

برنامج عمادة البحث العلمي لدعم أعضاء هيئة التدريس الجدد في جامعة

تبوك □

The Scientific Research Deanship Plan (program) for Supporting the Newly Appointed Faculty Members at Tabuk University

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Preamble

The objective of this program is to attract distinguished new faculty members to an elevated scientific reach environment by providing all financial support and materials the researchers may need to encourage the spirit of competition among them. The type and quality of the research proposal and the importance of the applied output are the main key factors which determine its distinctiveness and ability to encourage competition. □

The main objective of this project is to provide support and assist the new researchers at the outset of their research project, so that eminent researchers are discovered at an early stage. Thus they become key instruments (pillars) of the university's scientific research work.

Faculty members refer to Saudi assistant professors who have just completed their first two years working at the university.

The Project's idea was conceived as a platform for the University of Tabuk to attract new faculty members and to give them competitive financial opportunities through arbitrations and competitions. This support will mainly be directed to researches completed in one year time.

Vision:

Distinguishing the scientific research of the new faculty members.

Mission:

Supporting unique research through providing a solid ground for the new faculty members to help them promote the scientific research at the university.

Objective

- 1- Encouraging new faculty members to start conducting their researches early at the university.
- 2- Providing a convenient and enviable environment for the new faculty members and to Saudize the scientific research programs.
- 3- Steering (channeling) the research towards excellence, quality and promoting the spirit of competition.
- 4- Giving the opportunity to faculty members to obtain the tools and means needed to conduct their scientific research.
- 5- Introducing researchers to sophisticated research tools and incentives.

Article (1) Definitions

1. Funded Research – An achieved subject to scientific established principles. It is a work of an individual or a group of individuals usually funded by the university in accordance with the rules governing research funding.

2. Principle Researcher – a faculty member, assistant professor or a higher rank, who leads the research team and represents it at the university.
3. Co researcher – faculty member or any co-members who participate in one group to achieve the contract objectives.
4. Contract - an agreement between the principle researcher and the university to fund a specific research project.
5. University – The University of Tabuk
6. Deanship – Deanship of Scientific Research at Tabuk University
7. The first party - Tabuk University
8. Second party – researchers
9. Arbitrator– faculty member or an expert assigned to examine the scientific research result.
10. Consultant – faculty member or an expert who provides consultation about the research.
11. Research Form Proposal – an authentic proposal produced by the Scientific Research Deanship to which the researcher prepares his research proposal in accordance with the deanship's regulations.
12. Fund – financial support Tabuk University provides for the faculty member for his research which must meet regulations.
13. Funding programs – research funds that the deanship announces every year.
14. Final report – the last report the principle researcher provides which include the final published draft according to regulatory procedure authorized by the Deanship of Scientific Research.
15. Final Financial Report – report submitted by the principle researcher regarding his research which should mention all aspects of disbursement and name the complete research team. A copy of the research final publishable edition to be attached.
16. Research Cancellation - suspension of all financial transactions and termination of contract.
17. Research Completion - finalizing all administrative and financial procedures adopted by the Deanship of Scientific Research.



Article (2)

Submitting Research Projects

Conditions principle researcher must meet

- A. Be a faculty member at the university. (*Deanship of Scientific Research may exempt this condition*).
- B. His project plan must have the university's model proposal as a basis.
- C. Should be committed to the dates specified by the Deanship.
- D. The principle researcher should not have any funded research still not accomplished.
- E. Eligible Faculty member should completed his two first years as an assistant professor.
- F. The research should not have been derived from his doctoral thesis.
- G. The research should not have been partly achieved or fully completed in advance.

Article (3)

Arbitrations of Research Proposals

Arbitration of the proposed researches is done as follows:

- A) Research proposals shall be submitted to the Council of Scientific Research Deanship for sorting and considering their conformity with the requirements of the Deanship's declarations.
- B) Research Proposal to be judged by two arbitrators to obtain their judgments and comments.

- C) If one of arbitrators' judgments crosses the other's, a third's arbitrator is to give the final decision.
- D) Research proposals that have passed arbitration will be presented to the Council of the Scientific Research Deanship for funding prospects. Proposal funds are usually authorized by The Council of Scientific Research.

Article (4)

Funding Research Proposals.

Research Proposals are funded according to the following procedures:

- (A) The Deanship Council frames a committee to classify the research proposals and verify their conformity with the requirement of the Deanship's stipulations.
- (B) The proposal will be reckoned acceptable based on (1) the consent of the Scientific Research and Higher Studies Dean, (2) procuring the needed funds allocated to that purpose.
- (C) The items included in the articles regulating the budget of the scientific research could be exchangeable upon the request of the principle researcher except for supplies and other equipment. This step should be approved by the Dean of Scientific Research in accordance with financial limits set forth in article 12 of the Standard Rules for Scientific Research in universities.
- (D) Those Scientific Research Proposals must be funded in accordance with terms and obligations between both parties in reference to the articles and terms of the regulating rules as a an essential complement of the funding contract.
- (E) The second party doesn't have the right to modify/change any provision agreed upon in the contract unless a written approval from the Scientific Research Deanship is endorsed.
It includes:-
 - 1. Changing the principle researcher or a co researcher
 - 2. Including researcher(s)
 - 3. Altering the proposal topic or aim
 - 4. Increasing the cost of the research project
- (F) The principal researcher represents the research team and supervises, manages and represents the team at the university
- (G) Research is supported in proportion to the number of researches that have passed the arbitration. The Council of Scientific Deanship may exclude some part for work interest.

Article (5)

- A) Research funding to continue over a period of 8 months. The Deanship may decrease or increase the length according to its nature or the availability of budget.
- B) The second party, on wrong calculation, can extend the research period by requesting the Deanship of Scientific Research 30 days prior to the deadline set for it. It includes:
 - o A request for an extension containing the technical and scientific justifications
 - o What has been achieved until the time of the request
 - o Project plan for the proposed remaining period.
- C) Extension shall not be effective unless a written approval from the first party is obtained.
- D) The contract is effective on the date of signing the contract, not the first payment.

Article (6)

Cancellation of the contract

- (A) The contract will be cancelled in the following cases:

- 1- Breaching any of the bond's terms or any obligations by the research team
- 2- In such case as the connection between the researcher and the university ends, the principle researcher must abide with the following:

First – if having co- researchers

- i. The work team has to nominate a new principle researcher who must be assigned the predecessor's duties. The newly appointed researcher shall be entitled for the remainder of the financial dues. The first principle shall reserve intellectual and literary rights which would be shared with the new head of the team.
- ii. The agreement between both the research principles must be addressed formally to the Deanship of Scientific Research and is deemed valid upon the consent of the previous principle.
- iii. If an agreement can't be reached among the work team, the Deanship reserves the right to terminate the contract. If this occurs, the senior research principle then must return the disbursed financial dues paid on the incomplete project.

Second – (A) If the Principle Research works solely

- i. The principle researcher must authorize a researcher from the university who shall assume the administrative and financial beside other phases of the research. He also carries out the duties of the previous researcher and bear the administrative responsibilities. The main principle shall retain the literary and intellectual rights.
- ii. The deputized principle shall shoulder all administrative, legal and financial responsibilities assigned to the main researcher as in the financial contract and its regulations.
- iii. Submission of the request form shall be applied by the principle and becomes effective upon the approval of the first party.
- iv. In the event that appointing new principle researcher fails, the Scientific Research Deanship reserves the right as in the article (6) to bring the research to a close. In this case, the principle researcher shall return the disbursed financial dues paid on the incomplete project.
 - (B) If the principle researcher provides persuasive justifications for causing him to fail to meet the contract terms, the deanship may grant him another opportunity.
 - (C) When the research projects ends, the sum allocated to it will be liquidated and deposited in the university's budget allocated to the same project.

Article (7)

Research Information is a private property to the first party which must not be revealed to a third part. If revealed, legal action will be taken.

Article (8)

The Final Report

- (A) The researcher presents his final research project draft ready for publications
- (B) Publication in a recognized, renowned journal must be proved with the university retaining the right to determine what those journals are.
- (C) A receipt proving the returning of the equipment and other supplies, if applicable, must be produced.
- (D) The final financial report containing the payment of all expenses or the receipts prepared for this purpose from the Deanship of Scientific Research must be produced.

- (E) An electronic, final version of the published research as per the funding procedure shall be upload at the university's special system "Sahel".
- (F) In the event the principle researcher couldn't prove his publication was authentic, article 6 will be executed.

Article (9) –

Publications

- (A) The research work team belonging to the University of Tabuk must publish the completed research, part of it, or any achievement it has produced in reference to Tabuk University as an (affiliation). When published in the Arabic language, it should read " جامعة تبوك " and University of Tabuk in the English version.
- (B) University of Tabuk shall have the right to use the summary of the research to popularize for its scientific research activities/ads.
- (C) The researcher is obliged to publish a minimum of one scientific paper in a recognized and renown journal of ISI web of knowledge for the English version where the Arabic version is excluded in the same web. Such Publication to become one of the standards for funding further researches in the future.
- (D) The researcher must prove that his research was published.

Article (10)

Patent Rights

- 1- As regard to the Intellectual property rights, the consequent financial obligations, and other liabilities, both the parties shall agree on financing the research contract, a following relevant contract, each party's utilities (earnings/benefits) are subject to the current rules and regulations.
- 2- The second party shall inform the first party about all inventions, designs, improvements or discoveries the researcher obtained/gained during the implementation of research project or after. If such information, that he obtained after the project, is based on knowledge he learnt on completion the research work, it shall be disclosed, too.
- 3- Listing all protectable rights in favor of the first party. The second party shall sign all needed documents and papers needed by the first.
- 4- Contacting the university's patent unit to take the necessary procedures.

Article (11)

Research Completion

- (A) The research project is deemed complete when the Deanship of Scientific Research accepts the final report that matches the Deanship's versions, or for any reasons compliant with the regulations applied in this article (11).
- (B) When the research project is completed, it should be financially liquidated in accordance to the forms of the Deanship. Other supplies that were provided as per the equipment provisions, must be returned to the supplying warehouse.
- (C) Special studies and researches that are not included in the publication project must be completed by arbitration.

□

Article (12)

Financing Rules

- (A) Research expenses shall be paid to the principle researcher after completing all administrative and financial procedures as follows:-
- 1- First payment: 35% of the total budget paid on signing the contract. It shall not be tied to a specific time but as of the financial procedures applied at the Deanship of Scientific Research.
 - 2- Second payment: 65% will be paid upon completing the research procedures as in article (12).
- (B) The principle researcher must be responsible for the disbursement of the scientific budget as in article (12) of the unified regulations of scientific research projects as follows:-
1.
 - 1- 1200 RS allowance to be given to the principle research (PhD) and a 1000 for other team member during the period specified in the contract.
 - 2- Co –researcher (Master Degree) to receive (30 RS) per hour and a ceiling of 800 RS monthly during the specified period in the contract. This includes three of his assistants separately.
 - 3- Bachelor degree holder to receive (25 RS) an hour with 600 RS as top sum for each month during the specified period in the contract. □
 - 4- Undergraduates, technicians and professionals will receive (20 RS) per hour which shall not exceed in total 400 RS a month for the specified period in the contract.
 - 5- Internal consultant to get a 1000 RS a day for any consultation. This amount includes accommodation and food. The ceiling of this allowance is (14000 RS) a year. A two-way ticket will also be issued.
 - 6- Local consultant will receive (500 SR) for each day he provides consultation with (7000 SR) as ceiling a year.
 - 7- International consultant shall receive (2000 SR) for each day he provides consultation which includes accommodation and food. The ceiling is (20000 SR) a year. A two-way ticket will also be issued.
 - 8- Such allowances are not meant for full-time research.
- C- The researcher will not be eligible to demand the remainder of research costs if he fails to provide the report within the time limits. If the final report isn't submitted within the specified period, he will be dealt with as in provision 5 of the regulatory rules.

Article (13)

Procedures of purchasing equipment and other supplies.

With respect to the rules and regulations, equipment and other supplies will be bought according to the following rules:

- (A) The principle researcher has the right to secure the research requirements through direct purchase for no more than 19000 SR as follows:-
1. 3000 – 10000 SR based on pricing receipt and a settlement letter signed by the principle researcher.

2. 10000 SR or more based on pricing receipt signed and authorised by the Dean of Scientific Research Deanship.

This applies to internal and external purchases. Original invoices must be attested from the sellers. Purchased materials and equipment are entered into the warehouses of the university and disbursed in accordance with the statutory rules in this regard

☞ For more than nineteen thousand Riyals, payments will be insured through the University's procurement department. As follows:-

- 1- The principal researcher shall provide the technical specifications for the equipment and other requirement to a number of the local suppliers. If not available, he shall contact external suppliers who can provide the required equipment and supplies. In either case, the principle researcher shall coordinate with the procurement department to ensure securing searching requirement by making available the necessary presentations, accurate pricing and technical committee's letter.
- 2- The department of Purchasing at the university shall prepare a settlement to insure the purchases or research equipment and supplies that cost over 19000 SR and attach their costs to the allowances allocated to the signed research contract. Then they should be given to the principle researcher and acquainting the Deanship of Scientific Research which shall be related to the allocation of the research contracts concluded for this purpose and delivered to the principal researcher after their cover and shall inform the Scientific Research Authority about it.

(B) Procurement of equipment and other apparatus applies to the rules and regulations the university implementing.

Article (14)

The Award of Arbitrators and Research Team

As per provision (12) researchers, participants and assistants of the research team shall be awarded as follows:

Project Arbitration Allowance (500 SR)

Article (15)

The articles of this regulation are an integral part of the research contracts signed between the first and the second parties

Article (16)

The Council of the Deanship of Scientific Research has the right to interpret the provisions of these rules

Article (17)

These rules shall be enforced after obtaining approval from the Scientific Council, in preparation for approval by the Council of the University

Article (18)

Deciding on the dispute between the research team members

- 1- The affected member submits a formal written complaint to the Dean of Scientific Research explaining his position which should be substantiated.
- 2- The Scientific Research Deanship officially transfers the application to the legal department of the University for taking necessary action.
- 3- The research remains pending approval until the decision of the legal department is made.