



جامعة دار العلوم
Dar Al Uloom University
لعلوم تواقب العصر

Research and Scholarly Activities Policies

DAU's Research Projects Funding Policy

Policy Code	Policy Name		
DAU 10-2	DAU's Research Projects Funding Policy		
Responsible Executive	Current Revision Date	Next Revision Date	
<ul style="list-style-type: none"> - The General Directorate of Scientific Research and Innovation - The Research Support Unit - Scientific Research and Innovation Committees at the College level 	10/2023	10/2027	

1. Policy Purpose

DAU's Research Projects Funding Policy supports original and innovative research projects published in high impact journals. This promotes quality research outcomes and stimulates the research environment.

2. Policy Scope

This policy applies to all full-time faculty members and students.

3. Policy Statement

- A principal researcher must be a full-time faculty member with a doctoral degree and at least an Assistant Professor rank at the university.
- All members of the research team are faculty members or students at DAU.
- The principal researcher should not be on sabbatical or any other leave for the entire project.
- In case the principal researcher leaves the university before the project is completed, he/she must reimburse the university for the project funding. The amount can be deducted from entitlements. However, the reimbursement may be waived if one of the research team members agrees to assume full responsibility for the project, including financial responsibility, and the General Directorate of Scientific Research and Innovation approves it.
- A faculty member cannot be a principal researcher in more than one ongoing research project.
- Any changes to the research team must be approved in advance by the Research Support Unit Council. The General Directorate of Scientific Research and Innovation may cancel the funding contract and recover disbursed funds if this condition is violated.

- The principal researcher is required to submit quarterly reports detailing the project's progress and providing expectations regarding its anticipated completion.
- All members of the research team must be listed as contributors to scientific papers resulting from the project.
- Participants in the research project must sign a form committing to intellectual property rights.
- Obtaining prior permission from the University's Research Ethics Committee is necessary if the nature of the research project requires it, and all research team members must follow the rules and ethics of scientific research.
- Research should be original and not derived from a book, thesis, or previously completed scientific work before applying for funding. It is possible to apply for funding through the Scientific Research Publishing Funding Program rather than the Research Projects Funding Program in such cases.
- Research Support Unit Council approval is required prior to making any significant changes to a funded research project.
- It is the principal researcher's responsibility to complete the project within the scheduled time frame. A project's duration can be extended for an additional six months if a request for extension is submitted at least 30 days before the project's end date and approved by the Research Support Unit Council. Failure to comply with the project's duration constitutes a contract breach for the university, which may terminate the project and recover the disbursed funds.
- Two installments of 50% of the total project fund are disbursed under the funding contract. The first installment is disbursed after signing the contract, and the second installment is disbursed once the research paper(s) derived from the project's results is/are published in reputable scientific journals indexed in the Web of Science database's first three quartiles (Q1, Q2, Q3).
- Scientific affiliations in published research should be as follows:
- Department of [Department Name], College of [College Name], Dar Al Uloom University, University Address.
- Dar Al Uloom University is to be acknowledged for funding the research as follows:
"This research was funded by the General Directorate of Scientific Research & Innovation, Dar Al Uloom University, through the Research Projects Funding Program."
- It is not acceptable to acknowledge any external entity other than the university.
- The principal researcher's email address should be the same as his/her university email address in published research.
- In published research, the principal researcher must be the corresponding author.

4. Policy Procedures

- 1- The principal researcher applies for research funding to the chairman of the Scientific Research and Innovation Committee at the college, with all the required documents.

- 2- Upon approval by the committee, the Chairman of the Scientific Research and Innovation Committee at the college forwards the application and its report to the Dean. The report includes their opinions on the authenticity of the research topic, compliance with the ethics of scientific research, alignment with the research priorities of the university or the college, relevance to one or more disciplines within the college, and whether the proposed budget for the project is appropriate for its nature and requirements. If an application does not meet the contracting conditions, the committee may reject it.
- 3- Following approval from the college's Dean, the application is forwarded to the General Directorate of Scientific Research and Innovation's Research Support Unit.
- 4- The Research Support Unit refers the application to the university's Research Ethics Committee. Research proposals are then reviewed and evaluated by a refereeing committee, which consists of two or more members from within or outside the university, depending on specialization.
- 5- Following approval by the evaluation committee, the application is presented to the Research Support Unit Council. Upon confirmation that all conditions have been met, the unit submits its recommendations to the General Directorate of Scientific Research and Innovation.
- 6- Research projects are approved by the General Directorate of Scientific Research and Innovation. The funding contract is signed and forwarded to the Finance Department for the disbursement of the first installment, in accordance with the approved annual research budget.
- 7- Following the publication of the scientific paper(s) derived from the project's results in a reputable scientific journal (Q1, Q2, Q3) indexed in the Web of Science database, and upon the recommendation of the Research Support Unit Council and its approval by the General Directorate of Scientific Research and Innovation, the final installment of the research project funding contract is disbursed, which amounts to 50% of the total contract value.

5. Related Policies/ Documents/ Forms

[-Research Projects Funding Program.docx](#)
[-GDSR&I RSU RESEARCH PROJECT PROPOSAL EVALUATION FORM.docx](#)
[-GDSR&I RSU RESEARCH PROJECT PROPOSAL EVALUATION FORM ARABIC.docx](#)
[-GDSR&I RSU APPLICATION FORM FOR RESEARCH PROJECTS FUNDING PROGRAM .docx](#)
[-GDSR&I RSU APPLICATION FORM FOR RESEARCH PROJECTS FUNDING PROGRAM MEDIUM RESEARCH PROJECT REQUEST FOR 2 PAYMENT.docx](#)
[-GDSR&I RSU APPLICATION FORM FOR RESEARCH PROJECTS FUNDING PROGRAM SMALL RESEARCH PROJECT REQUEST FOR 2 PAYMENT.docx](#)
[-GDSR&I RSU GRANT AGREEMENT.docx](#)
[-GDSR&I RSU PLAGIARISM REPORT.docx](#)

6. Document History

Version	Issue/ Rev. Date	Updated Information/ Summary of	Change
1	10/2023	1 st issue of the policy	

DAU's Scientific Publishing Funding Policy

Policy Code	Policy Name
-------------	-------------

DAU 10-5	Scientific Publishing Funding Policy	
Responsible Executive	Current Revision Date	Next Revision Date
<ul style="list-style-type: none"> - The General Directorate of Scientific Research and Innovation - The Research Support Unit - Scientific Research and Innovation Committees at the College level 	10/2023	10/2027

1. Policy Purpose

The Scientific Publishing Funding Policy is designed to encourage faculty members to publish in highly ranked scientific journals and apply for funding after publication.

2. Policy Scope

The policy applies to all faculty members, adjunct and visiting professors, clinical professors in health colleges who are appointed by councils within these colleges, and university students.

3. Policy Statement

Accepted Publishing Venues:

- Research published in a reputable scientific journal with a high Impact Factor.
- Only journals indexed in Scopus and Web of Science are accepted as publishing venues. A research paper published in Arabic may also be accepted for publication by journals in the Arabic Citation and Impact Factor (ARCIF) database, but the research must be published in a peer-reviewed journal affiliated with a Saudi university or scientific association or an Arab university recommended by the Ministry of Education, plus an ISSN deposit number and international registration.
- In Scopus, journals should not be classified below Q3. In the Web of Science database, all quartiles are accepted, however, publications in journals listed in the Emerging Sources Citation Index (ESCI) are not.
- In cases where the journal is classified in both Scopus and Web of Science databases, the highest applicable classification should be considered when determining the publication incentive.
- The journal publishing the research paper must have been indexed in Scopus or Web of Science for at least three successive years prior to publication. Publication incentives are based on the journal's classification in the issue in which the research was published. Declassification of the journal before the incentive is granted renders it an invalid publication venue and the incentive is undeserved.
- Journal names should not appear on any list of predatory publishers and journals.

Incentive Entitlement Requirements:

- The applicant must be affiliated with the university (faculty members, adjunct and visiting professors, clinical professors in health colleges appointed by their college councils, and university students).
- The research paper must be original (original article).
- The following affiliations should be cited in the published research:
“Department of ..., College of ..., Dar Al Uloom University, address of the university”
- An acknowledgment of research support from Dar Al Uloom University must appear in the research paper in the following format:
“This research was funded by the General Directorate of Scientific Research & Innovation, Dar Al Uloom University, through the Scientific Publishing Funding Program.”
- Incentives are only eligible after publication, and acceptance letters do not count.
- In the published paper, the applicant's email address should match his/her university email address.
- In joint research, only the first and corresponding authors are eligible for incentives. The eligibility percentage is as follows:
- (70) % of publication incentive if researcher is both the first and corresponding author. The full incentive will be granted to the researcher if DAU students are participants in the research.
- (50) % of the publication incentive if the researcher is only the first or only the corresponding author.

4. Policy Procedures**Incentive Payment procedures:**

- 1- The researcher submits a publication incentive application to the Chairman of the Scientific Research and Innovation Committee in the college, along with all the required documents.
- 2- The Chairman of the Scientific Research and Innovation Committee in the college submits the application to the Dean, along with a report confirming that the research meets all the eligibility criteria. An application that does not meet the eligibility criteria will be rejected by the committee.
- 3- The College's Dean refers to the complete application with its attachments to the Research Support Unit at the General Directorate of Scientific Research and Innovation.
- 4- The Research Support Unit submits its recommendations to the General Directorate of Scientific Research and Innovation after ensuring all requirements have been met.

- 5- When a scientific research application is approved by the General Directorate of Scientific Research and Innovation, it is forwarded to the Finance Department, which completes the procedure for incentive payment based on the approved budget for scientific research for the academic year.

Publishing Incentive Scale:

Premier Journals	Incentive's Amount (S.R.)
Science and Nature Journals	25,000 S.R.

Journals ranked in Web of Science	Incentive's Amount (S.R.)
Q1	15,000
Q2	12,000
Q3	9,000
Q4	7,000

Journals ranked in Scopus	Incentive's Amount (S.R.)
Q1	10,000
Q2	8,000
Q3	5,000
Arabic journals ranked in ARCIF	3,000

Publication Fees Reimbursement:

- 1- If all researchers are DAU affiliates, the university reimburses the full publication fees, up to the specified maximum limit, based on the classification of the publication venue.
- 2- In research involving researchers from both within and outside the university, the percentage of publication fees reimbursed equals the percentage of eligibility for publication incentives.
- 3- Publication fees are only reimbursed if not previously reimbursed by another entity.
- 4- A reimbursement is only provided upon presentation of a payment receipt issued by the publishing journal in the applicant's name.
- 5- The table below shows the maximum amount the university reimburses for publication fees based on the publication venue's classification level:

Journal	Maximum Fees Reimbursement (S.R)
Science and Nature Journals	Publication fees fully reimbursed
Web of Science Q1	5,000
Web of Science Q2	4,000
Web of Science Q3	3,000
Web of Science Q4	2,000
Scopus Q1	4,000
Scopus Q2	3,000
Scopus Q3	2,000
ARCIF	1,500

Note:

The [Scientific Publishing Funding Program.docx](#) clarifies all the funding related to the publishing process.

5. Related Policies/ Documents/ Forms

[Scientific Publishing Funding Program.docx](#)
[GDSR&I RSU APPLICATION FORM FOR SCIENTIFIC PUBLISHING FUNDING PROGRAM .docx](#)

6. Document History

Version	Issue/ Rev. Date	Updated Information/ Summary of Change
1	10/2023	1 st issue of the policy

Policy Code	Policy Name	
DAU 10-1	External Research and Consultation Policy	
Responsible Executive	Current Revision Date	Next Revision Date
-General Directorate of Scientific Research and Innovation. - Center for Entrepreneurship, Innovation, and Knowledge Transfer (CEI&KT).	10/2023	10/2027

1. Policy Purpose
<p>The aim of this policy is to establish external research and consultancy services and to engage with industry more actively. This promotes the University's Research Policy as well as ensuring relevance of research and increasing revenue.</p>
2. Policy Scope
<p>The policy applies to all research and consultancy contracts signed by the university with external partners under the supervision of the Center for Entrepreneurship, Innovation, and Knowledge Transfer (CEI&KT).</p>
3. Policy Statement
<p>Definitions: Contract research and consultancy services: they are research and consultancy services commissioned and funded, in whole or in part, by an external organization (private, public, etc.).</p> <p>All contracts have the following characteristics:</p> <ol style="list-style-type: none"> 1. In every contract, specific stipulations and conditions are outlined as agreed upon by all contracting parties. 2. Work to be performed on a set schedule. 3. Defining deliverables and due dates. 4. Establishing ownership, patent rights, and licensing agreements. Providing confidentiality of information provided and created during the project's performance. 5. Establishment of budget approval and payment schedules. 6. A set of considerations for accepting and/or terminating the contract. 7. A limitation of liability, indemnity, and any other matters appropriate to the circumstances. <p>General Guidelines:</p> <ol style="list-style-type: none"> 1. Externally funded work contributes to and enhances the academic endeavors of the University, and academic staff should be encouraged to practice their discipline and support staff should be encouraged to use their expertise, where appropriate. 2. Governing and managing contracts with external partners is the responsibility of the Center for Entrepreneurship, Innovation, and Knowledge Transfer (CEI&KT).

3. CEI&KT must ensure that a professional and quality service is always provided, while minimizing legal and financial risks to the University.
4. CEI&KT must consider all costs associated with a proposed project (directly or indirectly) when discussing proposed projects with potential partners.
5. CEI&KT will sign/conclude any contracts, proposals, tenders, quotations, MOUs and agreements after obtaining DAU management approval, as well as specific arrangements with the relevant academic and administrative structures of DAU.
6. To protect confidential information provided by Clients, CEI&KT must sign confidentiality and non-disclosure agreements.
7. CEI&KT must obtain DAU's approval for project value based on budgets that include cost recovery, fees levied, and profits and sharing thereof, where applicable.
8. In compliance with the University Intellectual Property Policy, intellectual property may not be transferred or promised to third parties without the specific written approval of CEI&KT.

4. Policy Procedures

1. CEI&KT is responsible for reviewing, drafting, and negotiating all contracts for Research and Consultancy Services on behalf of the University.
2. CEI&KT will ensure that the Research or Consultancy Agreement complies with all relevant University policies and guidelines, in consultation with the principal investigator ("PI").
3. CEI&KT will notify the relevant DAU's unit promptly of any upcoming research or consultancy projects. It would include the subject/title of the project, the name of the sponsor(s), and the expected start and end dates.
4. The CEI&KT will work with the potential principal investigator (PI) to define a scope of work for the project, detailing the objectives, the schedule, deliverables/milestones, as well as the budget for the project.
5. CEI&KT must complete an appropriate internal approval form and obtain signatures from all levels of DAU. Details must be provided regarding the demands that the project will place on university facilities, services, and equipment. the project should obtain all necessary certifications pertaining to human and animal research. The project PI has to ensure that all levels of the university are informed about the project and accepted it. All internal approvals should be complied with and received by CEI&KT prior to contract signing.
6. CEI&KT prepares and issues a "Contract Data Sheet", summarizing the project timelines, funding, technical reporting, and financial schedules, and the finance department opens a fund for the project.
7. The finance department shall ensure that invoices are issued, and payments are collected in accordance with contracts.
8. It is CEI&KT's responsibility to ensure timely delivery of expected deliverables, to resolve any problems that may arise during the term of a Research or Consultancy Contract, and to negotiate any required amendments.

5. Related Policies/ Documents/ Forms

DAU 4-12 University Consultancy Services Policy

6. Document History

Version	Issue/ Rev. Date	Updated Information/ Summary of Changes
---------	------------------	---

1	10/2023	1 st issue of the policy
---	---------	-------------------------------------

Policy Code	Policy Name		
DAU 10-3	DAU's Research Ethics Policy		
Responsible Executive	Current Revision Date	Next Revision Date	
<ul style="list-style-type: none"> - The IRB Committee - The General Directorate of Scientific Research and Innovation - The Research Support Unit - Scientific Research and Innovation Committees at the College level 	10/2023	10/2027	

1. Purpose of Policy
<p>The purpose of this policy is to ensure that all faculty members, students, and staff are aware of the ethical research code and that they act accordingly. DAU has established the Institutional Review Board (IRB) in accordance with Saudi's rules and regulations. Its purpose is to ensure that research work involving human or animal objects follows specific ethical guidelines consistent with national and international standards.</p>
2. Policy Scope
<p>This policy applies to:</p> <ul style="list-style-type: none"> • All DAU faculty members, students, and researchers who are involved in research at the DAU. • All administrative and technical staff who participate in any research activity within or under the auspices of DAU.
3. Policy Statement
<p>DAU and its researchers are expected to maintain the highest ethical standards and foster values of honesty, rigor, openness, care, and respect.</p> <p>DAU is concerned with protecting the health, rights, and safety of researchers, and the reputation of the university itself.</p> <p>This policy provides guidance on ways of dealing with situations involving research ethics issues.</p> <p>The guiding principles of ethical research include the following:</p> <ul style="list-style-type: none"> • Beneficence • Confidentiality/Anonymity • Non-Maleficence • Honesty and Integrity • Informed Consent • Rigor <p>The following requirements must be met by all research:</p>

Beneficence and non-maleficance

- Any possible risks to the participants must be conveyed and the importance of achieving the research objectives should be proportionate to the risk levels.
- Research is not supposed to be undertaken in cases where the hazards are unpredictable. Adequate facilities and procedures should be put in place to deal with any potential hazards.

Honesty and Integrity

Authenticity and absolute honesty are expected throughout the research especially in crucial elements of the research like procedures, intentions, fact-finding, data gathering, interpretation of results, acknowledging others for their contribution, and claims that are based on the results and findings of the research.

- Researchers are expected to show absolute honesty throughout the research.
- Any conflicts of interest should be fully declared and documented.
- The researchers are expected to contribute to their specific field of knowledge through scientifically sound research.
- Researchers are expected to report all positive research findings vividly along with any negative results.
- Only qualified and appropriately experienced members of the university must be allowed to carry out and supervise research.
- The accountability of any research is supposed to be shared by both the researchers and the supervisors as well.
- All research supervisors are expected to take the necessary appropriate steps to make sure that research is honest and meets the highest standards of integrity.

Taking Appropriate Consent

- It is the duty of the supervisors and the researchers to ensure that the details of the crucial elements of the research like the methods, aims, and the expected results along with any potential hazards have been clearly explained to all participants.
- All participants must be provided with adequate opportunity to raise any form of concerns before the research commences.
- All documentation provided to the participants must be clear and understandable.
- In cases where consent is required, written consent should be given, and records of consent must be maintained.
- Participants should be aware when any form of inducement is administered to them, and all the relevant rules and regulations must be adhered to.
- In research where participants may include minors or individuals who do not have the legal or medical competence to give their formal informed consent, it is obligatory for the legal guardian of the individual to provide the consent before the research commences.

Research Misconduct

Numerous Actions can be coined as research misconduct. Below is a list of actions that can be termed as research misconduct, but misconduct is not limited to the following:

- Authority: when the appropriate permission to carry out research is not obtained.
- Collusion: when the research or the project was carried out with the help of unauthorized shared authorship.

- Confidentiality: when information is confidentially obtained from unauthorized means
- Conspiring: when the researchers conspire or plan to carry out a deed of research misconduct.
- Deception: when any aspect or element of the research is deceiving.
- Deviation: any deviation from the general best practices in the field or risk to the wellbeing of the participants (animals, humans, environment)
- Dishonesty: publication of results and data even after knowing it is dishonest or misinterpreted
- Fabrication: fabricating, concoction, or inventing desired results
- Failure in meeting professional, legal, and ethical obligations: when crucial elements of research like authorship, confidentiality, lack of appropriate consent misuse of personal data, and abuse of subjects, materials, or funds are not dealt with within the professional, legal, and ethical parameters.
- Falsification: when data or the research processes are manipulated, modified, or omitted without the formal permission of the supervisor or the research head to portray the desired results.
- Fraud: when there is fraudulent usage of the equipment or funds sanctioned for research.
- Incitement: Encouraging research misconduct.
- Plagiarism: using others' work without giving proper credit or acknowledgment.

4. Related Policies/ Documents/ Forms

NA

5. Document History

Version	Issue/ Rev. Date	Updated Information/ Summary of C
1	2018	1 st issue of the policy
2	10/2023	New Ethical Guidelines for research ha added.

Policy Code	Policy Name	
DAU 10-4	Scientific Conferences Participation Policy	
Responsible Executive	Current Revision Date	Next Revision Date
<ul style="list-style-type: none"> - Colleges and academic departments. - The General Directorate of Scientific Research and Innovation. - The Research Support Unit. - Scientific Research and Innovation Committees at the College level. 	10/2023	10/2027

1. Purpose of Policy
This policy provides guidelines for funding participation of faculty members in scientific conferences.
2. Policy Scope
This policy applies to DAU’s faculty members.
3. Policy Statement
The policy encourages DAU faculties to attend scientific conferences to keep abreast of their specializations and scientific research interests. It also encourages them to exchange knowledge and research ideas and increases DAU’s participation in national and international research forums.
4. Policy Procedures
<ul style="list-style-type: none"> • Financial support to attend conferences is only provided to full-time faculty members who have spent at least one year of service in the university. • The conference’s domain should be related to the faculty member’s discipline or his/her work. • Faculty members can be allowed twice a year to attend conferences. • This policy applies only to conference attendance that includes presenting a paper. • Participants must mention their affiliation at DAU and acknowledge the funding sources in their publications. • The applicant should arrange all makeup classes during the conference or workshop period and inform the department head of this arrangement before traveling. • The attendance of the faculty member should not have any disturbing effects on the department's functioning. • The conference should be organized by a renowned national/or international organization, institute, or academic body including universities, colleges, departments, research centers, and scientific societies. • The conference should be of the type that is held on a regular basis.

- The applicant should submit the following requested documents to the head of the College's Committee for Scientific Research and Innovation:
 - The conference attendance form.
 - An official invitation letter with an acceptance of the paper to be presented at the conference.
 - A copy of the research or working paper to be presented at the conference.
- The applicant should submit the required documents at least one month before the conference date.
- Participation in conferences must be based upon the approval of the College Scientific Research and Innovation committee, the College Dean, the Research Unit support, and the General Directorate of Scientific Research and Innovation.
- Upon approval of the university's concerned authorities, the General Directorate of Scientific Research and Innovation. provides the participant with the following expenses:
 - Guest, round-trip tickets to the city/country where the conference is held.
 - Registration fees of the conference.
 - Visa fees.
 - Exit/return fees for non-Saudis.
 - Medical insurance fees (if any).
- Participants are entitled to receive the following daily allowance rates (per diem) for a maximum of 5 (five) days:

Category	Per Diem (SR/day)
Inside KSA	500
Outside KSA	
Arab countries and the Arabian Gulf	750
Europe - Asia - America	1000

- The participant must submit a report to the head of the department, with a copy to the dean and the director of the Research Support Unit, including the conference agenda, proceedings, letter of participation, and other related documents. The report should be submitted within two weeks after the faculty member returns to DAU.
- Conference attendance should not be deducted from the annual leave balance.

5. Related Policies/ Documents/ Forms

NA

6. Document History

Version	Issue/ Rev. Date	Updated Information/ Summary of Changes
1	2018	1 st issue of the policy
2	10/2023	New requirements and fees are added to the policy.

