universities:

Scientific research: is the achievement that depends on the recognized scientific foundations, and is the result of individual efforts, joint efforts, or both.

The principal investigator: is the faculty member, or equivalent, who represents the group participating in the research and assumes the supervision and management of the group.

Associate researcher: is a faculty member who participates with a group of researchers to complete the study of a topic.

Examiner arbitrator: is a faculty member or expert assigned to examine and study scientific production.

References: It is the faculty member or expert assigned by the Research Center to review scientific output.

Consultant: is a faculty member assigned to provide advisory services or studies.

Second: The objectives of scientific research in Saudi universities

According to what was stated in the unified regulations for scientific research in Saudi universities, research conducted in universities aims to enrich science and knowledge in all beneficial fields, and in particular with regard to the following:

- Highlighting the Islamic curriculum and its achievements in the history of civilization and the human sciences

Collecting, caring for, indexing, investigating and facilitating Arab and Islamic heritage for researchers.

- Providing scientific advice and developing scientific and practical solutions to problems facing society through research and studies that require government or civil agencies to prepare.
- Transferring and indigenizing modern technology and participating in developing and adapting it to suit local conditions to serve development purposes.
- Linking scientific research with the university's goals and development plans, and avoiding duplication and repetition and benefiting from previous studies.
- Transferring and indigenizing modern technology and participating in developing and adapting it to suit local conditions to serve development purposes.
- - Linking scientific research with the university's goals and development plans, and avoiding duplication and repetition and benefiting from previous studies.

- Developing a generation of distinguished Saudi researchers and training them to conduct high-level original research, by involving graduate students, teaching assistants, lecturers and research assistants in the implementation of scientific research.

Third: The tasks of the Council of the Deanship of Scientific Research

According to what is stated in the unified regulations for scientific research in Saudi universities, while it does not conflict with the tasks of the Scientific Council, the councils of colleges, and the councils of departments, the Council of the Deanship of Scientific Research shall have the following competence:

- Proposing the university's annual research plan, and preparing the necessary budget project for it to be presented to the Scientific Council.
- Proposing regulations, rules and procedures governing the scientific research movement at the university.
- Approval of research and studies projects, follow-up of their implementation, arbitration and disbursement according to the rules regulating this.
- To suggest means of organizing the link with the various research centers outside the university and cooperating with them
- Coordinating work between research centers at the university, working to eliminate duplication in their performance, and encouraging joint research between departments and colleges to raise the efficiency and effectiveness of using available materials.
- Recommending the approval of publishing the research that it deems to be published after arbitration according to the rules of arbitration and publishing at the university.
- Encouraging faculty members and other researchers and urging them to conduct scientific research and create the means and research capabilities for them, especially those who are full-time, and 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 completed research at the university, and exchanging research information with universities and other research centers.
- Studying the annual report and final account of scientific research activity at the university in preparation for submitting it to the university vice president for postgraduate studies and scientific research.
- Supervision and follow-up of research funded by other sectors outside the university that fall within his jurisdiction.
- Forming specialized committees from among its members or others as needed

- Study what is referred to him by the university president or vice-rector for postgraduate studies and scientific research.
- **Fourth:** The tasks and specializations of the Dean of Scientific Research According to what was stated in the unified regulations for scientific research in Saudi universities, the Dean of Scientific Research is responsible for managing the financial, administrative and technical affairs related to scientific research at the university in accordance with the applicable rules and regulations, and he has the following duties on his Excellency the Vice President of the University in particular:
 - Supervising the preparation of the university's annual research plan, and the necessary budget for it in preparation for presenting it to the Deanship.
 - Spending from the approved research budget within the financial powers delegated to him.
 - - Technical and administrative supervision of the various activities of the Deanship, developing plans and work programs, and following up on their implementation.
 - Supervising the work of research centers associated with the Deanship of Scientific Research, following up on their activities and evaluating their performance.
 - Cooperating and coordinating with local research institutions, institutes and centers inside and outside the university, and communicating with research institutions and foreign research centers and harnessing what can be used to modernize and develop the scientific research movement and technology at the university.
 - - Coordination with the Deanship of Graduate Studies in everything related to the completion of graduate students' research, and work to provide research capabilities and means to finish their research or scientific messages.
 - Permanent follow-up and work to provide the necessary financial resources to spend on research funded by the university's budget or from sectors outside of the university.
 - Recommending to contract with researchers, employees and technicians for specific periods of time on the budget of research projects supervised by the Deanship.
 - Evaluating the performance of the Deanship's employees and submitting reports on them to the university administration.
 - Preparing the Deanship's draft budget and the annual report in preparation for submitting them to the Deanship Council.

Fifth: the tasks of the Council of Research Centers

According to what is stated in the unified regulations for scientific research in Saudi universities, the center's council shall consider all matters related to it and it has in particular:

- Proposing the annual research plan and preparing the necessary budget project.

- Study research projects of faculty members and those of similar rank and follow up their implementation.
- Study research projects and studies that are requested from bodies outside the university, select researchers, follow up on their implementation, and propose rewards for those in charge in accordance with the rules regulating this.
- Recommending the disbursement of the research budget established within the limits of the powers regulating this.
- Study the annual report, final account and budget project for the center and submit it to the competent authority.
- Study what is referred to it by the Council of the Deanship of Scientific Research.

Sixth: The tasks of the director of research centers

According to what is stated in the unified regulations for scientific research in Saudi universities, the director of the Research Center shall be responsible for the following:

- Supervising and following up the progress of research work for faculty members and those of similar rank and research assistants, including direct supervision of the administrative and technical staff of the center.
- Contacting scientific departments and motivating faculty members to research, coordinating their research projects, and providing the means and capabilities to help prepare and publish them as efficiently as possible.
- Contact and coordinate with other research centers inside and outside the university in everything related to the nature of research that is under the supervision of the center or that will be prepared for the account of bodies outside the university.
- Preparing the annual draft budget for the center's activities in preparation for presenting it to the center's council and then submitting it to the competent authority at the university.
- Preparing the annual report on the center's activities and submitting it to the competent authority.

Chapter II

Policies and procedures for a support project (Early Career Development Program) (New faculty members)

INTRODUCTION

Early Career Development Program is one of the programs of the Deanship of Scientific Research that will work with other programs to achieve the university's aspiration for an integrated research system that achieves the desired goals. And the " Early Career Development Program " works to motivate the newly joined Saudi faculty members to join the university's faculty.

They have obtained a doctorate degree, and no more than two years have passed since their appointment at the university at the rank of assistant professor. This is to strengthen the bond of their belonging to the university and to benefit from their enthusiasm for scientific research in their field of specialization to provide distinguished research in prestigious scientific journals by providing a distinguished scientific environment for the people of the homeland and spreading the spirit of competition among them.

First: Definitions

Search: It is the final version of the research that the university funds and supports in accordance with the provisions of these regulations.

Principal Investigator: He is a member of the faculty (or a PhD holder of the equivalent) who represents the group participating in research, authorship, or translation, supervises and manages the group and represents it at the university.

Advisor: He is a member of the faculty, provided he has the rank of professor, and the researcher has the right to benefit from his supervisor or other specialists to be a research advisor.

Contract: It is the agreement concluded with the university, represented by the Dean of Scientific Research, and a group of researchers, represented by the principal investigator.

Competent authority: It means the Deanship of Scientific Research at the university.

Second: Conditions for applying for a support project

To apply for registration in a support program, it is required to adhere to the following conditions and controls:

- (1) The applicant must be a new faculty member holding a doctoral degree.
- (2) To submit his research project to the Deanship of Scientific Research according to the form designated for research projects at the Deanship, and it can be submitted through the scientific research system.
- (3) An applicant who meets the conditions has the right to apply for a support scholarship at any time of the year after joining the university's faculty, provided that the period of his appointment as an assistant professor does not exceed two years upon application.
- (4) The applicant has the right to add a researcher associate from the newly appointed new faculty members for the scientific and human disciplines in which the publishing language is English only, while legal groups and the Arabic language and specialists in curricula and methods of teaching the Arabic language and the curricula and methods of teaching Islamic studies whose doctoral theses were in the language Arabic (the language of publication is in Arabic only) does not accept the addition of a research associate.
- (5) The applicant has the right to add an advisor when needed.
- (6) Signature to sign the undertakings and requirements related to scientific publication approved by the Deanship of Scientific Research.
- (7) In the event that the principal researcher holds a doctorate degree but has not been appointed directly as an assistant professor, he undertakes to complete the research publication procedures before joining any training or graduate studies programs. Also obtaining a degree equivalency (PhD) from the Ministry of Education or the Health Specialties Authority, and the maximum benefit from a support program is two years, while he was appointed as an assistant professor.
- (8) Also, only two research projects can be submitted from the date of obtaining the equivalence of the PhD as a principal investigator in one of them and a co-researcher in the other.

Third: Supportive project arbitration

The proposed research projects are judged according to the following procedures:

- (1) The Deanship of Scientific Research at the university undertakes to send the research project confidentially to two arbitrators to evaluate and make comments on it. The Deanship of Scientific Research has the right to approve research papers that are supported by an internal scientific review from the scientific committee of the Deanship.
- (2) Arbitrators evaluate research projects according to the form prepared for this purpose by the Deanship of Scientific Research.
- (3) The Deanship of Scientific Research is responsible for following up on submitted project proposals with the Ethics Committee for Scientific Research if the Scientific Committee approves this and according to the mechanism adopted by the Deanship.
- (4) The applicant can review the opinions and comments of the referees when they are received through the scientific research system to be taken into consideration and give those four weeks to respond.

Fourth: The support mechanism and the support program budget

- (1) Scientific research related to scientific and human faculties (the publishing language is in English only) is financed over a period of 12 months, while legal research projects, the Arabic language, and specialists in curricula and methods of teaching Arabic language, curricula and methods of teaching

Islamic studies, whose doctoral theses are in Arabic (it is a language Publishing in Arabic) over a period of five months.

- (2) The research project is not considered acceptable for support and funding except after the approval of the Dean of Scientific Research and approval of his budget and the link with it on the designated item.
- (3) The research is not funded except according to the conditions and obligations contained in the contract between the university and the research team represented by the principal investigator and in light of what is stated in this guide, which is considered an integral part of the research contract.
- (4) The amount granted to support initiative projects does not exceed one hundred thousand riyals (100,000 riyals), and the Deanship of Scientific Research has the right to determine the budget for the project according to the available budget for research
- (5) The second party (the principal investigator) is not entitled to change any of the matters mentioned below without prior written approval from the first party (Deanship of Scientific Research).
 - a) Changing the principal investigator.
 - b) Add one or more researchers.
 - c) Change the title or content of the search.
- (6) When the second party, in extreme emergency cases, wants to extend the research period, he must submit his request in this regard to the Deanship of Scientific Research at least thirty (30) days before the end of the research period, through the research system.
- (7) The principal investigator represents the research team, and the moral responsibility is joint, and the team represents everything assigned to it in the project.
- (8) Rewards are allocated to the principal researcher and members according to the unified regulations for scientific research in Saudi universities, and they are as follows:

Researcher	Reward Value (in Saudi Riyals)
Principal Investigator	1200 a month
	1,200 a month
Associate Researcher	1,000 a month

- (9) The principal investigator divides the allocated budget (after deducting the rewards) according to the needs of consumers, devices, trips, computer services, and bonuses for consultants and research assistants of masters and bachelor's degrees, students and technicians, and the rewards are determined according to the unified regulations for scientific research in Saudi universities and are as follows:

Reward Value (in Saudi Riyals) According to the organizing list	Research assistant reward
Masters Campaign *	800 a month
Bachelor's degree holders *	600 a month
the students*	400 a month
Technicians	400 a month
Advisors from the city of Taif	7,000 a year
Advisors from Saudi cities other than Taif	14,000 per year

Advisors from outside the Kingdom	20,000 a year
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Note: Consultants can be hired from an international university, provided that the researcher proves a previous partnership and joint scientific papers or a letter from the consultant stating his desire to cooperate in research with the principal investigator with an allocation of 20,000 Riyals as a maximum for the consultant.

* Evidence of affiliation of the above researcher's assistants must be submitted to Taif University, and it is not permissible to grant one of these items to any faculty member with the rank of assistant associate professor or higher

(10) The purchase of devices shall be through an official approval from the Deanship of Scientific Research in the event that more than 15,000 Saudi riyals are allocated to the hardware item. The accreditation is issued after the principal investigator submits three quotations from three different Saudi companies for the device to be purchased, and the Deanship chooses the lowest price offer and is supplied to the central laboratories of the Deanship of Scientific Research.

(11) The purchase for consumers (materials and supplies) is made through an official approval from the Deanship of Scientific Research in the event that an amount of more than 15,000 Saudi riyals is allocated to the item of materials and supplies. The accreditation is issued after the principal investigator submits quotations from three different Saudi companies for the material to be purchased, and the Deanship chooses the lowest price offer, provided that the consumables are examined by a scientific committee from the college or the committee assigned to the central laboratories of the Deanship of Scientific Research.

Fifth: Follow-up

- (1) The principal investigator is obligated to submit the final integrated report at the end of the contract period to the Deanship of Scientific Research at the university of the stages of the progress of the research and the results reached, so that it includes a summary of all aspects of the research achievements and the work that he will accomplish in the following period as well as a financial report for the same period.
- (2) In the event of a breach of the terms of the concluded contract, the Deanship of Scientific Research may recommend stopping funding for research or taking any other decision approved by the Council of the Scientific Committee of the Deanship of Scientific Research in accordance with the approved executive regulations for scientific research.
- (3) When the research is stopped, the project is financially liquidated, and the remaining sums in the budget approved for research are returned to the scientific research item in the university budget.

Sixth: Undertakings

The second party undertakes that he will not disclose

- At any time, whether during or after the project completion period, to any person, company or institution.

- Any confidential information or the content of any formula or rule owned by the first party or any method, process or manufacturing method. Or the installation or preparation of any products that may be discovered or invented during the completion of the project.

Seventh: Change the research team

- (1) In the event that the principal investigator cannot continue to complete the research for any reason, one of the following two options is followed:
 - Stopping the research project, liquidating it, and returning the sums to the university's research budget.
 - Completing the research project by selecting one of the participating researchers as the principal investigator if he is among the new researchers who meet the conditions in Article Two of this regulation, so that he will be re-contracted to complete the research project, after a recommendation from the Deanship of Scientific Research.
- (2) The Dean of the College is entitled to recommend to the Deanship of Scientific Research that one of the participating researchers should not continue because of his research failure.
- (3) In the event that the Deanship of Scientific Research is not convinced of the reasons that invite one or more of the participating researchers to not continue the research, the matter shall be referred to the Vice President for Postgraduate Studies and Scientific Research to take the appropriate decision.

Eighth: Submitting Reports

- (1) The principal investigator shall submit a copy of the final technical and financial report to the Deanship of Scientific Research (or the research system for the technical report only) in addition to a copy of the technical report on a CD-ROM written in Microsoft Word, and a copy of the financial report on a disk A CD-ROM according to the forms applicable on the Deanship's website (all requirements are available on the Deanship of Scientific Research under the title "Form for Submitting Research Projects Requirements")

* Note that the research title and names are written in full without abbreviations (in both Arabic and English).

- (2) The Deanship evaluates the reports by specialists selected by the Deanship, and sends their observations to the principal investigator for consideration when preparing the final version of the research.

- (3) The preparation of the research in its final form shall be according to the publishing and editing specifications approved for scientific publication.

Ninth: Publishing

- (1) Researchers may publish research results in peer-reviewed scientific journals and periodicals without prejudice to the rights of the funding body to publish the final report or its ownership of any rights to research such as the patent and others.
- (2) The researcher is obligated to publish at least one scientific paper from the research project in a refereed scientific journal (ISI-Web of Science with the Impact Factor or Scopus) for scientific and human research in which the publication language is in English only. As for human literary research, in which the language of publication is Arabic, publishing is in a scientific refereed journal and classified according to the applicable rules of the Deanship of Scientific Research within (Social Science 'ISI'). The researcher can pay the costs directly to the entity from the project budget (computer services item) and provide proof of that.
- (3) The principal investigator and the participants bear all legal claims related to the ethics of scientific publishing according to the regulations followed in the Kingdom.
- (4) The published or accepted scientific paper is not accepted for publication by the principal investigator if the researcher does not mention his affiliation to the employees of Taif University in the publisher's information, provided that the address of Taif University is the first and only address of the publisher for the main researcher and the co-researchers mentioned in the contract belonging to Taif University, and gives the principal investigator an opportunity a period of 6 months to amend the scientific paper or submit an alternative scientific paper (in the same supported project) subject to the agreed criteria in the procedures of the Deanship of Scientific Research.
- (5) The published or accepted scientific paper is not accepted for publication by the researcher if the publisher neglects to mention the university's thanks in the place specified for him in the scientific paper and the research number as well, and the researcher gives the publisher a three-month time opportunity to amend this error and in the event that he is unable to remedy this error, the researcher is exposed For a deduction of 20% of the total contracted funding, and in the event that the researcher mentioned thanks to the university without mentioning the funding number, 10% of the total funding shall be deducted, provided that he submits a declaration that this paper will not be presented within the publishing award programs.
- (6) The names of all members must be placed on the published scientific paper.
- (7) It is required that the principal investigator be the first researcher in the published scientific paper.

Tenth: End the Search

- (1) The research project ends with the submission of the final accepted report for the research in its final form approved by the Deanship of Scientific and Scientific Research, or for any other reasons mentioned in the articles of these rules.
- (2) The University may, for considerations of public interest, cancel this contract by written notification to the second party.

- (3) The second party shall notify the Deanship of Scientific Research in writing of any force majeure circumstances beyond control that make it impossible for the second party to fulfill all its obligations according to the scientific research rules in force at the university.

Eleven: Rules of Financial Exchange

- (a) Lapses the right of researchers whose research has been supported from within the university to demand disbursement of the payments owed to them from the budgets of their contracts shall be forfeited, if any of them fails to submit the necessary reports on them on the dates specified for them in the contract concluded with them.
- (b) The sums available as a result of this decision shall be returned to the scientific research budget and used for spending for the purposes of scientific research and its programs at the university.
- (c) The research expenses shall be disbursed to the principal investigator, handling the Deanship of Scientific Research at the university or whomever he delegates from among the vice deanships as follows:

The first payment: is disbursed directly after signing the contract with the Dean of Scientific Research, and it represents 30% of all items (except for researchers' rewards, so disbursement begins as of the second batch) plus the value of devices with a maximum of 15,000 riyals, and in case the value of devices, materials or supplies exceeds 15,000 Real, it is purchased through the University's Scientific Research Support Department.

- **The second batch:** represents 50% of the researchers' rewards plus 40% of the other items except for devices and materials that exceed 15,000 riyals after submitting the first periodic report within a period not exceeding half of the contract's term. In the event of delay, 20% of the value of the second payment is deducted.

The third and final payment: it represents 50% of the researchers' rewards plus 30% of the other items, except for devices and materials that exceed 15,000 riyals, after submitting the final financial and technical report.

- In the event that the principal investigator fails and is unable to complete the technical requirements within the specified period of time, the disbursed sums of money will be recovered or the disbursed funds are satisfied as determined by the scientific committee formed under the chairmanship of the Dean of Scientific Research.
- The sums in the trips item (a maximum of 4000 riyals) can be used to participate in internal conferences related to the topic of research after submitting an official letter to His Excellency the Dean of Scientific Research and obtaining approval in advance, and in the event of a desire to participate in external conferences, the principal investigator must attach a copy of the approval of the two councils of the department And the college and the conference committee approval from the university to attend the conference without financial obligations.
- The amounts in the computer services item can be used to cover the costs of publishing scientific papers. The invoices must be in the name of the principal investigator. Computers cannot be purchased through the computer item or the research equipment item.
- All purchases for the equipment and materials items must be in the name of the principal investigator.

Twelve: Rewards for Researchers and Other Research Personnel

- (1) The remuneration of the principal investigator is calculated on the basis of one thousand two hundred riyals per month, and it can be reduced according to the vision and capabilities of the Deanship.
- (2) The remuneration of consultants, research assistants, administrators and technicians of their various degrees shall be paid according to what was stated in the Unified Regulations for Scientific Research issued in accordance with the decision of the Higher Education Council approved by the Honorable Telegraphic Directive No. 7 / B / 4403 dated 2/4/1419 AH.
- (3) It is not permissible to disburse the aforementioned rewards if the researcher is dedicated to working in scientific research.
- (4) The evaluation reward for the initial research project and the final research report is five hundred riyals.
- (5) Researchers and their assistants are treated with respect to allowances and assignments according to the regulations of the Kingdom of Saudi Arabia in force at the university.

Thirteen:

The articles of this bylaw are an integral part of the research contracts signed between the university and researchers, which are subject to the rules and regulations for education.

Chapter III

Policies and Procedures for The Research Group

INTRODUCTION:

Believing from the Deanship of Scientific Research in the necessity of keeping pace with future challenges and keeping pace with the global momentum in the intense competition in the quality of scientific research inputs, processes and outputs, since its establishment, it has worked vigorously to provide an attractive and stimulating environment that supports excellence and creativity for scientific research and researchers in all fields of knowledge; To achieve the desired distinction, and to contribute to building a knowledge economy. From this standpoint comes the idea of establishing internal, local, regional and international research groups that are primarily concerned with joint research work between a number of researchers from various disciplines in order to achieve distinguished research, in terms of quantity and quality that strongly support the Kingdom's Vision 2030.

First: Defining the Research Group:

It is a group of researchers / researchers with diverse and integrated inter-disciplines and with distinct research capabilities and experiences that ensure the quality and intensity of scientific production, as well as emerging researchers and graduate students to equip them with research skills and build distinguished researchers for research leadership in the future.

Second: Objectives of Establishing Research Groups:

- Supporting interdisciplinary research work to achieve quality outputs.
- Contributing to solving community issues and advancing sustainable development.
- Upgrading scientific research in terms of quality as well as quantity.
- Creating the appropriate research environment for creativity and research excellence.
- Supporting research partnership with the public and private sectors.
- Transfer and indigenization of leading regional and international research experiences and practices.
- Raise the scientific and research capabilities of researchers, especially those who are new in their specializations.
- Creating an interactive climate between researchers, strengthening research links and links, and encouraging distinguished cooperation between them.
- That the research groups become the nucleus of research units, and then distinct research centers in the future.

Third: Conditions and conditions for applying for research groups:

To apply to register a research group, it is required to adhere to the following conditions and controls:

- The group should have a principal investigator to lead the group.
- That the principal investigator of the group be a faculty member at the university, and he has published research in internationally recognized periodicals in the field of the group's specialization, and they are as follows:
 - A.** For scientific majors, four research studies (ISI), and at least one of them is a senior researcher.
 - B.** As for literary majors, all research should be published in scientific journals and recognized universities.
 - That the participating researchers from outside the university have published research in the same specialty of the group and in specialized journals with an impact factor (ISI).
 - That the principal investigator chooses a name for the research group that expresses its field of activity and specialization.
 - It is preferable to have multiple specializations and their interdependence within the research group.
 - That the goals of the research group be compatible with the university's research priorities.
 - The number of members in groups shall not be less than five persons from various specialties and that the number of members shall not exceed seven (with the group leader).
 - The number of participants from outside the university does not exceed two in the research group.
 - A faculty member has the right to participate in one group only, either as a chairperson or as a participant.

- Group heads and applicant members must not have internal research support for projects not yet completed.
- The researcher (either head or member) must not be part of another supported research group.
- Postgraduate students must participate.

Fourth: Registration of Research Groups:

The Deanship of Scientific Research announces the research priorities of the university and then opens the door for applications to register research groups for a month in the first quarter of the fiscal year. The head of the group registers the research group by following the following steps:

- The scientific research system is applied directly by filling out the required fields.
- The Deanship forms a scientific committee headed by the Dean to study the extent to which the research group conforms to the university's research conditions and priorities.
- Research groups that do not meet the approved conditions are excluded, and group heads are addressed with the reasons for exclusion.
- Corresponding research groups are sent to external arbitrators with the approved arbitration models.
- The results of the arbitration are presented to the Council of the Deanship of Scientific Research in order to approve the research groups that have passed the external arbitration.
- The arbitrators' notes are sent to the group heads, taking into account preserving the confidentiality of the identity of the arbitrators.
- The approved research groups will be announced in the third quarter of the fiscal year.

Fifth: Support Mechanism and Research Groups Budget:

- Research group budget ceiling:

Majors	Target groups	Publication language	Scientific outputs	Maximum approved budget	Time period	Number of researchers
Scientific disciplines	Academic colleges	English	Four ISI research	300,000 riyals (Three hundred thousand riyals)	24 months	5-7
Human disciplines	Human Faculties	English	Three ISI Research	150,000 riyals (One hundred fifty thousand riyals)	18 months	5-7
Sharia groups, the Arabic language and specialists in curricula and methods of teaching Arabic, curricula and methods of teaching Islamic studies	members whose doctoral theses were in Arabic	Arabic	papers published according to the applicable rules of the Deanship of Scientific Research *	80,000 riyals (Eighty thousand riyals)	10 months	5-7

- The contract period for research groups in human specialties (the language of publication in English) is one year, 18 months only, which can be extended for an additional six months without any additional financial burdens on the Deanship of Scientific Research, while the contract period for research groups in scientific disciplines (the language of publication in English) is 18-24 months. It can be extended for a period of six months without any additional financial burdens on the Deanship of Scientific Research. For legal groups, the Arabic language, and specialists in curricula and methods of teaching the Arabic language, curricula and methods of teaching Islamic studies, whose doctoral theses were in Arabic (the language of publication in Arabic), the contract period will be 10 months.

Rewards are allocated to the group head and members according to the unified regulations for scientific research in Saudi universities and are as follows:

Researcher	Reward Value (in Saudi Riyals)
Group head / principal investigator	1200 a month
Members of the research group are PhD holders / co-researcher	1,000 a month

The approved research group divides the allocated budget (after deducting the rewards) according to its needs of consumers, devices, trips, computer services, and rewards for consultants and research assistants of masters and bachelor's degrees, students and technicians, and the rewards are determined according to the unified regulations for scientific research in Saudi universities and are as follows:

Research assistant	Reward Value (in Saudi Riyals) According to the organizing list	Item Limit (in SAR)
Masters Campaign *	800 a month	9600
Bachelor's degree holders *	600 a month	7200
the students*	400 a month	4800
Technicians *	400 a month	4800
Advisors from the city of Taif	7,000 a year	In the event of a desire to appoint a consultant for the research group holding a PhD, to be added as a research associate.
Advisors from Saudi cities other than Taif	14,000 per year	
Advisors from outside the Kingdom	20,000 per year	

* Evidence of affiliation of the above researcher's assistants must be submitted to Taif University, and it is not permissible to grant any of these items to any faculty member with the rank of assistant associate professor or higher.

- The purchase for consumers (materials and supplies) is made through an official approval from the Deanship of Scientific Research in the event that an amount of more than forty thousand Saudi riyals is allocated to the item of materials and supplies. The accreditation is issued after the head of the group submits three quotations from three different Saudi companies for the material to be purchased, and the deanship chooses the lowest price offer, provided that the consumables are examined by a scientific committee from the college or the committee assigned to central laboratories at the Deanship of Scientific Research.
- The purchase of devices shall be through an official approval from the Deanship of Scientific Research in the event that an amount of nineteen thousand Saudi riyals is allocated to the hardware item. The baptism is issued after the head of the group must present three quotations from three different Saudi companies for the device to be purchased, and the deanship chooses the lowest price offer.
- The group head signs the contract at the Deanship of Scientific Research, receives a copy of the contract, fills out the bank account form (available on the deanship's page) and signs a pledge to abide by the publishing controls for the research groups, as shown below.
- The first payment is paid directly after signing the contract with His Excellency the Dean of Scientific Research. It represents 30% of all items except for group members 'remuneration, items that exceed 40,000 riyals and devices that exceed 19,000 Saudi riyals.
- The second payment is spent, which represents 50% of the researchers 'rewards plus 40% of the other items except for materials that exceed 40,000 riyals and devices that exceed 19,000 riyals. This is after the lapse of half of the contract period, provided that at least one research paper is published for the human specialties or two research papers for the scientific specialties in addition to submitting a technical and financial report (technical and financial report forms are available on the deanship's page) all of them are delivered on paper in addition to a copy on CD delivered to the reference services at the Deanship of Research Scientific.
- The third and final payment is spent, which represents 50% of the remuneration of the members of the research group plus 30% of the other items except for materials that exceed 40,000 riyals and devices that exceed 19,000 riyals.
- The head of the research group must submit a formal request to the Dean of Scientific Research before purchasing from outside the Kingdom, stating the reasons.
- In the event that the research group stumbles and is unable to complete the technical requirements within the specified period of time, the disbursed sums of money will be recovered or the disbursed will be satisfied as determined by the scientific committee formed headed by the Dean of Scientific Research.
- Amounts (maximum 8,000 riyals) can be used in the trips item to participate in internal conferences related to the topic of the research group after submitting an official letter to His Excellency the Dean of Scientific Research and obtaining prior approval. Any member of the group can benefit from this item with the official approval of the principal investigator desiring to participate in external conferences; the principal investigator must attach a copy of the approval of the department and faculty councils and the university conference committee's approval to attend the conference without financial obligations.

- The amounts in the computer services item can be used to cover the costs of publishing scientific papers. The bills must be in the name of the group's leader or an internal group member. Computers cannot be purchased through the computer item or the research devices item.
- All purchasing operations for the equipment and materials items must be in the name of the group leader or one of the participating group members.

Sixth: Scientific Publication of the Research Group:

- The research group in the human disciplines of legal groups and the Arabic language and specialists in curricula and methods of teaching the Arabic language, curricula and methods of teaching Islamic studies, whose doctoral theses were in Arabic (the language of publication in Arabic) is committed to publishing three research papers in refereed journals affiliated to educational institutions and the journal has a website available Through it access to published scientific papers (the research is complete, not just abstract), the journal ISSN owns.
- The research group in the scientific disciplines is committed to publishing five of four research papers, at least three of which are published in journals that fall under the ISI-Web of Science rules (with an impact factor).
- The research group in the humanities disciplines (the language of publication in English) is committed to publishing three ISI papers (with an impact factor).
- The research group is required to thank the Deanship of Scientific Research at Taif University with mentioning the number of the research group in the published research.
- The names of all members of the group must be placed on the published scientific papers.
- It is not required that the head of the group be the first researcher in the published scientific papers, but the first researcher must be from Taif University employees belonging to the research group according to the signed contract. The principal investigator and the participants in the research group according to the signed contract must also mention their affiliation with Taif University only (this condition does not include researchers participating from outside Taif University).

Seventh: The head of the group's apology for continuing with the research group:

- The head of the research group submits an official letter to the Dean of Scientific Research explaining his apology for continuing with the group and the reasons for the apology, with the nomination of another member of the group to carry out the duties of the group president and commitment to the Deanship of Scientific Research to complete all the technical and financial requirements of the supported group.
- The alternative candidate to head the group submits an official letter to the Dean of Scientific Research explaining his acceptance of the head of the research group and the commitment before the Deanship to end all the technical and financial requirements of the supported group.
- The alternative candidate to head the group must meet all the conditions and controls described above in the terms and conditions for applying for a research group.
- In the event that the conditions for chairing the group do not apply to one of the members of the research group, a member from outside the group who meets the conditions and who is not participating in another research group or who has valid research support from the Deanship of

Scientific Research is nominated. And be of specialization commensurate with the goals of the research group.

- The head of the apologized group can join the research group as an external member in the event that he joins a local, regional or international university and that the number of members does not exceed the permissible and set forth in the terms and conditions for applying for a research group.
- Eighth: A member's apology for continuing in the research group:
- The member of the research group submits an official letter to the Dean of Scientific Research explaining his apology for continuing with the group and the reasons for the apology.
- The head of the research group submits a letter to the Dean of Scientific Research nominating an alternate member in the event that the number of group members becomes less than five.
- The nominated member submits an official letter to the Dean of Scientific Research stating his desire to join the research group.
- Finding an alternate member for the apologizing member is considered optional if the number of group members is five or more after the apologizing member's departure.

Chapter IV

Policies and Procedures for Individual Humanitarian Research Projects

INTRODUCTION:

The program of supporting individual research projects is considered one of the programs of the Deanship of Scientific Research that will work with other programs to achieve the university's aspiration of an integrated research system that achieves the desired goals.

First: Defining individual research projects

They are scientific researches related to human disciplines (the language of publication is English), legal groups, the Arabic language, and specialists in curricula and methods of teaching the Arabic language, curricula and methods of teaching Islamic studies, whose doctoral theses were in Arabic. Where the number of researchers is only one.

Second: Conditions for applying for a support project for individual research projects

To apply for registration in a support program, it is required to adhere to the following conditions and controls:

- (1) That the researcher submits his research project through the scientific research system.
- (2) It is not allowed to add co-researchers.

- (3) To sign undertakings and requirements related to scientific publication approved by the Deanship of Scientific Research

Third: Individual project arbitration

The proposed research projects are judged according to the following procedures:

- (1) The Deanship of Scientific Research at the university undertakes to send the research project confidentially to two arbitrators to evaluate and make comments on it. The Deanship of Scientific Research has the right to approve research papers that are supported by an internal scientific review from the scientific committee of the Deanship.
- (2) Arbitrators evaluate research projects according to the form prepared for this purpose by the Deanship of Scientific Research.
- (3) The Deanship of Scientific Research is responsible for following up on submitted project proposals with the Ethics Committee for Scientific Research if the Scientific Committee approves this and according to the mechanism adopted by the Deanship.
- (4) The applicant can review the opinions and comments of the referees when they are received through the scientific research system to be taken into consideration and give them four weeks to respond.

Fourth: The support mechanism

Majors	Target groups	Publication language	Scientific outputs	Maximum approved budget	Time period	Number of researchers
Human disciplines	Human Faculties	English	One ISI Research	25,000 riyals (Twenty-five thousand riyals)	12months	1
Sharia groups, the Arabic language and specialists in curricula and methods of teaching Arabic, curricula and methods of teaching Islamic studies	members whose doctoral theses were in Arabic	Arabic	One Research published according to the applicable rules of the Deanship of Scientific Research *	12,000 riyals (Twelve thousand riyals)	5 months	1

- (1) Scientific research related to human faculties (the publishing language is in English only) will be financed over a period of 12 months, while legal research projects, the Arabic language, and specialists in curricula and methods of teaching Arabic language, curricula and methods of teaching Islamic studies, whose doctoral theses were in Arabic (the language of publication is in it Arabic) over a period of five months.
- (2) The research project is not considered acceptable for support and funding except after the approval of the Dean of Scientific Research and approval of his budget and the link with it on the designated item.

- (3) The research is not funded except according to the conditions and obligations contained in the contract concluded between the university and the principal investigator and in light of what is stated in this guide, which is considered an integral part of the research contract.
- (4) The maximum approved budget is 25,000 riyals for humanitarian colleges (the publishing language is in English only), while legal research projects, the Arabic language, and specialists in curricula and methods of teaching Arabic, curricula and methods of teaching Islamic studies, whose doctoral theses were in Arabic (the language of publication. Be in Arabic), the maximum approved budget is 12,000 riyals.
- (5) The second party (the principal investigator) is not entitled to change any of the matters mentioned below without the prior written consent of the first party (the Deanship of Scientific Research).
- (a) Changing the principal investigator.
- (b) Change the title or content of the search.
- (6) When the second party, in extreme emergency cases, wants to extend the research period, he must submit his request in this regard to the Deanship of Scientific Research at least thirty (30) days before the expiry date of the research period, through the scientific research system.

Rewards are allocated to the principal researcher and members according to the unified regulations for scientific research in Saudi universities and are as follows:

Researcher	Reward Value (in Saudi Riyals)
Principal investigator	1200 a month

The principal investigator divides the allocated budget (after deducting the rewards) according to the needs of consumers, devices, trips, computer services, and bonuses for consultants and research assistants of masters and bachelor's degrees, students and technicians, and the rewards are determined according to the unified regulations for scientific research in Saudi universities and are as follows:

Research assistant	Reward Value (in Saudi Riyals) According to the organizing list
Masters Campaign *	800 a month
Bachelor's degree holders *	600 a month
the students*	400 a month
Technicians *	400 a month

*Evidence of affiliation of the above researcher's assistants must be submitted to Taif University, and none of these items may be granted to any faculty member with the rank of assistant professor or higher.

Fifth: Follow-up

- (1) The principal investigator is obligated to submit the final integrated report at the end of the contract period to the Deanship of Scientific Research at the university of the stages of the progress of the research and the results reached, so that it includes a summary of all aspects

of the research achievements and the work that he will accomplish in the following period as well as a financial report for the same period.

- (2) In the event of a breach of the terms of the concluded contract, the Deanship of Scientific Research may recommend stopping funding for research or taking any other decision approved by the Scientific Committee of the Deanship of Scientific Research in accordance with the approved executive regulations for scientific research.
- (3) When the research is stopped, the project is financially liquidated, and the remaining sums in the budget approved for research are returned to the scientific research item in the university budget.

Sixth: Undertakings

The second party undertakes that he will not disclose - at any time, whether during or after the project completion period, to any person, company or institution - any confidential information or the content of any formula or rule owned by the first party or any method, process or manufacturing method. Or the installation or preparation of any products that may be discovered or invented during the completion of the project.

Seventh: Submitting Reports

- (1) The principal investigator shall submit a copy of the final technical and financial report to the Deanship of Scientific Research (or the research system for the technical report only) in addition to a copy of the technical report on a CD-ROM written in Microsoft Word, and a copy of the financial report on a disk CD Scanner ROM according to the forms applicable on the Deanship's website (all requirements are available available on the Deanship of Scientific Research under the title "Form for Submitting Research Projects Requirements")

* Note that the research title and names are written in full without abbreviations (in both Arabic and English).

- (2) The Deanship evaluates the reports by specialists selected by the Deanship, and sends their observations to the principal investigator for consideration when preparing the final version of the research.
- (3) The preparation of the research in its final form shall be in accordance with the publishing and editing specifications approved for scientific publication.

Ninth: Publishing

- (1) Researchers may publish the results of research in scientific journals and periodicals without prejudice to the rights of the funding body to publish the final report or its ownership of any research rights such as the patent and others.
- (2) The researcher is obligated to publish at least a scientific paper from the research project in a refereed scientific journal (ISI-Web of Science with an impact factor) for scientific and human research in which the publishing language is in English only. As for human research, in which the language of publication is Arabic, publishing is in a scientific journal

Eighth: Publishing

- (1) Researchers may publish the results of research in scientific journals and periodicals without prejudice to the rights of the funding body to publish the final report or its ownership of any research rights such as the patent and others.
- (2) The researcher is obligated to publish at least a scientific paper from the research project in a refereed scientific journal (ISI-Web of Science with an impact factor) for scientific and human research in which the publishing language is in English only.

As for human research, in which the language of publication is Arabic, publishing is in a scientific journal court and classified according to the rules in force at the Deanship of Scientific Research *. The researcher can pay the costs directly to the entity from the project budget (computer services item) and provide proof of that.

*** The rules governing the publication of research papers in the Arabic language:**

- 1- The journal should be issued by an educational institution.
 - 2- That the title of the journal clearly indicates its content.
 - 3- That the magazine has issued at least four issues and that at least two years have passed since its first issue.
 - 4- That the magazine was published regularly without interruption during the last three years.
 - 5- The journal must be internationally registered and have an international deposit number. ISSN
 - 6- That the magazine have published rules and regulations.
 - 7- The journal should have an editorial board and an arbitration board with expertise in scientific research in the journal's field of specialization.
 - 8- For the magazine to use contemporary methods and information technology in communicating with researchers and arbitrators, and to have a website that enables researchers to access complete research through textual searches by electronic search engines.
- (3) The principal investigator and the participants bear all legal claims related to the ethics of scientific publishing according to the regulations followed in the Kingdom.
 - (4) The published or accepted scientific paper for publication is not accepted by the principal investigator if the researcher does not mention his affiliation to the employees of Taif University within the publisher's information, provided that the address of Taif University is the first and only address of the publisher for the main researcher (the first researcher on the published paper must be if there are researchers Participants), and the principal investigator is given a 6-month opportunity to amend the scientific paper or present an alternative scientific paper (in the same supported project) that is subject to the criteria agreed upon in the procedures of the Deanship of Scientific Research.
 - (5) The published or accepted scientific paper is not accepted for publication by the researcher if the publisher neglects to mention the university's thanks in the place specified for him in the scientific paper and the research number as well. The researcher has to deduct 20% of the total contracted funding, and if the researcher mentioned thanks to the university without mentioning the funding number, 10% of the total funding will be deducted, provided that he submits a declaration not to present this paper within the publishing award programs.

Ninth: Finalize the Research

- (1) The research project ends with the submission of the final accepted report for the research in its final form approved by the Deanship of Scientific Research, or for any other reasons mentioned in the articles of these rules.
- (2) The university may, for considerations of public interest, cancel this contract with a written notification to the second party.
- (3) The second party shall notify the Deanship of Scientific Research in writing of any force majeure circumstances beyond control that make it impossible for the second party to fulfill all its obligations in accordance with the scientific research rules in force at the university.

Tenth: Financial Exchange Rules

- (A) The right of researchers supported by their research from within the university to demand the payment of the payments due to them from the budgets of their contracts, if any of them fails to submit the necessary reports on them on the dates specified in the contract concluded with them.
- (B) The sums available as a result of this decision shall be returned to the scientific research budget and used for spending for the purposes of scientific research and its programs at the university.
- (C) The transfer of research expenditures is paid to the principal investigator, handling it through the Deanship of Scientific Research at the university as follows:
 - **The first payment:** is disbursed directly after signing the contract with the Dean of Scientific Research, and it represents 30% of all items (except for researchers' rewards, so disbursement begins as of the second batch) plus the value of devices with a maximum of 15,000 riyals, and in case the value of devices, materials or supplies exceeds 15,000 Real, it is purchased through the University's Scientific Research Support Department.
 - **The second batch:** represents 50% of the researchers' rewards plus 40% of the other items except for devices and materials that exceed 15,000 riyals after submitting the first periodic report within a period not exceeding half of the contract's term. In the event of delay, 20% of the value of the second payment is deducted.
 - **The third and final payment:** it represents 50% of the researchers' rewards plus 30% of the other items, except for devices and materials that exceed 15,000 riyals, after submitting the final financial and technical report.
- In the event that the principal investigator fails and is unable to complete the technical requirements within the specified period of time, the disbursed sums of money will be recovered or the disbursed funds are satisfied as determined by the scientific committee formed under the chairmanship of the Dean of Scientific Research.
- The sums in the trips item (maximum 4000 riyals) can be used to participate in internal conferences related to the topic of research after submitting an official letter to His Excellency the Dean of Scientific Research and obtaining approval in advance, and in the event of a desire to participate in external conferences, the principal investigator must attach a copy of the approval of the

department and college councils and the university conference committee's approval to attend the conference without financial obligations.

- The amounts in the computer services item can be used to cover the costs of publishing scientific papers. The invoices must be in the name of the principal investigator. Computers cannot be purchased through the computer item or the research equipment item.
- All purchases for the equipment and materials items must be in the name of the principal investigator.

Eleventh: Rewards for researchers and other research workers

- (1) The remuneration of the principal investigator is calculated on the basis of one thousand two hundred riyals per month, and it can be reduced according to the vision and capabilities of the Deanship.
- (2) The remuneration of consultants, research assistants, administrators and technicians of their various degrees shall be paid according to what was stated in the Unified Regulations for Scientific Research issued in accordance with the decision of the Higher Education Council approved by the Honorable Telegraphic Directive No. 7 / B / 4403 dated 2/4/1419 AH.
- (3) It is not permissible to disburse the aforementioned rewards if the researcher is dedicated to working in scientific research.
- (4) The evaluation reward for the initial research project and the final research report is five hundred Riyals for one arbitrator.
- (5) Researchers and their assistants are treated with respect to allowances and assignments according to the regulations of the Kingdom of Saudi Arabia in force at the university.

Twelfth:

The articles of this bylaw are an integral part of the research contracts signed between the university and researchers, which are subject to the rules and regulations for education.

Chapter V

Policies and Procedures of the Female Research Support Initiative

An initiative to support female researchers and the approval of the organizing mechanisms and the consequent financial and research commitments was organized between the University Vice Presidency for Graduate Studies and Scientific Research represented by the Deanship of Scientific Research and the female researchers participating in this initiative, where the following was suggested:

- The research project must include one of the approved research priorities of Taif University.
- The scientific output required of the research project is a scientific paper published in a journal that falls in the classification of Web of Science and is classified within the classification indicators SSCI and SCIE.
- The number of participants in the research project is only three researchers, all of whom belong to Taif University (main researcher and two co-researchers).
- The duration of the research project is ten months.
- The research project contract does not include any financial commitment clauses for consultants, technicians, or male/female students.
- The computer services item budget shall be a maximum of four thousand riyals.
- The budget for the administrative expenses item shall be a maximum of four thousand riyals.
- The maximum financial commitment associated with the research projects of the Female Researchers Support Initiative is forty thousand riyals as a maximum.

Chapter VI

Policies and Procedures for the English Language Translation Research Program

The initiative of the translated research program into English was organized and the organizing mechanisms were approved and the consequent financial and research obligations between the University Vice Presidency for Postgraduate Studies and Scientific Research represented by the Deanship of Scientific Research and the researchers participating in this initiative, where the following was suggested:

- The scientific output required of the research project is a scientific paper published in a journal that falls in the classification of Web of Science and is classified within the classification indicators SSCI and SCIE.
- The maximum number of participants in the research project is two researchers (principal researcher and co-researcher). The Ph.D. dissertation for the principal researcher must be in Arabic.
- The duration of the research project is six months.
- The number of participating researchers with a master's degree or a bachelor's degree is only one researcher as a maximum in the research project, provided that they prove their affiliation with Taif University as follows:
 - 1 - Master's degree: The researcher must have obtained a master's degree from Taif University previously, and a graduation document is required.
 - 2 - Bachelor's holders: The researcher should be a student of a master's program affiliated with Taif University during the time period of the research project, or a current employee of the university and provide evidence of the current affiliation with the university.
- The research project contract does not include any financial commitment clauses for consultants, technicians, or students.
- The computer services item budget shall be a maximum of seven thousand riyals.
- The budget for the administrative expenses item shall be a maximum of four thousand riyals
- The maximum financial commitment associated with research projects for the initiative to support translated research into English is thirty thousand riyals.
- The amounts due for each research project are disbursed in two installments, and they are organized as follows:
 - 1 - The first payment is disbursed after accepting the scientific paper for publication (WOS), which includes the dues for the item computer services, master's holders and bachelor students.

2 - The second payment is disbursed after the final publication of the scientific paper, which includes researchers' rewards

Chapter VII

Complete the Requirements and Close the Research Contract

INTRODUCTION:

After publishing the scientific papers referred to, the technical report and the financial report are brought together (the forms are available on the Deanship's website) as follows:

Technical report requirements:

- Technical report in paper and electronic copy on CD.
- Exchange order form.
- Published scientific papers are in hard copy and on CD.

Financial report requirements:

- Fill out the financial form
- A co-researcher consent form for each group member / co-researcher.
- A form of receiving an amount for each group member / co-researcher in addition to the group head / principal investigator.
- A form for receiving an amount for the assistants of masters and bachelor's holders, students, technicians and consultants participating in the research project / research group, in addition to copies of a valid national identity or residence permit with a certificate of another academic qualification or academic record of students.
 - Bank data form for the group head / principal investigator
 - The domestic flights clause, the following must be observed:
 - Submit an original invoice for the participation fees in the conference along with a sealed account statement from the bank explaining the process.
 - Submit an invoice or a housing lease contract with a sealed bank statement.
 - Showing the process if the payment is electronic.
 - Presenting the flight ticket and boarding pass with a bank statement sealed by the bank if it is an electronic purchase or an original paper bill (in case of participating in the conference).
 - Submit a car rental contract and a receipt for payment.
 - Submit the original invoices based on what has been spent from the budget
 - Attaching all the identification documents to the companies if the purchase was made through them through a baptism.
 - In the event that there is an electronic purchase, the head of the group / principal investigator shall deliver a sealed account statement from the bank indicating the purchase transaction with the original invoice.
 - Fill out Form No. (3) from the warehouses for the devices that were purchased from the budget, along with bringing the minutes of the examination committee from the college to which the head of the group / principal investigator reports after inspecting the supplied devices.

Chapter VIII

Altitude Research Center

INTRODUCTION:

The high places represent more than 18% of the total area of the Kingdom of Saudi Arabia, and more than 10% of the Kingdom's population resides in these areas. Moreover, there is no reputable academic research body specialized in upland research in the Kingdom except for the High Altitude Research Center. Given that the High-Altitude Research Center is the only center interested in this research in Saudi Arabia, the center's management has worked to support the localization and encouragement of researchers to work in altitude research by urging Saudi researchers to apply in research groups supported by the center and it is likely that their presence will be a condition for accepting these groups. In the near future. The center's management also made efforts to educate fresh graduates about the importance of this field and open the door to training for them.

One of the aspects of the center's interest in localizing altitude research is the administration's keenness to hold educational seminars and workshops inside and outside the university to spread the health culture of highland areas, which is mainly based on research results, which will have the greatest impact on urging researchers to focus on this research in addition to motivating students. Fresh graduates with thinking and interest in scientific research in general and high altitude research in particular.

The unique location of Taif as one of the highland cities affects the biological and physiological indicators, which makes its documentation one of the center's first concerns. Also, studying changes in different altitudes by simulating the disturbances associated with these altitudes is a research work that requires the research team to exert effort in it and its development at the national level. Therefore, the center aims to support cooperation with researchers from Saudi universities and those interested in high-altitude research and build a national system for specialists in this field, which makes Taif University a pioneering university that directs funding and evaluates research related to high areas, which will have the greatest impact on supporting sustainable research development locally in the field of altitude research.

The mechanism for registering research groups in the Altitude Center:

The center has worked to raise the utilization of the outputs of high-altitude research, to make the center's research applied with a direct benefit to society, and to maximize the center's activities to become a regional research center that serves research operations outside the university's walls. And by direct communication with the official authorities interested in high altitude research, environmental and agricultural studies. Therefore, the center's communication and research cooperation with these bodies and the provision of its research services to these bodies is considered a strategic goal for this pioneering center, and knowing the research priorities of such bodies is an important area for cooperation with them by studying these priorities

and trying to include them within the research directions of the center and include them within the plan Future of work if possible.

The four types of research groups (internal, local, regional, and international) are registered by following the following steps:

1. Steps to present priorities and support for research groups begin by studying the research reality of highland areas, identifying priorities for support, and taking into account the research priorities of bodies interested in this type of research, whether governmental, voluntary or civil. Then, these priorities are presented to the specialized committee to sort and classify them according to their scientific fields into biological, plant and animal, for example. Then, the board of directors of the center decides the precise priorities for each stage of support and the opening dates for researchers to apply.
2. Priorities and application dates are announced by e-mails to all researchers and official letters to all colleges.
3. Providing the opportunity for research cooperation and participation, whether internal / local / regional / international, according to the type of the target group, and according to the conditions and controls of the group's registration and its agreement with the priorities offered for support.
4. To apply directly to the research system by filling out the applications and attaching the research group registration form available on the Deanship of Scientific Research page.
5. The center shall form a scientific committee to study the extent to which the research group conforms to the university's research conditions and priorities.
6. The center has the right to request the principal investigator or one of the participants of each research group to present a presentation in the center's exhibition hall in the presence of the center's director, the scientific advisor and the panel of arbitrators.
7. Research groups that meet the conditions and priorities are sent to external arbitration.
8. The selection is made between the groups according to the report of the external arbitrators, and then the results are presented to the center's board of directors for approval.
9. Payments for financial support are disbursed to research groups according to what is applied by the Deanship of Scientific Research.
10. The research group in scientific disciplines is committed to publishing three research papers that fall under the ISI-Web of Science rules (with an impact factor)
11. The results of the research groups are monitored through periodic technical and financial reports.
12. The support mechanism and the support program budget, as in the following table:

Specializations	Target Groups	Publication Language	Scientific Outputs	Maximum Approved Budget	Time Period	Number Of Researchers
Scientific Specializations	Scientific Colleges	English	Three Research ISI	ISI 200,000 Riyals (Two Hundred Thousand Riyals)	18 Months	5

13. The principal investigator shall bear all legal claims related to the ethics of scientific publishing according to the laws followed in the Kingdom.

14. The published or accepted scientific paper for publication is not accepted by the principal investigator if the researcher does not mention his affiliation to the employees of Taif University within the publisher's information, provided that the address of Taif University is the only address for the principal investigator and the participants belonging to Taif University who are mentioned in the concluded contract. 6 months to amend the scientific paper or submit an alternative scientific paper (in the same supported project) subject to the agreed criteria in the procedures of the Deanship of Scientific Research.
15. It is permitted to extend the subsidized research project for a period of six months without any additional financial commitment and with the approval of the Altitude Research Center.
16. No research associate is to be removed or added without the approval of the Altitude Research Center after stating the justifications for that.
17. The High-Altitude Research Center must be thanked for its support for the research and the research project number should be mentioned.
18. In the event that some research bodies benefit from determining the priorities of the center, it is possible to communicate with these bodies to benefit from the research results issued by the research group interested in these priorities.

Chapter IX

Future Researcher

INTRODUCTION:

Based on the importance of scientific research and the important role of higher education institutions in serving society, the importance of research cooperation between universities and society and activating the participation of scientific edifices in spreading knowledge and developing research skills in order to prepare a generation of researchers and future scientists.

The Future Researcher project comes to draw up a roadmap for preparing high school students who own the research queen and have the passion to reach results by themselves, developing their research skills, refining their talents and providing them with the necessary knowledge through cooperation between educational departments and universities, which will give these students the opportunity to benefit from their cadres, research centers and laboratories. So their abilities and talents will be highlighted, developed and refined by contacting these scientific edifices towards building a generation capable of scientific research, possessing its skills and he can build on it in his next life stages.

Based on the Kingdom's vision 2030 in strengthening student research experiences in cooperation with distinguished research staff in Saudi universities, Taif University was keen to keep pace with the vision and participate in the scientific advancement of gifted education students and develop their capabilities on correct scientific foundations while providing care to them to refine their talents and abilities to give and meaningful research To prepare a creative and distinguished generation for research.

Based on us and in line with the Kingdom's 2030 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 comes as a nucleus to create a generation capable of scientific research to ensure progress and excellence for our society in various fields.

In the end, we pray to God Almighty to accept from us this work purely for a destination and to crown our work with success and advancement for our society.

Adopting the standards of the future researcher:

According to Article Thirteen of the Unified Regulations for Scientific Research in Saudi and Private Universities that His Excellency the University President has assigned some Saudi faculty members to prepare research and studies for special purposes that are not included in the university's publishing programs. Scientific research approved by His Excellency the President of the University in the referral note with transaction number 55256 on 7/17/1439 AH and referred to the Vice-Rector for Postgraduate

Studies and Scientific Research and directed by His Excellency the Vice-Rector for Postgraduate Studies and Research for my scientific preparation of the required to the Dean of Scientific Research in the internal memo No. 7/1439 AH.

Checking and Sorting Mechanism:

Six standards and these criteria have been approved by the Council of the Deanship of Scientific Research to be submitted to His Excellency the President of the University, whom His Excellency would prefer to approve, as follows:

1. Selecting (5) male and (5) female students, and selecting male and female teachers (and supervisors from the College of Science).
2. Coordination with the Gifted Department of the Education Department in Taif Governorate in this regard.
3. Students and teachers are selected from the Talented Department of the Education Department in Taif Governorate, based on their talents, participating in research projects and revealing their academic degrees.
4. The research should be for a period of (8) months.
5. The total amount of the support is (30) thousand Saudi riyals for each research and includes rewards for students, teachers and supervisors and also includes internal conferences.
6. The research should produce a scientific paper in which all the names of the researchers are mentioned.

Chapter X

Support for Postgraduate Students

External support King Abdul-Aziz City for Science and Technology:

- King Abdul-Aziz City for Science and Technology provides material support for research in various fields represented by the General Administration for Research Grants, and the areas covered by the support include the following:
- Basic Science Research Programs
- Applied Research Programs
- Targeted research programs
- Graduate students programs
- Strategic Technologies Programs (Knowledge)

Mechanism of Action:

A) Application period:

Usually the door for submission is opened by the supporting bodies through their official websites on the Internet during a specific period of time, and this is announced by the university represented by the Deanship of Scientific Research - the Science and Technology Unit - through e-mail emails for faculty members and students at both parts of the university, Advertising is also done on various social media.

B) Period of Initial Arbitration:

This period comes after the researcher (a faculty member or graduate student) submits the application form to the supporting body, as the Science and Technology Unit evaluates the submitted research based on conditions and criteria determined by the supporting body, the most important of which is the rate of scientific citation in research, and this stage is very important And a sensitive stage, in the event that the research exceeds it, it is approved and sent to the supporting body, but in the event that it does not pass the arbitration phase at the unit level, the research is repeated for the researcher again to work on amending the attached notes from the jury in the unit and it is repeated again other for the unit to be judged again to be sent to the supporting body in case of passing, otherwise it is rejected and the researcher is given another opportunity to present during the coming periods when it is announced.

C) The Final Arbitration Period:

This is the final stage and takes place after the science and technology unit for research (initial arbitration) is approved by the supporting body itself, where it is subject to internal arbitration and then sends to external arbitration in accordance with criteria and requirements determined by each supporting party based on its objectives and policy in support, and then announce the results Research that will be supported by letters arriving on the emails of researchers or graduate students.

D) Support period:

During this period, the contract is signed between the supporting body and the principal investigator, provided that the supporting body is committed to providing financial support for the research according to the approved budget for the research. And his research team by providing certified scientific outputs (scientific papers - accredited conferences) for the supported research, including thanks and appreciation to the supporting body as well as to the party to which the researcher or student belongs (university or institution).

Internal support:

First: theoretical disciplines (humanities and educational sciences):

A researcher in the humanities and educational sciences can apply for support through the research supervisor from among the university's faculty. In the case of designing a research questionnaire, it is submitted to the side of the department and then the college concerned, and then the matter is referred to the Vice-Rector for Scientific Research and Graduate Studies, who in turn refers the questionnaire to the Deanship of Scientific Research by virtue of specialization.

The role of the Deanship of Scientific Research:

The Deanship addresses the authority concerned with the questionnaire in order to facilitate and assist the researcher to complete the research procedures and obtain the required information in an organized manner and in prior coordination with the target authorities of the study.

Second: Applied scientific disciplines:

The researcher, in coordination with the supervisor of the faculty members of the university, fills out a form and application form for the use of central laboratories, with clarification of the necessary needs and equipment to be worked on, according to specific models and steps that will be clarified and explained under the title (Policy of How to Use Research Laboratories and Devices) attached in this guide.

Financial reward:

A graduate student belonging to the faculty of the university can apply for scientific publishing prizes according to the mechanism, rules and conditions in force, which were approved soon, thank God, in the University Council, according to the terms and conditions:

1. The applicant must be a faculty member at Taif University.
2. That the submitted work has been completed during the researcher's tenure at the university.
3. That the researcher belongs to Taif University, Saudi Arabia.
4. That the researcher applying for the reward is the first author in publishing.
5. That the published research is not supported by any internal or external party.
6. That the scientific paper is published in journals that have a website, and the research summary itself is published on the journal's website.
7. The journal should be listed in the databases (ISI or SCOPUS) at the time of applying for the award.
8. The research should be published within the period specified by the committee to apply for the award and after the date of announcing the award, and no request for a reward shall be accepted for the publication of any research published before January 2019.
9. The absence of a precedent for the advanced researcher regarding breach of scientific trust.

10. That the research does not exceed the permissible citation rate applicable by the Scientific Council and the Deanship of Scientific Research.
11. Papers are not accepted in Short communication, Letter to Editor, or Proceeding paper.
12. The research should be from original research and not drawn from a master's or doctoral thesis, or from any scientific publication previously published.

The proposed mechanism of action to obtain the financial reward:

1. The researcher must apply personally to the reward website and fill out the reward data.
2. To upload a complete copy of the research in PDF format to the website.
3. The beginning of receiving research published at the beginning of January 2019.
4. Applications are presented to the Excellence Committee of the University Vice Presidency for Postgraduate Studies and Scientific Research at the university.
5. A report is prepared by the committee and approved by His Excellency the University President, and the exchange is approved in the minutes.
6. The minutes are sent to the Deanship of Scientific Research to complete the necessary and deposit the reward directly into the researcher's account.

Chapter XI

Support for Undergraduate Students

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

- The student should be supervised by a faculty member from Taif University with the same specialty.
- That the faculty member submits the research proposal through a support program or research groups according to the previously mentioned controls.
- That the supervisor indicates in the research proposal the student's participation, his role in the research, and the goals that will be achieved from the student's participation.
- After adopting the proposal from the arbitrators, the research project is supported through the Deanship of Scientific Research and a budget is allocated under the heading of assistants (students) to reward the student according to the time period in which he participated in the research work, and not exceeding 400 riyals per month for the duration of the research contract.
- Upon completion of the research and submitting the final report, the student shall attach the form for acknowledging receipt of the award, the academic record, as well as the form for consent to participate in the research.
- After completing the review of the final technical and financial report by the Deanship of Scientific Research, the financial reward will be paid to the student.
- The student can participate in scientific conferences in the event that the scientific paper is accepted according to the terms and conditions in force at the Deanship of Student Affairs.

Chapter XII

Policy on How to Use Research Laboratories and Devices

1. Objective:

Provide guidelines for the unified coordination of writing laboratory policies and procedures according to the lines of the Quality Management Manual for Central Laboratories.

2. Definitions:

2.1 Policies: are the principles, rules and guidelines established or adopted by the organization to reach its long-term goals. It is designed to influence, define, and define all major decisions and actions and conducts all activities within the boundaries it sets.

2.2 Procedures: are the specific methods used to express the policies used in the day to day operations of the organization.

2.3 Research Laboratories and Laboratories: The place where research experiments are conducted and the use of chemical, biological, and biological materials, and there may be gases and with expertise as a result of some chemical reactions and analytical processes. In addition, there are chemicals that are dangerous to public health, and some of them may be flammable. In addition to the presence of advanced laboratory equipment with different technologies to benefit from them and to obtain the best research results.

3. Policy:

3.1 The Deanship of Scientific Research provides an organized and accessible method for obtaining research capabilities and devices for those wishing to conduct research laboratory experiments. This organization also guarantees the preservation of the safety of laboratories and their properties and the care of workers and their protection from risks that may result from the devices and materials used, so the following must be followed:

3.1.1 Search for the research device that the researcher wishes to use through the attached list of research devices.

3.1.2 Fill out the online reservation researcher (unit / device) through the link specified for the central laboratories or the visitor.

3.1.3 Fill out a form (using a device in central laboratories) in case the platform cannot be accessed.

3.1.4 Coordination with the concerned college / deanship to facilitate the use of equipment, laboratories, and laboratories.

3.1.5 Provision of safety tools in laboratories.

3.1.6 Providing a technical cadre for laboratories qualified with training and related scientific courses.

3.2 Duties of the entity operating the research laboratories:

- 3.2.1 Introduce the researcher or visitor to a guide on how to use and operate the device and equipment.
- 3.2.2 Follow the instructions regarding occupational safety and health for laboratories.
- 3.2.3 Provision of personal protective equipment for laboratory safety.
- 3.2.4 Providing entry permits to laboratories and not allowing unauthorized persons to enter work areas.
- 3.2.5 Providing all facilities and assisting the researcher or the visitor to use the devices.
- 3.2.6 Maintaining devices and ensuring that corrective preventive maintenance of devices is carried out on an ongoing basis.
- 3.2.7 Provision of auxiliary supplies and devices for major devices.
- 3.2.8 Providing the researcher with the basic requirements for the work.
- 3.3 Duties of the researcher or visitor of research laboratories:
 - 3.3.1 Commitment to the instructions of the faculty / deanship regarding entry to the laboratory and laboratories.
 - 3.3.2 Not to bring in things that is not permitted to enter and are not related to work.
 - 3.3.3 Follow the instructions regarding occupational safety and health for laboratories.
 - 3.3.4 Use of equipment and laboratories for research purposes.
 - 3.3.5 Bringing materials and solutions for experiments through financial support for research projects.
4. Instructions for occupational safety and health for laboratories:

Occupational safety and health is the strongest shield through which prevention of work hazards in laboratories is provided, accidents are prevented or minimized, and a healthy and safe professional environment is provided. It provides preventive and backup services for the three production elements, which are the manpower, equipment, equipment and materials used. And from here; please follow the following:

 - 4.1 Wash hands thoroughly before starting work and entering the factory.
 - 4.2 Use of personal protective equipment such as gloves and medical gloves during the work period.
 - 4.3 Use of an expelling cabinet to prepare chemicals and reaction.
 - 4.4 If dealing with mercury, do not directly touch it with your hands.
 - 4.5 Carefully handle spills of blood and chemicals and use special tools to remove them.
 - 4.6 Not eating food or storing it inside the laboratory, not drinking water designated for laboratories.
 - 4.7 Avoid rushing, walking quickly inside the laboratories, and remain calm
 - 4.8 Provide the papers related to the International Chemicals Classification of Material Safety Data Sheets (MSDS)
 - 4.9 Use extreme caution in handling sharp objects, including needles, scalpels, and broken glass.
 - 4.10 Inventory and storage of materials and solutions by proper methods, according to the manufacturer's instructions.
 - 4.11 Storing flammable materials in low temperature areas.
 - 4.12 Disposal of liquid and solid materials separately.
 - 4.13 Provide a first aid kit.
 - 4.14 Provision of fire extinguishing tools and training on them by laboratory personnel.

5. List of Research Instruments:

No	Instrument Name	Medicine		Dentistry		Pharmacy		Medical Science		Science		Scientific Research		Total
		Old	New	Old	New	Old	New	Old	New	Old	New	Old	New	Number
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

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 XIII

Quote policy

Taif University has set policies and procedures for examining citation in order to protect intellectual property and ensure the quality and originality of scientific and research production at the university. Taif University has officially approved these policies and procedures to work on them in the Scientific Council. The Deanship of Scientific Research uses these policies and procedures to examine published scientific papers for research projects supported by the Deanship's programs, which are as follows:

- **First: Checking program and settings:**
- IThenticate software is used to check citation for published scientific papers.
- Adjust the settings to exclude the sections "Materials and Methods" and "References" from the citation examination of the scientific paper.
- The settings are adjusted so that the quote is calculated if it has ten consecutive words or more, and the quote is excluded for less than ten consecutive words.
- **Second: The Quote Ratio:**
- The acceptable quote rate is less than 30% of the total rate, and not 10% or more from one source.
- Quoting from previously published scientific papers by the same researchers on the examined scientific paper is considered an unacceptable quote.
- **Third: Penalties:**
- The researchers who violate the rates specified in Article Two of the Scientific Council shall be formally raised to take what they deem appropriate in relation to the violating researchers.