



جامعة شقرا

Shaqlra University

وكالة الجامعة للدراسات العليا والبحث العلمي  
عمادة البحث العلمي

## Rules and Procedures

### Governing

# The Financing of Scientific Research at Shaqlra

This document is an unofficial free translation of the original document



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#### Introduction:

The development of the scientific research in universities and encouraging the researchers to accomplish the creative research in the practical, theoretical, applied and technical fields are one of the university's main objectives.

The Deanship of Scientific Research in the university is responsible for organizing the university's operations which aim to support the researches that are carried out by the teaching staff members or by the research groups and to create the means and possibilities offered by the university for the purpose of supporting scientific research within the framework of the Consolidated Regulations of scientific research approved by the Council of Higher Education in accordance with the resolution number (2-10-1419), this document with its current formula is considered as the rules and procedures governing the financing of scientific research at Shaqla University.

And as part of the university's efforts to achieve its vision and goals, it has decided to set out the internal mechanisms in order to accelerate the accomplishment of those visions and objectives, and these rules and the internal procedures regulation that governing the financing of scientific research is only a mean that contributes in achieving the university's aspirations.

attachments:

#### Article 1: The Definitions:

In addition to the definitions that were stated in the regulation, the statements in this document are explained by the meanings set out beside them:

1. The research project funded by the university: is the achievement that was based on the recognized scientific bases which is achieved by individual or joint efforts, and was accomplished by one of the teaching staff members in the university either (individual) or by seeking the assistance of one or more consultants, or by seeking the assistance of one or more of the lecturer or teaching assistants or university's students to serve one or more of the scientific disciplines which the university cares about.
2. Proposal of the Research Project: is the final formula of the general framework of the research which is prepared according to the deanship's forms in order to proceed with a request to support the scientific research.
3. The Researches Annual Plan: the approved annual plan for the scientific research identifies the research's priorities within the framework of the strategic plan of the University and the approved budgets for funding the research projects.
4. The Main Researcher (principle investigator): is the teaching's staff member who holds a Ph.D. and who is an employee at the university who manages an individual research or heads a research group and he supervises this group and represents it at the university.
5. The Research Associate: is the teaching's staff member who holds a Ph.D., who is involved with others in the implementation of joint research projects.
6. Individual Research: is the scientific research project achieved by an individual researcher only.
7. Joint research: is the scientific research project which is done by a group of researchers (at least 2 researchers). The first: the Main Researcher, and the other: the Research Associate and other consultants and assistants who hold a master degree or who hold university degree or the postgraduate students of the university could participate in the research, as the number of this group should not exceed the half of the research team from outside the university.
8. The contract: is the concluded contract between the university and the Main Researcher, as the Dean of Scientific Research represents the university and the contract describes the parties' obligations towards the research project.

9. The Deanship: the Deanship of the Scientific Research at Shaqa University which is represented by its council that reports to Vice Rectorate for Graduate Studies and Scientific Research.

**The Second Article:** submitting the scientific research proposal:

It is required when submitting the scientific research proposal that:

- The Main Researcher to submit a request to support the scientific research.
- The Main Researcher must be a member of the teaching's staff of the university and he must hold a Ph.D. and to be a current employee while submitting the request.
- The Main Researcher must submit the scientific research proposal on behalf of the joint team to the College or the Deanship where he works at.
- The Main Researcher who submits the proposal may not be a participant in another proposal and vice versa.
- The Main Researcher has the right to submit a maximum of only 2 proposals provided and only one proposal is to be financed and that the researcher shall select on the accepted proposals.
- The scientific research proposal to be submitted to the deanship by the Main Researcher's e-mail including a letter from dean of the College or the deanship that the Main Researcher belong to.
- The applicant shall clear his debts from his previous financial ties with the Deanship.

**The Third Article:** The Reviewing the Proposed Research Project

1. The deanship council or the emanating committees from the Council in cooperation with qualified referees selected by the council to arbitrate the proposed research project provided that their dues to be from the budget of the scientific research and that the arbitration shall be carried out after the fulfilling of the following standards -:The research proposal must fulfill the requirements stated in the second article of this document, and the proposal must correspond to the Consolidated Regulations of the scientific research in the universities and which was issued in accordance with decision of the Higher Education Council No. 2-10-1429 hijri year
2. The scientific research proposal must correspond the annual research plan if any.
3. The research must be important and up to date and not be inverted from prior scientific thesis or research carried out by the Main Researcher or one of the research associates.
4. To make sure of the possibility to carry out the research within the available possibilities in the university and the possibilities offered by the University's supposed funding

The attributors to attribute the proposed researches according to the form prepared for this purpose from the deanship within 15 days maximum from the date of receipt of the arbitrator for research from the Deanship.

The deanship to notify the Main Researcher through the faculty that the researcher belongs to about the acceptance or the rejection of the proposal and to clarify the reasons for the rejection from the Deanship Council or the arbitrators.

The deanship to accept the repetition of the rejected proposal after considering the notes contrary to the requirements and rules of funding, provided that this is at the time of the declaration of the deanship for a period of subsequent submission

The Main Researcher who previously published a scientific article as a result of a previous research funded by the deanship has a priority to get support.

The deanship must keep the confidentiality of the proposals which it receives regardless the acceptance or the rejection of the fund request.

Type of research projects:

- Theoretical research
- Applied Research.
- Authoring books.
- Translate books or research from and to Arabic.
- Execution of manuscripts.
- Preparing encyclopedias and dictionaries or translating them.

**The fourth article:** funding the researches:

- After accepting the proposed project according to the standards stated in the third article, the deanship of the scientific research to take the responsibility of formulating the contract to be sent to the college which the Main Researcher is belonging to review it.
- To coordinate between the Main Researcher and the deanship of the scientific research in order to sign the contract.
- The funding of a research proposal with an individual researcher should not exceed 50 thousands riyals for the
- Theoretical researches and 100 thousands riyals for the applied researches, and the amount to be paid to the Main Researcher according to the specified timetable for the study's stages and their needs which they must be agreed in the contract, it is not permissible to pay more than half of the amount of funding as wages and bonuses for researchers, consultants, etc., and the duration of the individual research does not exceed 12 months.
- The funding for a joint research should not exceeding 75 thousands riyals for the theoretical researches and 150 thousands riyals maximum for the applied researches, and the duration of the individual survey does not exceed 24 months.
- The researcher does not have the right to submit the same research proposal to any other party to request getting another fund.

**The fifth article:** Rules of paying and purchase from the fund:

- The Main Researcher to commit with the rules stated in the regulations according to what stated in the consolidated regulation of the scientific research in the accredited universities from the Council of Higher Education ) decision No. 2-10-1419) in terms of payment of dues and wages of researchers and those who are in similar ranks and to not pay more than the half of the amount of funding in this type of expenditure.
- The Main Researcher shall insure the materials and equipment in accordance with the relevant governing rules.
- Items and equipment shall be stored in the warehouses of the College and to be a custody in accordance with the rules in this regard.

- The ownership of the procurement whatever its type or value is referred to the college to which the Main Researcher belongs, and if s/he is belonging to a Deanship, the ownership shall be transferred to one of the colleges of the University, as determined by the Deanship.

**The sixth article:** Make changes in the research path after contracting-

- The Main Researcher is not entitle to make any changes in the title or of the research project's objectives or methodology or method of spending in the stages of the project or changing the research team without obtaining the written permission from the Deanship.
- if the researcher is not capable to continue the research for any reason, he should follow one of the 2 followings options in coordination of the deanship:
  1. discontinue the project and liquidate it and return the remaining funds from its appropriations to the University's research budget and submit a detailed report on the circumstances that caused the researcher not to complete the research.
  2. The project to be completed by selecting one of the participating researchers as a Main Researcher, and to redo a contract with him to complete the research project after a recommendation from the Deanship based on the approval of the Vice Rectorate for Graduate Studies and Scientific Research.

The researcher has the right to submit a request for transfers in the budget's items specified for the search to the scientific research deanship and the dean of the scientific research has the authority to accept the request.

The funding period could be extended in equivalent with half of the approved period without changing the amount of funding after the approval of the Deanship, and the Deanship requires a justification letter for such a request and to be mentioned what was accomplished in the research and the work plan to complete the remaining part of the research during the extension period.

The request should be submitted two months before the expiry of the agreed period.

The deanship has the right to take the appropriate decisions in the cases that were not mentioned and with the cases that need a research path change such as leaving of the Main Researcher or in case of loaning the researcher to other bodies or in case of the contract termination and so on.

The deanship to consider the cases of not completing the research without acceptable reasons and to take the appropriate decisions which may reach to claim the researcher' to compensate the university for the amount of funding.



The deanship has the right to cancel the research contract and to suspend its funding and to claim the funding amounts if the reports indicate that the researcher is not committed to the contracted research plan.

**The seventh article:** follow up the research project and its evaluation:

- The researcher is committed to submit quarterly reports starting from the date of the contract and states to the deanship the research progress against the search plan, what has already been done including a financial report for the same period.
- The periodical report to be submitted in hard and soft copy versions to the deanship.
- the deanship to evaluate the periodical report and to notify the Main Researcher about the notes that must be considered.
- In the event of a dispute between the Main Researcher and the Deanship regarding the evaluation of the reports, the Vice Rectorate for Graduate Studies and Scientific Research or whoever the dispute is transferred to shall has the authority to take the appropriate decision to resolve the dispute.
- In the event that the Main Researcher fails to provide the Deanship with periodic reports, the Deanship can suspend the funding and liquidate the project.
- The Deanship to keep confidential the subject and details of the research and its results and the final report as well even after the end of the contract.
- The Deanship shall bear the expenses of reviewing the research project and the expenses of evaluating its reports, and the costs shall be paid from the budget of the Deanship.

**The Eighth article:** the termination of the research project:

The project to be ended by submitting the final research project by the Main Researcher with its approved formula from the deanship, and the deanship could terminate the project in case of the Main Researcher does not comply with the rules and requirements as stated in the contents of this document.

The University may cancel this contract if interest of the public requires so, provided that the Dean of Scientific Research sends the request to the Vice Rectorate for Graduate Studies and Scientific Research, and under the guidance of the Rector, the Deanship shall then notify the Main Researcher about this matter and coordinate with him on the wording of the termination of the contract and settlement of obligations.



The Main Researcher to send a written notice to the deanship of scientific research regarding the compelling circumstances beyond the will that may cause the end of the research project to be considered by the Deanship then the situation and to take a decision on the wording of the termination of the contract and settlement of obligations.

The Main Researcher to submit the purchases invoices and the remaining amounts to be returned after the completion of the research project to the research item in the university and to check the invoices, material delivery documents, supplies and permanent purchases which was provided from the research fund to the college specified by the deanship and by the specialists at the university and that the Deanship coordinates with them about this and then the Main Researcher to be disclaimed.

**The Ninth article:** the publishing and copy rights

- The researcher has the right to publish the research and any other results in the scientific Journals after the Deanship being notified provided to obtain a written approval and the Deanship undertakes to pay the publishing costs.
- The university has the right to prevent the publishing if the public interest requires so, and the rector shall be deemed to have the power to support the prevention.
- The university is considered a partner with the half in the inventions and discoveries resulting from the research project funded, and the parties can agree on a different percentage and the university has the right to prevent publication if the publication does not preserve its intellectual property as research financier, and the Deanship shall bear the expenses of registering patents and so on.
- The university has the right to benefit from the research's results and the final report.
- The publication mechanisms and the publisher's rewards shall be in accordance with the rules and regulations of the Scientific Council of the University
- The deanship shall give the researcher a recommendation letter to be submitted to the Scientific Council includes the right of the Main Researcher to have a to accept his request to attend the conference in case of publishing this research in a scientific conference whether this conference is local or global.

**Tenth article:**

These articles are intergraded parts of the signed researches contracts between the university and the researchers.

**The eleventh article:**

The articles to be applied from the date of getting the approval.

**The twelfth article:**

The University Council shall have the right to interpret these Regulations. May God grant success

This document is an unofficial free translation of the original document in Arabic. The Deanship of Scientific Research at Shaqlra University is not responsible of any mistranslation or out of context translation.

