



Kingdom of Saudi Arabia
Ministry of Defense
Health Services General Directorate (MODHS)

Prince Sultan Military College of Health Sciences

Vice Deanship of Postgraduate Studies and Research (VDPSR)

PSMCHS RESEARCH MANUAL

First Edition (2020)

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PSMCHS VISION, MISSION AND GOALS

Our Vision

To be a leading College with the highest internationally acclaimed standards in the field of health sciences

Our Mission

Prince Sultan College is dedicated to educating and training health care professionals with competitive abilities and leadership skills by offering academic programs, conducting research and providing community services in accordance with the best quality standards for the development of health care at the national level.

Our Goals

- Ensuring the quality of the academic and administrative performance of the College.
- Achieving excellence in providing educational services.
- Establishing a state-of-the-art infrastructure for the College.
- Achieving excellence in the field of scientific research.
- Achieving Excellence in Community Services.
- Enriching the Self-Funding of the College.

VICE DEANSHIP OF POSTGRADUATE STUDIES AND RESEARCH VISION, MISSION AND GOALS

Our Vision

الارتقاء بمكانة الكلية على الصعيدين المحلي والإقليمي كمؤسسة أكاديمية بحثية متميزة في التخصصات الصحية التطبيقية المختلفة.

To advance the College prestige locally and regionally as a prominent academic and research institution in different allied healthcare disciplines.

Our Mission

تسعى وكالة الدراسات العليا والبحث العلمي لتطوير المعارف والمهارات وذلك من خلال دعم البحث العلمي وإنشاء برامج الدراسات العليا مع الحرص على تطبيق معايير الجودة من أجل الارتقاء بالرعاية الصحية على المستوى المحلي.

The Vice Deanship of Postgraduate Studies and Research is working to promote knowledge and skills by supporting the scientific research and establishing postgraduate programs following appropriate quality standards for the development of health care at the national level.



الأهداف / VDPSR GOALS

- تطوير المعارف والمهارات لخريجين الدراسات العليا لموظفي الرعاية الصحية السعوديين.
 - المساهمة بشكل كبير في البحث العلمي المتعلق بالتخصصات الصحية التطبيقية.
 - تطوير وتعزيز المهارات البحثية والأكاديمية لأعضاء هيئة التدريس بالكلية.
 - تسهيل نقل المعرفة والوصول إليها من قبل طلاب وموظفي الكلية.
- Improve the post-graduation knowledge and skills of the national healthcare professionals.
 - Contribute significantly to scientific research relevant to allied health specialties.
 - Develop and promote research skills and academic rank of affiliated staff of the College.
 - Facilitate knowledge transfer and accessibility for the College affiliated staff and students.

GENERAL INFORMATION

Name of Institution

Prince Sultan Military College of Health Sciences

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P.O. Box 33048, Dammam 31448, Saudi Arabia

Website

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1. Name of College Dean

Dr. Eidan Mousa Al Zahrani

Contact Information

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2. Name of Vice Dean of Training and Internship

Dr. Saad AlRabeeah

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Brig. Gen. Dr. Mohammad J. Alzahrani

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INTRODUCTION

The history of PSMCHS goes back to September 27, 1988 (Safar 16, 1409 AH) when the College was inaugurated by Crown Prince Sultan Bin Abdul-Aziz Al Saud, the Minister of Defense and Aviation. The decree of the Higher Council of Manpower ministry number 4-M-1412. At that time, the College's title was "King Fahd Military Medical Academy" in Dhahran, which accommodated only 300 students. As the College expanded, its title also changed to "College of Health Sciences." After approximately sixteen years, the College's name changed again to "Prince Sultan Military College of Health Sciences (PSMCHS)." This transformation was under the royal decree no. 9-9-44852 in 2/7/1425H, July 2, 2004. During the same year, Nursing and Medical Lab specialties were upgraded to bachelor's degrees under a decree from the Ministry of Higher Education, no. 6-33-1425. PSMCHS was on the road to expanding with the introduction of new diploma programs and the upgrading of diploma programs to bachelor's degrees. Below is the list of the programs.

The Respiratory Therapy diploma program was inaugurated in 1990 for males. Its title later changed to Respiratory Care in 2006. Admission to this program was effectively closed at the beginning of Academic Year (AY) 2009-2010. The male bachelor's program for Respiratory Care was inaugurated in AY 2007-2008. This program received the international excellence certificate from the "American Commission for Respiratory Care" and the "International Council for Respiratory Care" in AY 2008-2009.

The Medical Record diploma program was inaugurated in 1990 for males. It later was renamed the Health Information Systems program in 1991 and discontinued in AY 2005-2006.

Recently the Health Information Management program was introduced as a bachelor's degree in AY 2016-2017.

The diploma program in Dental Health for males was inaugurated in 1991. The title changed to Dental Hygiene in 1995. Later the diploma program in

Dental Hygiene for females was inaugurated in AY 2003-2004. However, admission to this program started in the 1st semester of AY 2008-2009.

The diploma program in Medical Laboratory Technology for males was inaugurated in AY 1992-1993. Admission to this program was closed at the start of AY 2009-2010. The bachelor program in Clinical Laboratory Sciences for males was inaugurated in the 1st semester of AY 2005-2006. The same program was opened for females in AY 2007-2008.

The diploma program in Emergency Medicine for males was inaugurated in AY 2001-2002. The program was upgraded to a bachelor's degree program in AY 2011-2012 and re-named to Emergency Medical Services.

The Anesthesia and Intensive Care diploma program was inaugurated in 1997, and the title was later changed to Anesthesia in AY 2006-2007. This program was upgraded in 2011-2012 to a bachelor's program and was opened for males and females under the title Anesthesia Technology.

The Nursing diploma program for females was inaugurated 2nd semester in AY 2005-2006. This program was later discontinued in AY 2009-2010. On the other hand, the Nursing bachelor's program for females accepted admissions in the 1st semester of AY 2005-2006. The Nursing bridging program was established in AY 2007-2008.

The Biomedical Technology diploma program for males was inaugurated during the 1st semester of AY 2009-2010. The program was recently upgraded to a bachelor's degree program with the same title. During the same year, the diploma programs of Respiratory Care and Medical Lab for males, and Dental Hygiene and Nursing programs were all discontinued.

It is clear from the above-narrated history that the College has been through many different phases of expanding and upgrading of programs. These changes indicate that PSMCHS is a dynamic educational institute that fulfills the growing needs of Saudi society.

The PSMCHS Research Manual, salutary to VDPSR vision of **to advance the College prestige locally and regionally as a prominent academic and research institution in different allied healthcare disciplines.** Our goals

are to developing scientific research projects for graduate studies programs in the College in accordance with the published scientific research strategies. As well as, participating in the fields of international cooperation in order to achieve the vision and goals of the College; to encouraging researchers to publish in international and indexed journals by providing necessary support, overcoming difficulties, and attracting distinguished professionals in scientific research

ORGANIZATIONAL STRUCTURE AND MANAGEMENT

The College Supreme Council

The College Supreme Council was first formed upon the decision of His Royal Highness Second Deputy Prime Minister, Minister of Defense and Aviation and Inspector General no. 57955/6/9 on 27/8/1425H. The Supreme Council of the College is the supreme authority which sets policies, strategies, and goals to develop and support the educational process in the College. They also make decisions based on what the College Council suggests, developing and supporting the College's programs in order to keep pace with the demands and needs of the health sectors in the armed forces and the health system in Saudi Arabia according to the Higher Education Council and legislative government entities and universities.

The Supreme Council meeting is held upon the call of the chairman or his representative at least once a year. The chairman or his representative may call the Supreme Council to an emergency meeting if needed. The Supreme Council meeting needs at least one third of its members to hold a meeting. Decisions made shall be enforced after being approved by the chairman of the Supreme Council.

The College Council

The College Council consists of the College Director as the chairman, the vice deans, department chairs, and three faculty members. The College Council determines the term of their membership. The secretary of the College Council is one of the College Director's deputies. The College Council meets once a month at least, and the meeting will not be valid unless two-thirds of its members are present. An absolute majority of the present members' votes on issues decisions made by the council, and when the votes are equal, the side of the chairman (the College Director) will prevail. Decisions made by the council are valid unless otherwise objected to by the Supreme Council of the College within fifteen days from the date of receipt. Objected decisions shall be returned to the College Council with amendments. If the College Council insists on its decision, the objected decision will be referred to the Supreme Council of the College to issue a decision at the first ordinary or

extraordinary session. The Supreme Council is entitled to approve, amend, or cancel the decision, and its decision is final.

The Department Council

The Department Council consists of teaching staff. The Department Council has authority in academic affairs within the limits of the system and its regulations. The Department Council meets at least once a month, and the meeting cannot be valid unless two-thirds of the members are present. The Chair of Department (COD) chairs the council, an absolute majority issues the decisions, and in the event of equal votes, the side in which the COD is in shall prevail.

The decisions of the Department Council shall be valid unless otherwise objected to by the College Director. In this case, these decisions are returned to the Department Council, together with his point of view, to be considered again. If the Department Council insists on its decision, the objected decisions are referred to the College Council to issue a final decision.

INTRODUCTION TO VICE DEANSHIP OF POSTGRADUATE STUDIES AND RESEARCH

Oversees all research aspects of the College, including graduate students, faculty research activities and their promotions. As well as managing research agreements internally and externally, the Vice Deanship of Postgraduate Studies and Scientific Research (VDPSR) also oversees all the work of the College's central library and provides the required translation services for documents related to the academic and administrative processes of the College.

The Vice Dean of Postgraduate Studies and Scientific Research manages the following units:

1. Postgraduate Studies
2. Scientific Research
3. Academic Promotion
4. Library Affairs
5. Translation

The following is a description of the roles of these units:

1) Postgraduate Studies Unit

Responsible for procedures related to the following: Coordination with Admissions and Registration Department regarding follow up of postgraduate students affairs in terms of admissions and registration, distribution of supervisors, provision of examiners, teaching load, examinations, and announcement of results, follow-up reports, grading and other related matters.

2) Scientific Research Unit

Responsible for the following procedures: Preparation and implementation of College research, conclusion of research agreements, provision of budget for funding research, as well as provision of scientific materials and equipment.

3) Academic Promotion Unit

Responsible for the special procedures for the promotion of faculty members in coordination with the Scientific Promotions Committee.

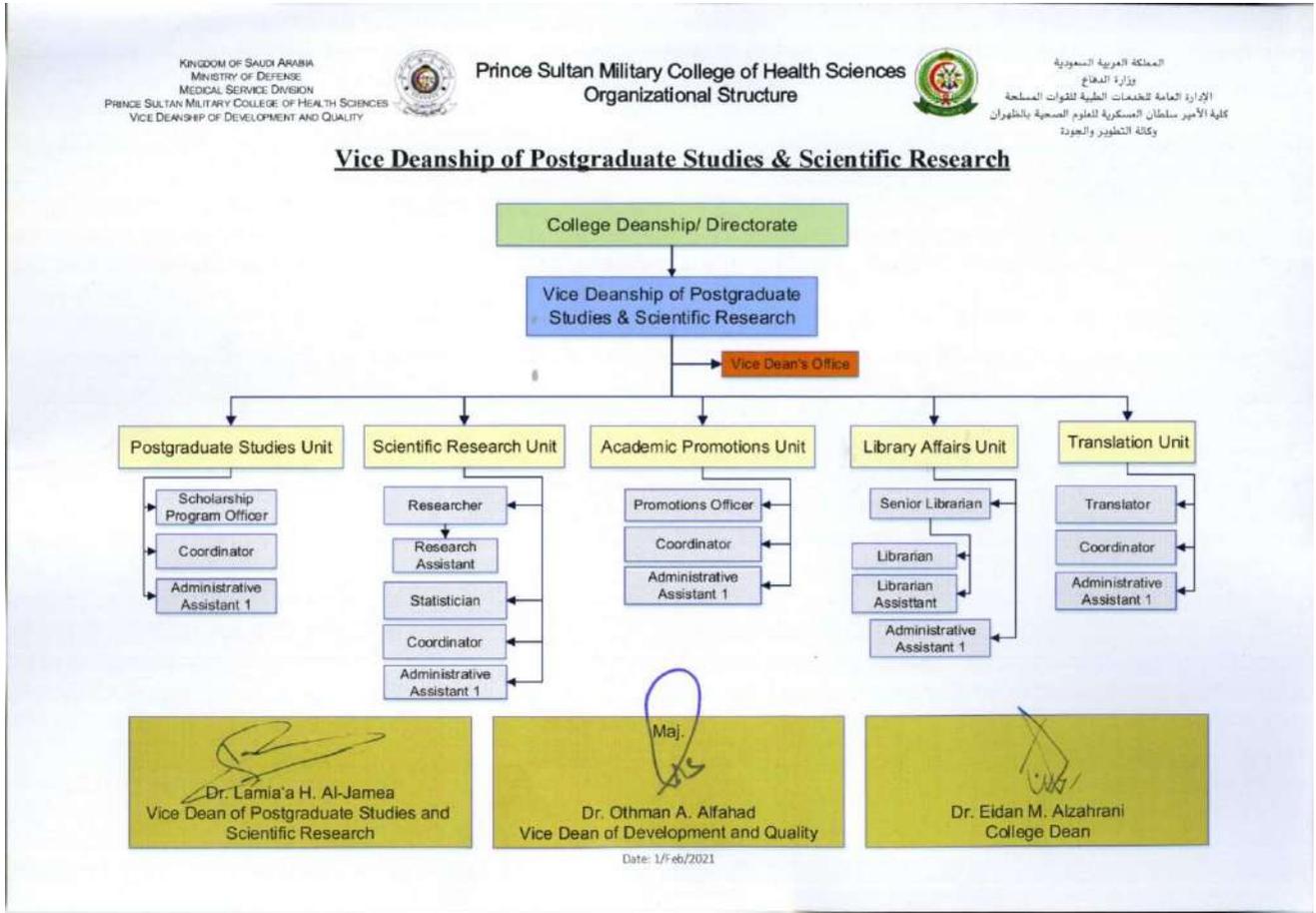
4) Library Affairs Unit

Responsible for managing library affairs in terms of purchasing books, subscription to journals and digital databases, updating cataloging and borrowing systems and other related tasks.

5) Translation Unit

Responsible for providing translation services from English to Arabic and vice versa for all administrations and departments of the College.

Vice Deanship of Postgraduate Studies and Research Organizational Chart



POSTGRADUATE STUDIES COUNCIL**Chairperson:**

DR. EIDAN M. AL ZAHRANI
College Dean

Members:

BRIG. GEN. / DR. MOHAMMAD J. ALZHRANI
Vice Dean of Academic Affairs
Assistant Professor, Dental & Oral Health

MAJ. / DR. OTHMAN A. ALFAHAD
Vice Dean of Development and Quality
Assistant Professor, Biomedical Technology

DR. LAMIA'A H. AL-JAMEA
Vice Dean of Postgraduate Studies and Research
Assistant Professor, Clinical Laboratory Sciences
Molecular Genetic Consultant

DR. SAAD AL RABEEAH
Vice Dean of Training and Internship (Acting)
Assistant Professor, Respiratory Care

SCIENTIFIC RESEARCH COMMITTEE**Chairperson:****DR. LAMIA'A H. AL-JAMEA**

Vice Dean of Postgraduate Studies and Research
Assistant Professor, Clinical Laboratory Sciences
Molecular Genetic Consultant

Members:**BRIG. GEN. / DR. MOHAMMAD J. ALZHRANI**

Vice Dean of Development and Quality
Assistant Professor, Dental & Oral Health

DR. ALEXANDER WOODMAN

Scientific Research Unit Head

DR. SALAH ELSAFI

Assistant Professor
Clinical Laboratory Sciences

DR. MURTADA TAHA

Assistant Professor, Clinical Laboratory Sciences
Basic Medical Sciences Unit Head

DR. KHALDOUN KHAYYAT

Assistant Professor
QAAD Unit Head

DR. NAVEED AHMED

Assistant Professor
Statistics Unit Head

ZECHARIAH JEBAKUMAR ARULANANTHAM

Biostatistics Lecturer
Vice Deanship of Postgraduate Studies and Research

NAFIS HAIDER

Lecturer
Basic Medical Sciences Unit

PSMCHS INSTITUTIONAL REVIEW BOARD

Chairperson:

DR. SAAD ALRABEEAH

Vice Dean of Training and Internship
Respiratory Care Department Chair
Curriculum & Study Plan Unit Head
Assistant Professor, Respiratory Care

Members:

DR. AHMED T. FARRAG

Director of Physical Therapy High Diploma Program
Academic Promotion Unit Head
Assistant Professor

DR. AYED AL-QAHTANI

Islamic Studies and Arabic Unit Head
Assistant Professor

LT. COL. DR. FAISAL AL-YAZEDI

Assistant Vice Dean of Academic Affairs
Assistant Professor

MS. THEKRA ALMAQATI

Lecturer, Clinical Laboratory Sciences

MR. ALI GHAZWANI

Lecturer, Clinical Laboratory Sciences

MS. AMEERA ALONEZI

Lecturer, Nursing

DR. MOHAMED SAGER

Director, King Khalid Medical City, Centre of Health
Research
King Fahad Specialist Hospital Dammam

MS. LAMA JAMHAWI

IRB Manager
King Fahad Specialist Hospital Dammam

MS. LAILA MUSTAFA DAWOOD

Community Member

MS. SALMA AL SHAMMARI

Postgraduate Studies Coordinator

IRB Coordinator

RESEARCH STRATEGIC PLANNING

SRU Contribution to PSMCHS Vision PSMCHS VISION 2017-2022



RESEARCH UNIT



STRATEGIC PLAN GOAL NO. 4: ACHIEVING EXCELLENCE IN SCIENTIFIC RESEARCH

The Strategic Plan Goal No. 4 underwent the process of strategy transition for the past years (2017-2020). We evolved between phases of our strategy annually. We followed the strategy evaluation, ensuring that the plan's design is correct and that the fundamental goals are addressed, carried out, or a basis has been created to fill gaps for the next phase.

VDPSR ensures that each team is involved in the implementation of strategic goals, projects, and KPIs for the next phase, the plan is properly reported to stakeholders and receives the appropriate resources. Regular communication occurs with the College executives, including but not limited to the College Dean, the Strategic Plan Unit, the Vice Deanship of Development and Quality. These communications aim at reporting progression between plan's phases, current situation, and any key changes or issues.

The Strategic Plan Goal No. 4 ensures that a strict timeline for each phase's implementation is met, which means that the execution of the plan is part of the daily responsibilities of the VDPSR. PSMCHS administration is confident that the participants in the Strategic Plan prioritize work on improving the strategic plan to the next phase.

“Knowledge generated by research is the basis of sustainable development, which requires that knowledge be placed at the service of development, be converted into applications, and be shared to ensure widespread benefits,”

Mary-Louise Kearney,
Director of the UNESCO Forum on Higher Education, Research and Knowledge.

Strategic Plan Goal No. 4: Achieving Excellence in Scientific Research Cont.’

Initiatives



Strategic Plan Goal No. 4: Achieving Excellence in Scientific Research Cont.’



RESEARCH STRATEGIC PLANNING CONT.'

Strategic Priorities

- Define research areas and themes
- Align incentives and resources to research priorities
- Modernize the research infrastructures and facilities
- Enhance collaboration and partnerships
- Develop a sustainable funding model
- Generate an effective mechanism to recognize research excellence
- Improve visibility and status through an efficient marketing and communication strategy

Targets

Upon successful implementation of the Strategic Plan, the following targets are expected to be achieved by 2022:

- Increased annual research support
- Acquisition of research facilities and equipment
- Increased research productivity with scientific basis/significance.

Assessment of Progress / Success

- Monitoring and evaluating the progress of the implementation plan is vital to the College's strategic plan. This will ensure the successful accomplishment of particular stages that will support achieving the strategic goals and objectives.
- Corresponding KPIs are defined for each goal in the plan to measure the progress and success of each phase.
- The results of this assessment will help update the action plan and make reasonable corrections.
- A biannual review will be conducted to update the action plan.
- The faculty will be informed about the results of the action plan review. An annual progress report will be sent to each department, indicating the achievements and existing problems.
- Based on the report, result-oriented strategies will be suggested to improve research performance. This approach addresses the PSMCHS's mission, aspiration, and vision. As such, the KPIs of the NCAA 10 standard (research) and multiple evaluation agencies are considered.

Key Performance Indicators

Performance information and data are important in determining how effective the strategy in implementing the vision of PSMCHS is. The progress updates on Goal No. 4 KPIs provide information to track progress and achievements for each of the initiatives and associated actions.

Table 1 represents the identified, collected, and reported data on KPI accomplishments for the 2019-2020 AY. As we continue to reach our goals and complete the related phases, we continue to track and report the progress for the 2020-2022 AY.

Table 1. Key Performance Indicators Accomplishments for 2019-2020 Academic Year.

No.	Initiatives	KPI No.	KPIs	Frequency
4-1	To establish clear policies for research		Completion, approval, and widely implementation research policies & procedures	To be reviewed every two years (Nov. 2021)

No.	Initiatives	KPI No.	KPIs	Frequency
			Compliance with the research policies & procedures: <ul style="list-style-type: none"> • Internal Policy for the Local Institutional Review Board-Research Ethics on Living Creatures • Scientific Integrity Policy • Academic Dishonesty/Plagiarism • Conflict of Interest and Conflict of Commitment • Research Funding Policy • Conference Sponsorship Policy • Publication Reward Policy • Intellectual Property Policy • Procurement and Management of Research Equipment • Research Data, Ownership and Retention 	
4-2	To evaluate the institutional & the programs research performance regularly	G4-M1 NCAAA Institutional KPI 29	4-2-1 Number of Peer-Reviewed Publications Per Year Per Full-Time Equivalent Member	Annually
G4-M2 NCAAA Institutional KPI 31		4-2-2 Proportion of Full-Time Faculty Members With at Least One Peer-Reviewed Publication Per Year	Annually	
G4-M3 NCAAA Institutional KPI 32		4-2-3 The Number of Research Abstracts Presented at Scientific Conferences By Faculty Per Year	Annually	
4-3	To encourage collaborative research activities with academic and clinical institutions and research agencies	G4-M4	4-3-1 Number of Faculty Members Involved in Collaborative Research Projects Per Year	Annually

No.	Initiatives	KPI No.	KPIs	Frequency
4-4	To ensure compliance with research ethical principles	G4-M5	4-4-1 Percentage of IRB Protocols Approved With Progress and/or Final Reports	Annually
4-5	To secure sustainable funding to enhance research productivity	G4-M6	4-5-1 Percentage of Research Budget Per Year	Annually
		G4-M7 NCAAA Institutional KPI 28	4-5-2 Share of Research Funding in the Total Research Budget Per Year	Annually
4-6	To encourage students' involvement in research activities	G4-M8	4-6-1 Number of Graduation Projects Submitted in the Annual Student Research Day	Annually
		G4-M9	4-6-2 Number of Research or Graduation Projects In Programs With Student Participation	Annually
4-7	To provide logistical support for the research activities of faculty and students	G4-M10	4-7-1 Number of E-library users	Annually

NCAAA STANDARD 10: RESEARCH

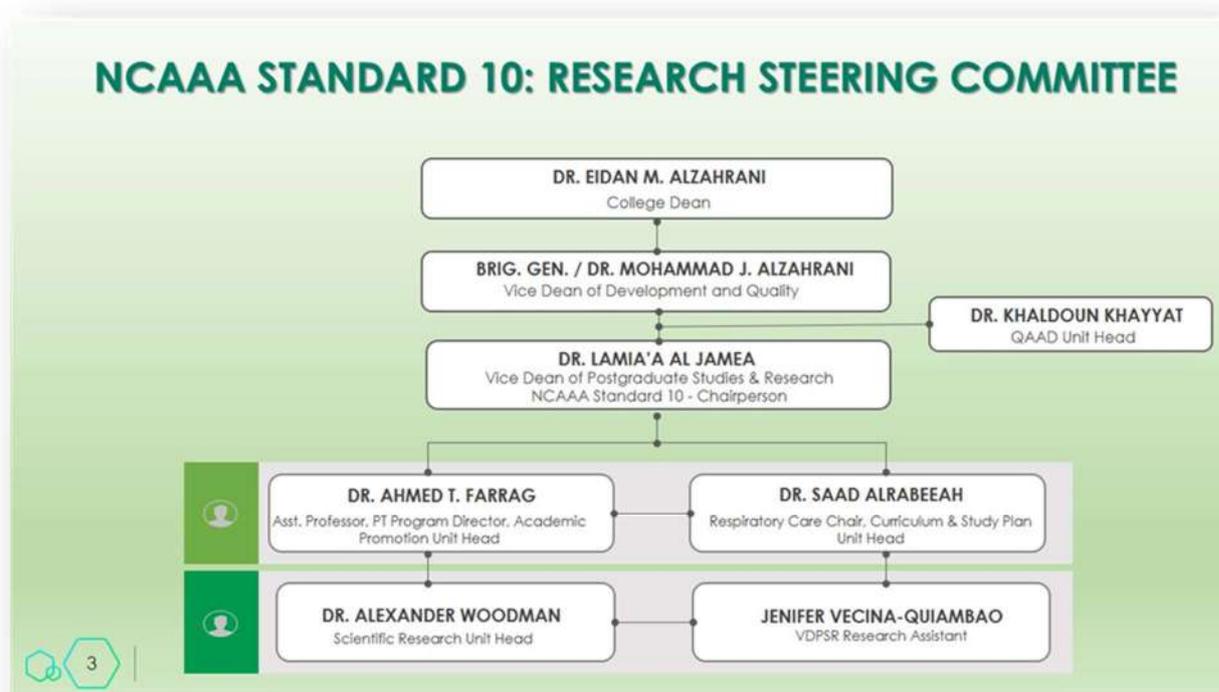


Table 2. NCAAA Key Performance Indicators of Scientific Research and Innovation (Approved by the College Council Meeting No. 5, Feb. 25, 2021)

KPI No.	Key Performance Indicators	Description	Frequency
KPI-I-16	Percentage of publications of faculty members	Percentage of full-time faculty members who published at least one research during the year to total faculty members in the institution	Annually
KPI-I-17	Rate of published research per faculty member	The average number of refereed and/or published research per each faculty member during the year (total number of refereed and/or published research to the total number of full-time or equivalent faculty members during the year)	Annually

KPI No.	Key Performance Indicators	Description	Frequency
KPI-I-18	Citations rate in refereed journals per faculty member	The average number of citations in refereed journals from published research per faculty member in the institution (total number of citations in refereed journals from published research for full-time or equivalent faculty members to the total research published)	Annually
KPI-I-19	Number of patents, innovations, and awards of excellence	Number of: a. Patents and innovations b. Awards of excellence obtained by the institution's staff annually	Annually
KPI-I-20	Proportion of the budget dedicated to research	Proportion of the budget dedicated to research to the total budget of the institution	Annually
KPI-I-21	Proportion of external funding for research	Proportion of research external funding to the total budget of research during year	Annually

STAGES TO SUCCESSFUL DATA COLLECTION OF SCIENTIFIC PUBLICATIONS AND KEY PERFORMANCE INDICATORS

Prince Sultan Military College of Health Sciences continues to accomplish its mission and vision by encouraging faculty, students, and staff to be involved in scientific research activities. The Scientific Research Unit (SRU) has been collecting data to progress effectively in a highly competitive academic environment and enhance scientific research advancement and output. We take steps to attract and engage the best and brightest faculty members, as well as to find innovative ways to improve scientific research projects, thus to meet the requirements and demands of diverse scientific communities.

The researchers' commitment is adherence to the professional postulates that require all researchers to pursue consistency and credibility when conducting scientific research, compliance with the ethical and good clinical practice, safety guidelines, protocols, instructions, as well as procedures and regulations relating to the research ethics. The Scientific Integrity, Data Ownership and Retention policies are the guiding rules that would ensure quality control.

The Scientific Research Unit constantly collects data using conventional and proper research methods that help proactively address research issues, measure progress, and understand additional opportunities. Continuous and accurate scientific studies, publications, and projects will develop an effective, respectful, and collaborative environment at PSMCHS, which will create trust among colleagues, policymakers, and stakeholders.

Therefore, we recommend Departments' Chairs and faculty members to proactively update their Google Scholar and other scientific platforms (e.g., ResearchGate), submit Annual Research Report in addition to Scientific Publications Summary Form (PG-026, completed by PSMCHS researchers). The form should include citation of the article, DOI, a hard copy of the study, and an electronic version of any project. Furthermore, PSMCHS researchers are encouraged to send copies of their publications (full-text articles), certificates of participation to conferences, and other supporting documents as evidence of their research and scientific activities.

The researchers should acknowledge that only those projects, studies, and other scholarly materials affiliated to PSMCHS would be considered and indexed by Senior Librarian. Standardization procedures ensure that the successful data collection uses uniform and systematic data collection methods that cannot be overstated when dealing with scientific data management.

Data collection of the key performance indicators is a technical process that requires time to complete as clearly defined in the Google Scholar Repository Flowchart. The collection and analysis of data procedures involve collecting information by the Research Assistant and Senior Librarian, as well as the Head of SRU. At the same time, Vice Dean is responsible for interpreting the data. Methods of collecting, storing, accessing and disclosing data must be carefully controlled

in terms of confidentiality and scientific integrity. As such, any data collection process should comply with the Scientific Integrity Policies and Procedures, as well as freedom of information and privacy protection legislation. In the interest of efficiency and effectiveness, it is recommended to collect data and KPIs on the materials that reveal challenges or opportunities for expanding College research.

Quantitative and qualitative information can provide a solid basis for creating an effective action plan to achieve Strategic Plan Goal No. 4 at PSMCHS.

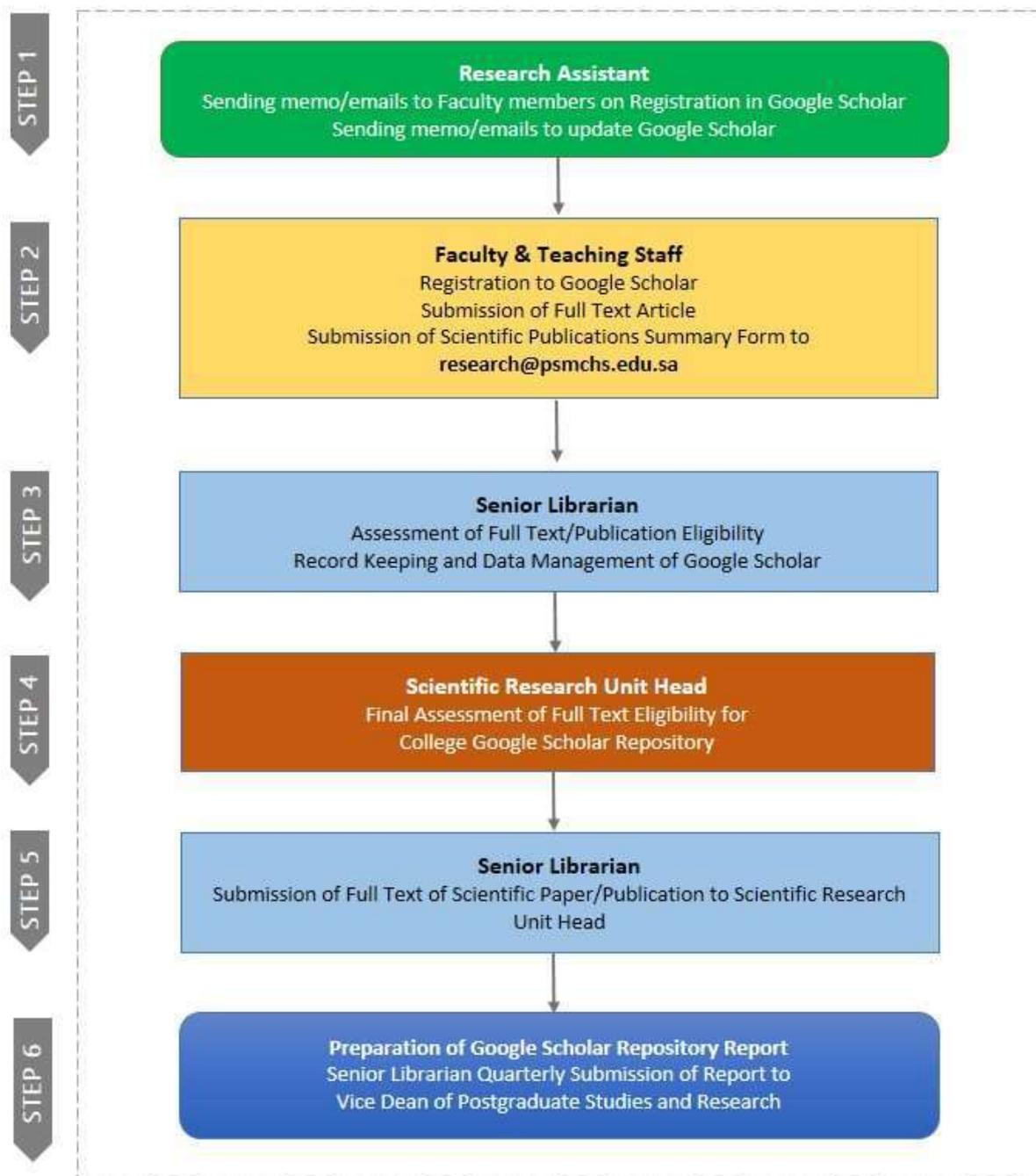
While collecting data, researchers are recommended to consider the following elements:

- KPI Results Summary
- Identification of existing challenges, gaps, and opportunities
- Steps to address these challenges, cover the gaps, and use the opportunities
- Genuine, feasible goals with short- and long-term deadlines
- Stakeholders input and contribution
- Progress towards these goals will be monitored, evaluated, and reported.

In cases where additional information needs to be collected due to gaps in specific research areas, unclear or inconclusive data, the SRU may require more detailed internal and external evaluations. Based on the analysis and interpretation of the collected data, the SRU will decide how to use it and whether new information is required. The process of collecting scientific publications and KPIs data aims to support senior decision-makers to act effectively and efficiently.



Google Scholar Repository Flowchart



Flowchart Title	Google Scholar Repository
Applicable for	MC-PG-SR-02
Version	November 2019

Vice Deanship of Postgraduate Studies and Research, Research Unit
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E-mail: vdpsr@psmchs.edu.sa

RESEARCH POLICIES AND PROCEDURE

The VDPSR has been developing a research development plan, policies, regulations, and protocols for PSMCHS researchers. The list of developed research policies and regulations is displayed in Table 3.

Table 3. PSMCHS Policies and Procedures

Policy Name	Policy Ref	Status
Local Institutional Review Board Policy – Research Ethics on Living Creatures	MC-PG-SR-01	Approved
Scientific Integrity Policy	MC-PG-SR-02	Approved
Academic Dishonesty/Plagiarism	MC-PG-SR-03	Approved
Conflict of Interest and Conflict of Commitment	MC-PG-SR-04	Approved
Research Funding Policy	MC-PG-SR-05	Approved
Restrictions for Attending Conferences and Seminars	MC-PG-SR-06	Approved
Restrictions for the Payment of International Publication Award	MC-PG-SR-07	Approved
Intellectual Property Policy	MC-PG-SR-08	Approved
Procurement and Management of Research Equipment	MC-PG-SR-09	Approved
Research Data Ownership and Retention	MC-PG-SR-10	Approved

LOCAL INSTITUTIONAL REVIEW BOARD POLICY – RESEARCH ETHICS ON LIVING CREATURES

Policy Title: Local Institutional Review Board Policy – Research Ethics on Living Creatures		Policy No: MC-PG-SR-01
Supersedes: N/A	Effective Date: November 1, 2019	Version: 1 st Issue

1. **PURPOSE:**

- 1.1** This policy aims at setting guidelines and regulations necessary for ensuring human subject's safety, well-being and protection against adverse events, and preserving their rights. It also sets the procedures that should be followed for guaranteeing confidentiality of sensitive personal information. The policy shall consider the application of professional ethics not conflicting with Sharia.

2. **APPLICABILITY:**

- 1.1** This policy applies to all research conducted at the Prince Sultan Military College of Health Sciences (PSMCHS).
- 1.2** This policy is applicable to all research activities (funded or unfunded) that are:
- approved by the local Institutional Review Board (IRB); or
 - carried out within PSMCHS; or
 - conducted/supervised by (as principal or co-investigator) a faculty member, student, or employee affiliated with PSMCHS.

3. **RESPONSIBILITY OF:**

- 3.1** The IRB and the researchers.

4. **DEFINITION OF TERMS:**

- 4.1** **Local Committee:** Committee for licensing research formed at an establishment in accordance with the provisions of this Law.
- 4.2** **Researcher:** A person academically qualified in a subject related to research and has completed a course on research ethics.
- 4.3** **Research:** A systematic experimental investigation aiming at the improvement of biosciences or enrichment or development of general knowledge by using a living creature or parts thereof.
- 4.4** **Living Creatures:** Human beings, animals and plants.
- 4.5** **Informed Consent:** A person giving his consent with his free will, without exploitation or coercion and upon full understanding of what is required from him and of the research objectives and potential risks as well as of rights and obligations arising out of his participation therein.

- 4.6 **Minimal Risk:** Minor harm not exceeding potential risk encountered in daily life, which cannot be avoided during ordinary clinical or psychological examination, including potential discomfort and inconvenience.
- 4.7 **Human Subject (Participant):** A person who consents or whose guardian consents to conduct clinical, non-clinical or therapeutic research or experiments on him.
- 4.8 **Principal Investigator:** Lead researcher in charge of planning and conducting the research, collecting and analyzing data, and directing interventions stated in the research plan.
- 4.9 **Clinical Research:** Any research related to collecting and analyzing data for volunteers or patients for the purpose of obtaining general knowledge that can be applied to other individuals with regard to mechanism of disease, its incidence, prevalence, transmission or treatment of a disease.
- 4.10 **Non-Clinical Research:** Any research related to collecting and analyzing data not directly related to people for the purpose of obtaining general knowledge or facts.
- 4.11 **Clinical Trial:** Experiments conducted on human volunteers to examine safety and effectiveness of a new medication or medical device.
- 4.12 **Expedited Review:** An evaluation carried out by the local committee chairman, or by a committee member designated by him, of a new research project or modifications of a previously approved research where potential risk to the human subject does not exceed minimal risk.
- 4.13 **Periodic Follow-up:** Observation of research progress by safety assessment and information monitoring committee to ascertain safety of the human subject on a continuous basis and to ensure nonexistence of any reason for discontinuation or modification of the research., and review of the periodic report submitted by the principal investigator to the local committee to evaluate research progress and conformity with the approved research plan.
- 4.14 **Major Harm:** Any harm leading to a participant’s death, jeopardy to his life, hospitalization beyond expectation, permanent disability, or deformation of fetus. This harm is deemed unexpected if not stated in the “informed consent.”

5. POLICY:

- 5.1 The PSMCHS adopts The Regulations of the Law of Ethics of Research on Living Creature developed by the National Committee of Bioethics (NCBE), King Abdul Aziz City for Science and Technology (KACST), Saudi Arabia as the main reference for its research ethics regulations. Any regulations governing research on human participants, living tissues, vulnerable groups, genetic therapy, and animals or plants shall be obtained from The Regulations of the Law of Ethics of Research on Living Creature. The current document describes the internal research ethics policy implemented by the local IRB of the PSMCHS including responsibilities, membership and processing of IRB applications.
- 5.2 It is the responsibility of the research team members (Principal and Co-investigators) to ensure that their proposed research project and procedures comply with the research ethics law and regulations established in this policy. The

research team must be aware that lack of adherence to and/or violation of research ethics policy may result in premature suspension and/or termination of the IRB approval and, consequently, the research project.

5.3 IRB Office

- 5.3.1** The Institutional Review Board (IRB) is an independent committee established by the decision of the president of its local establishment.
- 5.3.2** Dean of The PSMCHS shall nominate and approve the IRB members. The Dean of PSMCHS shall name the IRB chairman and his deputy.
- 5.3.3** The IRB office of the PSMCHS (**NCBE Reg. No: HA-05-D-046**) is established by the decision of the Dean of the PSMCHS. The IRB office reports directly to the PSMCHS Dean's office to ensure and preserve the independence of committee decisions.
- 5.3.4** The PSMCHS is committed to providing the financial support needed for the local committee activities as well as committee members rewarding.
- 5.3.5** The IRB aims to protect the rights and welfare of human research participants. It is the only party responsible for reviewing and granting approval for research projects in terms of adherence to the research ethics regulations established in this policy.
- 5.3.6** The IRB has the authority to:
- Approve, disapprove, or terminate all research activities that fall within its local jurisdiction.
 - Request modifications in protocols, including protocols of previously approved research.
 - Request that participants be given any additional information that will assist them in making an informed decision to take part in the research.
 - Request documentation of informed consent or allow a waiver of documentation.
 - Refer violations of the research ethics regulations to the NCBE.
- 5.3.7** In accordance with the regulations of Law of Ethics of Research on Living Creature developed by the NCBE, the PSMCHS local IRB members shall include:
- A representative from the VDPSR,
 - Four faculty members from four different academic departments,
 - Community member/s,
 - External member/s,
 - IRB secretary.
- 5.3.8** The membership of the IRB office shall consider the following criteria:
- The committee chairman **or** his deputy shall be of Saudi nationality with experience in the field of biological research.

- One member at least shall have an interest in the main research field of the PSMCHS;
- The community member/s shall fulfill the following criteria:
 - He/she shall not have business relation or direct or indirect interest with the PSMCHS.
 - He/she shall be of an acceptable level of education (High school diploma at minimum).
- The external member/s shall fulfill the following criteria:
 - He/she shall not have business relation or direct or indirect interest with the PSMCHS.
 - He/she shall have acceptable scientific background, preferably research-based.
- At least one member shall have an interest in biomedical research ethics;
- At least one member shall have adequate knowledge and expertise in research design and statistical analysis;
- At least one member shall be adequately familiar with the customs, traditions and values of the Saudi Society.

5.3.9 The IRB members shall be appointed for a renewable 3-year term, provided half the members be replaced upon re-formation for the third time. Membership may not be renewed for more than three consecutive terms.

5.3.10 IRB membership shall be terminated for any of the following reasons:

- Resignation;
- Death;
- Chronic illness that prevents a member from attending local committee meetings;
- If any member fails to attend three consecutive or five non-consecutive meetings within the same year without an excuse acceptable to the local committee chairman;
- Expiration and non-renewal of term of membership;
- If a member is proved to have violated his commitment to keep information confidential and the committee chairman has issued a decision to this effect based on proven facts.

5.3.11 If the IRB chairman finds that one committee member does not effectively take part in committee activities or that he/she has not appropriately accomplished the duties assigned to him/her, he/she may notify the Dean of the PSMCHS thereof and suggest whatever action he/she deems fit, including dismissal of said member and appointment of a replacement.

- 5.3.12** The IRB may invite experts and consultants to attend its meetings whenever their expert opinion is required for a proposed item on the committee meeting agenda. These expert guests do not have the right to vote.
- 5.3.13** If the research subject proposed for discussion by the IRB is related to a vulnerable group, the IRB chairman shall invite a specialist with experience in this field to take part in discussing the said subject. The invited specialist shall have the right to take part in discussion and in voting. If the invited specialist fails to attend the meeting, it shall be required to obtain a specialist's written opinion of the matter.
- 5.3.14** If considered necessary, the IRB may invite the principal investigator to attend one of its meetings, other than the meeting during which the final decision on his/her research project is made.
- 5.3.15** All persons attending the IRB meetings shall commit to the confidentiality of all information presented during the meetings and refrain from disclosing any research-related information.
- 5.3.16** The IRB chairman shall call to convene a committee meeting whenever required.
- 5.3.17** A valid IRB meeting has to be attended by the majority of the members (more than half of the members) including the chairman or his deputy.
- 5.3.18** If the quorum is not reached within half an hour of the designated date of the meeting, the meeting chairman shall adjourn the meeting to be held within fifteen days thereafter.

5.4 IRB Office Responsibilities:

- 5.4.1** The activities of the local IRB committee shall include, but not exclusively, the following:
- Verify that the research conforms to applicable laws in the Kingdom;
 - Verify the validity of the informed consent procedures;
 - Issue approval to conduct research from an ethical aspect;
 - Monitor research implementation on a periodic basis;
 - Monitor the health condition of the human subject during the experiment;
 - Protect the human subject of the research, particularly vulnerable groups (minors, legally incompetent or disabled persons, or any other persons from), as well as protect and ensure the human subject's rights and safety;
 - Verify compliance with all requested and documented procedures in the research project regarding the treatment of human subject participants and biological materials;
 - Verify the availability, accessibility and usability of necessary equipment and ensure that such equipment is adequate for the safety

of the human subject participants in case of adverse events occurrence;

- Ensure that minors, legally incompetent or disabled persons, or any other persons that belongs to vulnerable groups are never abused under any circumstance;
- Coordinate with the monitoring office of NCBE as regards its relevant activities.

6.1 IRB Application Process

6.1.1 According to the Implementing Regulations of the Law of Ethics of Research on Living Creature developed by the NCBE, the local IRB office of the PSMCHS shall receive research project applications for granting ethical approval before conducting the study. Research proposal submission to the IRB shall be made by email to the IRB office email.

6.1.2 The principal investigator shall apply for IRB approval before conducting the study. The following documents shall be submitted to fulfill the requirements for the review process (refer to appendices):

- PG-006: Documents List Required for IRB Application;
- PG-007: Research Proposal;
- PG-008: IRB Application Form;
- PG-009: Consent Form;
- PG-010: Department Approval for Undertaking a Research Study
- PG-011: Investigator's Undertaking.
- PG-012: An updated, signed and dated CV of the Principal and Co-investigators;
- Methods used for inviting human subjects, including advertisements;
- Data Collection Sheet, with version and date;
- Proof of passing a valid research ethics course;

6.1.3 The principal investigator shall, if necessary, enclose the following documents with his research proposal:

- Any plans to stop or prevent administration of standard treatments because of the research and justifications for preventing ordinary standard treatments for conducting the research;
- Medical care offered to human subjects during and after the research;
- A description of the efficacy of social, psychological and medical supervision for all human subjects;

- A statement of the compensation or treatment that can be provided for human subjects in case of injury, disability or death as a result of the research;
- Arrangements were taken to provide compensation, if required;
- Indication of research funding methods and any research agreements related to the research.

6.1.4 Upon application, the IRB office will send a receipt to the applicant indicating reception thereof and including number and date of submission.

6.1.5 The IRB secretary will review the application. If any requirements are missing, the applicant will be notified within **10 working days** of date of submission of application. The applicant shall respond within **30 days** of date of notification. The application will be deemed as rejected if the investigator fails to respond to the IRB office remarks and demands within the said period.

6.1.6 Upon completion of the requirements for IRB application, the IRB secretary will forward the application to the IRB chairman for committee review and resolution.

6.1.7 The IRB office shall complete the review process and issue decisions within **60 days** from completion of the request.

6.1.8 Issued decisions shall be printed on official letterhead stationery, and shall include a clear statement of decision text. The IRB chairman shall notify the principal investigator of said decision in writing.

6.1.9 If the principal investigator wishes to amend the research proposal approved by the IRB, he/she shall submit the matter to the IRB to obtain its approval prior to proceeding with the amendment.

6.1.10 The IRB may issue a “Modification required to secure approval” decision, and the decision letter shall state the necessary modification to reconsider the application.

6.1.11 If a “Modification required to secure approval” decision is issued, the applicant shall address the required modifications and respond within **60 days** of date of notification. The application will be deemed as rejected if the investigator fails to respond to the IRB office remarks and demands within the said period.

6.1.12 In case the IRB office resolution for a research application is rejected or differed, the decision letter shall state the reasons for the said decision.

6.1.13 An aggrieved party may appeal the rejected or differed decisions before the IRB office. If the IRB dismisses the complaint as unconvincing, the aggrieved party may recourse to the Monitoring Office of the KACST to review the matter.

6.2 IRB Review Process

6.2.1 The typical review process of a submitted research is carried out by all the IRB members, and the final resolution is made by simple voting.

- 6.2.2** Local committee resolutions shall pass by simple majority voting of attending members. The IRB chair is authorized to decide on the appropriate voting method. In case of a tie, the IRB chairman shall have the casting vote.
- 6.2.3** In certain cases, the IRB may review certain research by using the expedited review procedure. These cases include:
- The human subject participating in the study may be exposed to risk that does not exceed the minimal risk level;
 - Confidentiality of personal identifying information is secured and the identity of the human subject is not revealed;
 - The research deals with clinical studies on drugs or medical equipment, provided that:
 - The drug is used in accordance with its licensing and dosages approved by the concerned party, and does not entail any increase in potential risk for the human subject;
 - The medical equipment in use has originally been licensed by the concerned party and has already been utilized accordingly.
 - The use of non-invasive methods to collect biological samples for research purposes. These methods may include analysis of urine, saliva, nail or hair clippings, etc.
 - Research data is collected using approved medical equipment by the concerned party. List of such equipment are available at the Regulations of Law of Ethics of Research on Living Creature.
- 6.2.4** Expedited review shall be carried out by the IRB chairman or by one or more members selected by the IRB committee chairman for their experience.
- 6.2.5** After evaluating the research proposal, provided it is complete and it satisfies applicable scientific conditions, the IRB office will issue its decision. IRB decision shall be one of the following:
- Modification required to secure approval, subject to approval by IRB chair;
 - Approved;
 - Disapproved;
 - Deferred.
- 6.2.6** The Disapproved and Deferred decisions made by a committee member shall be referred to the IRB committee for review and voting. The final decision in these two cases shall be made by resolution of all the IRB members.

6.3 Research Follow-up

- 6.3.1** If the principal investigator has not obtained required approvals for an ongoing research project and the IRB office finds out, the IRB office shall undertake the following actions:
- Immediately suspend the research project;
 - Report this violation incident to the Monitoring Office of the KACST to decide appropriate penalties against the investigator;
 - Notify the Dean of PSMCHS of the violation incident;
 - Notify the VDPSR and Head of Department of the principal investigator.
- 6.3.2** The principal investigator shall provide the IRB office with a periodic report of the research every three months in case of conducting clinical research and every six months in case of conducting other types of research. It is mandatory that the follow-up report period does not exceed one year.
- 6.3.3** If the principal investigator fails to submit the periodic report on time, the IRB office will take the following measures:
- Notify the researcher in writing that he/she must submit the periodic report within the period set by the committee;
 - If the principal investigator fails to submit the research within set period, the IRB may suspend the research project until the report is submitted and will notify the principal investigator;
 - If the principal investigator submits the periodic report, the IRB may end the suspension;
 - If the principal investigator persistently ignores submitting the periodic report, the IRB will refer the whole matter to the Monitoring Office of the KACST to submit it to the Violations Committee to suspend the research project and decide appropriate penalties.
- 6.3.4** The principal investigator must immediately report any major harm occurring during or after conducting the research, according to the following procedures:
- The principal investigator shall immediately notify the IRB office of any unexpected major harm occurring during or after conducting the research, providing the IRB with all information pertaining to the harm related incident, indicating whether this incident is definitely, probably or by no means related to the research.
- 6.3.5** The principal investigator shall include all expected or unexpected harms in his periodic report submitted to the IRB.
- 6.3.6** The following research projects may be exempted from submitting the periodic follow-up report to the IRB office:
- Research involving study of information and data previously collected, provided one of the two following terms is fulfilled:
 - If the information is generally and publicly available;

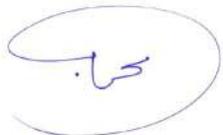
- If the information is recorded in a manner that does not reveal the identity of the source person.
 - Research including educational tests, surveys, interviews or public behavior monitoring, except in the two following cases:
 - If the information is recorded in a manner that reveals the identity of the source person.
 - If participation in the research should bring a person outside the scope of research to be subject to criminal or civil liability or jeopardize his financial position or career.
- 6.3.7** Upon completion of the research project, the principal investigator shall prepare a final report and deliver a copy to the IRB office along with related scientific publications, if any.
- 6.3.8** The IRB office will keep the records of its contributions in the field of research follow-up and evaluation.

7. REFERENCES

- 7.1** Guidance for Industry E6 Good Clinical Practice: Consolidated Guidance ICH. (1996). [online] Available at: <https://cc.nih.gov/ccc/clinicalresearch/guidance.pdf>.
- 7.2** Kacst.edu.sa. (2019). KACST Site. [online] Available at: <http://bioethics.kacst.edu.sa/NCBE/files/6c/6c64fa5c-9f4c-46dd-a0f5-3e8ec845aabf.pdf>.
- 7.3** Who.int. (2018). Guideline for Good Clinical Practice. ICH Harmonised Tripartite Guideline. E6 (R1). Current Step 4 version, dated 10 June 1996. (including the Post Step 4 corrections). The International Conference on Harmonization of Technical Requirements for Registration of Pharmaceuticals for Human Use (ICH). [online] Available at: <http://apps.who.int/medicinedocs/en/d/Js22154en/>

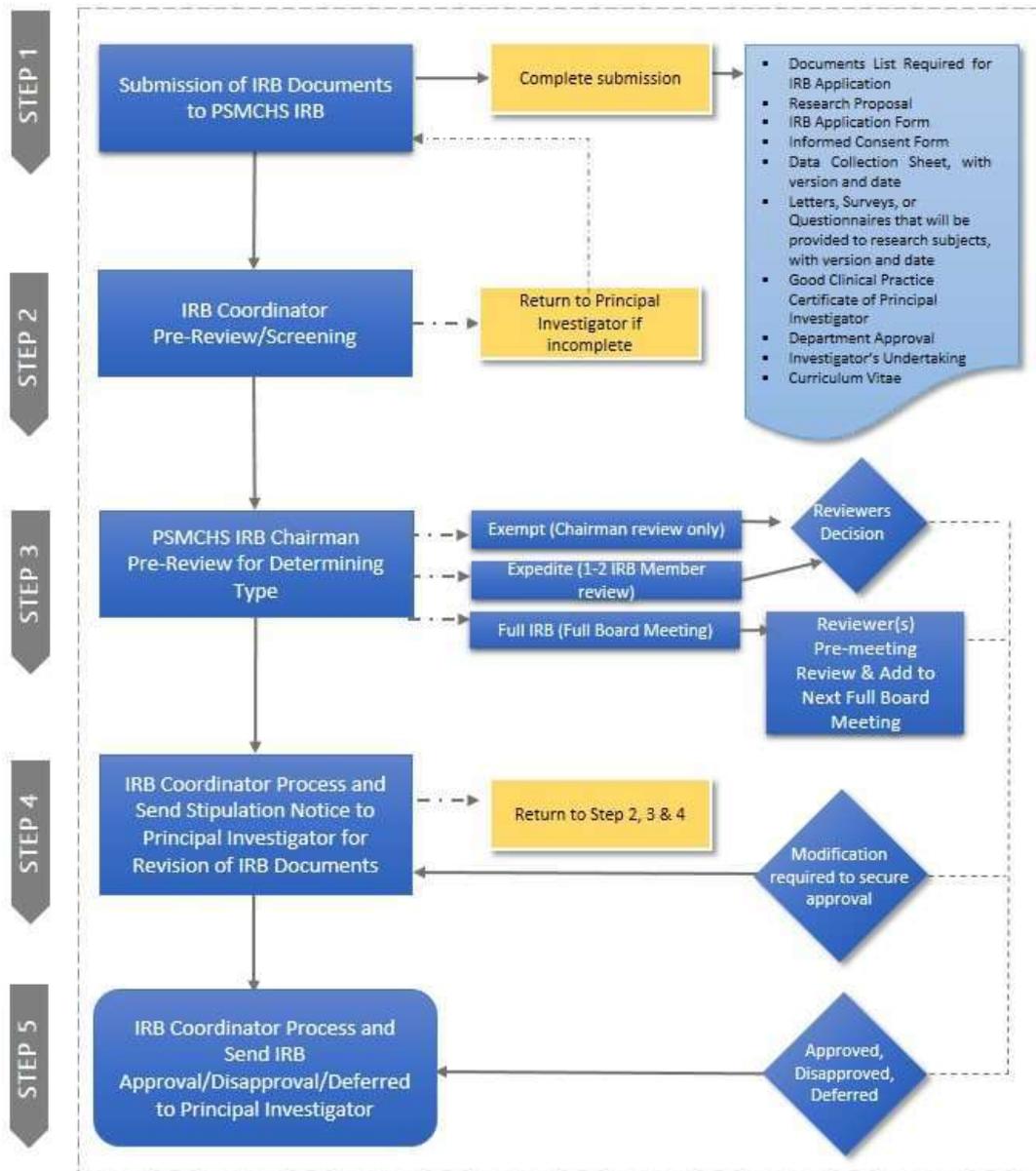
8. APPENDICES

- 8.1** PG-006: Documents List Required for IRB Application
- 8.2** PG-007: Research Proposal
- 8.3** PG-008: IRB Application Form
- 8.4** PG-009: Informed Consent Form
- 8.5** PG-010: Departmental Approval for Undertaking a Research Study
- 8.6** PG-011: Investigator's Undertaking
- 8.7** PG-012: Researcher's Curriculum Vitae Form
- 8.8** Good Clinical Practice Certificate of Principal Investigator
- 8.9** PG-013: Progress Report
- 8.10** PG-014: Final Report
- 8.11** PG-015: IRB Evaluation Form

<p>Compiled by:</p> <p>Dr. Ahmed T. Farrag <i>Assistant Professor, Director of Physical Therapy Program</i></p>	<p>Signature:</p> 	<p>Date:</p> <p>1-Nov-2019</p>
<p>Reviewed by:</p> <p>Dr. Alexander Woodman <i>Research Unit Head (A)</i></p>	<p>Signature:</p> 	<p>Date:</p> <p>1-Nov-2019</p>
<p>Reviewed by:</p> <p>Dr. Lamiaa H. Al-Jamea <i>Vice Dean of Postgraduate Studies and Research</i></p>	<p>Signature:</p> 	<p>Date:</p> <p>1-Nov-2019</p>
<p>Authorized by:</p> <p>Brig. Gen. / Dr. Mohamad J. Alzahrani <i>Vice Dean of Development and Quality</i></p>	<p>Signature:</p> 	<p>Date:</p> <p>1-Nov-2019</p>
<p>Approved by:</p> <p>Dr. Eidan M. Al Zahrani <i>College Dean</i></p>	<p>Signature:</p> 	<p>Date:</p> <p>1-Nov-2019</p>
<p>Date effective (<i>1st Issue</i>) or Date revised (<i>2nd Issue and onwards</i>): 1st Issue, November 1, 2019</p>	<p>Date of next review: November 1, 2021</p>	



Institutional Review Board Application (IRB) Process



Flowchart Title	Institutional Review Board (IRB) Application Process
Applicable for	MC-PG-SR-01
Version	November 2019

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SCIENTIFIC INTEGRITY POLICY

Policy Title: Scientific Integrity Policy		Policy No: MC-PG-SR-02
Supersedes: N/A	Effective Date: November 1, 2019	Version: 1 st Issue

1. **PURPOSE:**

- 1.1. To provide direction and guidance to the Prince Sultan Military College of Health Sciences (PSMCHS) on promoting a culture of scientific integrity through Scientific Integrity Principles.
- 1.2. The policy provides a framework for upholding scientific integrity and promotes scientific and ethical standards, comprising quality standards; interactions with the public; the use of peer review and advisory committees; and professional development through PSMCHS administrative officers, faculty members, non-faculty academic staff, full or part-time staff members, students (undergraduate, postgraduate and fellows).

2. **APPLICABILITY:**

- 2.1. All PSMCHS research activities.

3. **RESPONSIBILITY:**

- 3.1. The Vice Deanship of Postgraduate Studies and Research (VDPSR) is the only official body in authority for ensuring scientific integrity and upholding scientific and ethical standards within the PSMCHS.

4. **DEFINITION OF TERMS:**

- 4.1 **Research Misconduct:** refers to the fabrication, falsification, or plagiarism in proposing, conducting, or reviewing research, or in presenting research results.
- 4.2 **Fabrication:** is making up data or results and recording or reporting them.
- 4.3 **Falsification:** Research materials, equipment or methods are manipulated, or data/results are changed or omitted so that the research is not truthfully represented in the research record.
- 4.4 **Plagiarism:** The adoption of another person's ideas, processes, results, or words without giving adequate credit.

5. POLICY:

- 5.1.** It is the PSMCHS ' responsibility to create a framework that supports and promotes the faculty in its study and educational activities. PSMCHS demands that researchers and faculty be committed to the highest ethical standards, and all those involved in academic studies. Scientific misconduct of any member of the PSMCHS community threatens both the PSMCHS and the individual. The policies set forth here aim at safeguarding against and mechanisms for ensuring responsibility to all faculty and researchers under the general supervision of the VDPSR Office, providing for an impartial evaluation of relevant established facts, protection of rights of individuals, and integration with other relevant review procedures.
- 5.2. Scientific Misconduct in Good Faith:** Scientific Misconduct does not include honest error or honest differences in interpretations or judgments of scholarly matters. If the alleged misconduct is not substantiated, concerted attempts will be made by the PSMCHS to recover the credibility of those under investigation. If either the inquiry or the investigation shows that the allegations of misconduct have not been made in good faith.
- 5.3. Prohibitions for Researchers:** A researcher is strictly prohibited to:
- 5.3.1.** Conduct or participate in any research that is conflicting with Islamic values and ethics.
 - 5.3.2.** Use or apply scientific achievement against humanity.
 - 5.3.3.** Conduct scientific research with adverse effects on public health or environment; if such research is necessary, the effect shall be excluded or reduced to the limit.
 - 5.3.4.** Conduct research in ways that discredit or contradict human dignity with ethical principles, standards and customs.
 - 5.3.5.** Defend scientific issues in a way that is free from truth, proof and documented expertise and scientific sources.
 - 5.3.6.** Using research knowledge and practices to the detriment of present and future generations.
- 5.4. Professional Principles:** A researcher must comply with the following:
- 5.4.1.** Pursue consistency and creditability when conducting scientific research, identifying research subjects and themes and discussing potential problems and challenges.
 - 5.4.2.** Avoid setting unrealistic scientific research time and financial criteria, or inefficient use of resources and services, or misappropriation of available equipment and materials.
 - 5.4.3.** Disclose research results with truthfulness and transparency, and never conceal or cover negative outcomes to anyone or perceive outcomes based on contentious theories.

- 5.4.4. Follow laboratory safety guidelines, protocols and instructions, and ensure safety of laboratory equipment, materials and personnel.
 - 5.4.5. Observe the research topic's guidelines, rules, and laws.
 - 5.4.6. Comply with administrative rules and regulations relating to the research ethics of living creatures and follow professional standards when conducting human, animal or plant research and experiments
- 5.5. **Research Behavior:** A researcher must observe the following:
- 5.5.1. Ensure the quality performance, which should never be related or correlated with any kind of ethical or material advantage or reward.
 - 5.5.2. Refrain from using his / her research activity, or scientific ideas, or expert knowledge for any kind of advertising or publicity for any personal objective, or any tribal, nationalistic, ethnic or other affiliation, in breaking existing laws and regulations.
 - 5.5.3. Avoid personal relationships and attachment or subjective criticism during scientific discussions and debates, upholding the concept of mutual respect irrespective of scientific position or academic honor.
 - 5.5.4. Refrain from accepting an invitation to perform or engage in performing any research in the absence of adequate technical or scientific expertise in the field of research and try to recommend the appointment of the appropriate qualified expert to conduct the research.
 - 5.5.5. The researcher must disclose his / her field of expertise as well as his / her academic honors when addressing any subject or issue that is not within his / her area of expertise.
 - 5.5.6. Never obscure the information and its sources, nor restrict the exchange of views and ideas among expert researchers, preventing development in scientific research.
 - 5.5.7. Never withhold any scientific findings from the party for which the research is being conducted.
 - 5.5.8. Respect the research subject's rights with regard to the findings of scientific research and the analytical results discovered or reported, and disclose these results promptly to the responsible party. Such findings shall not be used in any manner that serves the interests of the researcher or others without the written consent of the responsible party
 - 5.5.9. Abstain from overstating the findings of studies to mislead the public.
- 5.6. **Project Team:** The researcher must consider the following concerning the project team:
- 5.6.1. Stimulate cooperation through research teams, rather than solely or selfishly conducting scientific research.

- 5.6.2.** Nurture perseverance, thorough research, and fair competition, as well as mutual respect among all types of researchers to promote scientific research and ensure its continuity.
- 5.6.3.** Distribute research work among team members to ensure the sharing of expertise and work quality, as well as individual research team member's growth.
- 5.6.4.** Assigned competent and capable team members based on objective fair criteria.
- 5.7. Publishing:** The researcher must agree to the following in terms of publication:
- 5.7.1.** Ensure compliance with international and domestic copyright laws and regulations in practice within the Kingdom of Saudi Arabia, particularly with regard to acquiring prior written consent from the author or publisher when considering the translation of a published work, in whole or in part, or republishing images or figures or other sections of the work.
- 5.7.2.** Cite the source(s) quoted or used by the author, wherever cited, to write his / her published work, as well as in the reference list.
- 5.7.3.** Duplicate submission: A scientific paper may not be submitted for publication all at the same time to more than one party.
- 5.7.4.** A scientific paper released in a specific scientific journal may not be published anywhere, nor may it be used in more than one scientific conference record or conference without substantial change or addition, unless approved by the publisher and referring to the original reference or source where the paper was previously released.
- 5.7.5.** It is essential to include expressions of recognition and gratitude to the funding party, taking into account item 5.8.5 below.
- 5.8. Rights of Others:** A researcher must abide by the following in order to protect the rights of others:
- 5.8.1.** Authorship should be based on the:
- Substantial contributions to the conception or design of the work; or the acquisition, analysis, or interpretation of data for the work;
 - Drafting the work or revising it critically for important intellectual content;
 - Final approval of the version to be published; and
 - Agreement to be accountable for all aspects of the work in ensuring that questions related to the accuracy or integrity of any part of the work are appropriately investigated and resolved.

- 5.8.2. The researcher shall not withhold the names of any participants in the research when planning to issue scientific papers or research or to engage in a conference or seminar.
 - 5.8.3. Depending on their actual contribution to this study, the names of the researcher participating in joint research must be identified. Names will be sorted alphabetically in the event of an equal contribution unless otherwise specified by a mutual agreement.
 - 5.8.4. The credits will not list the names of people who have not actually contributed to the published work.
 - 5.8.5. Technicians, who make a contribution with sample analysis or prototype design or editing and writing of results to the research activity, as well as contributors with related opinions or comments, must be acknowledged and their names listed among the authors if their contribution is a major part of the work published, considering the conditions mentioned in article 5.6.1.
 - 5.8.6. Before the research work is undertaken, a copyright contract with the research project's holder or financial sponsor must be made and registered and preserved once the study is published.
 - 5.8.7. The rights of society must be protected in connection with the publication of scientific breakthroughs, and no attempts should be made to misrepresent or obstruct the disclosure of scientific facts.
- 5.9. **Peer Review Guidelines:** Referees must commit to the following:
- 5.9.1. Express his/her opinion impartially with integrity in arbitrating research and scientific production or practice.
 - 5.9.2. Present and referee research and scientific output or activity with the highest confidentiality and neutrality, and only to the degree of his/her expertise. He/she may recommend that any of his/her colleagues be nominated to perform in areas that are not within his/her expertise.
 - 5.9.3. Submit remarks, views, criticisms, instructions and results of additional tests to the party requesting peer review, if available, in connection with the scientific research or output or activity being referred.
 - 5.9.4. Assess and arbitrate academic research with the utmost professionalism and neutrality, exhibiting and recording the remarks and criticism of the thesis
 - 5.9.5. Refrain from engaging in the assessment or arbitration of the results of his / her own scientific research or activity results, or outputs of scientific research or activity or any other scientific activity that he / she supervised or was involved in the supervision thereof.
 - 5.9.6. Refrain from engaging in the peer review process of any research output, event or plan or research project documents for a person or party to whom he / she is associated or linked with any kind of inherent common interests.

- 5.9.7.** If the referee finds plagiarized materials in the scientific material he / she is refereeing, or for any type of scientific error, the referee is forced to identify the plagiarized parts along with the original source from which the material is unlawfully used. Likewise, in the event of any scientific error, the referee must correctly and honestly indicate the error.
- 5.9.8.** Discern concisely between reduction errors when citing the reference in a quoted material and plagiarisms, and aim to explain whether the error committed was deliberate or the result of negligence and lack of expertise on behalf of the researcher whose work is being assessed.

5.10. Individual Responsibilities

- 5.10.1.** Each investigator is responsible for his/her ethical conduct of research and academic study. This responsibility requires consideration of all research-related organizational policies; management of other investigators under their responsibility to likewise advance their ethical conduct of research; keep accurate and detailed research records and comply with all principles of scientific integrity in publishing and disseminating research findings.

5.11. Violations of Scientific Integrity

- 5.11.1. Fabrication of Scientific Results:** It is illegal for a researcher to generate any kind of scientific results and falsely claim to be based on experiments in scientific research.
- 5.11.2. Falsification of Scientific Results:** In order to present the consistency usually required by scientific journals, a researcher must present his / her scientific findings without alteration or deletion of deviating or unusual results from the actual results of scientific experiments carried out.
- 5.11.3. Overstating the Significance and Importance of Findings:** A researcher must prevent from specific scientific manipulation, involving deliberate emphasis on exhibiting content, or recognizing unintended and insignificant implications, and considering them as equal to the rest of the data obtained over the course of scientific research as well as disregarding the importance of other information that, when revealed, may compromise the essential idea of research
- 5.11.4. Misrepresenting the Work of Others:** It is unlawful for a researcher to misrepresent the work or others as his or her own, in whole or in part, and to fail to quote the origin of any information.
- 5.11.5. Excessive Use of Scientific Reference or Citations:** A researcher must prevent excessive use of scientific sources or citations without regard to these sources, as well as citing reference names merely to indicate that he / she has extensive scientific experience in his / her area of expertise, to create the perception among readers that he / she is competent in his / her area of expertise.

- 5.11.6. Intellectual Exploitation:** A researcher must state the contributions of others whose work is being used whether it has been published or not, and prevent from including the lists of individuals who have not contributed significantly to the research in question.
- 5.11.7. Curriculum Vitae Misrepresentation:** The curriculum vitae of a researcher must represent the utmost reliability and integrity, and there must be no distortion of personal achievements and expertise either to deceive others or to make a profit.

5.12. Scientific Misconduct Investigation Panel

- 5.12.1.** In case of alleged scientific misconduct raised by a complainant, an investigation panel shall be formed to investigate the said allegations.
- 5.12.2.** Members of the investigation panel shall be nominated by the VDPSR and appointed by the Dean of PSMCHS.
- 5.12.3.** Membership of the investigation panel shall be comprised of:
- Head of Research Unit;
 - Head of Department of the complainant;
 - Head of Department of the respondent;
 - A Faculty member unaffiliated to the said departments;
- 5.12.4.** The appointed investigation panel shall conduct a formal investigation and report the findings to the VDPSR.
- 5.12.5. The decision on Alleged Misconduct Procedures:** Decisions concerning alleged scientific misconduct should yield a fair decision based on the best and most comprehensive information obtainable. Decisions should be based on the investigation panel's expert opinion and competent individuals in the respective scientific field, using scientific findings and criteria as evidence, with minimal procedural complications. However, at the same time, the process must be fair and provide equal opportunities for all parties to present the best arguments. To the degree that it is consistent with the College's responsibilities in research partners and the scientific community, the privacy of all parties in dispute must be maintained. Acrimony and recriminations are unacceptable, so it is necessary to prevent adversarial encounters. The process will move quickly, but it is necessary to avoid chaos and error.

6. PROCEDURES:

- 6.1. Scientific Misconduct Procedural Stages:** A description of the following four procedural stages should be followed:
- 6.1.1. Screening Stage:** At this point, the VDPSR will be charged for reviewing the allegations to ensure that they are potential breaches of the rule of misconduct and, if so, to forward the case to the investigation panel. Preliminary reports of alleged research misconduct must be taken to the consideration of the person with administrative responsibility for the individual whose actions are in question. The individual, in effect, must report the accusations to the VDPSR. Care must be taken to safeguard the privacy of those who have reported alleged misconduct. The VDPSR shall immediately review the case and determine if the case falls within the context of the misconduct policy. If so, the phase of the inquiry will be pursued.
 - 6.1.2. Inquiry Stage:** The investigation panel assesses the evidences of the case and decides whether there is ample evidence of misconduct to warrant a full investigation.
 - 6.1.2.1.** The VDPSR shall immediately notify the respondents in writing of the allegation that an investigation has been conducted. The VDPSR shall refer the alleged misconduct to an investigation panel. The respondent can dispute the participation of specific individuals in this committee by specifying their objections in writing.
 - 6.1.2.2.** The appointed investigation panel shall conduct an inquiry into the alleged misconduct. The panel should take NO more than 30 days to investigate and determine whether or not there is a reasonable basis for the conclusion of the misconduct. At this stage of the discovery, the only person who may be present during the fact-finding sessions shall be the respondent, the complainant, the members of the investigation panel and any consultant appointed by the panel. The respondent will be allowed during the fact-finding sessions and will have the right to answer queries as they arise. If the respondent is not able to attend, the VDPSR will fairly resolve the conflict between the timeliness and the right of the respondent to attend.
 - 6.1.2.3.** If the majority of the investigation panel determines that there is a reasonable justification to believe that misconduct has occurred, the case must proceed to the investigation phase. The investigation panel shall report the results of this inquiry to the VDPSR. The VDPSR shall advise the respondents and the complainant in writing about the outcome completed by the investigation panel. If there is a reasonable cause for investigation, the VDPSR shall notify the respondent in writing of the specific charges to be examined. At that point, all the partners and funding agencies involved must be informed directly of the allegations.

- 6.1.3. Investigation Stage:** The phase of the investigative process includes a thorough examination of the case in order to determine the facts (“Was this or was this not an instance of misconduct?”). Assessing whether or not misconduct has occurred is a judgment on deliberative conduct that should be addressed on its evidence. If becomes apparent at any stage of the process that there was no misconduct diligent attempts must be taken to mitigate and resolve any adverse effects for the respondent’s career and reputation.
- 6.1.3.1.** The investigation panel will investigate the alleged misconduct. The investigation panel must determine if there has been academic misconduct. The panel will follow guidelines for handling charges brought against a faculty member as stated herein and will aim to provide factual information in a manner that is equitable to all parties. The investigation panel should take no more than 120 days to complete the investigation and prepare a report of its findings including a recommendation on the disposition of the case
- 6.1.3.2.** Requirements for making a finding of scientific misconduct:
- There should be a significant departure from agreed standards of the relevant research community;
 - The misconduct shall be committed deliberately, consciously, or imprudently; and
 - The allegation is proven by a majority of the evidence.
- 6.1.3.3.** The investigation panel shall submit its report to the VDPSR, who may, in turn, inform the sponsoring agency of the results of the investigation.
- 6.1.4. Disciplinary Stage:** If the respondent is found to have committed research misconduct, the administrative actions of the PSMCHS can include, but are not limited to:
- Issuance of a letter of reprimand;
 - Elimination from eligibility to obtain funds for grants and contracts;
 - Prohibition of service to PSMCHS advisory committees, peer review committees or consultants;
 - Certification of sources of information by the respondent submitted to the institution;
 - Certification of data by the institution;
 - The imposition of supervision on the respondent by the institution;
 - Submission of amendment of published articles by the respondent;

- Submission of a withdrawal of published articles by the respondent;
- Suspension for a fixed time.

6.1.4.1. Also, PSMCHS may take further administrative action, including:

- Modifying the terms of the award, such as implementing special requirements or withholding the approval of the PI or other key personnel;
- Deferment or cessation of an award;
- Recovery of funds;
- Resolution of deferred awards.

6.1.4.2. The PSMCHS may impose additional penalties:

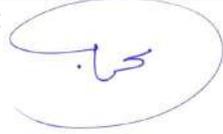
- Loss of employment;
- Reassignment of employees;
- Mentoring program.

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8. APPENDICES:

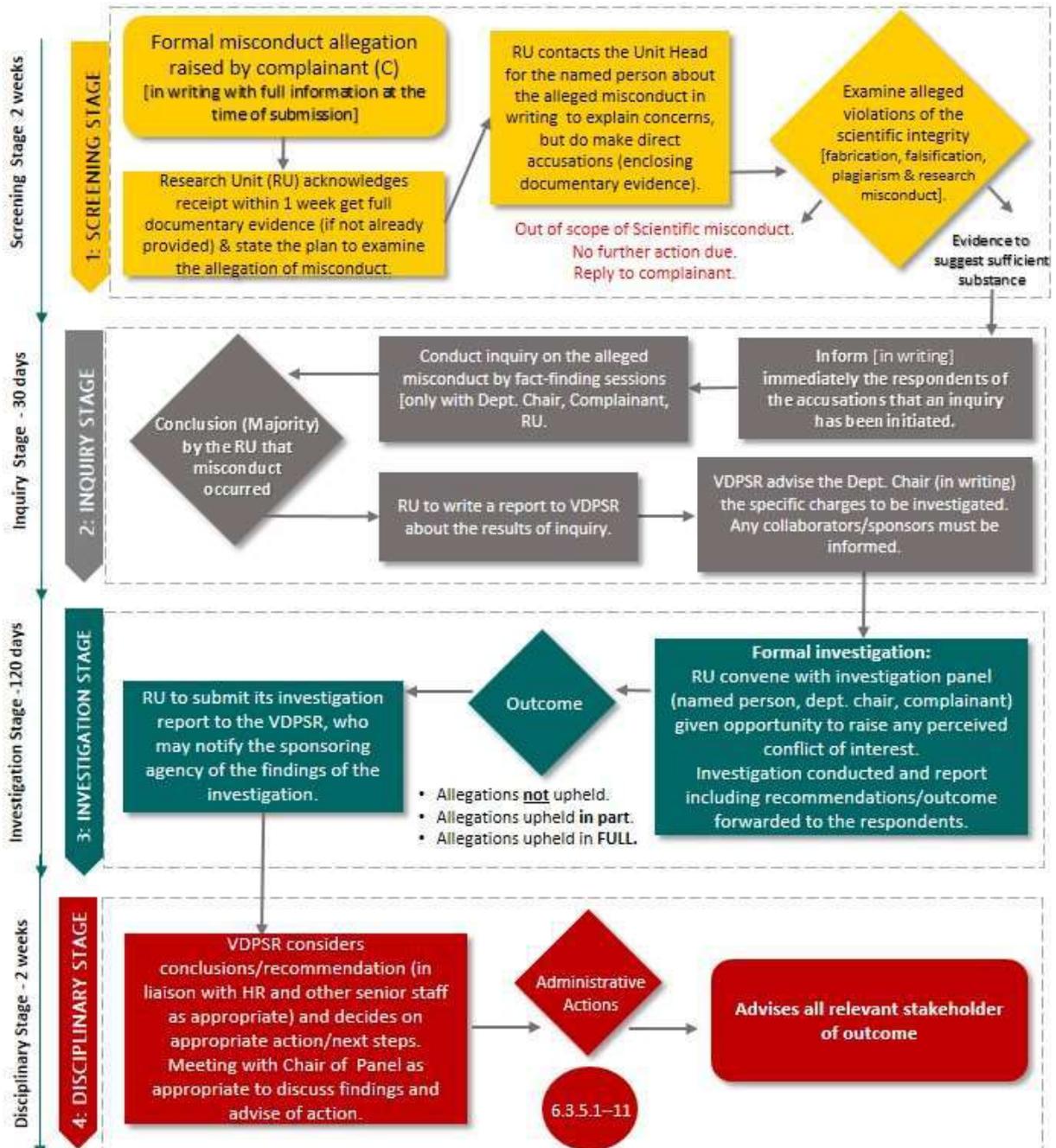
- 8.1.** PG-016: Authorship Agreement Form in Faculty-Student Collaboration
- 8.2.** PG-017: Authorship Agreement Form in Faculty-Colleagues Collaboration

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Date effective: 01-Nov-2019	Date of next review: 01-Nov-2021	



Scientific Misconduct Procedural Stages

INDICATIVE
TIMELINE



Flowchart Title	Scientific Misconduct Procedural Stages
Applicable for	MC-PG-SR-02
Version	December 2019

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ACADEMIC DISHONESTY/PLAGIARISM

Policy Title: Academic Dishonesty/Plagiarism		Policy No: MC-PG-SR-03
Supersedes: N/A	Effective Date: November 1, 2019	Version: 1 st Issue

1. INTRODUCTION

1.1. This Policy describes academic plagiarism and the procedures for handling academic dishonesty and plagiarism at the Prince Sultan Military College of Health Sciences (PSMCHS).

2. PURPOSE:

2.1. The purpose of the Academic Dishonesty/Plagiarism Policy (hereinafter Policy) is to define and describe the Policy Procedure. The Policy instructs the staff and students of the Prince Sultan Military College of Health Sciences (hereinafter the PSMCHS) what actions in academia are considered as academic dishonesty/plagiarism (hereinafter plagiarism). The Policy will inform how these cases will be dealt with by the PSMCHS Disciplinary Committee for Faculty Members and Alike, formed by a decision of the College Director / Dean and consisted of the following members: Vice Dean of Academic Affairs, A faculty member specializing in law (external to the College), one of the department heads, Head of Legal Department, and the Secretary of the Committee (from the Vice Deanship of Academic Affairs).

2.2. Since the PSMCHS is keen to promote a precise academic practice and is responsible for its programs, the PSMCHS Disciplinary Committee for Faculty Members and Alike will respond appropriately to the use of biased resources in research, assessment, and other projects presented to the PSMCHS.

3. APPLICABILITY:

3.1. This Policy applies to any research conducted at PSMCHS and used plagiarism in the pursuit of academic studies.

3.2. The Policy applies to all students/staff (hereinafter Researchers) working or registered on programs at the PSMCHS, including those following programs of the study conducted in partnership with other institutions.

4. DEFINITION OF TERMS:

4.15 **Plagiarism** includes but not limited to use of intellectual properties, words, ideas, concepts, data, graphs, artistic creation produced by another person without proper acknowledgment of its source or author:

- Work may be reworded or precisely copied from the source/author and delivered without giving credit to that source/author.
- The author of the original work is hidden without appropriate reference.
- Citing one's idea, phraseology, terminology, or insights without acknowledgment or quotation marks.
- Plagiarism may occur in all forms, including academic research, published articles, oral or written assessments/examinations.

4.16 Self-plagiarism is a resubmission of previously reported work on one or more occasions without denoting on that.

- Self-plagiarism includes but not limited to re-use of a text or research data without denotation on the previous submission.
- Typically, this relates to works presented for reassessment within the same examination.

5. POLICY STATEMENTS:

5.1. Preventive Measures Against Plagiarism

- 5.1.1** Researchers are encouraged to discuss and share ideas and information. However, those who use or encourage colleagues/friends to use the ideas, intellectual property of others without proper referencing (i.e., plagiarism) will be subject to sanctions.
- 5.1.2** Researchers are individually responsible for protecting their works' intellectual property by submitting works themselves and not allowing others to use their work (i.e., to give them access to a memory card, personal devices, or printing materials on their behalf).
- 5.1.3** Researchers with individual needs who require assistance while conducting research, writing, or submitting original work for assessment are encouraged to use appropriately trained individuals.
- 5.1.4** Researchers who adapt the work that has been investigated and reported by other researchers need to ensure that they acknowledge or reference the source of the work:
- A match of **25%** may be acceptable, as long as the work is presented and referenced correctly.

5.2 Publishing, stealing, or damage of intellectual property:

- 5.2.1** The use of lectures, projects, recordings, articles on marketing purposes, website publishing, or public distribution without the express permission of

the original author/source.

- 5.2.2 The damage or theft of others' projects, manuscript, paper, research, electronic hardware, or software.
- 5.2.3 Hacking the electronic devices of another person to steal and distribute others' intellectual property.

6. **RESPONSIBILITY**

6.1 The Vice Deanship of Postgraduate Studies and Research (VDPSR) is the official body responsible for overseeing Plagiarism Procedure, the implementation of the Policy, and the promotion of academic and ethical standards within the PSMCHS and by its affiliated Department members.

6.2 Dealing with Plagiarism Preliminary Phase:

- 6.2.1 Conducted Plagiarism will be reviewed upon a sanction, once the fact of academic dishonesty is established and confirmed by the source/author.
- 6.2.2 Where Researchers have constantly repeated offenses, then the next sanctions will be more severe than the first sanction.
- 6.2.3 Repeating offenses will be considered at the PSMCHS Disciplinary Committee for Faculty Members and Alike level, and Researchers will subject to full sanctions, available through this Policy.

6.3 Dealing with Plagiarism Formal Phase:

- 6.3.1 Each Department of the PSMCHS is recommended but not obligated to assign two members of staff to act as the Department's Anti-Plagiarism Officers (APO).
- 6.3.2 All cases of possible plagiarism must be proofed by evidence reported by the person(s) who will find the case of plagiarism in a particular work (see PG-018: Plagiarism Report Declaration).
- 6.3.3 When a Researcher believes that plagiarism has occurred in submitted work/data, he/she should prepare an official report and refer to the APO, the PSMCHS Disciplinary Committee for Faculty Members and Alike, or Administrative Secretariat (see PG-018: Plagiarism Report Declaration).
- 6.3.4 When a Researcher finds more than one type of plagiarism, then all possible outcomes should be identified.
- 6.3.5 When an academic member of staff finds plagiarism in assessed work, a student may be cross-examined by an appropriate member of the PSMCHS Disciplinary Committee for Faculty Members

and Alike, consisted of the faculty members.

6.3.6 The APO or the PSMCHS Administrative Secretariat has responsibility for the preliminary consideration of the plagiarism report.

6.3.7 Where the preliminary assessment confirms that plagiarism has occurred, the Researcher will be notified in written form with the explanation. The case is referred either to the Department's Chair or in the most severe cases to the PSMCHS Disciplinary Committee for Faculty Members and Alike.

6.3.8 The Researcher will be informed about the nature of the claims and be provided with all the evidence considered as plagiarism.

6.3.9 All proved plagiarism cases are obligated to be treated as strict responsibility offenses.

6.4 College Hearing:

6.4.1 The purpose of the College hearing is to decide whether an offense of plagiarism took place and carry out sanctions.

6.4.2 The Chair of the particular Department will select members of panel during College hearing, based on the case and involved parties.

6.4.3 The hearing will be recorded and saved for the further decision of the PSMCHS Disciplinary Committee for Faculty Members and Alike.

6.4.4 The College hearing will consider a Researcher's case based on the Policy Procedure and will define an appropriate sanction if a decision that a student/staff has committed plagiarism is confirmed.

7. PROCEDURES:

7.1 Managing Plagiarism and Academic Sanctions

7.1.1 The original author, senior investigator, or other members of the PSMCHS staff inform about the occurrence of plagiarism to the APO, the PSMCHS Disciplinary Committee for Faculty Members and Alike, or Administrative Secretariat.

7.1.2 The time-period for the Procedure is ten working days since the report on the occurrence of plagiarism is presented to the APO, the PSMCHS Disciplinary Committee for Faculty Members and Alike, or Administrative Secretariat.

- 7.1.3** The underlying principle is that the particular case of plagiarism may be referred to the PSMCHS Disciplinary Committee for Faculty Members and Alike, where in addition to a decision made by Panel Hearing, additional sanctions can be applied.
- 7.1.4** An obligation to complete proper educative work, including but not limited to extra writing courses, online lectures, and College community supportive assignments, before the student will be allowed to continue degree.
- 7.1.5** A grade reduction in work with minor plagiarism (few sentences, project, expression, etc.).
- 7.1.6** A mark of 0 or a grade of Fail (F) for the work in case of major plagiarism (80%).
- 7.1.7** Where the student fails the module as a result of the mark of 0 or grade of F as a sanction for plagiarism, that module will not be eligible for compensation. If the student paid for the class or class-related material, such as book.
- 7.1.8** Where a mark of 0 or grade of F has been assigned as a sanction for the plagiarism, the student still keeps the right of further opportunities to pass the class, which include:
- an opportunity to be reexamined at the required time;
 - an opportunity to retake the class, when it is delivered again.
- 7.1.9** A grade of F in for the entire course or denial of presented work.
- 7.1.10** Temporary suspension for Academic Dishonesty with a notification letter in the student's file (on the recommendation of the PSMCHS Disciplinary Committee for Faculty Members and Alike).
- 7.1.11** Expulsion for Academic Dishonesty (on the recommendation of the PSMCHS Disciplinary Committee for Faculty Members and Alike).
- 7.1.12** Withdrawal of a qualification, diploma, certificate (with the further provision of a copy of the procedures for withdrawal of qualification).
- 7.1.13** Any faculty member recognized guilty for plagiarism should be treated in accordance with the decision of the PSMCHS Disciplinary Committee for Faculty Members and Alike and the VDPSR.
- 7.1.14** The decision upon sanctions for the PSMCHS staff should be constructed based on the VDPSR Policy, effective upon that date:
- Any Faculty member declared guilty of plagiarism shall be downgraded to the next lower rank for a first offense.

- If the faculty member has not yet been promoted, his/her salary shall be reduced to the next lower scale.

7.2 Appeals - the appeal will be considered valid and effective if any or all of the following is reported:

- 7.2.1** In cases heard by VDPSR and confirmed as the plagiarism, Researchers may appeal to the PSMCHS Disciplinary Committee for Faculty Members and Alike against a decision of plagiarism or a sanction imposed by the VDPSR.
- 7.2.2** The appeal must be made in written form and referred to the representative of APO, the PSMCHS Disciplinary Committee for Faculty Members and Alike, or Administrative Secretariat within ten working days of the written decision of the PSMCHS Disciplinary Committee for Faculty Members and Alike.
- 7.2.3** In all cases, and within five working days, Administrative Secretary should report to VDPSR whether the appeal has been received within the indicated time period and decide a valid basis of the appeal.
- New and applicable evidence is available, which, for reasonable cause, was not available at the first stage of the Procedure, and that proves the absence of plagiarism.
 - There was a significant fault, error, or mistake at the first stage of the Procedure, which creates rational doubt on the decision made by the PSMCHS Disciplinary Committee for Faculty Members and Alike.
 - The decision made during College hearing or by the PSMCHS Disciplinary Committee for Faculty Members and Alike at the first stage of the Procedure is irrational (i.e., the decision was either too strict or unfair).
- 7.2.4** The Administrative Secretary will reject any appeal that does not have a valid basis for appeal and full documentation.
- 7.2.5** Where the Administrative Secretary refers a case to an Appeal Panel, consisted of the VDPSR members. The Appeal Panel must be established within 30 working days to consider the appeal and to determine an outcome.
- 7.2.6** The Appeal Panel hearing against a sanction may execute a lesser or greater sanction. The decision will be made upon the original sanction, whether it was fair and reasonable considering all circumstances of the case.
- 7.2.7** The Appeal Panel will finalize its decision and notify the student in written form within five working days.
- 7.2.8** The decision of the Appeal Panel will be final, and no further appeal may be permitted within the PSMCHS.

7.3. POLICY MONITORING, ASSESSMENT, AND REVIEW

- 7.3.1** College hearings and the PSMCHS Disciplinary Committee for Faculty Members and Alike are required to record details of all decisions complete. These records will serve for guidance and precedents for future Panels.
- 7.3.2** The PSMCHS Disciplinary Committee for Faculty Members and Alike and administrative secretariat should provide statistical data on cases of plagiarism in the annual report. These statistics will be reviewed and, as suitable, amendments to Policy will be considered.
- 7.3.3** Saudi Arabia is partially aligned with the General Data Protection Regulation (GDPR). All processing of personal data will be stored and saved in accordance with the GDPR. Since the Kingdom Saudi Arabia does not have a specific data protection law and the original personal data protection law is currently under review by the Shura Council.

8. REFERENCES:

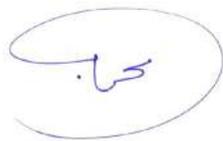
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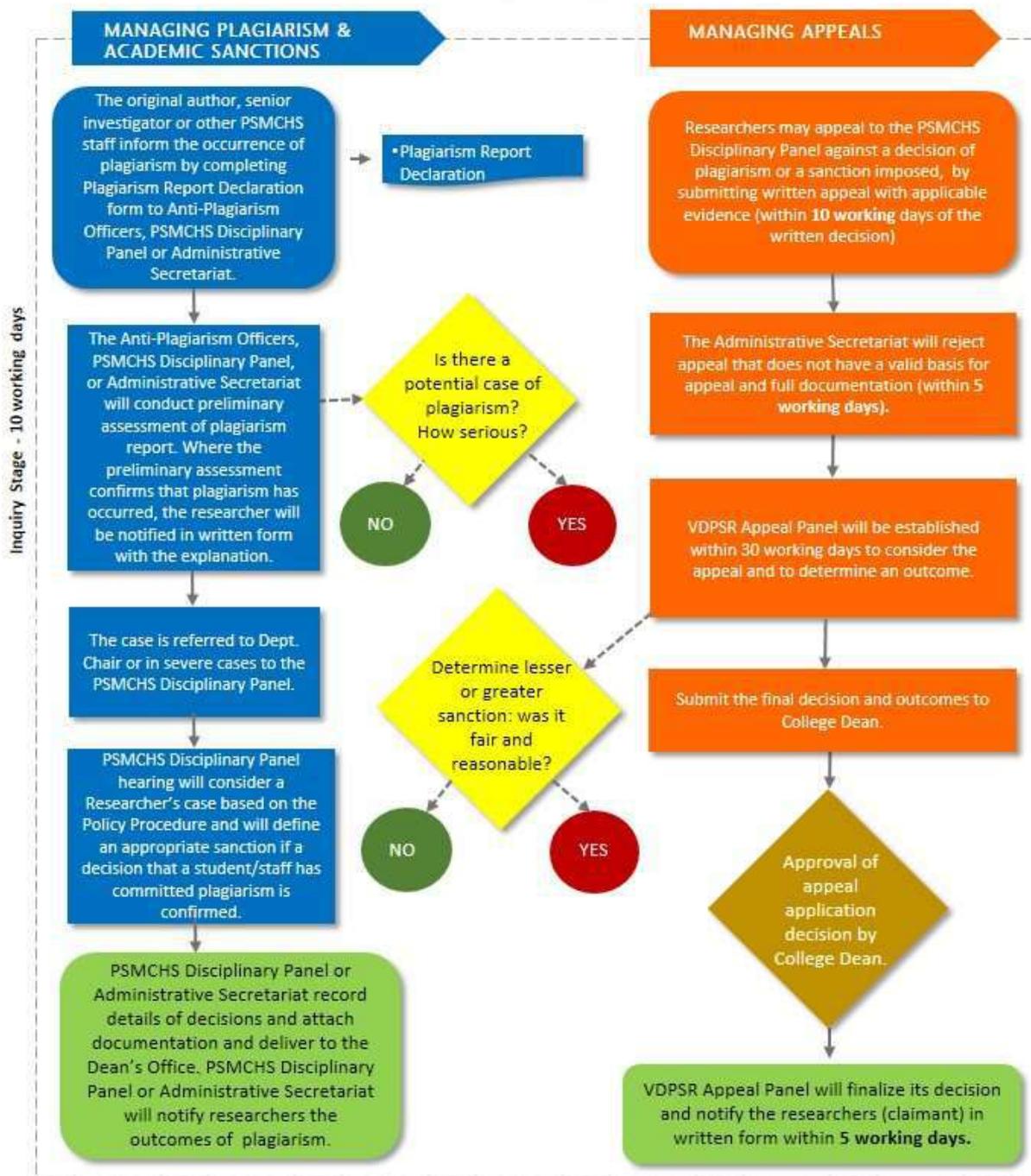
9. **APPENDICES:**

- 9.1.** PG-018: Plagiarism Report Declaration

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Authorized by: Brig. Gen. / Dr. Mohammad Jumaan Alzahrani <i>Vice Dean of Development and Quality</i>	Signature: 	Date: 1-Nov-2019
Approved by: Dr. Eidan Musa Al Zahrani <i>College Dean</i>	Signature: 	Date: 1-Nov-2019
Date effective: 01-Nov-2019	Date of next review: 01-Nov-2021	



Academic Dishonesty/Plagiarism Process



Flowchart Title	Academic Dishonesty/Plagiarism Process
Applicable for	MC-PG-SR-03 – ACADEMIC DISHONESTY/PLAGIARISM
Version	1 st Issue, November 2019

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CONFLICT OF INTEREST AND CONFLICT OF COMMITMENT

Policy Title: Conflict of Interest and Conflict of Commitment		Policy No: MC-PG-SR-04
Supersedes: N/A	Effective Date: November 1, 2019	Version: 1 st Issue

1. **INTRODUCTION**

1.1. This Policy describes Conflict of Interest and Conflict of Commitment procedures at the Prince Sultan Military College of Health Science (PSMCHS).

2. **PURPOSE:**

2.1. The purpose of the Conflict of Interest and Conflict of Commitment (hereinafter the Policy) is to define and describe the Policy Procedure. The Policy instructs Faculty, Research Staff, and Students of the Prince Sultan Military College of Health Science (hereinafter the PSMCHS) what actions in academia are considered as conflict of interest and conflict of commitment. The Policy will inform how these cases will be dealt with by the PSMCHS Conflict of Interest Committee, consisted of the Faculty members (hereinafter, PSMCHS Conflict of Interest Committee).

2.2. Faculty, Research Staff, and Students of PSMCHS are expected to follow the activities of the College consistent with ethical and legal standards. They are expected to apply their time and effort appropriately, to use PSMCHS resources toward College ends and to avoid any collaboration and activity that creates, or appears to create, a Conflict of Interest or Conflict of Commitment, as defined below.

3. **APPLICABILITY:**

- 3.1** Investigators of PSMCHS who submit applications for research funding to governmental and private organizations that in turn have their conflict of interest with PSMCHS Policy.
- 3.2** Investigators involving in their research human participants, are subjects to disclosure, review, and management requirements of this Policy, unless otherwise specified in this Policy.
- 3.3** Faculty, Research Staff, and Students are obeyed to this Policy on Conflict of Interest and Conflict of Commitment as well.
- 3.4** Where the Conflict of Interest and Conflict of Commitment standards of external organization are more rigorous than this Policy, the external organization requirements will take precedence.

4. DEFINITION OF TERMS:

- 4.1 Conflict of Interest** - a term used to describe the situation in which Faculty, Research Staff, and Students are involved in multiple occupational and financial interests, opposite to the obligation to act absolutely for the benefit of the PSMCHS.
- A situation where individual's financial, professional, or other personal considerations directly or indirectly affect the individual's professional activities in exercising any PSMCHS duty or responsibility.
 - In particular relationships, individuals, organizations or the general public trust someone to act in their best interests. When an individual has the responsibility to be a trustee of PSMCHS, a confrontation between professional obligations and personal interests may arise when the trustee tries to accomplish that duty and at the same time trying to achieve personal benefit.
- 4.2 Conflict of Commitment** - a situation where an individual involves in outside activities, either paid or unpaid, that affects with the individual's primary professional obligation and commitment to PSMCHS.
- 4.3 Entity** - an institution, or organization, corporation, limited liability corporation, unincorporated association that includes (but not limited to) any collaboration for-profit or not-for-profit with PSMCHS.
- 4.4 Faculty, Research Staff** - for purposes of this Policy, any person having either a full- or part-time academic employment in PSMCHS, including faculty-level researchers, faculty librarians, health system clinicians.
- 4.5 Student** - for the purposes of this Policy a person who is studying at PSMCHS.
- 4.6 Institutional Responsibilities** - responsibilities expected and performed on behalf of PSMCHS for which Faculty and Research Staff are employed and compensated by PSMCHS.
- 4.7 Institutional Resources** – PSMCHS equipment, work time and the work time of Faculty, Research Staff, and Students, work email, and everything PSMCHS owns or rents.

5. POLICY STATEMENTS:

5.1. Guiding Ethics - It is the policy of PSMCHS that its faculty, research staff, and students represent the College in accordance with the highest ethical and legal standards. These individuals must not act on behalf of or make decisions for the College if their personal economic benefit or interest may directly or indirectly influence on the performance of their College duties. This restriction helps to avoid a conflict between personal or professional interests and PSMCHS interests.

5.1.1 Considerations of personal benefit must not influence decisions or actions of individuals in conducting their College responsibilities. Such motives may create a perception of misconduct. Therefore, these conflicts should be identified, managed, reduced, or eliminated.

5.1.2 The following activities are examples of situations that may lead to Conflict of Interest:

- Unjustified personal benefit from College funds or resources;
- Undue or unofficial use of College time or resources for professional, altruistic, or civic activities;
- Manipulation of students for self-benefit;
- Compromise of College interests and ethics due to personal financial considerations;
- Illegal access by third party to PSMCHS programs, information, or technology;
- Choosing of an Entity as a PSMCHS representative who has a personal or financial interest in College; e.g., an immediate family member as an independent contractor, subcontractor, or consultant.

5.2 Policy Administration:

Delegated Authority. The College Dean shall appoint the Conflict of Interest Committee (COI) members that are consisted of the following members: Vice Dean of Postgraduate Studies and Research, Head of Scientific Research Unit, a faculty member specializing in law (external to the College), one of the department heads, Head of Legal Department, one staff from the Vice Dean of Development and Quality, and the Secretary of the Committee (from the Vice Deanship of Postgraduate Studies and Research). The College Dean has designated the VDPSR to oversee the administration of this Policy. The COI serves the College community by reviewing disclosures of financial interest related to research. The COI is charged with ensuring that a researcher's personal interest in, or commitment to, entities outside the College's purview does not compromise or appear to compromise his/her objectivity in performing a research project, in mentoring students involved in a research project, or in reporting the results of a research project conducted under the aegis of PSMCHS. Its purpose is to protect the integrity of the research related to outside interests such as

industry/College partnerships, personal investments, or consulting. The COI shall operate within a policy that seeks to achieve a balance between industry/College collaborations and obligations to maintain the public trust. The COI reviews research projects sponsored by PSMCHS, private industry/business and other non-governmental agencies, and human subjects research referred by PSMCHS's Institutional Review Board (IRB).

5.3 Proper Use of PSMCHS Resources

5.2.1 PSMCHS resources are to be used only in the interest of the College. Faculty, Research Staff, and Students are not allowed to use PSMCHS resources, amenities, equipment, or confidential information, as part of their outside activities or for any non-College purposes.

5.2.2 Inappropriate use of PSMCHS resources includes, but is not limited with following:

- Faculty or Research Staff assigns tasks to Students or other scholars to advance his/her own outside activity or financial interest rather than to improve academic field or educational needs of PSMCHS;
- Faculty and Research Staff grant external Entities access to PSMCHS programs, resources, services, information, or technology for purposes outside the College's mission;
- Faculty and Research Staff provide inappropriate service to outside Entities with the aim to excessively influence them in their partnership with PSMCHS;
- Faculty and Research Staff grant illegal access to confidential information learnt through PSMCHS research activities by means of personal benefit.

6. SITUATIONS CREATING CONFLICT OF INTEREST AND CONFLICT OF COMMITMENT AT PSMCHS

6.1 Faculty and Research Staff Outside Professional Activities

6.1.1 Faculty or Research Staff who are engaged in an outside professional activity that may present a Conflict of Commitment or Conflict of Interest should provide a written note to the particular Department of PSMCHS. Permission is left to the decision of the Head of Department. If proposed activity does not compete with PSMCHS activities and interests, Faculty or Research Staff member will be allowed to be engaged in outside activity.

6.1.2 Outside Professional Activities using PSMCHS resources, or Faculty and Research Staff's time on the job, thereby competing with the College or conflicting with the performance of the job, present a Conflict of Commitment or Conflict of Interest are not permitted.

- 6.1.3** Faculty and Research Staff of PSMCHS are obligated to conduct teaching, research, and/or other services. Faculty and Research Staff engagement in Outside Professional Activities is an advantage but not a right. These activities must not diminish or impact on Faculty or Research Staff member's duties at PSMCHS.
- 6.1.4** A full-time appointment conveys an obligation for Faculty and Research Staff unless the relevant Department chair and/or dean has granted specific approval for extended or frequent absences from PSMCHS.
- 6.1.5** Any outside employment unrelated to the Faculty and Research Staff's College duties must be managed so they do not take precedence over PSMCHS primary professional duties.
- 6.1.6** Outside Professional Activities that are unrelated to a Faculty and Research Staff's Institutional Responsibilities and do not use Institutional Resources do not need to be disclosed.

6.2 Students' Outside Professional Activities

- 6.2.1** Student involvement in Faculty enterprises may serve as an opportunity for substantial benefits to the education and career development of the student. Still these involvements should be directed to avoid Conflicts of Interest or interference with the student's primary educational and research duties.
- 6.2.2** Prior to engaging in these activities, Students and Faculty must sign the Student-Faculty Agreement and seek approval from the PSMCHS Conflict of Interest Committee (COI).

6.3 Financial Interest:

- 6.3.1** Financial Interests create Conflicts of Interest when an Entity provides, an incentive to a Faculty and Research Staff that will affect PSMCHS activity/decision upon particular situation and/or project.
- 6.3.2** If there is a sufficient incentive from the Financial Interest and opportunity to influence on the College activity/decision, a Conflict of Interest exists.

7. PROCEDURES:

7.1 Conflict of Interest and Conflict of Commitment Disclosure

- 7.1.1** On an annual basis, Faculty and Research Staff must provide information about their Outside Professional Activities and Financial Interests related to their Institutional responsibilities.
- 7.1.2** Faculty and Research Staff of PSMCHS who conduct academic research and publish scientific articles must disclose potential Conflict of Interest and Conflict of Commitment.
- 7.1.3** Disclosure about research and its participants are required, to avoid biases during the peer-review process of any research. This will allow academics, editors, and the public to conclude whether these associations or positions can lead to Conflict of Interest or Conflict of Commitment during the peer-review process.
- 7.1.4** Faculty and Research Staff who participate in a peer-review process of manuscripts should withdraw from editorial decisions that contradict current Policy if they result in Conflict of Interest or Conflict of Commitment related to articles under consideration.
- 7.1.5** Conflict of Interest disclosures will be reviewed by the VDPSR Administrative Secretariat. At the decision of the VDPSR Administrative Secretariat, disclosures may also be reviewed by Vice Deanship of Postgraduate Studies and Research (VDPSR) and PSMCHS Conflict of Interest Committee.
- 7.1.6** If there is a doubt about the existence of an actual or apparent Conflict of Commitment or Conflict of Interest, or uncertainty each Department of the PSMCHS may request more, but not less, information than that specified in this Policy (see PG-019: Conflict of Interest Disclosure Questionnaire).
- 7.1.7** Faculty and Research Staff are obligated to update their disclosure information outside of the annual disclosure process in cases when additional Outside Professional Activity or Financial Interest arises with the possibility to impact their College responsibilities in a meaningful or significant way.

7.2 College Review of Conflict of Interest and Conflict of Commitment Disclosure

- 7.2.1** VDPSR Administrative Secretariat shall conduct a preliminary review of all Disclosure Questionnaires. Where the Secretariat will decide whether a conflict exists and refer Disclosure to VDPSR and/or PSMCHS Conflict of Interest Committee.
- 7.2.2** Disclosure Questionnaires containing no disclosures and the Affirmation of Compliance statements need not be submitted to PSMCHS Conflict of Interest Committee.

7.2.3 PSMCHS Conflict of Interest Committee will determine if the disclosure represents a real or potential Conflict of Interest or Conflict of Commitment that requires consideration.

7.2.4 The penalties will be discussed by VDPSR Committee.

7.3 Failure to disclose or violation of PSMCHS Conflict of Interest and Conflict of Commitment Policy may result in Administrative and Disciplinary sanctions:

- Any Faculty or Research Staff member violated this Policy shall be downgraded to the next lower rank for a first offense. If Faculty or Research Staff has not yet been promoted, his/her salary shall be reduced to the next lower scale. Depending on the severity of the case and damage, the Faculty or Research Staff can be dismissed from PSMCHS.

7.4 Sanctions for a Student disclosed in the Violation of PSMCHS Conflict of Interest Policy:

- A mark of 0 or grade of F should be assigned as a sanction.
- Withdrawal of a qualification, diploma, certificate.
- Expulsion for the violation of the Conflict of Interest and Conflict of Commitment Policy (on the recommendation of the PSMCHS Conflict of Interest Committee).

7.5 Appeals

7.5.1 If Faculty, Research Staff, or Student disagrees with a sanction regarding Conflict of Interest and Conflict of Commitment Policy, he/she may appeal to PSMCHS Conflict of Interest Committee.

7.5.2 All appeals must take place within 15 calendar days starting from the date Faculty, Research Staff, or Student will be announced about Committee decision.

7.5.3 The appeal must be made in written form and referred to PSMCHS Conflict of Interest Committee.

7.5.4 In all cases, and within five working days, Administrative Secretary should report to VDPSR whether the appeal has been received within the indicated time period and decide a valid basis of the appeal.

- New and applicable evidence is available, which, for reasonable cause, was not available at the first stage of the Review, and that proves the absence of violation of current Policy.

- There was a significant fault, error, or mistake at the first stage of the Review, which creates rational doubt on the decision made by the PSMCHS Conflict of Interest Committee.

- 7.5.5** The Administrative Secretary will reject any appeal that does not have a valid basis for appeal and full documentation.
- 7.5.6** Where the Administrative Secretary refers a case to an Appeal Panel, consisted of the VDPSR members. The Appeal Panel must be established within 30 working days to consider the appeal and to determine an outcome.
- 7.5.7** The Appeal Panel review against a sanction may execute a lesser or greater sanction. The decision will be made upon the original sanction, whether it was fair and reasonable considering all circumstances of the case.
- 7.5.8** The Appeal Panel will finalize its decision and notify the Faculty, Research Staff, or Student in written form within five working days.
- 7.5.9** The decision of the Appeal Panel will be final, and no further appeal may be permitted within PSMCHS.

7.5 Policy Monitoring, Assessment, and Review

- 7.5.1** PSMCHS Conflict of Interest Committee is required to record details of all decisions complete. These records will serve for guidance and precedents for future Panels.
- 7.5.2** The PSMCHS Conflict of Interest Committee should provide statistical data on cases of violation of this Policy in the annual report. These statistics will be reviewed and, as suitable, amendments to Conflict of Interest and Conflict of Commitment Policy will be considered.

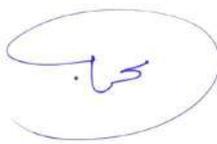
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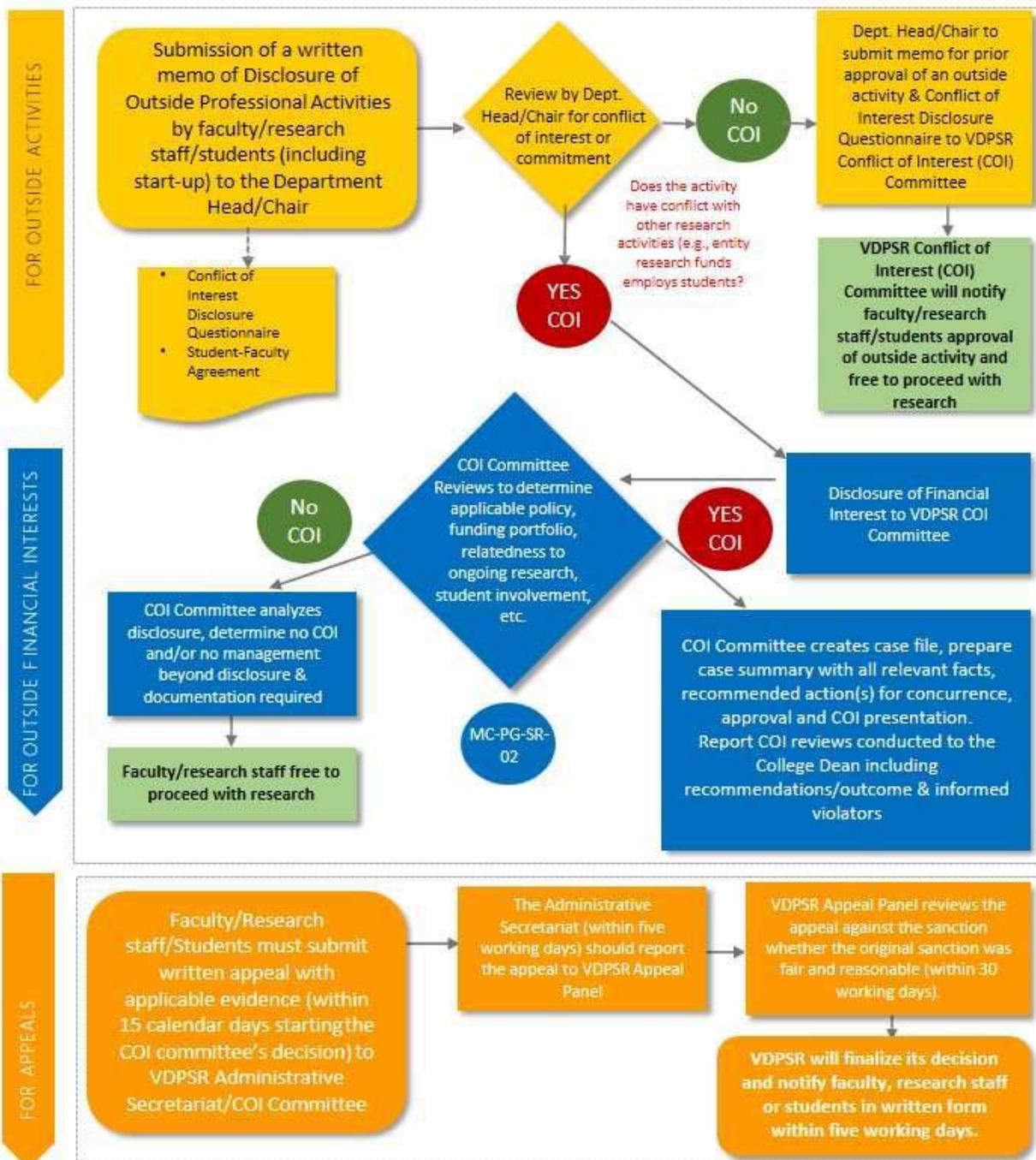
9. APPENDICES

- 9.1** PG-019: Conflict of Interest Disclosure Questionnaire

Compiled by: Jenifer Vecina Quiambao <i>Research Assistant</i>	Signature: 	Date: 1-Nov-2019
Reviewed by: Dr. Ahmed T. Farrag <i>Assistant Professor, Director of Physical Therapy Program</i>	Signature: 	Date: 1-Nov-2019
Reviewed by: Dr. Alexander Woodman <i>Research Unit Head (A)</i>	Signature: 	Date: 1-Nov-2019
Reviewed by: Dr. Lamiaa H. Al-Jamea <i>Vice Dean of Postgraduate Studies and Research</i>	Signature: 	Date: 1-Nov-2019
Authorized by: Brig. Gen. / Dr. Mohammad Jumaan Alzahrani <i>Vice Dean of Development and Quality</i>	Signature: 	Date: 1-Nov-2019
Approved by: Dr. Eidan Musa Al Zahrani <i>College Dean</i>	Signature: 	Date: 1-Nov-2019
Date effective: 01-Nov-2019	Date of next review: 01-Nov-2021	



Conflict of Interest (COI) and Conflict of Commitment Disclosure Process



Flowchart Title	Conflict of Interest (COI) and Conflict of Commitment Disclosure Process
Applicable for	MC-PG-SR-04
Version	1 st Issue 999

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RESEARCH FUNDING POLICY

Policy Title: Research Funding Policy		Policy No: MC-PG-SR-05
Supersedes: N/A	Effective Date: November 1, 2019	Version: 1 st Issue

1. **PURPOSE**

- 1.1 Organize the technical, financial and administrative procedures of research or work that is carried out within the various grant programs (Basic Grants Program, the Applied Grants Program, Development Grants Program, Social and Humanitarian Grants Program) in the College.
- 1.2 Determine the duties and responsibilities of the contracting parties within research in the College.

2. **APPLIES TO**

This policy applies to all faculty members of the College, who receive financial support for their research.

3. **RESPONSIBILITY**

A joint responsibility between the Vice-Deanship of Postgraduate Studies and the Scientific Research and the Financial Administration in the College.

4. **DEFINITION OF TERMS**

The following terms and expressions shall have the meanings indicated below, unless the context requires otherwise:

- 4.1 **Medical Services:** The General Directorate of the Medical Services of the Armed Forces.
- 4.2 **College:** Prince Sultan College for Health Sciences.
- 4.3 **City:** King Abdul Aziz City for Science and Technology.
- 4.4 **Bylaw:** The set of articles and procedures applicable to the organization and functioning of research and other related processes in the General Directorate of the Medical Services for the Armed Forces.
- 4.5 **Research grant:** The financial support provided by Prince Sultan Military College for Health Sciences to Dhahran to the main researcher according to the contract signed between the two parties, to carry out a specific research or a creative work within the framework of the contract terms and in accordance with the articles of this bylaw. The grant includes providing the necessary requirements to complete the research in the event that these are not available to the main researcher and researchers that works with him.
- 4.6 **Scientific Research:** An organized systematic study that is carried out according to accepted scientific principles.

- 4.7 Applied research:** The researches that are supported by the College that aim to achieve specific results in one of the natural sciences (engineering, medicine, and biological sciences). This involves the scientific study to solve a problem in one of the different health fields, producing results with important implications.
- 4.8 Grant program:** Research grants programs offered by the College to support scientific research. It includes the following:
- 4.8.1 Basic Grant Program:** The program is concerned with the basic research that investigates the phenomena of natural sciences, in order to understand them and expand their scientific knowledge base, and its results contribute to enriching human knowledge.
 - 4.8.2 Applied Grant Program:** The program is concerned with scientific study to solve a problem in one of the various scientific fields, and the results of the study will have important implications.
 - 4.8.3 Development Grant Program:** The program is concerned with researchers concerned with the systematic and organized use of the results of the applied research and the empirical knowledge, and their use in developing technologies in various scientific fields.
- 4.9 The contract:** The legal document signed between the College as a granting institution and the main researcher as a beneficiary in order to carry out a research or creative work within grant programs, through which it determines the responsibilities of both parties and the conditions that govern the implementation of the research.
- 4.10 The research proposal:** The comprehensive scientific and methodological specification of the nature of the problem, its importance, the goals set for its solution, qualified human cadres, work methods, implementation schedule, potential implications, needs, and its financial costs for implementing the proposal submitted for support, a mechanism that explains how to benefit from the results and outcomes of this research and the beneficiaries of it.
- 4.11 Revised research proposal:** It is the research proposal that was amended in accordance with the recommendations that emerged during its review by the College (represented by the Committee of Research Ethics and the Vice-Deanship of Postgraduate Studies and Scientific Research), which will be considered the final version outlining how the research will be carried out.
- 4.12 Duration of research / project:** It is the period of time specified to carrying out the work / research, which starts from the date of agreement between the two parties to start work.

- 4.13 The main researcher:** A scientifically and technically qualified employee who takes full supervision of the research administration and is responsible for the technical and financial aspects of the research during the period of its implementation until all technical, administrative and financial obligations related to the research are completed. He is also responsible for leading the research team, identifying their roles, rewards, and their publication rights.
- 4.14 Associate Researcher:** A scientifically and technically qualified employee involved in carrying out the work / research, who is responsible for the aspects of the research allocated to him/her in relation to his/her field of specialty and expertise.
- 4.15 Assistants:** employees who are responsible for the executive tasks required by the research, such as conducting experiments, analyses, etc., and this includes the following:
- **Researcher Assistant:** an employee technically and scientifically qualified to support the research team and coordinate the laboratory and fieldwork and works under the responsibility and supervision of the main researcher and the participating researchers. Preferably, holds a Bachelor's degree or equivalent, or a higher degree.
 - **Postgraduate students:** Registered students to study a master's, doctorate or equivalent in the College, and the fields of their studies are directly related to what is assigned to them in the research work.
 - **Undergraduate students:** Enrolled students in the College bachelor programs whose study is relevant to research.
 - **Technicians:** employees who have the qualification, experience, practical and technical skills to accomplish the technical works required in the research.
 - **Administrators:** Qualified cadres to carry out various administrative work such as photocopying, secretarial tasks, accounting and coordination.
 - **Professionals:** Qualified professionals who work in animal welfare, workshops, agriculture, and other manpower necessary to facilitate work in carrying out research at the College.
- 4.16 Advisors:** A group of qualified and distinguished experts in their fields of specialization due to their extensive experience and active and in-depth scientific careers. Their scientific contributions are crucial for the full implementation of

the research in terms of designing research methods, analyzing results, discussing them and benefiting from them.

- 4.17 Examining arbitrator:** A qualified person in science and research assigned to arbitrate and examine proposals and research, and to indicate their quality and suitability for support, as well as arbitration of technical reports to indicate their compatibility with the approved plan.

5. POLICY

5.1 Research program funding restrictions

5.1.1 Large scale research

It is the research that is concerned with studying a specific topic in depth and comprehensiveness, and its implementation requires the participation of a number of researchers. It encompasses basic, applied, developmental or social research, with financing that amounts to 200,000 Saudi riyals and the implementation period does not exceed 24 months.

5.1.2 Small scale research

It is the research that a number of researchers participate in, and it may be basic, applied, developmental, or social research. Its funding amounts to 100,000 Saudi riyals, and the implementation period does not exceed 12 months.

5.1.3 Graduate student research

It is the research aimed to complete the requirements for obtaining a master's or doctorate degree at the College and inside the Kingdom of Saudi Arabia in one of the College specialties. It may be basic, applied or developmental, and its financing amounts to 30,000 Saudi riyals for the master's degree and 50,000 Saudi riyals for the doctorate degree the grant duration is the period of study in which the student is registered in the program while receiving the research grant.

5.1.4 Creative and innovative works

They are the scientific activities that are linked to an original creative and innovative idea and generally aim to register a patent related to the field of work of the College, and its funding amounts to 30,000 Saudi riyals after the initial acceptance of the registration process.

5.2 Research grants criteria and restrictions

5.2.1 Large scale research grants

- The submission of a proposal is limited to the main researcher who works as a full-time employee in the College.

- The submission of a proposal is limited to the topics announced within the College's annual research plan.
- The project duration must not exceed 24 months.
- The grant amount must not exceed 200,000 Saudi riyals.

5.2.2 Small scale research grants

- The submission of proposals is limited to the main researcher who works as a full-time employee in the College.
- The main researcher must hold a doctorate degree and must at least hold the position of an assistant professor in the College.
- The project duration must not exceed 12 months.
- The grant amount must not exceed 100,000 Saudi riyals.

5.2.3 Postgraduate students research grants

- Submission of proposals is limited to full-time postgraduate students registered in the College.
- The submission of proposals is limited to the topics determined in the College's Annual Plan.
- The student must have completed 50% of the required courses to obtain the degree.
- The duration of the research grant is the period for which the student is registered in their program at the time of receiving the research grant.
- The grant amount for the Master's degree must not exceed 30,000 Saudi riyals per student.
- The grant amount for the Doctorate degree must not exceed 50,000 Saudi riyals per student.

5.2.4 Creative and innovative projects grants

- Ideas are submitted in any scientific field related to the College's field of work throughout the year.
- The applicant must attach a rationale justifying the innovative nature of the idea.
- The project duration must not exceed one year.
- The grant amount must not exceed 30,000 Saudi riyals.

5.3 Grant Items

All financial matters within the College follow the articles on the unified bylaw for scientific research in Saudi universities issued by the decision of the Higher Education Council No. 2nd Shawwal 1419 H approved in the tenth session of the Higher Education Council held on the 6th Safer 1419 H with the official approval of the Custodian of the Two Holy Mosques, head of the Council Higher education

with honorable guidance 7 / B / 4403 dated 2nd Rabi Al- Thani 1419 H, in particular articles (12, 13, 25, 29, 30, 31, 32, 33, 45, 46, 47).

The funds allocated for the grants cover the following items, according to the nature of the research:

- 5.3.1** Researchers rewards.
- 5.3.2** Assistants rewards.
- 5.3.3** Research supplies (devices, materials, equipment).
- 5.3.4** Travel and subsistence (internal and external).
- 5.3.5** Consulting.
- 5.3.6** Publication (a maximum of 5,000 Saudi riyals.)
- 5.3.7** Reward the individual who proposed the creative and innovative work.
- 5.3.8** The costs of submission and registration of the patent at the relevant authorities.

5.4 Article Six: (Submission)

- 5.4.1** All scientifically and research qualified full-time employees of the College are entitled to submit requests to support research proposals.
- 5.4.2** The preparation and submission of research proposals for the various programs must follow the methodical guidelines for research proposals mentioned above in this bylaw. This takes into account the use of the electronic forms appropriate for each type of research and their timely electronic submission to the Vice-Deanship of Postgraduate Studies and Scientific Research (forms can be found on the website of the Vice Deanship).
- 5.4.3** Research proposals are excluded and returned to the applicants in the following cases:
 - 5.4.3.1** The existence of published research similar to the title of the proposed research supported by the College or other related institutions.
 - 5.4.3.2** If the proposed subject does not fall within the areas of research supported by the College as per its annual research plan.

- 5.4.3.3** If the proposal was submitted to the College and was rejected, and no technical or financial amendments were made to the remarks given to the researcher when he/she submitted the proposal previously.
- 5.4.3.4** If remarks are given on the main researcher or one of the researchers participating in previous research supported by the College.
- 5.4.3.5** If the proposal was previously approved for support and cancelled.
- 5.4.3.6** If the goals of the proposal do not include the goals stated in the priority topics that the College decides annually.
- 5.4.3.7** It is submitted to another institution to obtain a full support.
- 5.4.3.8** If the proposal is entirely or partially taken from other researches and publications.

5.5 Merging research proposals

The College has the right, in coordination with researchers, to merge some of the research proposals submitted in the same subject into one or more researches, with the aim of supporting one or more researchers with integrated goals. The College also has the right to nominate the main researcher and the appropriate research team to implement the proposed research or researches after merging them and with the approval of all parties.

5.6 Contracting and commissioning

- 5.6.1** The College offers the grant to implement a specific research proposal that has been approved by it as per an agreement signed between the College as the donor and the main researcher appointed as the beneficiary, as per the agreed regulations in the College.
- 5.6.2** The College has the right to undertake the technical follow up of the fully funded researches by other institutions as per a contract signed by the College and these institutions.
- 5.6.3** The College has the right to contract individuals to carry out researches and innovative works as per the College restrictions.
- 5.6.4** The College has the right to assign a researcher or more to design and implement a research or project a specific topic.

5.7 Number of Participations

The maximum number of research projects funded by the College in which the researcher can participate within the same type of research is two researches and does not exceed one research as a main researcher during the same period of time, taking into account the approved financial regulations.

5.8 Participation of researchers from outside the College

In the event that a researcher/ researchers participate in research from outside the College, the following should be taken into consideration:

5.8.1 The main researcher should be working in the College. It is also possible that the main researcher is not from the College in cases determined by the College and with approval from his/her institution.

5.8.2 The payment of approved rewards for the researcher/researchers from other institutions in which the research is carried out is limited to researchers from inside the Kingdom of Saudi Arabia.

5.9 Financial and technical responsibility

5.9.1 The payment of research costs is the responsibility of the main researcher after signing the contract unless the College decided otherwise. The main researcher is also responsible for implementing the College approved financial rules and regulations, which fulfill all payment aspects and contractual obligations.

5.9.2 The main researcher is responsible for all research finances for the researches that are directly funded by the College.

5.9.3 The technical follow up of the research progress is the responsibility of the main researcher.

5.9.4 The main researcher must nominate one of the participating researchers to deputize him/her to carry the financial and technical responsibility of the research during his/her absence after obtaining the prior written approval of the College.

5.9.5 The main researcher and the participant researchers' responsibilities do not end until the financial and technical aspects of the research have been accomplished and the researcher has been notified in writing by the College.

5.10 Grant allocations

- 5.10.1 The College pays the amounts allocated for the grant as annual installments, deposited as custody to the main researcher to fund the research, as shown in the budget approved by the College.
- 5.10.2 The College does not pay the subsequent instalments unless the researchers fulfill all of the financial and technical requirements for the previous stage.
- 5.10.3 In case of joint funding from the College and other institutions, a contract will be drafted between the College and the participating institutions in the funding, specifying the obligations of all parties. The College commits to providing financial support matching the amount as per item (5.10.1) of this article.
- 5.10.4 The budget approved by the College is the budget that determines the allocated sums for research payments.

5.11 Payment Authorities

- 5.11.1 The main researcher has the payment authority on the researches as per the approved College budget items.
- 5.11.2 The main researcher has the right to secure the research requirements from devices and materials through direct purchase as follows:
 - 5.11.2.1 Purchases of less than three thousand Saudi riyals can be purchased directly by the main researcher.
 - 5.11.2.2 For purchases of three thousand Saudi riyals and less than ten thousand Saudi riyals, the purchase is done at a budget operations meeting, and a letter of approval signed by the main researcher.
 - 5.11.2.3 For purchases of ten thousand Saudi riyals or more, the purchase is done at budget operations meetings, and a letter of approval signed by the College Dean.

Additionally, whether the purchase originates from inside or outside the Kingdom of Saudi Arabia, the main researcher has to submit original invoices approved by the provider, and these materials and devices have to be entered into the College warehouses and distributed as per the College rules and regulations.

- 5.11.3 The College has distribution authorities on all research, including research signed directly with the researchers, as per research approved budget.

5.12 The start of work

The main researcher is obliged to submit the revised proposal, addressing all of the College's remarks, no later than (60 days) from the date of receiving them. He/she is also committed to start work in the research within a period not exceeding (60 days) from the date the College has notified him/her of the possibility of starting work, except in cases noted by the College, and in if the main researcher does not comply with this, the College has the right to cancel the grant after notifying the main researcher.

5.13 Main researcher transfer

In the event that the main researcher transfers from the College to another institution within the Kingdom of Saudi Arabia and he/she desires to continue the research work, the following procedures will be taken:

5.13.1 Research carried out by one researcher:

- If the transfer is before the start of the research work, the main researcher should notify the College, and the College will either assign another researcher to replace the main researcher working on the research or stop work from the beginning.
- If the transfer is during the period of carrying out the research, all documents and financial transactions remain in the possession of the College and the College will assign the work to another main researcher in the same specialty.

5.13.2 Researches carried out by more than one researcher:

The participating research team nominates one of its members as a main researcher for the research after the approval of the College, or the previous main researcher can continue as a participant researcher or as a consultant. The name of the main researcher will remain the same (main researcher) in the case of completing not less than 75 % of the research duties and will be changed to participant researcher if he/she finished not less than 50% to 74% of the research duties.

5.14 Terminating researcher contract

The College has the right to dispense the services of one of the participating researchers in the research and exclude their names from the list of researchers in the technical reports after the main researcher submitted a request with justifications for exclusion, and the participant researcher is notified of the topic of exclusion and the rights of the participating

researcher who was excluded are taken into account according to article (5.15).

5.15 Renouncing the research

In the event of the main researcher choosing to leave the research during the period of carrying out the research, before it is completed, or if he/she abandons his/her duties as the main researcher, or leaves work in the College for any reason, the main researcher has to do the following:

- 5.15.1** Submit a written request to the College stating all of the justifications.
- 5.15.2** Submit a written request to the College stating all of the justifications.
- 5.15.3** Submit a written approval from the appointed candidate, in addition to the research team to commit to the responsibilities of the main researcher.
- 5.15.4** The College nominates the replacement of the main researcher 60 days before his/her leave.
- 5.15.5** In the event that the main researcher has completed 75% of the research duties and responsibilities, his/her name will remain on the research as a main researcher, alternatively, they will be considered a participant researcher if he/she completed 50% to 74 % of research duties and responsibilities and will not include his/her name if they completed less than 50% of his/her duties and responsibilities.

5.16 Actions requiring approval

The main researcher is not allowed to take any of the following actions without the prior written approval of the College:

- 5.16.1** Change or abandon the main researcher, any of the participating researchers or add a researcher/researchers to the research.
- 5.16.2** Transfer funds within the research budget items approved by the College.
- 5.16.3** Distribute finds from the budget before the specified start date of carrying out the research, or after the end of the original research period, or after the approved extension period to finish the research.
- 5.16.4** Conclude contracts or agreements with individuals or any other institution to do tasks related to the research.
- 5.16.5** Make amendments to the objectives or the approved research plan.
- 5.16.6** Attend scientific conferences and present working papers from the results of the research.

- 5.16.7** Publish any information about the research results in any platform or means.
- 5.16.8** Accommodate any unapproved materials or devices in the research budget.
- 5.16.9** Exceed the payment limit for any item.
- 5.16.10** Register a patent from the research results.
- 5.16.11** Add names of authors to the scientific papers from outside of the approved research team.

5.17 Provisions of supplies

All research requirements from devices, materials and research facilities are provided by the College (as what is agreed upon in the research contract), and this should be within the limits of the approved sums in the research budget, while adhering to the regulations, procedures and financial systems organizing purchase transactions and approved by the College.

5.18 Trips and Conferences

It is allowed for researchers and assistants to make internal trips that are within the research plan. It is also allowed for researchers to do external trips that are within research plan and attend specialized scientific conferences and seminars in the research filed inside and outside Saudi Arabia. Secondment allowance and travel tickets are paid as per the College regulations, in accordance with the following:

- 5.18.1** Domestic flights
 - Trips must be necessary to accomplish research duties and objectives.
 - The total number of the field trips combined must not exceed sixty days per year per person.
- 5.18.2** International flights
 - The flight must be necessary to achieve the research objectives and must be approved in the research plan, provided that the main researcher submits a complete program to the College about what will be done during the trip in terms of visits and tasks and their importance to the research, the expected dates, duration, and the approval of the institution he/she will be visited.
 - This does not include small researches or researches of postgraduate students.

5.18.3 Conferences and Seminars

- There must be an approved and significant scientific participation in the conference extracted from the research results (paper, poster).
- Participation is limited to one conference for research whose implementation period is two years or less, and two conferences in various years for researches whose duration exceeds two years. It is possible to participate in more than that within the approved limits of the item.
- It is allowed for one of the researchers to attend an approved conference within the research budget after the end of the original period and before it is financially liquidated, and not exceeding one year of the original final period of the research, provided that they notify the College in writing before the liquidation of the research.

5.19 **Consultants**

If the research requires a consultant (consultants), the following is considered:

- The priority is given to the specialties from inside Saudi Arabia.
- They must include the consultants' specialties, their CVs and the duties they undertake in the research proposal.
- They must submit a report about the tasks performed by the consultant as per the form prepared for this purpose.

5.20 **Responsibilities for carrying out research activities externally**

If the research requires conducting some of the research work or activities outside of Saudi Arabia, the main researcher will be responsible for any work or research activities that are consistent with the laws and regulations of the country in which the work is carried out without any responsibility on the College. He/she must make the necessary arrangements with the relevant official authorities, obtain any necessary licenses or approvals in that country and provide the College with copies of these approvals.

5.21 **Authorities of amendment of the budget**

5.21.1 The College is authorized to approve the transfer of budget from one item to another within the one-year budget, whether it is between the different items in the budget for research years, or within the same item.

5.21.2 The College has the right -in extreme cases and based on convincing justifications- to increase the allocations for the budget items of devices, materials and equipment, and the internal trips item by 10% of the remaining value in those items. In this case, a request is submitted with documents that justify and support the need for increased support. This shall be done once during the period of conducting the research, provided that the total value of the grant - including the increase - does not exceed the maximum amount of the grant mentioned in article five of this policy.

5.21.3 It is the responsibility of the College to approve the expenses that are proposed after the end of the research period and which are necessary to complete it.

5.22 Rewards

5.22.1 Researcher rewards

The rewards of the main researcher and the participating researchers are paid according to the relevant articles in the unified bylaw for scientific research in the Saudi universities issued by the decision of the Higher Education Council issued on 2nd Shawwal 1419 H approved in the tenth session of the Higher Education Council held on 6th Jamada Al-Thani 1419 H with the official approval of the Custodian of the Two Holy Mosques, Chairman of the Higher Education Council under the guidance no. 7 / B / 4403 and the date of 2nd April 1419 H, in particular articles (12, 13, 25, 29, 30, 31, 32, 33, 45, 46, 47).

5.22.2 Assistant researcher reward

It is allowed to pay for the technical and administrative services of assistant researchers according to the relevant articles in the unified bylaw for scientific research in the Saudi universities issued by the decision of the Higher Education Council issued on 2nd Shawwal 1419 H approved in the tenth session of the Higher Education Council held on 6th Jamada Al-Thani 1419 H with the official approval of the Custodian of the Two Holy Mosques, Chairman of the Higher Education Council under the guidance no. 7 / B / 4403 and the date of 2nd April 1419 H, in particular articles (12, 13, 25, 29, 30, 31, 32, 33, 45, 46, 47).

5.22.3 Consultant reward:

It is allowed to pay for research consultancy services if required according to the relevant articles in the unified bylaw for scientific research in the Saudi universities issued by the decision of the Higher Education Council issued on 2nd Shawwal 1419 H approved in the tenth session of the Higher Education Council held on 6th Jamada Al-Thani 1419 H with the official approval of the Custodian of the Two Holy Mosques, Chairman of the Higher Education Council under the guidance no. 7 / B / 4403 and the date of 2nd April 1419 H, in particular articles (12, 13, 25, 29, 30, 31, 32, 33, 45, 46, 47).

5.22.4 Arbitrator reward

Arbitrators who have partaken in the research to examine and arbitrate research proposals, periodic and final reports are paid according to the relevant articles in the unified bylaw for scientific research in the Saudi universities issued by the decision of the Higher Education Council issued on 2nd Shawwal 1419 H approved in the tenth session of the Higher Education Council held on 6th Jamada Al-Thani 1419 H with the official approval of the Custodian of the Two Holy Mosques, Chairman of the Higher Education Council under the guidance no. 7 / B / 4403 and the date of 2nd April 1419 H, in particular articles (12, 13, 25, 29, 30, 31, 32, 33, 45, 46, 47).

5.23 Technical reports

The main researcher is committed to provide the College with a time schedule determining the types and submission dates of periodic and final technical reports, taking into consideration the following:

5.23.1 Periodic technical reports

The main researcher in all types of research, except graduate student research projects, creative and innovative works is obliged to submit periodic reports as follows:

- A brief technical report on the research progress in the first six months of each year from the start date of the work, which is not more than ten pages, including the objectives of the period covered in the report and what was accomplished briefly, the obstacles encountered in the research at that period and ways to overcome them.
- A comprehensive and detailed annual technical report reviewed for grammar and spelling, which includes all that has been achieved according to the approved research plan for that year, including the analysis of the results and discussion according to the guide for preparing technical reports.
 - The College notifies the main researcher of the results of the arbitration and examination of the technical reports.
 - The main researcher must reply to all of the recommendations raised about the contents of the reports, taking into consideration what is included in terms of the vision to achieve the research objectives according to the approved plan, and ensuring that the response to these recommendations is included in all the subsequent reports or as per the request of the administration. These requirements also apply to the periodic reports during the original research period and the extension period.
 - The College has the right to ask researchers to prepare all periodic reports in detail instead of as briefs.

5.23.2. Final technical report

- The main researcher is committed- in all types of research except postgraduate student research- to submit a final technical report to the College that is reviewed for grammar and spelling within a maximum of sixty days from the date of completing the research, provided that this research includes the details of the achievements of the research according to the guide for preparing technical reports.
- The College notifies the main researcher of the results of the arbitration of the final technical report to prepare the final revised technical report or by accepting the report.
- The main researcher commits, in coordination with the participants researchers, to address the recommendations raised about the content of the report and to take them into consideration when preparing the final revised technical report.
- The main researcher commits to submit the final revised report a maximum of sixty days from the date of receiving the results of arbitration of the final technical report.
- The main researcher commits to provide any computer programs with their operational guides and assets (open source) as well as any scientific products such as innovations and inventions resulting from the research.
- The College notifies the main researcher of the acceptance or rejection of the final revised technical report. In the event of rejection, the researcher commits to make the required amendments until the final revised technical report is accepted, or to provide convincing and acceptable justifications as to why the amendments cannot be made.
- The main researcher commits to the direct coordination with the College to prepare the final revised technical report for printing and issuance within the College publications if required by the College.
- In the event of a delay in the submission of the final report or the revised final report for a period of 180 days after the decided submission date, the College has the right to take necessary actions in response.

5.24 Financial reports

5.24.1 Periodic financial reports

The main researcher has to submit a periodic financial report every six months during the research period as per the approved financial forms by the College, accompanied by the original documents supporting payment, as well as an annual financial report at the end of each year of the research on the form approved by the College stating the amounts approved in the research annual budget and according to the amendments on the items according to article 5.21.

5.24.2 Final financial report

The main researcher commits to submit a final financial report on the form approved by the College, accompanied by the original documents for payment, indicating the amounts approved in the budget for the research years as per the last amendment, including all research expenses within a period not exceeding thirty days from accepting the revised final technical report, provided that the report is signed by the main researcher.

5.25 Postponement of submitting reports

If completing the final technical report requires an additional period to the original period of the research, the main researcher should submit an application to the College taking into account the following:

- The request for deferral should be sent two months before the end of the original research period or the extension period.
- The researcher must attach convincing justifications for requesting postponements.
- No expenses will be approved during the delay period.

5.26 Suspending the research temporarily

5.26.1 The main researcher is allowed to request a suspension of work in the research for a period not exceeding six months for large scale research and three months for small research and creative and innovative work, due to urgent circumstances that hinder the continuation of the research work according to the following procedures:

- The main researcher submits a request of suspension to the College, specifying the length of time required for the suspension and its justifications.
- The main researcher notifies the College in writing of the resumption of work in the research after the end of the suspension period.
- The College adjusts the dates for submitting technical and financial reports according to the suspension period and notifies the main researcher of these adjustments.

5.26.2 When suspending the research work, the following should be taken into consideration:

- The payment during the suspension period is limited to costs that are absolutely necessary to maintain the research.
- No rewards are paid to researchers during this period.
- The suspension period is not calculated within the period of carrying out the approved research.

5.27 Research extension

5.27.1 If the completion of the research required an additional period to the original period without any additional financial obligations, the main researcher should submit an initial extension request to the College **60 days** before the end of the research period. The extension request will not be considered if the researcher has not completed - before the end of the research - the following requirements:

- A comprehensive technical report for the last year of research.
- A technical plan (2-3 pages) for the extension period.
- A final financial report as mentioned in article 5.24, explaining the remaining approved research support.
- A detailed and scheduled budget for the extension period without rewards to the researches or an increase in the remaining amounts.

5.27.2 The extension period is subject to the same technical and financial regulations organizing the work in research during the original research period, provided that it does not include the payment of rewards to researchers.

5.27.3 The extension is for a maximum of six months only for large scale research, and three months for small researches and creative and innovative work.

5.28 Expanding the research

5.28.1 It is allowed to expand the research and continue to benefit from secured research services after completing the research technically and financially. In this case, a request must be submitted to the College to obtain an approval. The request must be submitted during the period of conducting the research and must include the following:

- Justifications for expanding the research.
- A complete and clear identification of the objectives of the additional studies to be conducted and their relation to what has been accomplished in the original research.
- A detailed plan and a completed program of the proposed research.
- Identify a time schedule for implementing the suggested program.
- The proposed budget for the period for conducting the study.

5.28.2 The research conducted during the extension period is subject to technical and financial regulations organizing research conducted during the original period.

5.28.3 The payment necessary for the extension period is taken from the remaining budget of the grant without any additional financial obligations on the College.

5.29 Suspension or cancelation of the grant

5.29.1 The College has the right to suspend or cancel the grant for any of the following reasons:

- Not starting conducting the research within the period specified by the College.
- The main researcher did not cooperate in responding to the College's feedback and inquiries during the specified period.
- If the College becomes aware of similar research work (ongoing or completed) for the supported research.
- Changing or adding researchers without prior approval of the College.
- A change or amendment in the objectives or work plan without obtaining prior approval from the College.
- Delay in submitting periodic, annual, final and revised technical and financial reports for the period specified by the College.
- Failure to deliver basic milestones within the project, and deficiencies in conducting the research according to the approved work plan based on the observations by the College representatives during field visits, or the results of the evaluation of the periodic work progress reports.
- Transferring items in the research budget without obtaining the prior approval of the College, except for what is stated in article 23.
- Failure to comply with the intellectual property regulations and copyrights referred to in the article 5.33 and 5.34 of this bylaw.
- Not complying to scientific research ethics.
- Problems between the research team members that hinder the achievement of the research objectives.

5.29.2 In the event of any of the aforementioned reasons, the College will take the following procedures:

- The College notifies the main researcher of the mistakes and violations and requests him/her to take all necessary actions to correct these mistakes or violations, provided that the College receives his/her response in a maximum of thirty days from the date of the notification letter.
- If the College did not receive a convincing reply from the main researcher in the specified period showing the avoidance of these mistakes and violations, failure to deliver work, or failure to comply with the rules determined by research support bylaw, the College has the right to suspend or cancel the grant and notify the main researcher about this.
- In the event that the grant is suspended, the main researcher is given a maximum sixty days during which to take the appropriate actions to address the issues and have these actions approved by the College or provide acceptable assurances that he/she will take these actions. The College then issues a notification of ending the suspension.

- The College is not obliged to provide any financial support during the grant suspension. It is only obliged to pay the necessary expenses which the main researcher cannot avoid during the suspension period, provided that the main researcher should identify these obligations and their duration and submit them to the College for approval.
- In the event that appropriate actions are not taken in a manner accepted by the College during the suspension period, the College has the right to issue a notice of cancellation of the grant clarifying the reasons of cancellation and the date from which this decision is active, which is considered paid from the research budget.
- In the event that the grant is cancelled according to this article, the College can approve the expenses that the main researcher committed to before cancellation which cannot be avoided, with the exception of any budget spent on the researchers' rewards for which the College has the right to request it to be returned, provided that these obligations are permissible if the grant remains, and the College does not commit to any other obligations.

5.29.3 Cancellation of the grant by mutual agreement

Circumstances may arise which force the College and the main researcher to desire to terminate the research work for reasons pertaining to both parties. Accordingly, the grant is cancelled by mutual consent as follows:

- If either party wishes to cancel the grant by mutual agreement, he/she must express this desire in writing to the other party, explaining the reasons justifying the need.
- The other party sends a written response within thirty days from the date of the letter expressing the desire to cancel the grant. Financial matters are settled according to what the College considers appropriate.
- In the event that the two parties do not agree to cancel the grant by mutual agreement, the College will take a decision in that regard, in coordination with the main researcher of the grant. Financial matters are settled according to what the College considers appropriate.

5.30 Failure to deliver a research

In the event of the researcher's partial or complete failure to carry out the research tasks assigned to them without a valid reason approved by the College, the following steps are taken:

- The College invites the main researcher to a joint meeting to identify the obstacles of conducting the research, and to define ways and mechanisms to ensure carrying out the research as planned.
- If a common solution is not agreed upon, the College has the right to assign another research team from the current research members or others to complete the research, or they may take the decision to cancel the grant. In

this case, the research team bears all the consequences of this procedure, including all of the researcher rewards payment.

- All intellectual and scientific property rights are transferred to the new research team, in a way that does not conflict with the article 5.32 and article 5.33.

5.31 Data collection

If the research includes the use of questionnaires to collect information, researchers bear the full responsibility of collecting research-related information without attributing any responsibilities to the College and ensuring that the researchers collecting data do not suggest to participating individuals that the data is being collected for the benefit of the College. In the event that the research needs to collect information, it is preferable to indicate this in its introduction of the research. If necessary for the research, the main researcher must request approval to include the name of the College in the questionnaires. The support provided by the College to the research does not indicate its approval of the survey plan, questionnaire content, or data collection methods.

5.32 Intellectual property rights

- 5.32.1** If the research supported by the College results in databases of information or computer programs, the researchers will have priority in publishing these after obtaining approval from the College to publish according to article 5.33. If the information or programs contain private or confidential information, the College has the right to keep this information, and the College guarantees the rights of the individuals involved in carrying out the research. The main researcher, in agreement with the College, will consider how to include such information in the technical reports of the research in accordance to privacy regulations.
- 5.32.2** The main researcher is given a deadline agreed upon by both parties in the event that information or program databases need revisions or additions that are necessary to remove any errors, ambiguities or inaccuracies.
- 5.32.3** The main researcher is committed to providing the opportunity to use the information databases and the programs that were produced from the research supported by the College to those who wish to benefit from it.
- 5.32.4** In the event of any dispute regarding the publication or use of information databases or programs that result from the supported research, the matters will be referred to the copyright regulations applied in the Kingdom of Saudi Arabia in this regard.
- 5.32.5** The main researcher is obliged to not disclose any information to any person, company or institution before obtaining a prior written approval

from the College, whether this is in the period of conducting the research or after its completion.

- 5.32.6 The main researcher is obligated to provide the College with all information about any patentable idea or innovation that results from conducting the research or from the studies conducted based on the research within a period of one year from its completion.
- 5.32.7 The College has the right to the ownership of the invention and its related rights, In the event of a financial return resulting from the patent, this will be divided equally between the College and the research team until the support costs provided by the College are covered, unless the parties agree otherwise in the grant contract.
- 5.32.8 The College has the right to make the necessary arrangements for the patenting registration process for the College to share the right of its ownership according to intellectual property rules and regulations inside and outside the Kingdom of Saudi Arabia, and the costs involved are charged from the research support budget or any other sources from the College.

5.33 Copyrights

- 5.33.1 The researcher is obliged to publish at least one scientific paper from the research project in a scientific journal, provided that the College is responsible for paying the costs directly to the publisher from the research budget.
- 5.33.2 Researchers are obligated not to print, publish, or sell any books, publications, films, computer programs, or any other materials developed through research without obtaining explicit and prior written approval from the College. For approval to take place, the main researcher must send a request to the College accompanied by a copy of the material to be printed, published, or sold, for the College to review and takes appropriate action.
- 5.33.3 Every publication, article, thesis, scientific paper, computer software, websites, or other materials related to research studies and results should include a recognition of the College's support for the research as follows:
(This article / scientific paper / thesis / ... presents studies and results of research supported **by Prince Sultan Military College for Health Sciences in Dhahran, with grant no.**).
- 5.33.4 All material published by any platform - except for scientific theses and articles published in scientific journals - should contain the College logo and a disclaimer statement from the College as follows:

"All opinions, findings, conclusions and recommendations mentioned in this publication have been written by the author (authors) and do not necessarily reflect the view of Prince Sultan Military College for Health Sciences in Dhahran."

5.34 Revenue

The College shall receive 50% of the revenue earned from copyright, publication or any other income from the grant during conducting research period, and the other half shall be allocated to increase support for research in order to expand its objectives, or support items that need to be strengthened after agreement with the College. As for the revenue that it is expected to achieve after the end of the research, it will be divided between the College and the researchers according to what is agreed upon in the research contract.

5.35 Award nomination

In the event that researchers want to nominate the research or part of its results for a prize, this will be done by the research team after obtaining the prior approval of the College, ensuring that the College support of the research is recognized within the nomination. The revenue earned in the event of winning will be given to the researchers.

5.36 Honoring the research achievements

The College has the right to honor research whose results have received praise, such as through obtaining prizes, distinguished scientific publishing, patents, or implementing research results, according to restrictions determined by the College.

5.37 Ownership of devices

5.36.1 The devices and equipment that are secured or manufactured from the support provided for the research are the property of the College alone and remain in the custody of the main researcher for use throughout the period of carrying out the research. He /she is committed to maintaining the equipment which remains within the College's ownership in a sustainable manner.

5.36.2 The College has the right to transfer devices to another research supported by the College, provided that the devices are delivered to the College in a good and usable condition.

5.38 Transportation arrangements

In the event that the research work requires a car, the College will secure it according to the available resources, whether from research support or from cars secured for other research. The approval of securing a car in the research budget does not mean that it is allocated for that search only. The College maintains ownership of the vehicle, and the vehicle will remain under its supervision, and will be delivered to the researcher who must sign for its receipt, taking into account the following:

- The actual search need for the car must be determined.
- The researcher is obligated to complete the maintenance for the car periodically.
- The car is delivered to the College in good condition at the end of its use in the research. The car is used for research work only and by persons who have received authorization in writing from the College.
- The main researcher is responsible for any damage resulting from the misuse of the car and traffic violations, and the College has the right to deduct the resulting costs from the rewards given to the main researcher.
- If no means of transportation is secured from the College, the researcher has the right to rent a car to carry out the trips agreed in the research plan after obtaining the College's approval, provided that the renting costs do not exceed what is approved in the research budget.

5.39 Liability for damages

The College does not bear any financial, or systematic responsibility in relation to accidents, physical and pathological damage, human losses, or any claims resulting from an activity or experiments conducted in the research supported by the College, whether all of those damages and claims, or some of them, are caused by the researchers or another party. The main researcher must obtain the necessary licenses and approvals from the relevant authorities to conduct any experiments that may have negative effects on humans, animals, or the environment.

5.40 Experiments on the environment and human

The main researcher is responsible for protecting the environment and the rights of individuals who are the subjects of the experiments, research or development, or any activities related to the grant. In the event that the researcher needs to conduct experiments on the environment or with human participants, a written permission must be obtained with the approval of the relevant authorities to authorize the aforementioned work and notify the College before starting the work.

5.41 Experiments on animals

If the research includes the use of animal experiments, the main researcher must provide the necessary facilities to provide the proper care, use and treatment of animals used in the research in a manner consistent with the principles of Islamic law and ethical research.

5.42 Visiting work sites

The College has the right to send representatives from the College at all appropriate times to visit the research site, for the purpose of monitoring the research progress and providing technical assistance if requested. In the event of a visit from College representatives to the research site, the main researcher must commit to providing the necessary assistance and provide all necessary requirements to ensure the safety of the College representatives, their comfort, and their ease of access to the area during the visit, provided that the site visits are carried out in a manner that does not lead to delay or disrupt the work.

5.43 Explaining the bylaw articles

The articles of this bylaw apply to the various grant programs, unless otherwise indicated in either the articles of this bylaw or in the research contract approved by the College. The College alone has the right to interpret and amend any of these articles. All resulting decisions and regulations issued by the College that pertain to the organization of research work progress are considered as a part of this bylaw.

6. PROCEDURES

The main researcher is responsible for preparing and submitting all of the requirements for applying for research grants provided by the College. He/she is also the second party authorized to sign the grant contract.

- 6.1** The preparation and submission of research proposals for the various programs must be according to the aforementioned methodological procedures of the research proposals in this bylaw, taking into consideration the use of electronic forms appropriate for each type of research and submitting them electronically at the specified times to the Vice Deanship for Graduate Studies and Scientific Research (the forms can be found on the website of this Vice-Deanship).
- 6.2** After reviewing all of the submitted research proposals and making sure that they meet all of the requirements, the Vice-Deanship for Graduate Studies and Scientific Research sends the research proposals submitted to external arbitrators for review and evaluation and submits a report on the quality and relevance of the research proposals and their eligibility for support.
- 6.3** A comparison is made between the research proposals submitted based on the following:
- The recommendation of the external arbitrators.
 - The CV and research experience of the researchers.
 - The suitability of the research proposal in relation to the College' research plans.
 - The financial budget approved to support scientific research in the College.

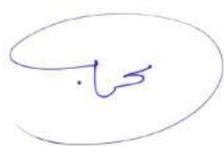
- 6.4 Once the winning research proposals are determined, the College Vice Deanship for Graduate Studies and Scientific Research submits them to the College Board for approval and accreditation.
- 6.5 The Vice Deanship for Graduate Studies and Scientific Research notifies the main researcher of the proposals that have been awarded a grant.
- 6.6 The contract for the grant is signed between the Vice Deanship of Graduate Studies and Scientific Research as a first party representative of the College and the main researcher as the second party.
- 6.7 The Vice Deanship for Postgraduate Studies and Scientific Research notifies the financial administration in the College to implement the grant contracts and provide the required financial allocations.
- 6.8 The Financial and Purchase administration implement the financial research requirements in accordance with the regulations.

7. **REFERENCES**

- 7.1 The unified bylaw for scientific research in Saudi universities.
- 7.2 The list of research support at King Abdulaziz City for Science and Technology.
- 7.3 Bylaw for supporting scientific research at King Saud University.
- 7.4 Bylaw for supporting scientific research at Imam Abdul Rahman bin Faisal University.

8. **APPENDICES**

- 8.1 PGSR-020: Research Budget Plan Form.

Compiled by: Najwa Al-Mutairi Administrative Assistant III	Signature 	Date: 1-Nov-2019
Reviewed by: Dr. Ahmad Farrag Assistant Professor, Director of Physical Therapy Program	Signature 	Date: 1-Nov-2019
Reviewed by: Dr. Alexander Woodman Research Unit Head (A)	Signature 	Date: 1-Nov-2019
Audited by: Dr. Lamiaa H. Al-Jamea Vice Deanship of Postgraduate Studies and Scientific Research	Signature 	Date: 1-Nov-2019
Authorized by: Brig. Gen. /Dr. Mohammad J. Alzahrani Vice Deanship of Quality and Development	Signature 	Date: 1-Nov-2019
Approval: Dr. Eidan Al Zahrani College Dean	Signature 	Date: 1-Nov-2019
Date effective: 01-Nov-2019	Date of next review: 01-Nov-2021	

PRINCE SULTAN MILITARY COLLEGE OF HEALTH SCIENCES
VICE DEANSHIP OF POSTGRADUATE STUDIES & RESEARCH

RESEARCH GRANTS 2020 APPLICATION PROCESS

BEFORE APPLYING

- ✓ Attend Internal Research Grant Workshop
- ✓ Check eligibility as per Research Funding Policy (MC-PG-SR-05)
- ✓ Submit research grant application 2020 cycle form with detailed budget, CVs and Departmental Approval for Undertaking a Study
- ✓ Valid KACST Bioethics/Good Clinical Practice Certificate

COMPLETE RESEARCH GRANT SUBMISSION

Submission starts:
01-March-2020

Submission ends:
31-August-2020
E-mail: research@psmchs.edu.sa

Note: Ensure you submit your application three (3) working days before the deadline.



- Electronic & CD copy submission on time with complete supporting documents. Notify the VDPSR Secretariat.

CHECKING COMPLETENESS OF SUBMISSION

The VDPSR Secretariat checks completeness of submitted application and acknowledged receipt.



PEER REVIEW PROCESS

VDPSR Expert Panel evaluate all research proposals according to scientific quality & originality, feasibility within a timeframe, team expertise & project resources.

- Proposals are ranked in order of merit as per peer review reports.
- Note: Attention to research confidentiality & selection of reviewers and to avoid conflict of interest during the whole process.



FINAL SELECTION OF RESEARCH GRANTS AWARDEES

VDPSR Expert Panel recommendations based on the peer review report.



NOTIFICATION OF RESEARCH GRANTS AWARDEES

For more information, please contact the VDPSR Secretariat at ext. 5487/5386.

RESTRICTIONS FOR ATTENDING CONFERENCES AND SEMINARS

Policy Title: Restrictions for Attending Conferences and Seminars		Policy No: MC-PG-SR-06
Supersedes: N/A	Effective Date: November 1, 2019	Version: 1 st Issue

1. PURPOSE

This document represents the policies and procedures of the restrictions for attending conferences and seminars.

2. APPLIES TO

This policy is implemented on all faculty members in the College.

3. RESPONSIBILITY

Vice Deanship of Postgraduate Studies and Scientific Research (VDPSR).

4. DEFINITION OF TERMS

4.1 Conference: A meeting of scientists and researchers from various countries for consultation or exchange of information or discussion where scientists present their research results in their specific discipline. The scientific meeting is organized by an academic or research institute.

4.2 Seminar: A formal academic meeting where scientists and experts discuss various topics in their respective disciplines.

4.3 Scientific Meeting: A meeting of a group of advanced students studying under a professor with each doing original research and all exchanging results through reports and discussions.

4.4 Workshop: A meeting of several persons for intensive discussion or a meeting that demonstrates methods of the practical application of skills and training.

5. POLICY

5.1 Restrictions for attending conferences and seminars

5.1.1 The conference, seminar, scientific meeting, or workshop is in the faculty member's own discipline or related to his work and responsibilities.

- 5.1.2** The duration of the external conference should be longer than one day.
- 5.1.3** The faculty member must apply to participate at least two months before the scientific meeting if his/her participation is in a conference, seminar, scientific meeting outside Saudi Arabia.
- 5.1.4** Attendance of a conference, workshop, scientific meeting or seminar during a holiday or official leave will be counted as part of a faculty member's vacation days.
- 5.1.5** A faculty member can be allowed twice a year to attend conference, seminar, scientific meeting, or workshop during the academic year, using the following criteria:
- Participating in a conference, scientific meeting, or workshop outside or inside Saudi Arabia, a faculty member who is presenting a paper to a scientific meeting is required to submit an acceptance letter from the organizing committee of the conference.
 - A conference inside Saudi Arabia, in which it is sufficient to attend without presenting a research paper.
- 5.1.6** There should be at least one month between the attendance of each conference seminar, scientific meeting, or workshop.
- 5.1.7** If the research is a collaborative project, only the Principal Investigator is allowed to participate in the conference. However, the research team is allowed to delegate one of the co-investigators of the research team to attend the conference to deliver the research provided with the agreement of the Principal Investigator.
- 5.1.8** Participation should be in the name of the Prince Sultan Military College of Health Sciences in Dhahran, and the conference, seminar, meeting, or workshop should be peer-reviewed.
- 5.1.9** The researcher must be fluent in the main language of the conference (graduates of Arab universities are required to obtain a (500) in the TOEFL test or (5) in the IELTS, or the conference should be translated into the researcher's mother tongue language.
- 5.1.10** The conference, seminar, scientific meeting, or workshop should be organized by a renowned international institute, a renowned university, or specialized scientific societies only. The attendee must provide the name of the organizer of the scientific meeting, and submit a participation form along with a copy of the scientific meeting flyer, or a PDF copy.

- 5.1.11** The duration of the conference during the first or the second semester must not exceed five days.
- 5.1.12** Participation in any conference during the first week of each semester is not allowed, and it is also not allowed to participate in conferences held during exams.
- 5.1.13** Faculty members assigned with teaching in the summer semester are not allowed to participate in any scientific meetings held during the summer semester period specified by the academic calendar.
- 5.1.14** Faculty members who are loaned, full-time scholars, delegates who work outside the College, and those who work as full-time advisors are not allowed to participate.
- 5.1.15** A faculty member who has been approved to participate in a conference seminar, meeting, or workshop is not allowed to apologize for the attendance except with an excuse accepted by the VDPSR.
- 5.1.16** Only two faculty members or 10 percent of the total departmental members are allowed to attend a conference, seminar, scientific meeting, or workshop at the same time. If the number of participants exceeds 10%, the decision is made between them according to the following:
- Priority is given to candidates who have research or working papers.
 - Priority is given to those with the least attendance during the preceding two years.
 - In the scientific meeting of equality in the previous criterion, the priority is given to those who submitted the request first.
- 5.1.17** A faculty member may attend a conference or symposium without any financial obligation incurred by the College, after the approval of the VDPSR and the approval of the College Dean.

5.2 Financial Benefits

5.2.1 In the scientific meeting that a faculty member participates in the scientific meeting with research (oral or poster presentation), without presenting a research paper, or is assigned to represent the College, based on the College Dean's approval of the faculty member's participation, he/she will be paid the financial benefits according to the following:

- A round-trip ticket in the degree specified according to the academic rank, with a ticket for the mahram for the female faculty member.
- Payment for the registration fees for the conference or symposium for a maximum of **five thousand Saudi Riyals**.
- Issuing of an exit and return visa before attending the external conference.
- Payment of a secondment to the faculty member participating in the conference or the internal symposium equal to the duration of the conference or symposium scientific meeting days. However, if the duration of the scientific meeting is less than two days, the payment of secondment will be given for two days.

6. Procedures for faculty members attendance

- 6.1** The faculty member submits a request to the head of the department to attend the scientific meeting, accompanied by the following:
- A copy of the acceptance letter from the organizer of the scientific meeting, indicating the acceptance of the research.
 - The CV of the faculty member.
 - A summary of the research in which he/she will participate as a word file.
 - Any other requirements (e.g. certificate of proficiency of the English language for conferences that require language proficiency, or proof that the conference will be translated into the researcher's mother tongue language).
- 6.2** The concerned department chair will check all presented documents and submitted accompanied by a copy of the departmental council minutes to the Vice Deanship of the Academic Affairs.
- 6.3** The Vice Deanship of the Academic Affairs reviews the request and submits it to the VDPSR.

- 6.4** The VDPSR submits the request to the Postgraduate Studies and Scientific Research Council for approval.
- 6.5** Based on the recommendation of the Postgraduate Studies and Scientific Research Council, the VDPSR submits a letter to the College Dean for approval of the recommendation by all the justifications stated by the Postgraduate Studies and Scientific Research Council.
- 6.6** The Human Resources Directorate and the Faculty Members and Alike Unit are notified to issue travel tickets before attending the external conference, and the department chair is notified if the faculty member is assigned any administrative work. Registration and secondment fees are paid after the faculty member returns from the conference and brings proof of his/her attendance.
- 6.7** After returning, the faculty member submits a report on the scientific meeting to be presented at the department council, which is then submitted to the Vice Deanship of Postgraduate Studies and Scientific Research, provided that the Human Resources Directorate is notified to pay the financial benefits to the faculty member.

7. REFERENCES

- 7.1** Restriction for participating in scientific conferences in Al-Majmaah University.
- 7.2** Restriction for participating in scientific conferences in Imam Abdulrahman bin Faisal University.
- 7.3** Restriction for participating in scientific conferences in King Saud University.

Compiled by: Najwa Al-Mutairi <i>Administrative Assistant III</i>	Signature: 	Date: 1-Nov-2019
Reviewed by: Dr. Ahmed T. Farrag <i>Assistant Professor, Director of Physical Therapy Program</i>	Signature: 	Date: 1-Nov-2019
Reviewed by: Dr. Lamiaa H. Al-Jamea <i>Vice Dean of Postgraduate Studies and Research</i>	Signature: 	Date: 1-Nov-2019
Authorized by: Brig. Gen. / Dr. Mohammad Jumaan Alzahrani <i>Vice Dean of Development and Quality</i>	Signature: 	Date: 1-Nov-2019
Approved by: Dr. Eidan Musa Al Zahrani <i>College Dean</i>	Signature: 	Date: 1-Nov-2019
Date effective: 01-Nov-2019	Date of next review: 01-Nov-2021	

RESTRICTIONS FOR THE PAYMENT OF INTERNATIONAL PUBLICATION AWARD

Policy Title: Restrictions for the Payment of International Publication Award		Policy No: MC-PG-SR-07
Supersedes: N/A	Effective Date: November 1, 2019	Version: 1 st Issue

1. Purpose

This document represents the policies and procedures of the restrictions for the payment of international publication award.

2. Applies to

This policy is implemented on all faculty members in the College.

3. Responsibility

Vice Deanship of Postgraduate Studies and Scientific Research (VDPSR).

4. Definition of terms

Indexed scientific journal is a scientific journal that publishes specialized research in a specific field after it is peer-reviewed by a number of specialists in the same field. These journals are the first platform that researchers usually use to publish their latest findings or to criticize and discuss the results of previously published research.

5. Policy

5.1 The international publication reward is given according to the following regulations:

- 5.1.1 The publication must be affiliated with the College.
- 5.1.2 The scientific publication must be in the researcher's area of specialization.
- 5.1.3 The scientific journal in which the researcher wants to publish must have at least 7 published issues.
- 5.1.4 Each researcher can be rewarded a maximum of three times in a year.
- 5.1.5 The reward is only given to College employees.
- 5.1.6 Each researcher can be rewarded a maximum of three times in a year.
- 5.1.7 If there is more than one researcher from the College, the reward must be paid to all researchers, and it must be distributed equally between the Principal Investigator and the Co-Investigators.

- 5.1.8** If the Principal Investigator is not from the College and the Co-Investigators are from the College, the reward will be paid only to the Co-Investigators from the College at the designated percentage, and no reward will be given to the external Co-Investigators.

5.2 Publishing in scientific journals in Web of Science Lists:

- When publishing in a scientific journal with an impact factor of (1) or less, the researcher is granted a financial reward of **one thousand Saudi Riyals only**.
- When publishing in a scientific journal with an impact factor of (1.1) to (2), the researcher is granted a financial reward of **three thousand and five hundred Saudi Riyals only**.
- When publishing in a scientific journal with an impact factor of (2.1) to (6.9), the researcher is granted a financial reward of **five thousand Saudi Riyals only**.
- When publishing in a scientific journal with an impact factor of (7) or more, the researcher is granted a financial reward of **ten thousand Saudi Riyals only**.

5.3 Publishing in scientific journals indexed in Scopus Lists:

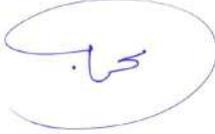
When publishing in a scientific journal indexed in Scopus lists, the researcher is granted a financial reward of **one thousand Saudi Riyals only**.

6. Procedures

- 6.1** The faculty member applies for incentive rewards for publication, including all published scientific papers in scientific indexed journals to their respective department heads.
- 6.2** The department head checks all published scientific papers and then submits the full text of the article(s) to the Vice Deanship of Academic affairs.
- 6.3** The Vice Deanship of Academic Affairs reviews the application and then submits it to the VDPSR for verification.
- 6.4** The VDPSR verifies the scientific publication and the scientific journal whether the journal is indexed in Web of Science and/or Scopus.
- 6.5** After the verification is done by the VDPSR, the application is presented with the recommendation to the College Council.
- 6.6** A decision is issued by the College Council regarding the applicant's request. After the approval, the application is submitted to the Finance Department to process the payment for the reward.

7. References

- 7.1 Restriction for the payment of incentive rewards for the scientific publication in the indexed International journals in Al-Majmaah University.
- 7.2 Restriction for the payment of incentive rewards for the scientific publication in the indexed International journals in Imam Abdulrahman bin Faisal University.
- 7.3 Restriction for the payment of incentive rewards for the scientific publication in the indexed International journals at King Saud University.

Compiled by: Najwa Al-Mutairi <i>Administrative Assistant III</i>	Signature: 	Date: 1-Nov-2019
Reviewed by: Dr. Ahmed T. Farrag <i>Assistant Professor, Director of Physical Therapy Program</i>	Signature: 	Date: 1-Nov-2019
Reviewed by: Dr. Lamiaa H. Al-Jamea <i>Vice Dean of Postgraduate Studies and Research</i>	Signature: 	Date: 1-Nov-2019
Authorized by: Brig. Gen. / Dr. Mohammad Jumaan Alzahrani <i>Vice Dean of Development and Quality</i>	Signature: 	Date: 1-Nov-2019
Approved by: Dr. Eidan Musa Al Zahrani <i>College Dean</i>	Signature: 	Date: 1-Nov-2019
Date effective: 01-Nov-2019	Date of next review: 01-Nov-2021	

INTELLECTUAL PROPERTY POLICY

Policy Title: Intellectual Property Policy		Policy No: MC-PG-SR-08
Supersedes: N/A	Effective Date: November 1, 2019	Version: 1 st Issue

1. **PURPOSE:**

- 1.1** The PSMCHS Intellectual Property Policy provides the guidance and directives necessary for the effective management, protection, and commercialization of intellectual property created through the PSMCHS research enterprise. This policy reflects the PSMCHS goals that includes encouraging and supporting research commercialization and enhancing the research/researchers visibility, understanding and reputation of the College. This policy explains the College's philosophy about engagements and management with external parties, including other government offices, other educational institutions, and industrial organization.
- 1.2** This policy has the following objectives:
- 1.2.1** To define the ownership rights for Intellectual Property that is created through PSMCHS-funded research and development activities;
 - 1.2.2** To promote creativity and to reap the economic benefits of any significant magnitude through innovation and apply Intellectual Property generated through research and development;
 - 1.2.3** To foster the development of new and innovative business models and practices for effective transfer of PSMCHS intellectual property to the private sector;
 - 1.2.4** To set out clear guidelines and standards for determining the rights and obligations of PSMCHS, the PSMCHS Community and third party sponsors of research at PSMCHS.
- 1.3** This Policy is intended to be and shall be construed as, consistent with Saudi Arabia's intellectual property laws.

2. **APPLICABILITY:**

- 2.1** This policy applies to all PSMCHS administrative officers, faculty members, non-faculty academic employees, staff members (whether full or part-time), students (undergraduate students, postgraduate students and fellows) who may participate in research at PSMCHS or make significant use of PSMCHS facilities or resources.

3. RESPONSIBILITY OF:

3.1. The Vice Deanship of Postgraduate Studies and Research (VDPSR) is the only official party responsible for facilitating the application of scientific and technical research findings for public use and to provide for an equitable disposition of interests among the inventor(s), the College, and where applicable, the sponsor.

4. DEFINITION OF TERMS:

4.1 Fund or Funding: means and includes all monetary and non-monetary resources provided by a governmental funding agency to a recipient or recipients through any program under the scope of PSMCHS.

4.2 Agreement: means any contract, grant, or cooperative agreement entered into between any government agency, Ministry or a Department of a government or auspices thereof, and any recipient or recipients for the performance of experimental, developmental, investigative, or research work in whole or in part.

4.3 Government: means the national government of the Kingdom of Saudi Arabia (KSA) and its agencies, i.e., King Abdulaziz City for Science and Technology, a Ministry, a Department of a Government or any auspices thereof that provide, has provided or intends to provide funds to a recipient through PSMCHS.

4.4 Intellectual Property: is defined as intangible (non-physical) property which includes, but is not limited to, scientific or scholarly discoveries, technical data, copyrights whether in common law or by statute, inventions, and improvements thereof whether provided in the Invention Disclosure form or otherwise, and pertaining to, but not limited to, compositions of matter, processes, methods of manufacture, apparatus, systems and/or machines, patents, pending patent applications, utility models, design models, trade secrets, trade dress, industrial designs, computer software, computer programming code of any sort, i.e., source code, object code, etc., and documents or materials pertaining to the programming code and/or computer software, layout designs and/or processes for manufacturing integrated circuits, trademarks whether in common law or by statute, official marks, service marks, domain names, moral rights related to copyrighted material, literary, artistic, musical or visual works, mask works, and all applications, registrations, and/or renewals in connection with copyrights and trademarks, and know-how; or other such intellectual property. It includes any subject matter that has the capability of being protected under any of the aforementioned categories.

4.5 Invention Disclosure Form: means a certain form upon which a natural person or persons describes his or her inventions and submit it to the VDPSR for evaluation of patentability or other means of intellectual property protection.

4.6 Inventor: means the natural person or persons who first invented, developed, contributed, or created the intellectual property to be evaluated and protected.

- 4.7 Intellectual Property Portfolio:** means the accumulation of all the intellectual properties owned, controlled, acquired, licensed and/or maintained on behalf of PSMCHS.
- 4.8 PSMCHS Community:** means all persons who shall be bound by this Policy, namely, faculty, staff, students and other persons who may participate in PSMCHS research or utilize PSMCHS facilities or resources.
- 4.9 Net Revenue:** means Gross Revenue less Deductible Expenses, provided that where Deductible Expenses exceed Gross Revenue, Net Revenue shall be zero.
- 4.10 Traditional Academic Works:** means all scholarly or academic works, regardless of format, independently and an Author's initiative for teaching and other educational purposes, including PSMCHS classroom and course use. This category also includes all fundamental research results published faculty and staff, student papers, theses, dissertations and other works made to meet PSMCHS academic requirements. While traditional Academic Works may also meet the definition of Intellectual Property and have commercial value, they are created primarily for scholarly or academic purposes.

5. POLICY STATEMENTS:

5.1. **Policy Administration:**

Delegated Authority. The College Dean shall be responsible for the administration of the PSMCHS Intellectual Property Policy and shall represent the College in all matters of the policy affecting the College's relations with faculty, staff, students, government, industry and the public. The College Dean has designated the VDPSR to oversee the administration of this Policy. This includes obtaining and licensing results from research and development activities at PSMCHS as well as for all copyrights or copyrightable materials, and intangibles including computer software, and other intellectual properties.

5.2. **Head of the Research Unit:** Reporting to the VDPSR, the Research Unit is charged with carrying out the particular duties described below and elsewhere in this Policy:

- 5.2.1** Develop and implement intellectual property management to help achieve PSMCHS economic development goals;
- 5.2.2** Identify, evaluate and commercially disclose Intellectual Property, and report periodically thereon to the VDPSR;
- 5.2.3** File patent applications and legal registration as may be necessary to protect PSMCHS Intellectual Property;
- 5.2.4** Facilitate and integrate the negotiation and drafting of all Intellectual Property-related agreements across PSMCHS and its subsidiaries;

- 5.2.5 Report and account for Gross and Net Revenue derived from PSMCHS Intellectual Property and report to the VDPSR and the Finance Manager as directed;
 - 5.2.6 Ensure that PSMCHS meets all intellectual property related commitments that are contained in research contracts, licenses, and other agreements;
 - 5.2.7 Maintain complete records of all disclosed Intellectual Property and material transfer agreements;
 - 5.2.8 Serve as an official member of the PSMCHS Intellectual Property Advisory Committee and deliver an annual report to the Committee.
 - 5.2.9 Educate PSMCHS Community and government and private entities in Saudi Arabia about intellectual asset management and innovation;
 - 5.2.10 Assure that all technology transfers and exchanges of information comply with import and export control laws.
- 5.3. **Approvals and Signature Authority:** All agreements authorized by this Policy shall be approved by the College Dean, reviewed as to legal form by the College Council and executed by the VDPSR. No other person may obligate PSMCHS' rights and interest in Intellectual Property or use the name of PSMCHS in connection with Intellectual Property without the official endorsement, reviews, and approvals contained in this Policy. The VDPSR is authorized to sign without further approval, except as to legal form, the various materials transfers, non-disclosure agreements, and non-monetary agreements and licenses.
- 5.4. **Intellectual Property Committee:** The College Dean shall appoint a standing Intellectual Property Advisory Committee consisting of seven (7) members, drawn from faculty, researchers, and professional managers, one of whom the College Dean shall designate as Chair. Members' terms shall be annual and reappointment shall be at the decision of the College Dean. The Committee shall:
- 5.4.1 Receive and review the annual report of the Head of the Research Unit;
 - 5.4.2 Report annually to the College Dean on the implementation of the Policy and make recommendations for the achievement of its objectives;
 - 5.4.3 Investigate appeals under dispute solution and appeal from the decision of the Head of the Research Unit regarding ownership of Intellectual Property or other interpretations of this Policy and make recommendations thereon to the VDPSR, whose decision on such matters shall be final.

5.5. Ownership and Rights to Intellectual Property

- 5.5.1 PSMCHS Ownership.** Except as otherwise provided in this Policy, all Intellectual Property conceived, reduced to practice, authored or created by the PSMCHS Community shall be owned by PSMCHS.
- 5.5.2 Waiver in favor of Inventors and Authors.** The Head of the Research Unit may upon reasonable grounds, and with the approval of the VDPSR, assign rights of Intellectual Property to an Inventor or Author, subject to appropriate licenses and compensation to PSMCHS and the extent permitted by law and any applicable third-party agreements.
- 5.5.3 Exception for Traditional Academic Works.** Subject to any agreements with third party sponsors and collaborators, members of the PSMCHS Community shall own rights to their Traditional Academic Works. However, PSMCH shall have a perpetual, non-exclusive, royalty-free license to use such Works for research and educational purposes.
- 5.5.4 Exempt Intellectual Property.** PSMCHS shall have no rights to Intellectual Property made by members of the PSMCHS Community on their personal time using personal resources, as long as such Intellectual Property is clearly outside the scope of their appointment with, and duties for, PSMCHS and outside their areas of research interest. All exempt Intellectual Property must be disclosed, and the burden of providing such exemption shall be on Inventors and Authors. Student Intellectual Property is exempt, as long as it is not developed during the scope of employment by PSMCHS, or governed by a third party agreement, or developed through the use of PSMCHS specialized resources and facilities, other than those incidental resources generally available to all the PSMCHS Community.
- 5.5.5 Acquisition of Third Party Intellectual Property.** The Head of the Research Unit may acquire, on behalf of PSMCHS, a Third Party Intellectual Property rights. In doing so, this could substantially further PSMCHS' research and economic development missions. Such transactions include, but not limited to, the commercial license of Intellectual Property from PSMCHS partners and companies. All such transactions shall be governed by their own terms, rather than this Policy.

5.6. Disclosure and Evaluation of Intellectual Property

- 5.6.1 Mandatory Disclosure.** All Intellectual Property made by members of the PSMCHS Community, except for Traditional Academic Works, must be disclosed to the VDPSR in a signed written document in an approved format. The disclosure must be made as soon as practicable and comply with any applicable third-party agreement. Disclosures shall completely and accurately convey all relevant information in a thorough and timely manner and shall be signed by all Inventors and Authors. At the time of disclosure and continuing thereafter, Inventors and Authors shall promptly disclose all

potential conflicts of interest to the VDPSR in accordance with the PSMCHS Conflict of Interest Policy.

5.6.2 Publication and Patent Rights. The PSMCHS Community is urged to consult the VDPSR before submitting manuscripts, abstracts or other materials for publication or presentation, to ensure that no patent rights are compromised by public disclosure. The VDPSR shall expeditiously review such materials and, if patent applications are to be filed, proceed quickly to avoid undue delay in publication.

5.6.3 Execution of Assignments. At the time of disclosure, or within the disclosure document itself, all Inventors and Authors to the extent determined as such, shall execute formal written assignments to PSMCHS and sign any other documents, such as patent and copyright filings, that the VDPSR may require to perfect PSMCHS' legal rights to Intellectual Property and to comply with third party agreements.

5.6.4 Entrepreneur Assistance for Economic Development. To the extent reasonably possible, the VDPSR shall assist the efforts of Inventors and Authors to form new companies by providing or facilitating technical assistance, patent advice and other services, including the arrangement for licensing or other transfer of Intellectual Property to or from third parties. Such assistance may be provided to Inventors and Authors of Intellectual Property that is exempt on terms to be agreed upon by the parties.

5.6.5 Claims and Disputes. Any member of the PSMCHS Community who wishes to claim or contest rights involving Intellectual Property shall provide to the VDPSR the following information in writing:

5.6.5.1 The circumstances under which the Intellectual Property originated;

5.6.5.2 The scope of the claimant's employment duties at the time it originated; and

5.6.5.3 Any other documentary evidence supporting the claim.

5.6.6 The claimant shall bear the burden of proving his or her ownership or rights to Intellectual Property. Any disputes that cannot be resolved by the VDPSR shall be referred to the Intellectual Property Advisory Committee under section 5.4 (Intellectual Property Committee).

5.7. Copyright Policy

5.7.1 Student Coursework. All copyrighted works made by students shall be treated as Traditional Academic Works, subject to PSMCHS perpetual, royalty-free, non-exclusive license to have and to use copies of all such works, including graduate thesis or dissertations and related materials, for research and educational purposes.

- 5.7.2 Commissioned Works and Publications.** PSMCHS may engage faculty or staff to write for publication or produce copyrighted materials as part of the professional duties. Unless otherwise approved in advance by the College Dean, PSMCHS shall own all such materials, but may provide licenses and assignments thereof upon request.
- 5.7.3 Copyrights in Classroom Performances.** All rights in oral presentations, lectures, performances and other live and online educational activities, and audio, visual or digital recordings thereof, regardless of format, taught or developed for use of or by PSMCHS or at PSMCHS shall be the property of PSMCHS. These presentations and the recordings thereof may not be reproduced, distributed, performed, or displayed without the permission of PSMCHS, which must be obtained through the VDPSR and approved by the College Dean.
- 5.7.4 Copyright Notice.** All published works of authorship shall bear a copyright notice composed and affixed in accordance with Saudi Arabian law and international copyright treaties to which Saudi Arabia is a signatory. PSMCHS-owned materials shall bear the notice: © ([years of publication]) Prince Sultan Military College of Health Sciences. All Rights Reserved; or such other notice as may be required by law. No other academic division, research center or other names may be used in the copyright notice, although the name and address of PSMCHS may be listed below the notice.

5.8. Other Categories of Intellectual Property

- 5.8.1 Trademarks.** PSMCHS shall have sole ownership and right to register and display trademarks and domain names using the name and logo of PSMCHS. No member of the PSMCHS Community may use the PSMCHS name, trademark or logo to designate or endorse any goods or services without the prior approval of the College Council. The VDPSR may, with the approval of the College Council, register and manage trademarks that are developed specifically to enhance the value of Intellectual Property.
- 5.8.2 PSMCHS Confidential Information.** PSMCHS Intellectual Property disclosures, legal documents, research results, and certain proprietary business information may have commercial or legal value when held confidentially ("Confidential Information"). Proprietary information arising out of PSMCHS work, including, but not limited to, terms of research agreements, financial arrangements or confidential business information shall be kept confidential to the extent required to effectively conduct business. Confidential Information should be disclosed to the third party only under a non-disclosure agreement or as otherwise may be approved by the VDPSR and the College Council. Faculty and staff shall adhere to the following policy when handling confidential information:
- 5.8.2.1** Research in progress, unpublished research results and proprietary information received from third parties shall be treated with care and with due regard for potential

patentability. Written records must be kept of the date and extent of disclosure of any of the foregoing information.

5.8.2.2 Information received by PSMCHS from a third party under a confidentiality agreement may only be disclosed within PSMCHS to persons needing to know such information.

5.8.2.3 Nothing in this policy shall limit or restrict the right of the PSMCHS Community to freely publish results of their research, subject only to reasonable delays to preserve patent or other intellectual property rights.

5.8.2.4 In limited circumstance and furtherance of PSMCHS' strategic interest, the VDPSR may, with the approval of the College Dean, hold and commercialize unpublished information as a trade secret.

5.8.3 **Tangible Research Property.** PSMCHS encourages the public dissemination and broad educational use of research materials, including but not limited to software, firmware, data, biological materials, chemicals, and other tangible materials created by members of the PSMCHS Community (“Tangible Research Property”). No Tangible Research Property may be transferred to or far from PSMCHS without a written agreement. The determination of title and third party rights, application of import and export laws and other terms for transfer shall be determined by the VDPSR.

5.9. Intellectual Property Transactions and Revenues

5.9.1 **Authorized Transactions.** The VDPSR is responsible for protecting, managing and commercializing Intellectual Property owned by PSMCHS or in which PSMCHS has a beneficial interest, and ensuring that technology transfer practices further PSMCHS' economic development mission. Due to changing laws, markets, and nature of new technology itself, the VDPSR is authorized to exercise discretion and flexibility to implement such practices and negotiate such agreements as may be required to achieve purposes of this Policy. For example, the VDPSR may grant to third parties various rights to research results, Tangible Research Property and Intellectual Property for appropriate compensation and under other terms.

5.9.2 **Payments to Inventors and Authors.** It is the intent of PSMCHS through this Policy to incentivize Inventors and Authors to participate in technology transfer and economic development by sharing with them any revenues obtained by PSMCHS from the commercialization of Intellectual Property. Inventors and Authors shall receive the first payment of Net Revenue and 60% of the annual Net Revenue thereafter obtained by PSMCHS from the transfer of rights in Intellectual Property. Where there is more than one Inventor or Author, payments shall be divided equally unless the participants have, upon reasonable grounds, unanimously agreed otherwise. All financial transactions and reporting thereof shall comply with internal controls and guidelines issued by the PSMCHS Finance Department.

5.9.3 Payment Terms. Payments shall be subject to all laws of the Kingdom of Saudi Arabia and other countries when applicable to third party agreements. PSMCHS shall not be responsible for accounting for or reporting such payments for tax purposes. Compliance with all tax laws and any liability under such laws shall be the sole responsibility of persons receiving payments. In the event of the death of a payee, such payments shall continue to their beneficiaries to the extent permitted under the laws of Saudi Arabia.

5.9.4 Institutional Responsibility. The VDPSR shall always act in PSMCHS strategic and public interest to ensure that Intellectual Property attains the maximum public benefit to PSMCHS and the Kingdom of Saudi Arabia. The VDPSR shall have sole discretion within the constraints of this Policy and available resources to determine whether Intellectual Property shall be patented and, when appropriate, how it may best be transferred. In any case of Intellectual Property disclosed under this Policy, PSMCHS shall not obtain to the individual Inventors and Authors to file any patent application, waive or transfer the rights to the Intellectual Property, seek any particular financial terms or institute or defend any legal proceedings.

5.10. Exceptions and Amendments

5.10.1. Exceptions to this Policy. In an individual case, the VDPSR may, with the approval of the College Dean, make an exception to this Policy. Such exception, were to do so, would be fair and equitable to the PSMCHS Community or in the strategic interest of PSMCHS. Such exceptions shall be reported to the College Council at their next scheduled meeting.

5.10.2. Amendment. The College Dean, may upon notice to the VDPSR and Intellectual Property Advisory Community, propose amendments of this Policy to the College Board Council as may be deemed in the interest of PSMCHS.

6. PROCEDURES

6.1. Disclosure of Intellectual Property

Members of the PSMCHS Community must disclose all Intellectual Property work/s to the VDPSR in a signed written document in the approved format (see PG-021: Invention Disclosure Form). It is advised that disclosure be made as soon as possible and comply with any applicable third-party agreement. Submitted Intellectual Property disclosure forms shall be complete and all relevant information in a thorough and timely manner and shall be signed by all Inventors and Authors. All potential conflicts of interest shall also be concurrently disclosed to the VDPSR in accordance with the PSMCHS Conflict of Interest Policy.

6.2. Dispute Resolution and Appeal

6.2.1. Notice of Dispute. If one or more Inventors or Authors (“Claimant”) object to PSMCHS’ ownership of Intellectual Property or other interpretations of this Policy, he or she may object in writing to the VDPSR. A Claimant shall provide all information and documentation that may be helpful to a full

and fair resolution of the issue. The VDPSR shall respond to Claimant in writing within 21 workdays after receiving notice of the claim.

- 6.2.2. Appeal.** In the case of an adverse decision by the VDPSR, a Claimant may submit a written appeal to the Intellectual Property Advisory Committee within **15 calendar days**. The Committee shall meet within **30 days** after receiving the appeal and shall reasonably consider all materials submitted by the Claimant and conduct such review and investigation, as it deems reasonably necessary. The Committee shall promptly render an advisory opinion to the College Dean, whose decision in the matter shall be final and communicated in writing to the Claimant. The College Dean may in any case, or as a matter of policy, institute such other procedures as may be in the interest of fairness and equity. This Policy shall in no way limit any right granted under any PSMCH grievance or other policy.

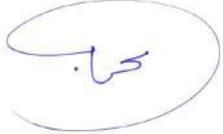
7. REFERENCES:

- 7.1.** Saudi Authority for Intellectual Property. Saipadmin (2019). *Laws & Regulations - SAIP*. [online] SAIP. Available at: <https://www.saip.gov.sa/en/laws-regulations/>.
- 7.2.** Nih.gov. (2019). Intellectual Property Policy | grants.nih.gov. [online] Available at: <https://grants.nih.gov/policy/intell-property.htm>.

8. APPENDICES:

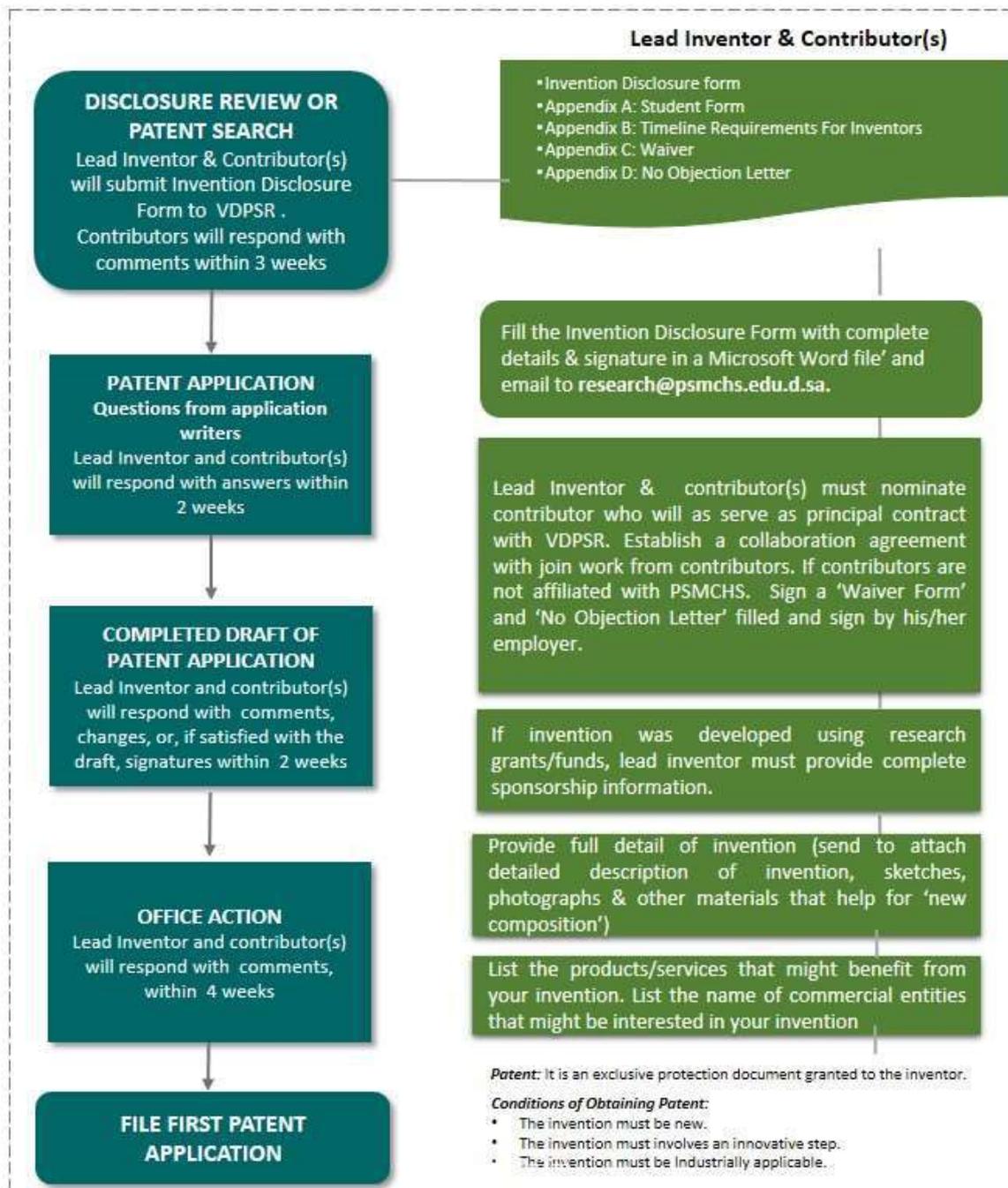
8.1. PG-021: Invention Disclosure Form

- Appendix A: Student Form
- Appendix B: Timeline Requirements for Inventors
- Appendix C: Waiver Form
- Appendix D: No Objection Letter
- Appendix E: Authorship vs. Inventorship
- Appendix F: Instructions to fill the Invention Disclosure Form
- Information about filing international patent application (PCT) in the Saudi Patent Office and the International Bureau

Compiled by: Jenifer Vecina Quiambao <i>Research Assistant</i>	Signature: 	Date: 1-Nov-2019
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Reviewed by: Dr. Lamiaa H. Al-Jamea <i>Vice Dean of Postgraduate Studies and Research</i>	Signature: 	Date: 1-Nov-2019
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Date effective: 01-Nov-2019	Date of next review: 01-Nov-2021	



PSMCHS Stages in Patent Process

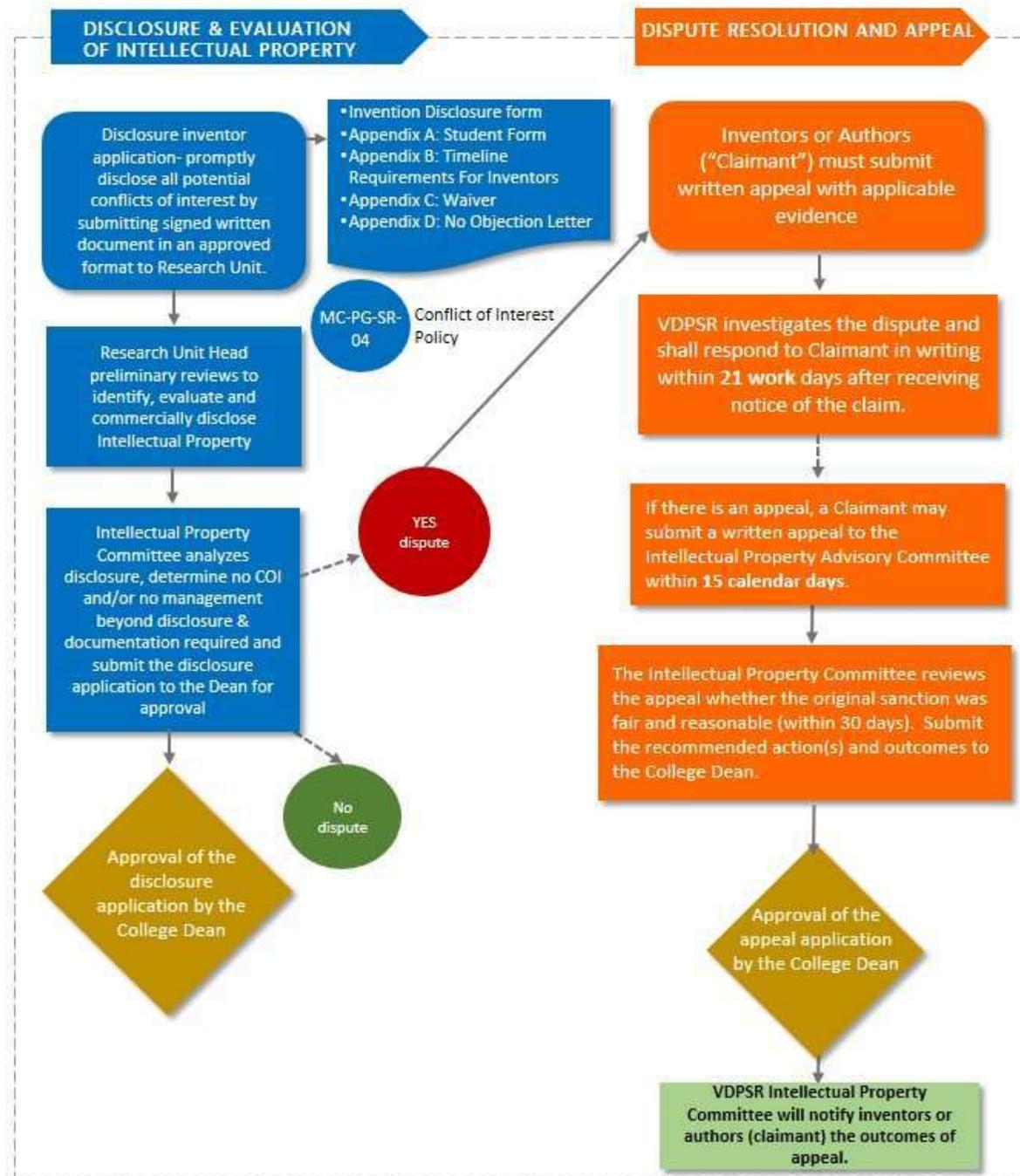


Flowchart Title	PSMCHS Stages in Patent Process
Applicable for	MC-PG-SR-08 – INTELLECTUAL PROPERTY POLICY
Version	November 2019

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Intellectual Property Process



Flowchart Title	Intellectual Property Process
Applicable for	MC-PG-SR-08 – INTELLECTUAL PROPERTY POLICY
Version	1 st Issue, November 2019

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PROCUREMENT AND MANAGEMENT OF RESEARCH EQUIPMENT

Policy Title: Procurement and Management of Research Equipment		Policy No: MC-PG-SR-09
Supersedes: N/A	Effective Date: November 1, 2019	Version: 1 st Issue

1. INTRODUCTION

1.1. The Procurement and Management of Research Equipment Policy was developed consistent with the Prince Sultan Military College of Health Sciences (PSMCHS) approved procurement methods for governance of procurements and management of research equipment.

2. PURPOSE:

2.1. The procurement and management policies and procedures stated in this document are designed to support and facilitate the research plan of the College and its constituent departments through the acquisition, management, transfer and disposition of research equipment by applying best methods and academic practices to promote integrity and public confidence in the College.

3. APPLICABILITY:

3.1. This policy applies to all staff and students purchasing research equipment through research funding for acquisition, rental, purchase or lease of research equipment, and maintenance services.

4. DEFINITION OF TERMS:

4.1 **Research Equipment** - It is any apparatus used primarily for research purposes. It may be purchased as a complete unit, donated/loaned by a sponsor, or fabricated from a component parts at PSMCHS. Specifically not included in research equipment is computer software. Moreover, personal computers/printers are considered general office equipment and are not allowed unless a convincing case can be made to prove that they are used directly in the conduct of the research.

4.2 **Research funds** - Funds in College accounts that are tied to a research contract or agreement with an external funding body or organization.

4.3 **College funds** - Funds in College accounts that are not tied to a contract or agreement with an external funding body or organization.

- 4.4 **Disposition of Research Equipment** – Sponsored-owned research equipment that becomes unserviceable or is no longer needed by the principal investigator to conduct the sponsored research.
- 4.5 **Transferred Equipment** – It means all research equipment solely used in the conduct of the research that is not owned by the College.
- 4.6 **Special Purpose Equipment** - Equipment, which is used only for research, medical, scientific, or other technical activities.

5. POLICY STATEMENTS:

- 5.1. Personal computers/printers are considered general office equipment and are not allowed to be included in research equipment inventory unless a convincing case can be made to show that they are used directly in the conduct of the research.
- 5.2. The purchase of research equipment may be initiated only when the equipment is essential to a research project and is not already reasonably available and accessible elsewhere on Prince Sultan Military College of Health Sciences (PSMCHS).
- 5.3. The College policy requires that all special purpose equipment be shared by investigators to the maximum extent possible, although this shared use must not, of course, interfere with regulations of the sponsors, the terms under which the equipment was acquired, or work on a project for which the equipment was acquired.
- 5.4. For purchase of research equipment, the following supplementary information is required:
 - 7.3.1 Provide information of the estimated cost of equipment e.g. quotes from suppliers.
 - 7.3.2 Provide the estimated numbers of staff members and / or students expected to use the equipment under application and the estimated number of hours per annum of utilization.
- 5.5. Ownership of equipment purchased from research funds is determined by the funding agreement governing the research project.
- 5.6. If the funding agreement does not specify ownership of equipment purchased using their funds, then equipment purchased from those research funds will remain the property of the College.
- 5.7. Equipment purchased from PSMCHS funds is the property of the College.

- 5.8.** The cost of an item of equipment cannot be split between two or more different grants unless the conditions tied to each source of funds allow the equipment to remain the property of the College.
- 5.9.** If there are material changes to the equipment to be purchased from a research grant (compared with approved budget), this may, depending on the nature of the agreement or contract governing the research funding, require a variation to be approved in advance by the granting body.
- 5.10.** When investigators are involved from two or more organizational departments:
- 5.10.1** Where equipment is to be shared by investigators from two or more organizational departments, the first named principle investigator shall ensure all other investigators have priority access to the equipment for the purpose of their collaborative research.
- 5.10.2** The equipment may be transferred internally between organizational departments, but normally remains in the organizational department of the first named principle investigator. If the equipment is to be transferred, this must have the approval of all investigators and have the support of the relevant Heads of organizational department.
- 5.11.** Principal investigators are responsible for the custody, care, and maintenance of all research equipment acquired through or furnished to their grants, contracts, and other agreements.
- 5.12.** A laminated paper tag with adhesive backing shall be affixed to each item. This tag shows the property control number.
- 5.13.** A separate metal tag indicating government property shall be affixed to all sponsored research equipment in addition to the paper tag. All these tags are available through the PSMCHS Property Control Department.
- 5.14.** A current and accurate inventory listing of all research equipment must be maintained with all equipment being physically inventoried at least biannually by the PSMCHS Property Control Department.
- 5.15.** The department head or their designee is responsible for reporting significant changes in the location, condition, transfer, and disposition of research equipment to the Scientific Research Unit.
- 5.16.** The College may, when appropriate, make its research equipment available for use by external entities or persons as long as the use does not disrupt regular academic, laboratory, or research programs of the College and the equipment is not needed by the College faculty, students, or other employees at the requested time. The College reserves the right in its sole discretion to refuse usage of its research equipment.

- 5.17.** Research equipment acquired with restricted, sponsored project funds may be loaned to another institution for a limited period under the following circumstances:
- 5.17.1.** The research being performed at the recipient institution is under the supervision of a principal investigator from the PSMCHS.
 - 5.17.2.** The equipment was purchased using sponsored project funds.
 - 5.17.3.** The equipment is essential to the continuation of the sponsored project.
- 5.18.** Equipment not purchased with grant or other sponsored project funds may also be loaned to another institution, provided that the Principal Investigator is from the PSMCHS.
- 5.19.** Sponsor-owned research equipment that becomes unserviceable or is no longer needed by the principal investigator to conduct the sponsored research should be reported to the research unit. Arrangements should be made to dispose of the equipment, return it to the sponsor, or negotiate a title transfer to PSMCHS.

6. RESPONSIBILITY

Several individuals/groups are responsible for the procurement, management, transfer, and disposition of research equipment. These include the following:

- 6.1** Principal Investigators are responsible for identifying the need for research equipment, determining if such equipment is available on PSMCHS, and (if appropriate) initiating purchase of new equipment. They must make sure that equipment under their jurisdiction is properly used and maintained.
- 6.2** Department head or designee is responsible for seeing that research equipment in their department is accounted for and optimally utilized.
- 6.3** The Vice Deanship of Postgraduate Studies and Research (VDPSR) will oversee inventory control by the Property Control Department and assist in shared use of research equipment by identifying available items through inventory records.

7. PROCEDURES:

7.1. Purchasing or Lease Research Equipment

- 7.1.1.** The procurement procedure apply to equipment purchased with research or College funds is same as all other equipment, tool and services procured for the College carried out under the Purchasing Department and the Departments of Finance in accordance with the College Purchasing Guidelines.
- 7.1.2.** When a department is evaluating whether to purchase or lease equipment, it must consider the overall costs associated with each

purchase or lease alternative and must work with the College Purchasing Department to ensure that the purchase or lease transaction conforms to all College procurement standards.

7.1.3. Once the need for research equipment is established and the funds are secured, the following is required:

- One must complete a "Research Equipment Procurement Brief" (obtained from the Research Unit) along with a purchase order.
- The former calls for three price quotes. An adequate explanation is required when fewer than 3 quotes are given or when the lowest bid is not accepted.
- These documents are processed through the research unit and forwarded to the College Purchasing Department for action.

7.2. Transfer of Research Equipment

For purposes of transferability to another institution, research equipment may be divided into two classifications:

7.2.1. Transferable Equipment - The transfer of research equipment to another institution with a transferring faculty member may be effected when:

- The research equipment was brought to the College by the faculty member from a previous institution
- The equipment was purchased or built with sponsored research funds or was furnished by the sponsor who requests the transfer.
- The steps listed below are followed:
 - The faculty member concerned must initiate the transfer request (see PG-024: Property Accounting Contract Approval Routing Form (PA-CARF).
 - The request is reviewed by the department head who may approve or deny it. Approval would certify that the equipment is not needed in the department teaching and/or research.
 - The request is reviewed by Vice Dean of Postgraduate Studies and Research who may approve or deny it. Approval would certify that the equipment is not needed in any other department in the PSMCHS concerned.

7.2.2. Non-Transferable Equipment - It is the policy of PSMCHS not to approve requests to transfer research equipment to another education institution in the following situations:

- The equipment was procured or built at PSMCHS expense.

- The equipment was procured or built using external funds and title has been vested in PSMCHS, if the equipment is needed for teaching and/or research anywhere at PSMCHS.
- The equipment was obtained from government surplus and titled to PSMCHS.

7.3. Use of College Research Equipment by External Users:

- 7.3.1** External users may apply to use College Research Equipment by submitting a request to the chair of the academic department responsible for equipment through the research unit.
- 7.3.2** The requester must sign and comply with the requirements specified in the PG-022 Research Equipment Loan Agreement.
- 7.3.3** The department chair will recommend approval or disapproval to the Vice Dean of Postgraduate Studies and Research. Upon approval, the parties shall sign an appropriate Research Equipment Use Agreement. Any modifications to the standard agreement form shall be approved by the Vice Dean of Postgraduate Studies and Research.
- 7.3.4** An approved external user must schedule use through the appropriate individual responsible for the Research Equipment.
- 7.3.5** Any failure to comply with College policies and procedures or the terms of the Research and Equipment Use Agreement will be grounds for immediate cancellation of the agreement.
- 7.3.6** The requester must agree to reimburse the College for any damage imposed as a result of the external user's activities.

7.4 Loan Research Equipment to Another Institution

- 7.4.1** To loan equipment to another institution, the researcher requesting the loan should:
- Consult the Property Control Department to confirm that your department is on record as taking responsibility for the equipment to be loaned and that it is titled to the PSMCHS.
 - Determine the funding source of the equipment.
 - Complete the Equipment Loan Agreement and appropriate Schedule of Equipment forms (PG-022: Equipment Loan Agreement and PG-023: Schedule of Equipment – Sponsored Equipment Form) based on the funding source.

- Obtain the recipient institution signature.
- Complete the Property Accounting Contract Approval Routing Form (PG-024: Property Accounting Contract Approval Routing Form (PA-CARF)).
- Route the PG-022: Equipment Loan Agreement and PG-024: Property Accounting Contract Approval Routing Form (PA-CARF) to the appropriate College office as indicated on the PA-CARF using the following guidelines:
 - **Sponsored equipment** - route through the Security Department, Research Unit, and Property Control Department.
 - **Non-Sponsored Equipment** – route through Security Department, Research Unit, and Property Control Department.
- After the Agreement and PA-CARF are routed as per the guidelines above, the remaining approvals will be obtained without department involvement.
- The VDPSR will apply the Comptroller signature and then send the Agreement and PA-CARF to the department letting them know they can loan the equipment.
- The Information Technology Department, through the request of Property Control Department, will eliminate research data from electronic storage media before moving the equipment to the recipient institution, unless required for sponsored research.
- The Property Control Department will update the College inventory, when the equipment loaned to another institute.
- When the loan period has expired, verify that the property has been returned to College premises and update the inventory.

7.5 Disposal of Research Equipment and Software

- 7.5.1.** All research equipment purchased with College funds are the property of the College and will not normally be relocated to another institution as a result of faculty member relocation. If there is no existing or anticipated use for the equipment, then the College will consider selling or trading the instruments at an agreed-upon price.

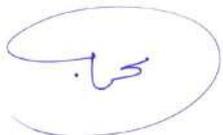
- 7.5.2.** If the research equipment were purchased with research funds awarded to the College by granting agencies, the guidelines of the agencies on this matter will be followed.
- 7.5.3.** Normally, the College will retain the research equipment when there is an existing need for it with the PSMCHS community, supported by a history of use, or anticipated need as demonstrated by hiring plans.
- 7.5.4.** If the research equipment and software were purchased with research funds from research contracts, the terms and conditions of the contract relating to the ownership and/or disposal of the equipment will be followed.
- 7.5.5.** The steps listed below are followed:
- Identifying the items, the purchase price, the Principal Investigator, PO number, Fund number, source of funding, etc.
 - Identifying any existing contracts related to service/maintenance
 - Identifying age and general conditions of the equipment
 - Identifying the safety aspects and the need for decontamination from hazardous material
 - Propose plan for disposal: i.e. trade-in, sale, donation, transfer to another institution, etc.
 - Estimated fair market value, if available
 - Propose potential buyer, if identified
 - Obtaining approval as per the approval process below (7.5.6).
 - Submit request to Procurement Services for follow up action on disposing the equipment.
 -
- 7.5.6. Approval Process**
Any disposal of research equipment will be subject to approval of the Department head and the Vice Dean of Postgraduate Studies and Research.
- 7.5.7.** Within seven (7) days from the disposal and removal of the research equipment from the College, the Vice Dean of Postgraduate Studies and Research shall notify the Office of the College Dean to adjust any insurance notices and appropriately update the list of research equipment and software inventory by the Property Control Department.

8. APPENDICES

- 8.1** PG-022: Equipment Loan Agreement
- 8.2** PG-023: Schedule of Equipment – Sponsored Equipment Form
- 8.3** PG-024: Property Accounting Contract Approval Routing Form (PA-CARF)

9. REFERENCES

- 9.1. Guidelines and Procedures for Disposal of Major Research Instruments, Equipment and Software (2010). McGill University
https://www.mcgill.ca/research/files/research/disposal_of_major_research_instruments_equipment_and_software_guidelines_and_procedures_for_0.pdf
- 9.2. Equipment Purchased from Research Funds (2017). The University of Queensland
<https://ppl.app.uq.edu.au/content/4.10.11-equipment-purchased-research-funds#Policy>
- 9.3. RESEARCH, EQUIPMENT: PROCUREMENT, MANAGEMENT, TRANSFER AND DISPOSITION (2018). Rice University Research Policy No. 331 from
<https://policy.rice.edu/331>
- 9.4. GENERAL RESEARCH FUND (2020/21).
<https://www.ugc.edu.hk/doc/eng/rgc/form/GRF2.pdf>
- 9.5. Use of University Research Facilities and Equipment by External Users, university of Vermont
<https://www.uvm.edu/sites/default/files/UVM-Policies/policies/researchfacil.pdf>
- 9.6. Loan Equipment to Another Institution, University of Illinois System
<https://www.obfs.uillinois.edu/bfpp/section-12-property-accounting/loan-equipment-to-another-institution>
- 9.7. 4209 Equipment, Yale University
<https://your.yale.edu/policies-procedures/policies/4209-equipment>

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Reviewed by: Dr. Lamiaa H. Al-Jamea <i>Vice Dean of Postgraduate Studies and Research</i>	Signature: 	Date: 1-Nov-2019
Authorized by: Brig. Gen. / Dr. Mohammad Jumaan Alzahrani <i>Vice Dean of Development and Quality</i>	Signature: 	Date: 1-Nov-2019
Approved by: Dr. Eidan Musa Al Zahrani <i>College Dean</i>	Signature: 	Date: 1-Nov-2019
Date effective: 01-Nov-2019	Date of next review: 01-Nov-2021	

PROCUREMENT AND MANAGEMENT OF RESEARCH EQUIPMENT

Policy Title: Research Data Ownership and Retention		Policy No: MC-PG-SR-10
Supersedes: N/A	Effective Date: November 1, 2019	Version: 1 st Issue

1. **INTRODUCTION**

1.1. This Policy describes Research Data Ownership and Retention (hereinafter Policy) procedures at the Prince Sultan Military College of Health Sciences, PSMCHS.

2. **PURPOSE:**

2.1. This Policy describes PSMCHS approach for the best practices of research data ownership and management throughout the data life cycle under the protection of PSMCHS or its resources. Consistent with PSMCHS's principal aims of creation and distribution of knowledge and data, it is important that research data be shared and circulated/disseminated openly.

2.2. Nothing in this Policy is intended to replace or contradict with PSMCHS Policy of Intellectual Property. This Policy states the requirements for the retention of data, data access, as well as the handover of data when a faculty member or researcher leaves PSMCHS.

3. **APPLICABILITY:**

3.1 The Policy applies to research data created by faculty and researchers of PSMCHS. The Policy does not apply to students.

3.2 The Policy's primary application is to ensure current (from the date of ratification) and future research data conducted in PSMCHS are discoverable and accessible. Over time, PSMCHS will make older research data discoverable and accessible.

4. **DEFINITION OF TERMS:**

4.1 **Research data** - quantitative or qualitative information, statements collected by researchers during their work through investigation, observation, interview, conference, or other methods. Data may be raw or primary, resulting from primary data for particular research, or administrative (documents relating to the research project and its flow). The purpose of open research data is to provide the information required for support or confirmation of a research project's remarks, results, or outputs. Data may vary depending on the subject of research. For example, statistics, collection of digital images, voice recordings, transcripts of interviews, computer source code, survey data, etc.

- 4.2 Research Project** - any funded or unfunded program of research conducted by the faculty or researchers of PSMCHS.
- 4.3 PSMCHS Data Repository** - a facility that permits research datasets to be deposited by faculty or researchers, with proper metadata, catalog, and search services that will enable the search of deposited datasets and re-use.
- 4.4 Faculty, Research Staff** - for purposes of this Policy, any person who has either a full- or part-time academic employment in PSMCHS, including faculty-level researchers, faculty librarians, health care system clinicians.
- 4.5 Principal Investigator (PI)** – for purposes of this Policy a faculty member or researcher with the primary responsibility of retaining research data and following the data management requirements of PSMCHS and the funding organization if relevant.
- 4.6 Metadata** – associative or related information linked to publications and data, aimed to support the search, identification, location, and recovery of information by users for future research.
- 4.7 Data Management Plans (DMPs)** - documents defining the process and flow of a project. Funders often request DMPs at the proposal stage. DMPs should describe what data will be created and how, as well as outlining strategies for sharing and protection. Any restrictions on access to the data should be mentioned, along with policies to protect unauthorized access.
- 4.8 Research Data Management (RDM)** is the process of controlling the information generated during a research project. Any research will require some level of data management, and funding agencies are increasingly requiring scholars to plan and execute good data management practices

5. POLICY STATEMENTS:

5.1 RESEARCH DATA OWNERSHIP

5.1.1 PSMCHS keeps ownership of research data for those projects conducted at PSMCHS that have been supported by PSMCHS or have been conducted by using PSMCHS resources by faculty and researchers, or visiting scientists/scholars in the course of their scholarly activities at PSMCHS.

5.2 Vice Deanship of Postgraduate Studies and Research (VDPSR) and PSMCHS administrative secretariat are responsible for research data management and the activities of research team members within the project.

5.2.1 For research grants held by PSMCHS, the Principal Investigator (PI) of a project should take responsibility for Research Data Management (RDM)

and guarantee that good practice is implemented within the project.

- 5.2.2 For collaborative external grants, PSMCHS administrative secretariat and VDPSR will be responsible for RDM and guarantee that good practice.
- 5.2.3 RDM responsibilities can be shared or delegated but should be evidently documented in a Data Management Plan.
- 5.2.4 Faculty and researchers are required to follow this Policy and the project's RDM procedure.
- 5.2.5 Data ownership will be established before a research project starting, following PSMCHS Intellectual Property Regulations Policy and related third-party agreements.
- 5.2.6 If a faculty member or researcher leaves PSMCHS, he/she should confirm that a copy of his/her completed research projects is reserved in PSMCHS Data Repository unless pledged, legal, or ethical requirements state otherwise.

6. DATA MANAGEMENT PLAN (DMP)

6.1 DMP should be outlined and confirmed by VDPSR before starting the project.

- 6.1.1 The PI of any project is responsible for confirming that DMP is completed, regularly reviewed, and updated throughout the project. All members of the research project must be aware of and follow DMP.
- 6.1.2 The research data will be shared at the end of a project; therefore, data sharing must be noted in DMP as well as other internal and external ethical approval processes.
- 6.1.3 Sensitive and confidential research data can be shared following ethical and legal regulations if planned from the beginning of the project. However, this process should be regulated as follows:
 - Include provision for data sharing, when gaining informed consent
 - Protect people's identities by anonymizing data, where possible
 - Consider limited access to data
 - Make sure that professional standards and ethical norms are kept.

6.2 The PI should confirm that all research data is produced, deposited, and accomplished following contractual, legislative, regulatory, ethical, and other applicable standards.

- 6.2.1** PSMCHS will provide a Research Data Storage Service which complies with legal, regulatory, and ethical standards. Where the Research Data Storage Service is not applicable, the PI is responsible for research data deposition following contractual, legislative, regulatory, and ethical standards.
- 6.2.2** Where during a project, research data needs to be temporarily saved on mobile devices or external device, the PI is responsible for the security of the data.
- 6.2.3** Required metadata and supporting papers must be created to permit data statistics and re-use at the end of a project.

7. DATA RETENTION

- 7.1 Research data selected for retention and archives should be openly available, where appropriate, with few restrictions.**
 - 7.1.1** Research data should be retained a minimum of five years after the financial report for the project period has been submitted.
 - 7.1.2** Research data resulted in an intellectual property that needs to be protected should be retained as long as required.
 - 7.1.3** Research data must be retained, where students were involved in the research/scholarly activity until the student's degree is awarded, the student leaves PSMCHS, or the research is published.
 - 7.1.4** Research data must be retained in the department or division of PSMCHS, where it was conducted.
 - 7.1.5** Access to research data may be limited if necessary, following contractual, legislative, regulatory, or ethical requirements.
 - 7.1.6** Researchers who produce original data will have a reasonable first use right for a short and clearly defined period.
 - 7.1.7** The legal interests and rights of the subjects of research data must be protected.
 - 7.1.8** Faculty members and researchers are responsible for preparing research data to be made openly available.
 - 7.1.9** A statement of access to data should be included in publications recognizing state-funded research, with a description of where supporting evidence can be found and, where appropriate, under what conditions it can be accessed.

- 7.1.10** If research data is retrieved and re-used, the user should respect the settings and norms on how data was created, and give a data citation in the research publication, or any other project.
- 7.1.11** Data that does not need to be stored for long-term storage should be disposed of safely.
- 7.1.12** After the expiration of the retention period, the PI can destroy the data in accordance with the applicable PSMCHS MC-IT-AB-01-E-Services Systems Backup & Restoration (1st Version, 2019) or funder's requirements.

8. POLICY ENFORCEMENT

- 8.1** VDPSR and the PSMCHS Administrative Secretariat manage, monitor and are responsible for adhering to the current Policy in PSMCHS departments.
 - 8.1.1** If a PI leaves PSMCHS and a project is to be moved to another institution, ownership of the original data may be transferred from PSMCHS to the PI's new institution upon request from the PI subject to:
 - Written approval from VDPSR.
 - A written agreement from the PI's new institution that will confirm: 1) its acceptance of ongoing protective responsibilities for the data; 2) PSMCHS will have access to the original data if the access becomes necessary for any reason; 3) relevant confidentiality restrictions, where proper.
 - 8.1.2** When individuals, other than faculty members or researchers, who have been included in research projects at PSMCHS, they may take with them copies of research data upon the approval of the individual's Department Chair or Dean.
 - In this event, the ownership of the research data remains with PSMCHS, and original data must be retained at PSMCHS by the PI.
 - 8.1.3** In either of these cases, the remaining members of the research team retain the right to use the original data.

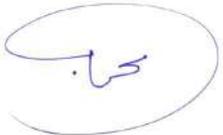
9. REFERENCES

- 9.1** Briney, K., Goben, A., & Zilinski, L. (2015). Do you have an institutional data policy? A review of the current landscape of library data services and institutional data policies.
- 9.2** Cleary, M., Walter, G., & Luscombe, G. (2007). Spreading the word: disseminating research results to patients and carers. *Acta Neuropsychiatrica*, 19(4), 224-229.
- 9.3** Fishbein, E. A. (1991). Ownership of research data. *Academic Medicine*, 66(3), 129-133.

- 9.4 Lamar Soutter Library (2020). *Research Data Management Resources*. Retrieved from: https://libraryguides.umassmed.edu/research_data_management_resources/ownership
- 9.5 National Health and Medical Research Council. (2000). How to put the evidence into practice: implementation and dissemination strategies. *Handbook Series on Preparing Clinical Practice Guidelines*, 1-105.
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- 9.9 Russell, L., & Barley, R. (2017). Ethnography, ethics and ownership of data. *Ethnography*, 1466138119859386. <https://doi.org/10.1177/1466138119859386>
- 9.10 Wallis, J. C., & Borgman, C. L. (2011). Who is responsible for data? An exploratory study of data authorship, ownership, and responsibility. *Proceedings of the American Society for Information Science and Technology*, 48(1), 1-10.
- 9.11 PSMCHS MC-IT-AB-01-E-Services Systems Backup & Restoration (1st Version, 2019).

10. APPENDICES

None

Compiled by: Jenifer Vecina Quiambao <i>Research Assistant</i>	Signature: 	Date: 1-Nov-2019
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Approved by: Dr. Eidan Musa Al Zahrani <i>College Dean</i>	Signature: 	Date: 1-Nov-2019
Date effective: 01-Nov-2019	Date of next review: 01-Nov-2021	

RESEARCH GUIDELINES AND REGULATIONS

The VDPSR has been developing a research guidelines and regulations, and protocols for PSMCHS researchers. The list of developed research policies and regulations is displayed in Table 4.

Table 4. PSMCHS Guidelines and Regulations

Guidelines and Regulations Names
1. Guidelines for Writing Graduation Research Project
2. Guidelines for Student Research Day Award
3. Guidelines for Publication Fee Facilitation Request by Researchers
4. Regulations for Scientific Research
5. Research Grant Proposal Evaluation and External Review (Peer) Guidelines
6. Guidelines for Developing Research Themes

GUIDELINES FOR WRITING GRADUATION RESEARCH PROJECT

OVERVIEW

The graduation research project guidelines aim to explain students the nature of their theme, broader disciplinary perspectives, the relationship between published material and students' main contribution to their current work. A student is expected to conduct rigorous and in-depth research of the discipline that will be reported in their graduation research project.

Graduation research projects prepared by the students at Prince Sultan Military College of Health Sciences (PSMCHS) shall be subjected to a substantial review process in terms of scientific quality and ethical integrity. The ultimate goal of graduation research projects is to review and prioritize topics aimed at improving the health of the local and international communities and promoting knowledge that will help to improve healthcare system in the Kingdom of Saudi Arabia.

Students must obtain approval for their graduation projects (IRB and project coordinator) before embarking on the implementation of graduation research projects. The project should explain how the particular topic/subject arose, the methodology and the process of implementation. This should be strong evidence that the project is feasible and commendable.

A. INSTRUCTIONS FOR THE STUDENTS AT PSMCHS

The following list is the proposed outline of the Graduation Research Project:

1. Cover Page (Hardbound)

- College Logo
- Title of Graduation Research Project
- Academic Year (e.g. AY 2019-2020)

2. Title Page

- Title of Graduation Research Project
- Author name, department, affiliation
- Project Coordinator/Supervisor name, affiliation (Appendix 1)

3. Contents Page

- Including main chapters, references, and appendices

4. Abstract

- A succinct summary of the background and rationale, objectives, study design, study sample, methodology, phases of research, and results.

5. Background/Introduction (Chapter I)

- The scientific background (i.e., secondary data analysis) of the study with a clear definition and statement of the research problem.
- Why does the research question need to be addressed? (including critical evaluation of previous studies)
- This will emphasize the student's understanding of the previous studies and identification of any critical gaps in the current knowledge/literature.
- The background should be focused on the particular question or issue and critical analysis of existing literature/research.
- It should not exceed 1 ½ - 2 pages.

6. Rationale for Research

- What is the rationale, which led to this project?
- Formulate a specific statement of the problem.
- The problem should be simple and manageable do not promise more than can be achieved.
- One paragraph (15-20 lines) with a few elaborations should be sufficient.

7. Aim and Objectives of Research

- The aim and objectives should be clear, precise, and brief and reflect the purpose of the research.
- Aim - what the student expects to achieve upon completion of the project.
- Objective - action(s) the student will take in order to achieve the aim.
- When writing aim and objectives, the student is expected to consider following factors:
 - i. Specific: talk in a precise and clear language about what the student is going to do.
 - ii. Measurable: how will the student know when he/she has achieved the aim?
 - iii. Achievable: make sure that the aim of the research is not overly ambitious.
 - iv. Realistic: recognize the time and resource constraints that come with doing research and do not attempt to do too much.
- The aim answers the questions, 'what are you doing?' The objectives answer the question, 'how are you doing it?'

8. Hypothesis

Upon completion of the research project rationale, aim, and objectives, the students are required to outline the principal questions of the research that will address objectives and achieve the aim of the final project.

- Ask a specific question(s) and come right to the point.
- What specific issue(s) or questions will the research project address? The abstract should not exceed 300 words.

- The question should be written, short, and unambiguous.
- Questions should be composed of a specific and straightforward language and demand one answer on one dimension.

9. Literature Review (Chapter II)

- A synthesized literature review, which clearly articulates a thorough understanding of the research area and previous studies undertaken:
 - i. Demonstrate a familiarity with the topic and scholarly context.
 - ii. The student is expected to position himself/herself with other researchers and theorists.
 - iii. Show how the graduation research project addresses a gap or contributes to a debate.
 - iv. A summary of the publication's main points.
 - v. A discussion of gaps in research.
 - vi. An evaluation of the publication's contribution to the topic.
 - vii. Move from the more general to the more specific studies.
- Plagiarism Policy:
 - i. Researchers who adapt the work that has been investigated and reported by other researchers need to ensure that they acknowledge or reference the source of the work.
 - ii. A match of 25% may be acceptable, as long as the work is presented and referenced correctly.
 - iii. Conversely, a match of only 4% will indicate that the work is underpinned by insufficient sources (for details, please see Academic Dishonesty/Plagiarism Policy of PSMCH).

10. Methodology/Research Design (Chapter III)

- The methods section should describe the activities necessary for the completion of the project.
- Highlight the sequential stages, an approach adopted (with rationale), potential problem areas, and risk mitigation strategy (if things do not go to plan).
- Methodology should be presented in the same order as that of the objectives of the project.
- Details should be provided about the use of different measuring devices and techniques, as well as data collection and analysis procedures.
- Details of the planned statistical analysis should be provided. Details of the questionnaire, if any, should be provided at the end in the Appendices section.
- In case of involving animal experiments, the experience of the person(s) who is/are going to be involved in these studies should be mentioned, including his training and expertise in animal handling and care.

11. Data Analysis and Results (Chapter IV)

- The procedure for the collection of data (software that will be utilized).
- The projected plans for analysis of the data, including the tools that will be used to perform the analysis.

- Sample size calculation, where appropriate, should also be provided.
- Description on how this analysis will support or refute the hypothesis(es), and answer research question(s) should be included.

12. Discussion (Chapter V)

- In this section, student needs to demonstrate his/her ability as a researcher to think critically about the study issue. • Develop original explanations to objectives, based on the findings and methods through a profound understanding of the research problem. • The student needs to present the importance of his/her study and how the findings can contribute to fill existing gaps in the field. • If appropriate, the discussion is also a section where the student state how the findings from the study revealed new gaps in the literature that had not been previously exposed or adequately described.

13. Conclusions/Recommendations (Chapter VI)

- The importance and value of the proposed research project should be described in detail.
- How the results of the study will influence or contribute to the welfare of society.
- How this project can be implemented (i.e., the introduction of new technology to the Kingdom, benefits from the implementation).

14. References

- The list of references should be placed on a separate page(s) at the end of the research project manuscript.
- List every citation that has been used in the project (i.e., academic works, cited throughout the project).
- References should be cited in the standard style (Harvard Style) used in scientific/technical publications (see Bibliography):

Example:

Dobson, H., (2006). Mister Sparkle meets the 'Yakuza': depictions of Japan in The Simpsons. *Journal of Popular Culture* [online]. 39(1), 44–68. [Viewed 5 October 2015]. Available from: doi: 10.1111/j.1540-5931.2006.00203.x

- To facilitate reference and citation procedures students are recommended to use special software (e.g. EndNote, Reference Manager, Mendeley, etc.)

15. Appendices

- A list of additional documents/materials attached to the project (e.g., IRB, copy of research tool/questionnaire, consent forms/letters).

B. THE RESEARCH PROJECT DESIGN

In writing a graduation research project, the student should follow the instructions below:

1. Writing Style and Formatting

- The research projects should be consistent within the manuscript in relation to grammar, spelling, and syntax.
- Avoid the use of first-person pronouns. (e.g., 'I will'... or 'we will...' say something like 'The researcher will...' or "The research team will...").
- Write short, focused, and coherent paragraphs. Each paragraph should have a clearly stated topic sentence that describes the main issue covered in the paragraph. The rest of the sentences should provide discussions on the topic sentence, or answer the question raised in the topic sentence.

2. Title Page

- All text on the title page should be centered vertically and horizontally (see Appendix 1).
- The title page is not counted in any page numbering.
- Cover page should be standardized and students should use PSMCHS official logo colors.
- For department specifications, please consult with the head of the department.

3. Page Layout and Design

- Number of pages is a minimum of **20 pages (including all the chapters I-IV) and a maximum of 80 pages (excluding appendices)**.
- Organize all pages of graduation research project with a margin of 1 inch from the top, bottom, and right of the page, and a margin of 1.5 inches from the left of the page.
- Pages should be numbered at the bottom right.
- Pagination begins on the first page of Chapter I (although the page number is not listed on page 1).
- The printed graduation research project must be one-sided.
- Text is double-spaced (except for long quotations and the bibliography, which are single-spaced).
- Leave one blank line between a section heading and the text that follows it.
- Do not right-justify text. Use ragged-right.

4. Layout & Font

- Text font size is 12 pts for the body and 14 pts and bold for titles.
- Text font should be Times New Roman.
- The same font must be used throughout the body text, except tables and graphs may use a different font.
- Insert Chapter divider should be centered, Times New Roman, bold and 40 pts.
- Figures and tables should have a referral caption number and a short description. Caption size is 10 pts, bold, and single line spacing.
- Figure captions are placed below the figure and centered, while table captions are placed above the table.
- Diagrams and figures must be plotted using any of the available software.
- If table, figure, or illustration is too wide for the page, Landscape orientation may be used.
- If the graduation research project includes equations, each equation must be written using a proper, standard scientific notation. Each equation must be centered on a separate line of text and numbered on the right, using Chapter number and equation number, separated by a dot, as in the following example:

$$\frac{-b \pm \sqrt{b^2 - 4ac}}{2a}$$

(3.1) (3 is the number of Chapter, 1 is the number of Equation)

- Tables, figures, illustrations, and equations should be referenced and discussed within the text; abbreviation can be used as Figure 2; Table 2; Eq. 2.

5. Appendices

- Supporting documents for the graduation research project (e.g., questionnaire, consent form, etc.).

C. CHECKLIST: WHAT TO INCLUDE

Final graduation research project should include:

1. Cover Page
2. Title Page
3. Table of Contents
4. List of Abbreviations
5. List of Tables
6. List of Figures
7. List of Equations
8. List of Appendices
9. Acknowledgments (optional)
10. Dedication (optional)
11. Abstract
12. Background/Introduction

13. Literature Review
14. Rationale
15. Aim and Objectives
16. Research Questions/Hypothesis
17. Methodology/Research Design
18. Data analysis and Results
19. Discussion
20. Conclusions/Recommendation
21. References
22. Appendices

D. BIBLIOGRAPHY

1. Azzam Y.A. 2014. *Graduation Project Guide*. Majmaah University. Available from: <http://mu.edu.sa>
2. McGranaghan, M., 2011. Guidelines on writing a research proposal. Retrieved May, 13, p.2011.
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3. Reason, P. and Marshall, J., 2001. On working with graduate research students. 2006). *Handbook of action research: The concise paperback edition*, pp.315-321.
4. Tang, B.L. and Gan, Y.H., 2005. Preparing the senior or graduating student for graduate research. *Biochemistry and Molecular Biology Education*, 33(4), pp.277-280.
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7. Torrance, M., Thomas, G.V. and Robinson, E.J., 1994. The writing strategies of graduate

Message for the Faculty Members and Students of PSMCHS

These guidelines are standards that should be considered and followed by the students at PSMCHS and project coordinators/supervisors. However, they do not guarantee the successful completion of a graduation research project submitted by students.

By the time of graduation research project submission, students should have completed research aims/objectives/hypotheses/questions and methodology; mature and completed literature review; the main body of the research should be complete; data (if applicable) collection or practice-based work should be complete; the students are expected to clearly articulate and defend the uniqueness of his/her research and expected contribution; there is a plan for completion of graduation research project within the expected timeline.

Closing Remarks

- Students and Faculty members at PSMCHS are aware that writing a graduation research project is not an easy task. However, it is feasible and rewarding. Since scientific research is a continuous process being conducted by several scholars, no study is expected to answer all of the questions in a particular field. In all cases, the graduation research project should demonstrate an understanding of specific issues, the nature of evidence and argument, and the relationships between practice, theory, and criticism.
- Students may be required to obtain approval for graduation research project from project coordinator/supervisor before the start of graduation projects. In this case, research funding institutions (if applicable) typically request detailed reports from those applying for funding.
- A good relationship between student and project coordinator/supervisor is very important.
- For a successful graduation research project, clarity at all points of the study is imperative. Therefore, students must follow the directions of the project coordinator/supervisor and ask for the clarification of particular points.
- Due dates/deadlines associated with the graduation research project submission should be respected and followed.
- For departmental specifications, students should contact their respected departments.
- At the completion of the graduation project, students are required to return all PSMCHS properties back to the College through their supervisors. Students must also submit all deliverables and outputs of the graduation projects so that others can easily reproduce their work or reuse all or part of their work in future.
- The PSMCHS is the rightful owner of copyright and all intellectual property rights of all student's work. Any tangible and intangible benefits (including publications, financial proceeds) from students' project should be shared among students, faculty and the

PSMCHS based on the VDPSR Intellectual Property Policy –MC-PG-SR-08).research students in the social sciences. *Higher education*, 27(3), pp.379-392.

Appendix 1 - Title Page/Cover Page

GRADUATION RESEARCH PROJECT TITLE

Student's Full Name

**Submitted for a Bachelor's Degree at
Prince Sultan Military College of Health Sciences**

**Supervisor:
Department:**

Year

Appendix 2 - Student Graduation Project Work Plan for Monitoring



Appendix 2: Student Graduation Project Work Plan for Monitoring

BASIC GRADUATION PROJECT INFORMATION						
Name of Student(s)						
Name of Faculty Member Supervising the Graduation Project						
Name of Academic Program						
Academic Year						
Semester						

Objectives <i>(What do you want to achieve in your graduation project?)</i>	Actions <i>(How are you going to achieve the objectives?)</i>	Responsible <i>(Who is responsible for the actions?)</i>	Start Date <i>(When does work start, week and date?)</i>	Estimated Completion Date <i>(When will the project be completed, week and date?)</i>	Outcomes <i>(What are the expected results?)</i>	Remarks

Appendix 2 Student Graduation Project Work Plan For Monitoring_Rev1

Objectives <i>(What do you want to achieve in your graduation project?)</i>	Actions <i>(How are you going to achieve the objectives?)</i>	Responsible <i>(Who is responsible for the actions?)</i>	Start Date <i>(When does work start, week and date?)</i>	Estimated Completion Date <i>(When will the project be completed, week and date?)</i>	Outcomes <i>(What are the expected results?)</i>	Remarks

Submitted by:	Signed	Date
[Name of Faculty Member Supervising the Student Graduation Project]		
Reviewed by Name of Chair of Department		
Received by: Vice Deanship of Postgraduate Studies and Research		

Appendix 2 Student Graduation Project Work Plan For Monitoring_Rev1

GUIDELINES FOR STUDENT RESEARCH DAY AWARD

OVERVIEW

The guidelines for Student Research Day define the nature of their topic, broader disciplinary perspectives, the relationship between published materials, and students' main contributions to their current work. The student is expected to conduct thorough and in-depth research of the discipline, which will be reported in their graduation research project.

Graduation research projects prepared by the students at Prince Sultan Military College of Health Sciences (PSMCHS) shall be subjected to a substantial review in relation to scientific quality and ethical integrity. The ultimate goal of graduation research projects is to review and prioritize issues that will improve the health of the local and international communities, as well as promote knowledge that will develop the healthcare system in the Kingdom of Saudi Arabia.

Student graduation project final research work will be presented during the annual Research Day event with their research supervisor's guidance.

Student Research Day aims to recognize the best presentation at PSMCHS Research Day competition. The judicial committee of the institution determines the award.

CRITERIA

- The standard poster size should have **portrait orientation, size = 120 cm (length) x 86 cm (width), format - MS PowerPoint**. For consistency in the posters, the research team should adhere to the rules for submitting projects. This includes, but is not limited to, poster templates and instructions for preparing posters, registration, and abstract forms.
- The research team should ensure they send the final poster to the Vice Deanship of Postgraduate Studies and Scientific Research (VDPSR). After revising the poster, VDPSR will submit it to the Public Affairs and Moral Guidance Department for printing.
- Posters should be set up the day before Student Research Day. The designated staff will guide participants.
- The student research team should be available on the day of the event at least **20 minutes** before the start of the event. The **student team leader** must stand in front of their poster at the appointed time to facilitate discussion with the audience, guests, faculty, and judges.
- Poster presentations, displays, and other exhibits will be judged following the criteria stated below.

- The table below shows the scoring criteria that will be used by the judges.

Criteria	Value	Score
1 Purpose stated clearly	15%	0-15
2 The methodology used was appropriate for the study	15%	0-15
3 Significance of research to the discipline	15%	0-15
4 Ability to articulate the research	15%	0-15
5 Organization of the presented materials (PowerPoint, poster, and other)	15%	0-15
6 Interpretation of the results of the study	15%	0-15
7 Ability to answer questions	10%	0-15
TOTAL POINTS:		100

- Three (3) posters with the highest scores will be identified.
- Students with the highest scores will receive certificates of achievements and cash incentives as follows:

Student Research Incentives (Cash)	Value
1 First Prize Best Research Poster	SAR 3,000.00
2 1 st Runner Up Best Research Poster	SAR 2,000.00
3 2 nd Runner Up Best Research Poster	SAR 1,000.00

GUIDELINES FOR PUBLICATION FEE FACILITATION REQUEST BY RESEARCHERS

CRITERIA

1. Papers must be published in Web of Science (WoS) or Scopus indexed journals having a quartile of **Q1** or **Q2** only.
2. The applicant is an active full-time academic staff who does not have research funding or whose research funding is not adequate to support the publication.
3. PSMCHS staff on full PSMCHS scholarship are *not* entitled to apply for the facilitation fee. However, if he/she publishes with PSMCHS active staff, then the active staff may apply for reimbursement.
4. Applicants must be the first or corresponding author of the paper, whose affiliation is the PSMCHS.
5. The article must be in the final published version, with complete imprint evidence to be considered for publication fee facilitation.
6. The availability of the publication facilitation fee is subject to the availability of funds and based from the Finance Department processing time.

Publication Fee for Publication Fee Request Form



MINISTRY OF DEFENSE
MEDICAL SERVICES DIVISION
PRINCE SULTAN MILITARY
COLLEGE OF HEALTH SCIENCES

وزارة الدفاع والطيران
الإدارة العامة للخدمات الطبية
كلية الأمير سلطان العسكرية للعلوم الصحية



PUBLICATION FEE FACILITATION REQUEST

FOR SCIENTIFIC RESEARCH UNIT DATE RECEIVED	RECEIVED BY:
Date: 1/1/2021	

PAR 1: RESEARCHER INFORMATION

FIRST NAME	MIDDLE INITIAL	LAST NAME
ID Number:		
Department/Specialty:		Status: <input checked="" type="checkbox"/> Faculty/Teaching Staff
IBAN:		
Mobile Number:		Email Address (Institutional)*:
Date of Request		
Researcher's Signature:		

PART 2: TYPE OF PUBLICATION: Please indicate the type of publication for: WOS (Q1, Q2, Q3, Q4): <input type="checkbox"/> Q1 <input type="checkbox"/> Q2 <input type="checkbox"/> Q3 <input type="checkbox"/> Q4 SJR _____ Impact Factor _____ H Index _____	PART 3: AMOUNT REQUESTED: Amount: _____ Currency: _____ Invoice Submitted No.: _____ Date Invoiced: _____
Articles must be published in Web of Science (WoS) or Scopus Scopus indexed journals having a quartile of Q1 or Q2 only. Please provide the complete first page of the article from the WoS database. Please provide JCR quartile category. Please provide the Digital Object Identifier (DOI) of the article. <i>Please provide proof of expenses, official receipt and credit card statement (if applicable)</i>	

PUBLICATION FEE FACILITATION FORM



MINISTRY OF DEFENSE
MEDICAL SERVICES DIVISION
PRINCE SULTAN MILITARY
COLLEGE OF HEALTH SCIENCES

وزارة الدفاع والطيران
الإدارة العامة للخدمات الطبية
كلية الأمير سلطان العسكرية للعلوم الصحية



PART 4: DETAILS OF PAPER OR ARTICLE

Title of the Paper or Article:

Name of Journal and Publisher:

ISSN:

Submission ID:

DOI: _____

PART 5: VERIFICATION BY THE HEAD OF SCIENTIFIC RESEARCH UNIT

DR. ALEXANDER WOODMAN

Scientific Research Unit Head

Date: 1/1/2021

PART 6: APPROVAL BY THE VICE DEAN OF POSTGRADUATE STUDIES AND RESEARCH

DR. LAMIAA H. AL-JAMEA

Vice Dean of Postgraduate Studies and Research

Date: 1/1/2021

PUBLICATION FEE FACILITATION FORM

REGULATIONS FOR SCIENTIFIC RESEARCH

This regulation was prepared based on the Unified Regulations for Scientific Research in Universities by the Ministry of Higher Education Council.

Article (1):

Definitions: The expressions mentioned in these Regulations shall have the meanings set forth below:

1. Scientific research: Achievement that depends on the foundations of scientific recognized, and is the result of individual efforts or joint efforts or both.
2. Principal Investigator: is the faculty member, or similar, who represents the group involved in the research and supervises and manages the group.
3. Co-investigator: is a member of the faculty or who is similar, who is partnering with a group of researchers to complete the study of a topic.
4. Arbitrator Examiner: is a faculty member or expert who is charged with examining and studying scientific production.
5. References: is a member of the teaching staff or similar or an expert who is assigned to review scientific production.
6. Counselor: A member of the faculty or similar or an expert assigned by the research center competent to provide consulting services or studies.

Article (2):

The research conducted in the College aims at enriching knowledge in all useful fields, in particular, the following:

- Applied medical research in various health specialties
- Contributing to military scientific research to serve the vision and objectives of the General Administration of Medical Services
- Providing scientific advice and developing scientific and practical solutions to the problems facing society through research and studies required by governmental or private entities.
- Linking scientific research with the objectives of the College and development strategic plans
- Developing a generation of distinguished Saudi researchers and training them to conduct original high-level research by involving graduate students, lecturers, and research assistants in the implementation of scientific research
- Upgrading the level of education in the College and postgraduate studies

Article (3):

Motivate researchers, faculty, and students to conduct original and innovative researches that contribute to enrich the specialized knowledge and serve the community, and provide ways to accomplish, and benefit from them and College as well:

- Disseminating the results of scientific research in local and international publishing vessels, and providing means of scientific documentation to facilitate the tasks of researchers.
- Cooperate with scientific and research bodies and institutions inside and outside the Kingdom through conducting research and exchanging knowledge and experience.
- Finding ways and channels to encourage individuals and institutions to support and fund research projects to enhance the role of the College.
- To provide modern means of communication and the latest scientific publications of periodicals, books, and others.
- Subscribe to databases such as the Saudi Digital Library
- Providing research tools related to reference documentation, statistics, plagiarism detection, and others such as *EndNote™*, *SPSS™*, *iThenticate™* plagiarism checker software

Article (4):

A Scientific Research Unit shall be established in the College under the Vice Deanship of Postgraduate Study and Scientific Research.

Article (5):

The Vice Deanship of Postgraduate Study and Scientific Research shall have a council under the name of "Postgraduate Council" consisting of:

- The Vice Dean of Postgraduate Study and Research as Chairman
- Director of Admission and Registration Department as a Member
- Head of the Postgraduate study unit as a Secretariat of the Council
- Head of the Scientific Research Unit as a Member
- A number of distinguished faculty members from every academic department offer Postgraduate programs

Council membership is for two years, renewable on the recommendation of the College dean. The Council shall convene, take its decisions and it is presented to the College council for approval according to the College education system.

Article (6):

Notwithstanding the duties of the Scientific Council, the College Councils, and the Councils of the Departments, the Council of Postgraduate shall have the following competencies:

- Proposing the yearly research plan of the College and preparing the necessary draft budget for submission to the scientific council.
- Proposing the regulations, rules, and procedures governing the scientific research movement in the College.

- Approving research projects and studies and following up their implementation, arbitration, and disbursement according to the rules governing this.
- Proposing means of organizing and cooperating with various research centers inside and outside the College.
- Coordinate work between the research groups at the College and outside the College in Hospitals of the armed forces and others
- To recommend the approval of publishing the researches after arbitration according to the rules of arbitration and publishing at the College
- Encouraging faculty members and other researchers and urging them to conduct innovative scientific research, and to provide them with the means and research capabilities, and enable them to finish their research in an appropriate scientific atmosphere.
- Organize the process of contacting research centers outside the College, General Administration of Medical Services Research Centers, local and foreign, and develop cooperation with them to benefit from all that is new.
- Establishing an information base for current and completed research at the College and exchanging research information with other research centers.
- Studying the yearly report and the final account of the scientific research activity in the College in preparation for the submission of the College dean
- Supervision and follow-up of research funded by other sectors outside the College that fall within its competence.
- Forming specialized committees from among its members or from others as needed.
- Studying what is referred by the College Dean

Article (7):

The Vice Dean of Postgraduate Study and Research shall be responsible for the management of financial, administrative, and technical affairs related to scientific research at the College in accordance with the applicable rules and regulations. In particular, he/she shall have the following duties:

- Supervising the preparation of the yearly research plan of the College and the necessary budget for submission to the College Council.
- Raise to the College dean for disbursement from the research budget allocated to researchers
- Technical and administrative supervision of the various activities of the Deanship, and the development of plans, programs of work, and follow-up implementation.
- Supervising the work of the research centers associated with the Deanship of Postgraduate Study and Research, following up their activities, and evaluating their performance.
- Cooperating and coordinating with local research institutes and centers inside and outside the College, liaising with research institutions and foreign research centers, and harnessing what can be used to modernize and develop the scientific research movement and technology in the College.
- Follow-up the Scientific Research Unit in everything related to the completion of postgraduate student's research and work to provide the capabilities and research tools to finish their research or scientific thesis.

- Follow-up and work to provide the necessary financial resources to spend on research funded from the College budget or sectors outside the College.
- Recommend contracting researchers, staff, and technicians for specific periods on the budget of research projects supervised by the Deanship.
- Evaluating the performance of the staff of the Deanship and reporting them to the College Administration.
- Preparing the draft budget of the Deanship and the annual report in preparation for submission to the College Council.

Article (8):

The Research Center is managed by:

1. The Council of the Center.
 2. Director of the Center.
- Each within its specialization.

Article (9):

The Center Council shall be formed as follows:

1. The Director of the Center, who has the presidency of the Council, and is appointed by the Saudi faculty members by a decision of the College Dean based on the nomination of the Vice Dean of Postgraduate Study and Research for a renewable period of two years, and is treated financially as head of the Department.
2. The number of distinguished faculty members in scientific research must not be more than four appointed by the College Dean on the nomination of the Vice Dean of Postgraduate Study and Research for a renewable period of two years.

Article (10):

The Council of the Center shall consider all matters related to it and, in particular:

- Propose the yearly research plan and prepare the necessary budget for it.
- Studying the research projects of faculty members, and following up on their implementation.
- Study of research projects, studies that are required from outside the College and the selection of researchers, and follow-up the implementation, and propose rewards to those in accordance with the rules governing this.
- Recommend disbursement from the established research budget within the terms of reference.
- Study the annual report, the final account, and the draft budget of the Center and submit it to the competent authority.
- Studying what is referred to it by the Council of the Deanship of Postgraduate Study and Research.

Article (11):

The Director of the Research Center shall have the following competencies:

1. Supervising and following up on the research work of the faculty members and assistants of researchers, including direct supervision of the administrative and technical staff of the Center.
2. Contacting with scientific departments, and motivate faculty members to research, and coordination between their research projects, and provide means and capabilities to help prepare, and disseminate as efficiently as possible.
3. Contacting and coordinating with other research centers inside and outside the College in all matters related to the nature of research that is prepared under the supervision of the center or that will be prepared for the benefit of entities outside the College.
4. Prepare the draft of the annual budget of the Center's activities, in preparation for submission to the Council of the Center, and then submitted to the competent authority at the College.
5. Prepare the annual report on the Center's activities and submit it to the competent authority.

Article (12):

Agreement on research funded by the College from its budget, whether at the initiative of the researcher or the competent scientific authorities in accordance with the approved plan, and the procedures governing it by the Postgraduate Council within the limits of the following maximum amounts:

- A reward of 1,200 SR per month shall be paid to the Principal Investigator of Ph.D. holders, and 1,000 SR per month to each of the faculty participants and similar Ph.D. holders during the basic period specified in the research plan.
- The researcher assistant from the (Master degree holder) shall pay a reward of (30 SR) thirty riyals per hour, not exceeding (800) eight hundred riyals per month, during the basic period specified in the research plan and not more than three assistants.
- A reward of (25 SR) twenty-five riyals for one hour, not exceeding (600) six hundred riyals per month, shall be paid to the assistant researcher of the College degree during the basic period specified in the research plan.
- A research assistant for postgraduate students, technicians, or professionals shall be given a reward of (20 SR) twenty riyals per hour, not exceeding (400) four hundred riyals per month during the basic period specified in the research plan.
- The remuneration referred to above shall not be paid if the researcher is vacant for work in scientific research.

Article (13):

The Vice Dean of Postgraduate Study and Research may assign some Saudi faculty members to prepare researches or studies for special purposes that do not fall within the publishing programs at the College, provided that the reward of one researcher should not exceed (5000) five thousand riyals for each research and submit a report to the College Dean at the end Every academic year.

Article (14):

It is permissible to provide the necessary services for researches and studies carried out by the researcher on his own initiative for the purposes of publication or promotion and not included in the approved research plan.

Article (15):

Research supported financially by governmental research institutions, or other be carried out in accordance with the regulations issued by these institutions, provided that the College Council on the recommendation of the Vice Deanship of Postgraduate Study and Research rules governing implementation.

Article (16):

Prizes and incentives may be granted annually to distinguished researchers. The College Council shall determine on the recommendation of the Postgraduate Council the number of such awards, awards, selection criteria, and method according to the excellence regulation of the General Administration of Medical Services

Article (17):

Encouragement prizes for outstanding researches may be awarded yearly. The College Council shall, upon the recommendation of the Postgraduate Council, determine the number of awards and selection criteria according to the following:

- The research should be original and innovative and should not have been published more than two years ago.
- The research should have been done at the College and subject to the arbitration system in force.
- The researcher should not have been awarded another prize before.
- The research should not be derived from the Ph.D. or master's thesis.

Article (18):

Each award consists of a certificate of appreciation and a financial reward not exceeding ten thousand riyals determined by the College Council on the recommendation of the Postgraduate Council and may participate in the award more than one researcher, in which case the reward is distributed equally among them.

Article (19):

The Postgraduate Council shall set the rules governing the mechanism of nomination and applying for these awards and rewards offered by the College or those announced by other scientific bodies or institutions.

Article (20):

The production submitted for publication at the College shall include the following:

- Scientific Theses.
- Scientific research.
- Methodological textbooks.
- Books and references.
- Translators from references and textbooks, or others
- Scientific encyclopedias, dictionaries.
- What the Postgraduate Council is suitable for publication and consistent with the objectives of the College.

Article (21):

After the approval of the Postgraduate Council, it is permissible to publish some master's and Ph.D.'s theses in which their publication is of general scientific interest or related to the development objectives in the Kingdom.

Article (22):

If the letter is written in a foreign language and the Postgraduate Council considers it important to publish it in Arabic, the Council shall decide a financial reward for its translation.

Article (23):

The author of the thesis is given a reward not exceeding (10000) ten thousand riyals for the publication according to the College's postgraduate program.

Article (24):

The Postgraduate Council shall consider the production submitted to it for publication in the name of the College in research, author, translation, or investigation, provided that it is coordinated with the objectives of the College and characterized by authenticity.

Article (25):

The Postgraduate Council shall lay down the detailed rules and regulations for publishing any of the elements of scientific production mentioned in Article (21) of these regulations.

Article (26):

The production submitted for publication shall be subject to arbitration by at least two specialists. The Postgraduate Council shall lay down the rules and detailed procedures for the system of arbitration, examination, and review.

Article (27):

The authors, investigators, and translators shall be paid a bonus estimated by the Postgraduate Council based on the arbitrators' reports according to the subject of the book, its scientific value, and its efforts, provided that the reward shall not exceed (20,000) twenty thousand riyals for each book.

Article (28):

The rewards of authoring, translation of encyclopedias books shall be determined in accordance with the plan and the procedures approved by the Postgraduate Council, provided that the reward of each shall not exceed twenty thousand (20,000) riyals.

Article (29):

A remuneration not exceeding (1000) one thousand riyals shall be paid to anyone who is charged with examining or arbitrating books written, verified, or translated from inside or outside the College for one book.

Article (30):

A reward not exceeding (1000) one thousand riyals per book for linguistic correctors for the book published by the College.

Article (31):

Anyone who participates in the arbitration and examination of the scientific production submitted for promotion to a scientific degree shall be paid a reward not exceeding (500) five hundred riyals for each research and no more than (3000) three thousand riyals for the whole scientific production submitted.

Article (32):

In the case of translated production, the following conditions shall be considered:

- The translated work should be of scientific or practical feasibility.
- The translated work shall be evaluated by one or more reviewers.
- The translator and the reviewer should be proficient in the two languages of the translated from and the translated to languages.
- The translator shall observe the auditor's observations and proposed amendments.
- Obtain the right of translation and publication from the concerned authorities before commencing.

Article (33):

The right of publication shall be considered as a waiver from the author of his right to print the book he has written, achieved, or translated for five years from the date of approval of the Postgraduate Council for printing.

Article (34):

Five years after the approval of the Postgraduate Council to print the book, the right of its republication shall be fully transferred to its owner or heirs., in case of republishing; it has to be through an agreement with the College.

Article (35):

Scientific journals in the College shall be issued by a decision of the College Council upon the recommendation of the Postgraduate Council.

Article (36):

The College Council appoints the editorial board on the proposal of the Postgraduate Council, and the appointment for two years, renewable, provided that the scientific degree of its chairman and members of the "Associate Professor."

Article (37):

Researches and articles shall not be published in the College journals unless they are authorized for publication by two specialized judgments provided that at least one of them should be from outside the College.

Article (38):

The Postgraduate Council grants an estimated annual reward to the editorial board of each magazine in the amount of (5000) five thousand riyals to the editor-in-chief, and (3000) three thousand riyals for each member of the editorial board.

Article (39):

It is permissible to pay a reward of (1000) one thousand riyals for those who are consulted by the College magazines in return for publishing the scientific researches in it.

Article (40):

A reward not exceeding (500) five hundred riyals for the examination of research submitted for publication in the College journals, research centers, conferences, or scientific seminars held by the College and research project proposals submitted for disguise.

Article (41):

In a manner that does not contradict with the provisions of this regulation, the College Council shall, upon the proposal of the postgraduate Council, lay down detailed regulations and internal rules governing the completion, publication, and rewards of research at the College level

Article (42):

These regulations shall be effective from the date of approval by the General Director of Medical Services in the Ministry of Defense

Article (43):

The College Council has the right to interpret these regulations.

RESEARCH GRANT PROPOSAL EVALUATION AND EXTERNAL REVIEW (PEER) GUIDELINES

1. The PSMCHS Research Applicant (Principal Investigator) must be a full-time faculty member position as Assistant Professor, Associate Professor, and Professor.
2. The research grant application form must have complete details and submitted in soft copy and hard copy to the Scientific Research Unit Office.
3. The application form must be submitted to research@psmchs.edu.sa prior to the funding application submission deadline (July 31, 2020, at 5:00 pm).
4. The external reviewer may not be a PSMCHS faculty member/employee.
5. The peer reviewer must be academically and demonstrably qualified to conduct the review and must be endorsed by the College Dean.
6. When considering potential reviewers, research grant applicants should avoid doing anything that could be perceived to compromise the review process, such as contacting members of a review panel who might be involved in the review of a submitted research grant application.
7. Research grants 2020 awardee will be selected based on feasibility, scientific, and clinical significance of the research proposal.
8. The peer reviewer must keep the confidentiality concerning the proposal review, must not use any information contained in the research application and must agree to provide the Vice Deanship of Postgraduate Studies with written feedback within 10 days.
9. The peer review must adhere to the MC-PG-SR-02 Scientific Integrity Policies and Procedures, 5.9 Peer Review Guidelines that states:
 - a. Express his/her opinion impartially with integrity in arbitrating research and scientific production or practice.
 - b. Present and referee research and scientific output or activity with the highest confidentiality and neutrality, and only to the degree of his/her expertise. He/she may recommend that any of his/her colleagues be nominated to perform in areas that are not within his/her expertise.

- c. Submit remarks, views, criticisms, instructions and results of additional tests to the party requesting peer review, if available, in connection with the scientific research or output or activity being referred.
- d. Assess and arbitrate academic research with the utmost professionalism and neutrality, exhibiting and recording the remarks and criticism of the thesis.
- e. Refrain from engaging in the assessment or arbitration of the results of his / her own scientific research or activity results, or outputs of scientific research or activity or any other scientific activity that he / she supervised or was involved in the supervision thereof.
- f. Refrain from engaging in the peer review process of any research output, event or plan or research project documents for a person or party to whom he / she is associated or linked with any kind of inherent common interests.
- g. If the referee finds plagiarized materials in the scientific material he / she is refereeing, or for any type of scientific error, the referee is forced to identify the plagiarized parts along with the original source from which the material is unlawfully used. Likewise, in the event of any scientific error, the referee must correctly and honestly indicate the error.
- h. Discern concisely between reduction errors when citing the reference in a quoted material and plagiarisms, and aim to explain whether the error committed was deliberate or the result of negligence and lack of expertise on behalf of the researcher whose work is being assessed.

GUIDELINES FOR DEVELOPING RESEARCH THEMES

Selecting Scientific Research Theme & Cutting the Issue

Scientific and educational organizations are formed as vehicles to identify appropriate research themes based on the community interests and previous experience.

However, since the College's resources are limited and every theme cannot be studied, it is not sufficient simply to choose an issue or theme and then develop a strategy.

Instead, themes should be chosen on the basis of strategic analysis that determines in advance whether they are feasible and capable.

Criteria for Strategic Analysis on What Themes to Study

Following criteria should be considered for strategic analysis on what themes should be studied:

Criteria	
Consistency	Is the proposed research theme consistent with the long-term goals of the College? How will the specific research themes fit within the overall organizational agenda? Will it help to move the next stage of progress?
Growth	Will the research theme help the College and community to grow? The best research themes will attract a broad range of professionals and new members. The involvement of large numbers of people will provide much of the leverage necessary to conduct a thorough research, simultaneously expanding and building new connections and collaboration opportunities.
Education	Will the chosen research theme provide a good health educational experience, developing consciousness, independence, and new skills? Moreover, it should be considered that people best learn through action and experience.
Credit	Will the College receive credit for the successful completion of research, improve its credibility, and increase overall visibility? Whereas, College may receive both internal credit and external credit outside.

Criteria	
Resources	How will the research affect College resources? The availability of College resources will definitely affect the outcome of the research. The reverse truth is that both successful and unsuccessful outcomes will have a lasting impact on College resources.
Tactics & Success	Will the research emphasize direct action and produce new knowledge and data that can be used in practice? The best successes in scientific research will be those achieved through the direct action of large number professionals, as well as community contribution where required.
Cutting the Issue	New explorations and knowledge within health sciences, its practical implementation, contribution to community (i.e., Saudis), bringing change and innovation are will cut the existing issue(s) and create new opportunities.

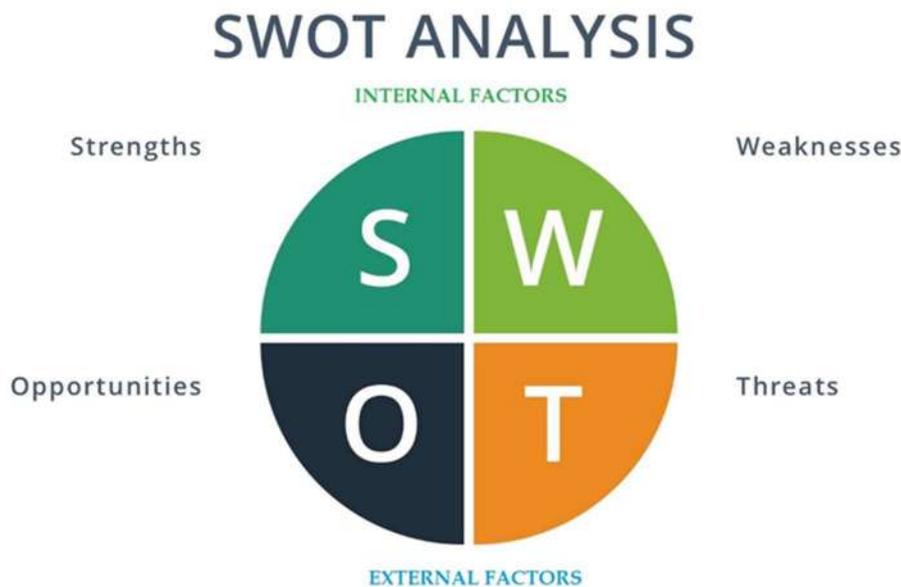
How to Select Scientific Research Theme and Cut the Issue?

Without a good strategic thinking, force field analysis, and planning, none of these points is feasible.

A Force Field Analysis, also known as SWOT analysis is a validated and reliable technique for strategic planning, mapping out the strengths, weaknesses, opportunities, and threats relating to organizations', in this case College and its scientific research objectives.

Once the preliminary concepts and ideas of a research theme has been expressed by involved individuals a practical use of SWOT can be started.

Selecting Scientific Research Theme and Cutting the Issue



The words **Strengths, Weaknesses, Opportunities, Threats** to be written on the blackboard or four separate papers.

Considering these words as basis, the Strengths, Weaknesses, Opportunities, Threats of each theme should be explained and recorded.

SWOT analysis for the selecting scientific research theme:

Strengths & Weaknesses refer to factors internal to College and can be considered ideal for continuous control.

Opportunities & Threats refer to factors in the external environment, such as budget cut, community contribution, governmental support, collaboration with other organizations.

In summary, before starting any research and choosing a theme, such factors should be considered as assets and strengths, challenges, barriers, liabilities, threats (external), information/data required, opportunities, and next steps. This comprehensive approach to environmental analysis and policy advocacy will provide robust criteria for making informed planning decisions on choosing the next theme of scientific research.

Vision 2030 & Health Care System



- **Corporatization: Efficient & High-Quality Health Care**
- **Provide the Education That Builds Our Children's Fundamental Characters & Establish Empowering Health & Social Care Systems**

PSMCHS & Vision 2030

To explain the practical implementation of a research theme identification, we can consider one of the goals of Vision 2030.

Establish Empowering Health and Social Care Systems	
Consistency	This theme is consistent with the long-term goals of the College and specific research themes fit within the overall organizational agenda. Findings of this research can lead College to the next step of progress.
Growth	The choice of precise scientific research theme will help the College and community to grow, thus attracting a broad range of professionals and new members. This will also contribute to the Saudi Vision and Kingdom's progress.
Education	A precise scientific research theme will provide a good health educational experience, developing consciousness, independence, and new skills.
Credit	The College will receive credit for the successful completion of research, improve its credibility, and increase overall visibility. Moreover, this will be both internal credit and external credit outside.
Resources	While choosing a precise theme to contribute to Vision 2030 goal, scientific research team and administration of the College should consider College resources available, pros, and cons.
Tactics & Success	A precise scientific research theme can emphasize direct action and produce new knowledge and data that can be used in practice, thus contributing both to science as a whole and to Vision 2030.
Cutting the Issue	New explorations and knowledge within health sciences, its practical implementation, contribution to community (i.e., Saudis) will bring changes and innovation, thus will cut the existing issue(s), gaps, and create new opportunities.

Cutting the Issue

Once the wider theme has been chosen, SWOT analysis can be made to arrive to a narrow and more feasible research theme that can be conducted by the College staff.

Procedures

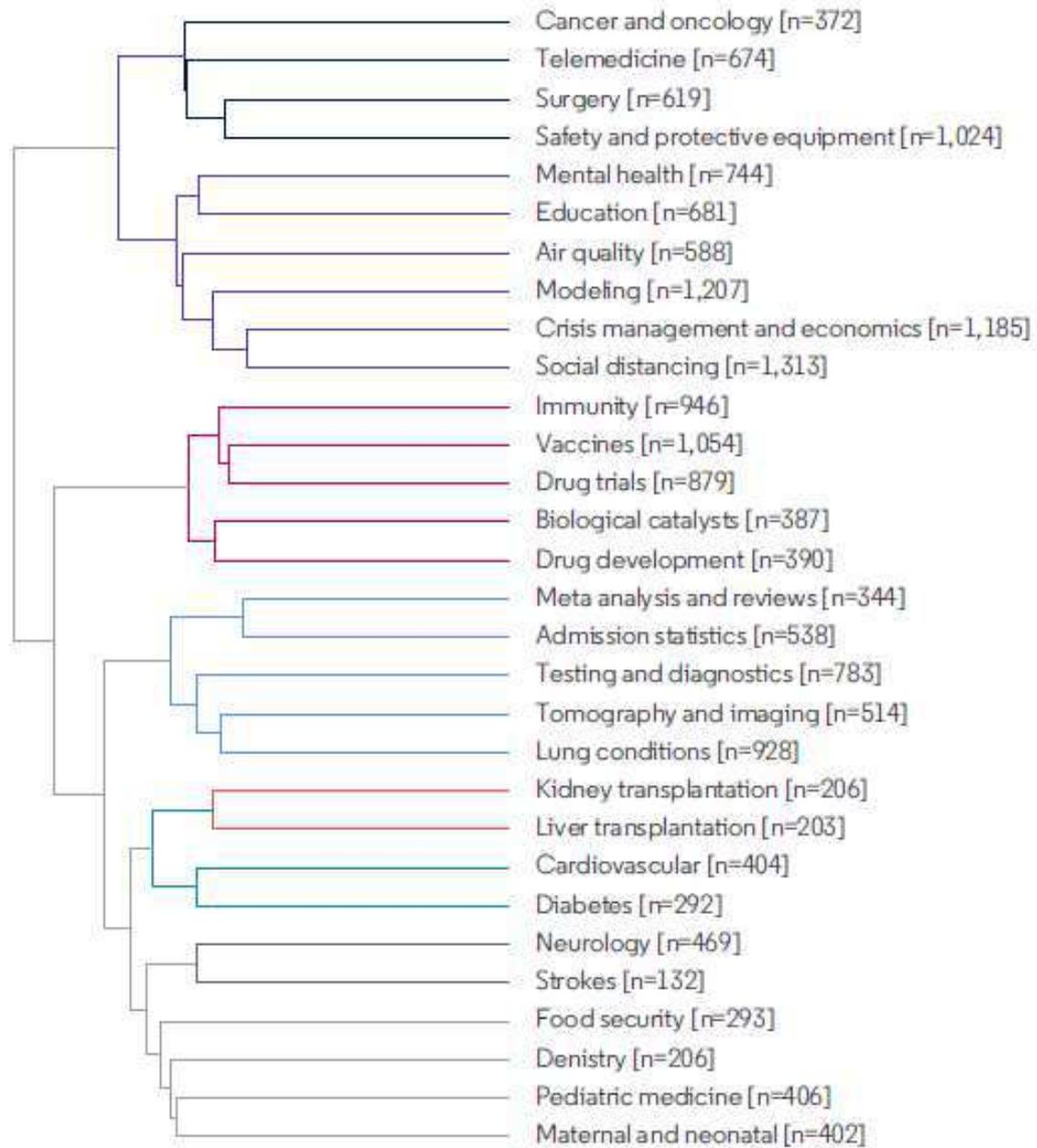
✓To collect subjective opinions and judgments from people with different backgrounds can be a wise and results-oriented approach for identifying and assessing key research themes and requirements.

✓Panel discussion by experts will support broader research focus and allow to assess current understanding of a specific segment.

A structured communication process will utilize all available information, revisit previous experiences and themes already studied by others, support data, and offer an accurate scientific research theme to be investigated and conducted by the College and faculty.

Planning, Coordination, Execution, Collaboration

Figure 1. A family tree of 30 research topics detected among 18,183 papers indexed in Web of Science during 2020 and related to coronavirus via searches for COVID-19 or SARS-CoV-2. Topics are signposted with a name-tag derived from the most frequent terms in that set of documents and shown alongside the number of papers in each set (n). Groups of similar topics are clustered together and denoted using different colors on the tree.



Source: *The Annual G20 Scorecard – Research Performance 2020. Clarivate 2020.*

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