Title: Conduct of Research Procedures

Code: GU-PR17CR

Version: 2.2

Effective Date: May 2018

Approval Authority: University Council

Document Owner: Chair of Research Council

Review: The procedures are subject to periodic reviews in accordance with amendments of Research Policy.

1. Purpose

The purpose of this document is to describe the procedures to be followed by all researchers and students at Gulf University, to ensure effectiveness and consistency in implementation of Research Policy across all Colleges, Departments and programs.

2. Scope

The document applies to all researchers and students at Gulf University.

3. Acronyms

HEC	Higher Education Council
HOD	Head of Department

4. Definitions

Academic Publication:
An academic publication is the subfield that distributes academic research and scholarship. Most academic works are published in the form of academic journal articles, books or theses.

Co-Researcher:
A Co-Researcher is the researcher, who engages in research with another researcher as joint contributor to the finding of the research project. Students cannot be designated as Co-Researcher.

Evaluator:
An evaluator is the researcher from the team of main area of research, who evaluates research/project proposals and their achievements of other researchers within the relevant main area.

Lead Researcher:
Lead researcher is the researcher, who leads a research team, takes responsibility for management and completion of the research project, supervises funding and expenditures on the research project, and reports to Gulf University and funding organization (if any).

Researcher:
A researcher is an academic staff member or a visiting academic at Gulf University undertaking research at the University.

Research Team:
A research Team is a group of researchers with interdisciplinary, diversity, integrated competencies, and potential research expertise composed at the University to conduct a specific research project and ensure its quality.

Scientific Research:
A scientific research is a methodology for investigating and acquiring both new and existing knowledge in systematical way. Scientific research can either be pure or applied.

Student:
A student is any individual who is formally registered in a program offered by Gulf University.

Visiting Academic:
A visiting academic is an academic invited by Gulf University (upon approval from HEC) for a specific period, such as for a semester or an academic year to undertake teaching and/or research in the offered programs.

5. Procedure Details

5.1 Preamble

5.1.1 Research Council, Colleges, Departments and Researchers shall ensure full compliance with "HEC Regulations of Scientific Research in HE Institutions", of all research activities conducted at the University through dissemination of all information related to these regulations on Research webpage (within University website), and conduction of workshops and induction sessions.

5.1.2 Research Council, in collaboration with Colleges, shall identify the main areas of scientific research activities and compose areas' research-teams at the beginning of each academic year, shall take into consideration its alignment with the priority areas of research as described in "National Research Strategy 2014-2024" for the Kingdom of Bahrain, and with "Gulf University Strategic Plan: Research Objectives".

5.1.3 Research Council, in collaboration with Colleges, shall propose the annual "University Research Plan" with the necessary budget, shall seek University Council for approval of the plan.

5.2 Research Budget and Expenditure

5.2.1 In compliance with HEC regulations, research budget at Gulf University shall consist of:
   i. at least 3% of the University total annual income,

  ii. any additional amount the University may add for research purposes,

  iii. any other payments made by third parties, subject to the prior approval of the Higher Education Council, and are consistent with laws in the Kingdom of Bahrain.

5.2.2 Research Council, in collaboration with Colleges, Departments and Researchers shall coordinate, supervise and follow-up on research funded from other sectors outside the University.

5.2.3 Research Council, in collaboration with Colleges, Departments and Researchers shall apply a clear and transparent mechanism for the expenditure of "University Research Budget", based on the principle of competitiveness.

5.2.4 All expenditure shall be spent on the purposes set for exclusively as stated in Article (10) of "HEC Regulations of Scientific Research in HE Institutions". This includes:

  i. Purchasing devices, equipment, kits and tools, including computers and software, which are needed for the research project.

  ii. Purchasing biological, chemical and physical materials, glassware and other materials, needed to conduct the research project.

  iii. Purchasing specialized books or scientific journals necessary to support a specific project, provided that these books and journals handed over to the library in the library after completion of the project.

  iv. Purchasing necessary databases for conducting research projects, or paying their subscription fees.

  v. Purchasing specialized scientific tests and measurement devices, or renting equipment necessary for conducting of all or part of a specific research project.

  vi. Contracting with suppliers for maintenance and repair of equipment and devices purchased for research projects' purposes.

  vii. Modifying existing facilities for the purpose of accommodating a specific research project or group of projects, such as a laboratory for biosafety, a low-vibration room, or a research facility for animal welfare.

  viii. Scientific publishing expenses arising from publication of researches submitted by a faculty member in scientific journals or conference proceedings (volumes).

  ix. Expenses for the preparation of referred scientific conferences and seminars, with related academic matters.

  x. Travel expenses of a faculty member, if he is obliged to visit some institution(s)/organization(s) outside the Kingdom of

Bahrain for the purpose of conducting a specific research, such as collecting data, using specialized equipment(s) available only in those institution(s)/ organization(s).

xi. Expenses of external practical consultancy and services if required for the research project.

xii. Any other expenses of similar nature to the items mentioned above intended to accomplish the research project. These expenses shall be subject to financial auditing by the General Secretariat of HEC.

5.3 Research Ethics

5.3.1   Researchers/Research Teams, students and their supervisors shall consider the following fundamental principles:

- ensuring credibility through carrying out their researches with full respect of honesty and integrity, objectivity, self-criticism, and self-discipline.
- strict observation of confidentiality and respect of the traditions and values of the Kingdom of Bahrain.
- respect of international policies and protocols defined for research, such as: "European Commission Ethics for Researchers", "Rio de Jeneiro declaration on research on environment", and "Dublin declaration for water resources".
- respect of intellectual property and recognition of the achievements of other researchers.
- avoiding plagiarism and misuse of results of others.

5.3.2   Researchers, Research Teams, Students, Colleges, and Departments shall apply a clear and transparent mechanism for avoiding plagiarism based on examination of their research manuscripts for any existence of plagiarism using the approved "software" at the University.

Section (1): Academic Staff Research

5.4 Research Teams

5.4.1   Colleges and Departments shall encourage faculty members to compose interdisciplinary research teams and submit their proposals for collaborative research projects that are in line with the University's research plan.

5.4.2   Research Teams(s) shall be created collaboratively within each Department in the College, between Departments within the College,

or between different Departments from Colleges based on needs of the research project(s).

5.4.3 Research Teams may include external members from different community institutions.

5.4.4 Aims of Research Team(s) are:

i. supporting inter-disciplinary research work,
ii. strengthening links between researchers,
iii. supporting an inspiring and attractive environment for research.
iv. supporting research partnership with community institutions,
v. improving capacity of researchers and students, and direct their research interests to serve community development.

5.4.5 The following criteria shall be followed for composing Research Team(s):

i. Team members (whether or not the Team includes external member) shall be at least two. Team Leader (Lead Researcher) shall be from Gulf University.
ii. Team members (or at least Team Leaders) shall be active in scientific research and have good research records.
iii. Team members shall be from one or more of the approved areas of research at the University.
iv. Lead Researcher shall submit a request of composing the Research Team to relevant Dean,(Form GU-PR17CR-F01).
v. Dean shall review, and approve the request, shall inform Research Council, and the external Institution (if any).

5.4.6 Research Teams shall compete for a share of research fund within the allocated amount/percentage in the annual "University Research Budget" by submitting the proposals of their research projects to relevant HOD, Form (GU-PR17CR-F02), that include the following:

i. Overview,
ii. Aim(s),
iii. Expected Outcomes,
iv. Partnership (if any),
v. Requirements (material, tools, software, stationeries etc.),
vi. Estimated budget (Proposals which are very expensive for potential gains, most likely shall be rejected)

5.4.7 Research Teams shall also submit research plans indicating the importance of the research and its impacts on scientific, economic, and cultural aspects, and beneficiaries.

5.4.8 HOD shall review the received proposals and refer them to relevant College's Research Committee.

5.4.9   College's Research Committee shall either perform the following duties or refer the proposals to Evaluators (usually selected by the Committee):

- review the proposals, evaluate their aims and objectives, and decide on whether or not, the proposals present well-formed problems to search within Department/College research areas and meet University research goals.
- differentiate between proposals based on their clarity, focus, importance, cost, whether the proposal has already been or appears to have been done, and whether the proposal is just a routine application of known techniques or a review in known field.
- recommend successful proposals to relevant Dean.

5.4.10   Dean shall review and approve successful proposals, shall recommend their approval for funding, and shall return all documents to College's Research Committee.

5.4.11   College's research Committee shall either send the approved document to Research Council, or shall send the rejected documents to relevant Research Leader.

5.4.12   Research Council shall consider the recommendations received and shall take the decision for approval and funding the research proposal(s) within the University's allocated research budget.

5.4.13   Research Council shall seek the University President for endorsement of the decision, followed by informing relevant Research Leader(s), College's Research Committee, and the University Finance Department for processing funding.

5.4.14   Research Council shall retain all original documents related to research proposals in research file.

5.4.15   Upon approval, Research Team(s) shall conduct their researches.

5.4.16   The University shall own all equipment, material, publications and intellectual property for funded researches.

5.5   Faculty Research Proposal

5.5.1   Faculty members shall preserve freedom to submit their proposals for individual researches.

5.5.2   Researchers shall explore financial opportunities and support possibilities for their researches from stakeholders in industry and other institutions in the community.

5.5.3   Researchers shall submit to relevant HODs their research proposals, Form (GU-PR17CR-F03), that include the following:

   i.   Overview,
   ii. Aim(s),
   iii. Expected Outcomes,

<div style="margin-left:2em">
iv. Partnership (if any),

v. Requirements (material, tools, software, stationeries etc.),

vi. Estimated budget.
</div>

5.5.4 Researchers shall also submit research plan indicating importance of the research and its impacts on scientific, economic, and cultural aspects, and beneficiaries.

5.5.5 HOD shall review the received proposals and refer them to relevant College's Research Committee.

5.5.6 College's Research Committee shall perform the following:

- review the proposals, evaluate their aims and objectives, and decide on whether or not, the proposals present well-formed problems to search within Department/College research areas and meet University research goals.

- recommend successful proposals to relevant Dean.

5.5.7 Dean shall review and approve successful proposals, shall recommend their approval for funding, followed by sending them to Research Council.

5.5.8 Research Council shall consider the recommendations received from Dean(s) and shall take the decision for approval and funding the research proposal(s) within the University's allocated research budget.

5.5.9 Research Council shall seek the University President for endorsement of the decision, followed by informing relevant Research(s),College's Research Committee, and the University Finance Department for processing funding.

5.5.10 Research Council shall retain all original documents related to research proposals in research file.

5.5.11 Upon approval, researchers/research teams shall conduct their researches.

5.5.12 The University shall own all equipment, material, publications and intellectual property for funded researches.

5.6 Financial Support for Publishing in Journals and Participation at Conferences

5.6.1 Research Teams/Researchers shall commit to publishing/presenting their research articles (papers) in journals/conferences indexed in well-known International Arab/Databases as recognized annually by GU.

5.6.2 Research Leader(s)/Researcher(s) shall examine any existence of plagiarism in their manuscript(s) using the approved "software" at GU, Form GU-PR17CR-F05.

5.6.3   Research Leader(s)/Researcher(s) shall submit "Publishing Support Request Form", (Form GU-PR17CR-F06) for the manuscript of publishable paper to relevant College's research Committee for recommending the financial support, with the followings:

- The manuscript with the examination form, (GU-PR17CR-F05).
- Letter of acceptance from refereed and recognized journal.
- Publication fees.

5.6.4   College's research Committee shall comment on similarity result, (re-examine the manuscript if necessary), and shall send to Dean for final decision.

5.6.5   Dean shall comment on examination results, (re-examine the manuscript, if necessary), shall approve or reject the manuscript, shall return all documents to College's Research Committee.

5.6.6   College's research Committee shall either send the approved document to Research Council, or shall send the rejected documents to relevant Research Leader/Researcher.

5.6.7   Research Council shall consider the recommendation received and shall take the decision for approval and funding of the publishable paper within the University's allocated research budget.

5.6.8   Research Council shall seek the University President for endorsement of the decision, followed informing relevant Researcher/Lead Researcher, student and supervisor, College's Research Committee, and University Finance Department for processing funding.

5.6.9   Research Council shall retain all original documents related to publishable paper in research file.

5.6.10   Only 'participation in conferences with publishable papers' shall be considered for financial support within the University's allocated research budget.

5.6.11   Research Teams/Researchers shall commit to publishing their research articles (papers) in International, Regional and local Conferences recognized annually by GU.

5.6.12   Research Leaders/Researchers shall examine any existence of plagiarism in their manuscripts of publishable paper using the approved "software" at GU, (Form GU- PR17CR-F05).

5.6.13   Research Leaders/Researchers shall apply for HEC approval of their participation in conferences by submitting their manuscripts of publishable paper with the letter of acceptance from the Conference and the examination form, (GU- PR17CR-F05), to relevant College's research Committee, who shall process the application with the Research Council.

5.6.14   Research Leaders/Researchers shall submit "Participation in Conferences Support Request Form", (Form GU- PR17CR-F07) for

the manuscript of publishable paper to relevant College's research Committee for recommending the financial support, with the followings:

- The manuscript with the examination form, (GU- PR17CR-F05),
- Letter of acceptance from the Conference,
- HEC approval,
- Registration fees.

5.6.15 Team Research Leaders shall nominate who shall represent the team at the conference.

5.6.16 College's Research Committee shall comment on similarity result, (re-examine the manuscript if necessary), and shall send to Dean for final decision.

5.6.17 Dean shall comment on nominee(s) to participate in the conference and on examination results, (re-examine the manuscript, if necessary), shall approve or reject the manuscript, and shall return all documents to College's Research Committee.

5.6.18 College's research Committee shall either send the approved document to Research Council, or shall send the rejected documents to relevant Research Leader/Researcher.

5.6.19 Research Council shall consider the recommendation received and shall take the decision for approval and funding within the University's allocated research budget for the following:

- Attendee(s) to the conference.
- Conference registration fees.
- Travel (economy class tickets) and accommodation/hotel fees for the duration of the conference (outside Bahrain only) for approved attendee(s).
- Daily expenses for approved attendee(s) as per University's Regulations for the period of the conference including travel days.

5.6.20 Research Council shall seek the University President for endorsement of the decision, followed by informing relevant Researcher/Lead Researcher, student and supervisor, College's Research Committee, and University Finance Department for processing funding.

5.6.21 Research Council shall retain all original documents related to publishable paper in research file.

5.6.22 Research Council shall update regularly the "Research e-Database" and the Research webpage on the University website with all information related to the scholarly achievements by Research Team(s)/researcher(s) at the University.

Section (2): Undergraduate Students Research

5.7 **Research Proposal**

5.7.1 Students shall propose research topics relevant to their courses and shall discuss it with their Instructors.

5.7.2 Instructors shall evaluate the proposal and ensure the followings:
- clear objectives,
- significance, importance and contribution to the course,
- methodology and time frame,
- not repeating previous work.

5.7.3 Students (in collaboration with their Instructors) shall submit to relevant HODs their research proposals that include the following:
- Overview,
- Aim(s),
- Expected Outcomes,
- Requirements (material, tools, software, stationeries etc.),
- Estimated budget.

5.7.4 Students shall also have the opportunity to submit to their relevant HODs their research proposals that are relevant to their programs.

5.7.5 HODs shall review and evaluate the proposal and if approved, shall appoint a Supervisor from the faculty members at the department, who shall supervise and guide the student in conducting the proposed research.

5.7.6 Supervisors/Course Instructors shall communicate proper research principles and methodologies to their students, shall play a leadership role to ensure compliance of students with research ethics and integrity.

5.7.7 Either the student with the course Instructor or the student with the Supervisor shall submit research support request to the relevant HOD, "Student's Research Proposal Support Request" form (Form GU-PR17CR-F04).

5.7.8 HOD shall refer the received proposals to relevant College's Research Committee.

5.7.9 College's Research Committee shall review the proposals, evaluate their aims and objectives, shall decide on whether or not, the proposals within Department/College research areas and meet University research goals, shall recommend successful proposals to Dean.

5.7.10 Dean shall review and approve successful proposals, shall recommend their approval for funding and sending them to Research Council.

5.7.11 Research Council shall consider the recommendation received from Dean and shall take the decision for funding of research within the

University's allocated research budget.

5.7.12   Research Council shall seek the University President for endorsement of the decision, followed by informing relevant student, supervisor, College's Research Committee, and University Finance Department for processing funding.

5.7.13   Research Council shall retain all original documents in research file.

5.8 Financial Support for Publishing in Journals and Participation at Conferences

5.8.1   Students (in collaboration with their Course Instructors/Supervisors) shall commit to publishing/presenting their research articles (papers) in journals/conferences indexed in well-known International/Arab Databases as recognized annually by GU.

5.8.2   Student (in collaboration with the Course Instructor/the Supervisor) shall examine any existence of plagiarism in his/her manuscript using the approved "software", (Form PR17CR-F05).

5.8.3   Student (in collaboration with the Course Instructor/the Supervisor) shall submit the "Publishing in Journals Support Request" form,(Form GU-PR17CR-F06), to relevant College's Research Committee for recommending the financial support, along with the following:

- The manuscript of publishable paper with the examination form, (GU-PR17CR-F05).
- Letter of acceptance from refereed and recognized journal.
- Publication fees.

5.8.4   College's Research Committee shall comment on similarity result, (re-examine the manuscript if necessary), and shall send to Dean for final decision.

5.8.5   Dean shall comment on examination results, (re-examine the manuscript, if necessary), shall approve or reject the manuscript, shall return all documents to College's Research Committee.

5.8.6   College's Research Committee shall either send the approved document to Research Council, or shall send the rejected documents to relevant Student and Supervisor.

5.8.7   Research Council shall consider the recommendation received and shall take the decision for approval and funding of the publishable paper within the University's allocated research budget.

5.8.8   Research Council shall seek the University President for endorsement of the decision, followed informing relevant Student and Supervisor, College's Research Committee, and University Finance Department for processing funding.

5.8.9   Research Council shall retain all original documents related to publishable paper in research file.

5.8.10   Only 'participation in conferences with publishable papers' shall be considered for financial support within the University's allocated research budget.

5.8.11   Students shall commit to publishing their research articles (papers) in International, Regional and local Conferences recognized annually by GU.

5.8.12   Student (in collaboration with the Course Instructor/the Supervisor) shall examine any existence of plagiarism in his/her manuscript using the approved "software", (Form GU-PR17-F05).

5.8.13   Students and their research's Supervisors shall apply for HEC approval of their participation in conferences by submitting their manuscripts of publishable paper with the letter of acceptance from the Conference and the examination form, (GU- PR17CR-F05), to relevant College's research Committee, who shall process the application with the Research Council.

5.8.14   Students (in collaboration with their research's Supervisors) shall submit "Participation in Conferences Support Request Form", (Form GU-PR17-F07), for the manuscript of publishable paper to relevant College's Research Committee for recommending the financial support, with the followings:

- The manuscript with the examination form, (GU- PR17CR-F05),
- Letter of acceptance from the Conference,
- HEC approval,
- Registration fees.

5.8.15   College's Research Committee shall comment on similarity result, (re-examine the manuscript if necessary), and shall send to Dean for final decision.

5.8.16   Dean shall comment on nominee(s) to participate in the conference and on examination results, (re-examine the manuscript, if necessary), shall approve or reject the manuscript, and shall return all documents to College's Research Committee.

5.8.17   College's Research Committee shall either send the approved document to Research Council, or shall send the rejected documents to relevant Student and Supervisor.

5.8.18   Research Council shall consider the recommendation received and shall take the decision for approval and funding within the University's allocated research budget for the following:

- *Attendee(s) to the conference.*

- *Conference registration fees.*
- *Travel (economy class tickets) and accommodation/hotel fees for the duration of the conference (outside Bahrain only) for approved attendee(s).*
- *Daily expenses for approved attendee(s) as per University's Regulations for the period of the conference including travel days.*

5.8.19   *Research Council shall seek the University President for endorsement of the decision, followed by informing relevant Researcher/Lead Researcher, student and supervisor, College's Research Committee, and University Finance Department for processing funding.*

5.8.20   *Research Council shall retain all original documents related to publishable paper in research file.*

5.8.21   Research Council shall update regularly the "Research e-Database" and the Research webpage on the University website with all information related to the scholarly achievements by students at the University.

Section (3): Research Commercialization:

5.9   Research Council, Colleges and Departments shall promote and encourage researchers and students at the University to consider the following aspects of research commercialization:

   i. industry-funded researches that could contribute more directly to technology transfer, industrial and economic development.

   ii. utilization of research outcomes through entrepreneurship and innovators schemes at the University.

   iii. patenting and granted patents.

   iv. links with industry and other community organizations to facilitate patents licensing deals and applications.

   v. provision of quality ideas from research outcomes to industry and other community organizations.

   vi. Co-authorship of publications between researchers at GU and Industry.

Section (4): Research Quality, Incentives and Awards

5.10   Elements of Quality of Research Output

5.10.1   The elements of quality of research output are:

   i. **Originality:** means a new way of thinking or distinguishing in a topic or a comparison in changing past works in the academic field.

ii. **Importance** means the extent to which the work has a great impact on the academic field or practical applications.

iii. **Reliability (precision)** means the extent to which the purpose of the work is clearly achieved by adopting an appropriate research methodology.

5.10.2 Gulf University classifies research into four categories (A, B, C and D), in alignment with the UK Research Excellence Framework which classifies research into five categories (see Table 1), as follows:

GU	Research Categories			
	A	B	C	D
UKREF	4*	3*	2*	1*	Unclassified

Table (1) The UK Research Excellence Framework classifies research into:

Rating	Description
4*	Quality that is world-leading in terms of originality, significance and rigor.
3*	Quality that is internationally excellent in terms of originality, significance and rigor but which nonetheless falls short of the highest standards of excellence.
2*	Quality that is recognized internationally in terms of originality, significance and rigor.
1*	Quality that is recognized nationally in terms of originality, significance and rigor.
Unclassified	Quality that falls below the standard of nationally recognized work, or work which does not meet the published definition of research for the purposes of this assessment.

5.11 **Quality Indicators of Published Articles**

Gulf University shall consider the following indicators for quality of researchers' published articles:

5.11.1 **Journal Impact Factor (JIF):**
JIF is a measure of the average impact of original articles, and review articles appeared in the same journal, i.e.

$$Year\ Impact\ Factor = \frac{number\ of\ citations\ to\ all\ articles\ published\ in\ previous\ 2\ years}{number\ of\ articles\ published\ in\ previous\ 2\ years}$$

As core factor in JIF is the citations of the articles published in a journal. This indicates that the journal attracts manuscripts from the authors whose work is of interest to wider scientific community in the area. Currently, JIFs are provided annually by Clarivate (https://clarivate.com/).

5.11.2   **Citations:**

Citation of a publication is the most important indicator of research quality. It represents peer recognition of the publication. Non-citation shall indicate that the research work is of low quality such that peers did not consider worth citing. Google Scholar gives an easy way to know citations of a researcher, simply by entering the name of the author followed by one key word of the title of the publication or the name of journal.

5.11.3   Journal impact factor combined with citations shall provide an effective means of performance assessment of research work.

5.12   Incentives for Research Activities

5.12.1   Gulf University, in compliance with HEC Research Regulations, shall not spend any amounts allocated for the completion of scientific researches to pay any part of the salaries, wages or contractual advantages of the employees of the University or its students, or any administrative or service requirements that contradict the specific purpose of the allocation.

5.12.2   Gulf University, upon recommendations by Research Council, shall pay incentives to researchers for their scholarly achievements in case they received grants for their research projects from outside GU. The incentive value shall not exceed the basic salary that the researcher receives from Gulf University.

5.13   Awards for Distinguished Researchers

5.13.1   At the end of each academic year, Research Council shall review and evaluate the quality of all scholarly achievements of faculty members and students at the University, shall nominate distinguished researcher(s) and recommend awarding them during the University annual conference on research.

5.13.2   Research Council shall seek University President approval of their nominations and recommendations, followed by informing University Public Relations Department for preparing the certificates and awards.

6   Responsibilities

Researchers are responsible for:

- Following this document appropriately.

Students are responsible for:

- Following this document appropriately.

Heads of Departments

- Appropriate implementation of this document.

Deans are responsible for:

- appropriate implementation of this document.

Research Council is responsible for:

- ensure all academic staff and students are fully informed of this document.
- appropriate implementation of this document.

The Finance Department is responsible for:

- appropriate implementation of this document.

Univessity Policy Development and Review Committee is responsible for:

- Systematic review of the effectiveness of this document.

7   Related Policies

- Research Policy

8   Related Procedures

- No related procedures

9   Related References and Standards

HEC	National Research Strategy 2014-2024
HEC	Regulations of Scientific Research at HE Institutions
HEC	Institutional Accreditation Standards Handbook
REF	U.K Research Excellence Framework

GU-PR17CR-F01

الجـامعــة الخــليجيــة
GULF UNIVERSITY

Request to Form Research Team
إستمارة طلب تشكيل فريق بحثي

Instructions:	التعليمات :
1. Lead Researcher: ▪ Fill all information accurately and clearly. ▪ Submit to Relevant Dean. **2. Dean:** ▪ Review and approve the request. ▪ Inform University Research Council and the external Institution (if any). **3. Research Council:** ▪ Retain Form in "Research File".	**1. الباحث الرئيسي:** ▪ تعبئة كافة المعلومات المطلوبة بدقة ووضوح. ▪ تسليم الطلب الى العميد المعني. **2. العميد:** ▪ مراجعة الطلب والموافقة عليه. ▪ إشعار مجلس البحث العلمي والجهة الخارجية (إن وجدت). **3. مجلس البحث العلمي:** ▪ حفظ الإستمارة الكاملة في ملف البحث العلمي.

Information of Research Project and Team: **معلومات عن مشروع البحث والفريق البحثي**

Project Title:	**عنوان المشروع:**
Please list Name, Title, Institution/Organization	*الرجاء ذكر الأسم ، المنصب ، المؤسسة*
Lead Researcher:	**الباحث الرئيسي:**
Co-Researcher:	**الباحث المشارك:**
Researchers (Team Members)	**الباحثون (أعضاء الفريق):**

Submitted by: **تم التسليم من قبل:**

Name الأسم	Date التاريخ	Signature التوقيع

Decision by Dean: **قرار العميد:**

Approved ◯	Decline (Please give reasons) ◯	
Name الأسم	**Date** التاريخ	**Signature** التوقيع

Aims:	الأهداف:

Expected Outcomes:	النتائج المتوقعة:

Lead Researcher:	الباحث الرئيسي
Co-Researcher:	الباحث المشارك
Researchers (Team Members)	الباحثين (أعضاء الفريق)

Partnership (if any):	الشركاء (إن وجد)

Details of Requirements: تفاصيل المتطلبات:

Estimated Budget: **الموازنة المتوقعة**

Submitted by Lead Researcher: : تم التسليم من قبل الباحث الرئيسي

Name الأسـم	Date التاريخ	Signature التوقيع

Comments by HOD: ملاحظات رئيس القسم:

HOD رئيس القسم	**Date** التاريخ	**Signature** التوقيع

Recommendation by College's Research Committee: توصيات لجنة البحث العلمي في الكلية

Successful and recommended ☐ المقترح ناجح وموصى به	Failed and not recommended ☐ المقترح مرفوض ولا يوصى به	Reasons: الأسباب

Chair of Committee رئيس اللجنة	Date التاريخ	Signature التوقيع

Approval by Dean: موافقة العميـد:

Successful ☐ المقترح ناجح	Rejected ☐ المقترح مرفوض

Dean العميد	Date التاريخ	Signature التوقيع

Approval of University Research Council: موافقة مجلس البحث العلمي:

(for successful proposals only) (للمقترحات الناجحة)

Council Chair رئيس المجلس	Date التاريخ	Signature التوقيع

Endorsed by President of University: مصادقة رئيس الجامعة

GU-PR17CR-F03

Faculty Research Proposal Support Request
طلب دعم مقترح بحث لتدريسي

Instructions:	التعليمات :

▪ **Researcher:**
  ▪ Fill all information accurately and clearly.
  ▪ Submit to HOD .
2. HOD:
  ▪ Review the received research proposal and refer it to relevant College's Research Committee.
3. College's Research Committee:
  ▪ Either perform the following duties or refer the proposal to Evaluator (usually selected by the Committee) to perform the following same duties:
   - Review the proposal, evaluate their aims and objectives, whether the proposal presents a well-formed problem to search.
   - Differentiate between proposals based on their clarity, focus, importance, cost, whether the proposal has already been or appears to have been done, and whether the proposal is just a routine application of known techniques or a review in known field.
  ▪ Recommend rejection or successful proposal to relevant Dean.
4. Dean:
  ▪ Review and approve rejected or successful proposal.
  ▪ Recommend to Research Council for funding.
5. Research Council:
  ▪ Take the decision for approving funding.
  ▪ Seek the University President for endorsement of the decision.
  ▪ Inform relevant Researcher, College's research Committee and the University Finance Department for processing funding.
  ▪ Retain all original documents related to the research proposal in Research File.
	1. **الباحث:**
	  ▪ تعبئة كافة المعلومات المطلوبة بدقة ووضوح.
	  ▪ تسليم الطلب الى رئيس القسم .
	2. **رئيس القسم:**
	  ▪ مراجعة المقترح البحثي المستلم وإحالته الى لجنة البحث العلمي في الكلية.
	3. **لجنة البحث العلمي في الكلية:**
	  ▪ إما أن تقوم بالمهام التالية أو إحالة المقترح الى محكم (يتم إختياره من قبل اللجنة) للقيام بنفس المهام التالية:
	  - مراجعة المقترح وتقييم غاياته وأهدافه، وفيما إذا كان يمثل مشكلة مترابطة جيدا ليتم بحثها.
	  - التمييز بين المقترحات على أساس وضوحها، تركيزها، أهميتها، كلفتها، وفيما إذا كان المقترح أو يبدو أنه تطبيق روتيني لتقنية معروفة أو مراجعة لحقل معرفة معروف.
	  ▪ التوصية بالرفض أو بالمقترح الناجح الى العميد المعني.
	4. **العميد:**
	  ▪ مراجعة والموافقة على الرفض أو على المقترح الناجح.
	  ▪ التوصية الى مجلس البحث العلمي للدعم .
	5. **مجلس البحث العلمي:**
	  ▪ إتخاذ القرار بالموافقة على الدعم .
	  ▪ إستحصال مصادقة رئيس الجامعة على القرار.
	  ▪ إشعار الباحث ولجنة البحث العلمي في الكلية والقسم المالي في الجامعة لتنفيذ الدعم.
	  ▪ الإحتفاظ بكافة الوثائق الأصلية ذات الصلة بالمقترح في ملف البحث العلمي.

Research Proposal Overview: **نبذة عن مقترح البحث**

Title: **العنوان:**

الأهداف:	**Aims:**

النتائج المتوقعة:	**Expected Outcomes:**

الباحث	**Researcher:**

الشركاء (إن وجد):	**Partnership (If any):**

تفاصيل المتطلبات: **Details of Requirements:**

الموازنة المتوقعة   **Estimated Budget:**

Submitted by Researcher: تم التسليم من قبل الباحث

Name ألأسم	Date التاريخ	Signature التوقيع

Comments by HOD: ملاحظات رئيس القسم

HOD رئيس القسم	**Date** التاريخ	**Signature** التوقيع

Recommendation by College Research Committee: توصيات لجنة البحث العلمي في الكلية

Successful and recommended ☐ المقترح ناجح وموصى به	Failed and not recommended ☐ المقترح مرفوض ولا يوصى به	Reasons: الأسباب
Chair of Committee رئيس اللجنة	**Date** التاريخ	**Signature** التوقيع

Approval by Dean: موافقة العميد:

Successful ☐ المقترح ناجح	Rejected ☐ مرفوض
Dean العميد	**Date** التاريخ	**Signature** التوقيع

Dean العميد	**Date** التاريخ	**Signature** التوقيع

Approval of University Research Council: موافقة مجلس البحث العلمي

Council Chair رئيس المجلس	**Date** التاريخ	**Signature** التوقيع

Endorsed by President of University: مصادقة رئيس الجامعة

GU-PR17CR-F04

الجـامعـة الخـليجيـة
GULF UNIVERSITY

Student's Research Proposal Support Request
طلب دعم مقترح بحث لطالب

<table>
<tr>
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Instructions:

1. **Student (in collaboration with Research's Supervisor):**
   - Fill all information accurately and clearly.
   - Submit to HOD .

2. **HOD:**
   - Comment on the received research proposals and refer to relevant College's Research Committee.

3. **College's Research Committee:**
   - Review the proposal, evaluate its aims and objectives and decide on whether or not the proposal is within Department/College research areas and meets University research goals.
   - Recommend successful proposals to Dean.

4. **Dean:**
   - Review and approve successful proposal.
   - Recommend to Research Council for funding.

5. **Research Council:**
   - Take the decision for approving funding.
   - Seek the University President for endorsement of the decision.
   - Inform relevant student, supervisor, College's Research Committee, and University Finance Department for processing funding.
   - Retain all original documents related to the research proposal in Research File.

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التعليمات :

1. **الطالب (بمعاونة المشرف على البحث):**
   - تعبئة كافة المعلومات المطلوبة بدقة ووضوح.
   - تسليم الطلب الى رئيس القسم .

2. **رئيس القسم:**
   - تثبيت ملاحظاته حول الطلب وإحالته الى لجنة البحث العلمي في الكلية.

3. **لجنة البحث العلمي في الكلية:**
   - مراجعة المقترح وتقييم غاياته وأهدافه والقرار فيما إذا كان المقترح يقع ضمن مجالات البحث في القسم/الكلية ويلبي أهداف البحث العلمي في الجامعة.
   - التوصية للمقترح الناجح الى العميد المعني.

4. **العميد:**
   - مراجعة والموافقة على المقترح الناجح.
   - التوصية الى مجلس البحث العلمي للدعم .

5. **مجلس البحث العلمي:**
   - إتخاذ القرار بالموافقة على الدعم .
   - إستحصال مصادقة رئيس الجامعة على القرار.
   - إشعار الطالب، المشرف، لجنة البحث العلمي في الكلية والقسم المالي في الجامعة لتنفيذ الدعم.
   - الإحتفاظ بكافة الوثائق الأصلية ذات الصلة بالمقترح في ملف البحث العلمي.

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Research Proposal Overview: نبذة عن مقترح البحث

Title:	العنوان:

Aims:	الأهداف:

Expected Outcomes:	النتائج المتوقعة:

Student:	الطالب
Supervisor:	المشرف

Partnership (If any):	الشركاء (إن وجد):

Details of Requirements: تفاصيل المتطلبات:

Estimated Budget: **الموازنة المتوقعة**

Submitted by Student: تم التسليم من قبل الطالب

Name	الأسـم	Date	التاريخ	Signature	التوقيع

Comments by HOD: ملاحظات رئيس القسم

HOD	رئيس القسم	Date	التاريخ	Signature	التوقيع

Recommendation by College Research Committee: توصيات لجنة البحث العلمي في الكلية

Successful and recommended ☐ المقترح ناجح وموصى به	Failed and not reco☐nded المقترح مرفوض ولا يوصى به	Reasons: الأسباب
Chair of Committee رئيس اللجنة	**Date** التاريخ	**Signature** التوقيع

Approval by Dean: موافقة العميـد:

Successful ☐ المقترح ناجح		Rejected ☐ مرفوض
Dean العميد	**Date** التاريخ	**Signature** التوقيع

Approval of University Research Council: موافقة مجلس البحث العلمي:

Council Chair رئيس المجلس	**Date** التاريخ	**Signature** التوقيع

Endorsed by President of University: مصادقة رئيس الجامعة

GU- PR17CR-F05

GULF UNIVERSITY
الجـامعــة الخـليجـية

Research Manuscript Plagiarism Examination
فحص مخطوطة البحث العلمي من حيث الإنتحال

<table>
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Instructions:

1. Researcher/Lead Researcher/Student:
- Examine the manuscript using the approved 'Text-Matching Software'.
- Fill required information accurately and clearly.
- Submit to relevant College's Research Committee.

2. College Research Committee:
- Comment on similarity result, (re-examine the manuscript if necessary).
- Send to Dean for final decision.
- Send approved Form and manuscript to Research Council, or return the rejected Form and manuscript to relevant Research Leader/Researcher/ Student.

3. Dean:
- Comment on similarity result, (re-examine the manuscript if necessary).
- Approve or reject the manuscript, and return to College's research Committee.

</td>
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التعليمات:

1. الباحث/ الباحث الرئيسي/ الطالب:
- فحص مخطوطة البحث بإستخدام البرمجية المعتمدة.
- تعبئة المعلومات المطلوبة بدقة ووضوح.
- تسليم الإستمارة الى لجنة البحث العلمي في الكلية.

2. لجنة البحث العلمي في الكلية:
- تثبيت ملاحظاتها حول التشابه، (إعادة فحص مخطوطة البحث عند الضرورة).
- إرسال الإستمارة الى العميد للقرار النهائي.
- إرسال الإستمارة والمخطوطة المقرة الى مجلس البحث العلمي، أو إعادة الإستمارة والمخطوطة المرفوضة الى الباحث الرئيسي/الباحث/الطالب.

3. العميد:
- تثبيت ملاحظاته حول التشابه، (إعادة فحص مخطوطة البحث عند الضرورة).
- إقرار مخطوطة البحث أو رفضها، وإعادتها الى لجنة البحث العلمي في الكلية.

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</table>

Lead Researcher/Researcher/Student/Research Information بيانات الباحث الرئيسي/الباحث/الطالب/ البحث

Researcher Name أسم الباحث	
Department القسم	**College** الكلية
Research Title عنوان البحث	
Publication Details (*) تفاصيل النشر (*)	

(*) Please give publication details (Conference, Journal, date, etc.)

(*) الرجاء تذكر تفاصيل النشر (مؤتمر ، مجلة ، التاريخ ، الخ)

Examination Result   نتيجة الفحص

Matching Software Used البرمجية المستخدمة للفحص	
% Similarity التشابه %	

% Similarity Excluded % التشابه المستبعد					
Comments الملاحظات					
Researcher الباحث		Date التاريخ		Signature التوقيع	

College's research Committee   لجنة البحث العلمي في الكلية

Comments الملاحظات					
Chair of Committee رئيس اللجنة		Date التاريخ		Signature التوقيع	

Final Decision   القرار النهائي

Approved مقبول		☐	Rejected مرفوض		☐
Comments الملاحظات					
Dean العميد		Date التاريخ		Signature التوقيع	

GU- PR17CR-F06

الجـامـعـة الخـلـيـجـيـة
GULF UNIVERSITY

Publishing in Journals Support Request
طلب دعم نشر في المجلات

Important Note to Researcher/Author:	*ملاحظة هامة للباحث/المؤلف*

Indexed Journals in well-known International /Arabic Databases recognized by GU.

مجلات مفهرسة في قواعد البيانات العالمية/العربية المعروفة والمعتمدة في الجامعة الخليجية.

Instructions:

1. **Researcher:**
   - Fill all information accurately and clearly.
   - Submit to College's Research Committee.
   - Submit completed Form to College's Research Committee/University Research Council.

2. **College's Research Committee:**
   - Comment on similarity result, (re-examine the manuscript if necessary), and send to Dean for final decision.
   - Either send the approved documents to Research Council, or send the rejected documents to relevant Research Leader/Researcher/ Student.

3. **Dean:**
   - Comment on examination result, (re-examine the manuscript, if necessary), approve or reject the manuscript.
   - Return all documents to College's Research Committee.

4. **Research Council:**
   - Take the decision for approval and funding within the University's allocated research budget.
   - Seek the University President for endorsement of the decision.
   - Informing relevant Lead Researcher/ Researcher/ student and supervisor, College's Research Committee, and University Finance Department for processing funding.
   - Retain all original documents related to publishable paper in research file.

التعليمات :

1. **الباحث:**
   - تعبئة كافة المعلومات المطلوبة بدقة ووضوح.
   - تسليم الطلب الى لجنة البحث العلمي في الكلية.
   - تسليم الطلب الكامل الى لجنة البحث العلمي في الكلية/ مجلس البحث العلمي في الجامعة.

2. **لجنة البحث العلمي في الكلية:**
   - تثبيت ملاحظاتها حول نتيجة التشابه (فحص المخطوطة عند الضرورة)، وإرسالها الى العميد للقرار النهائي.
   - إما إرسال الوثائق المقرة من العميد الى مجلس البحث العلمي، أو إعادة الوثائق المرفوضة الى الباحث الرئيسي/ الباحث/أو الطالب المعني.

3. **العميد:**
   - تثبيت ملاحظاته حول نتيجة التشابه (فحص المخطوطة عند الضرورة)، وإقرار أو رفض المخطوطة.
   - إعادة كافة الوثائق الى لجنة البحث العلمي في الكلية.

4. **مجلس البحث العلمي:**
   - إتخاذ القرار بالموافقة ودعم النشر من ميزانية البحث العلمي في الجامعة.
   - إستحصال مصادقة رئيس الجامعة على القرار.
   - إشعار الباحث الرئيسي/الباحث/الطالب والمشرف، ولجنة البحث العلمي في الكلية والقسم المالي في الجامعة لتنفيذ الدعم.
   - الإحتفاظ بكافة الوثائق الأصلية ذات الصلة بالورقة البحثية في ملف البحث العلمي.

Paper Title:	عنوان البحث

Researcher(s) /Author(s):	الباحثين/المؤلفين
Journal Details:	تفاصيل المجلة

Publisher: **الناشر**

Journal Publishing Fees   رسوم النشر في المجلة

Submitted by: تم التسليم من قبل

Name الأسم	**Date** التاريخ	**Signature** التوقيع

Recommendations by College's Research Committee: توصيات لجنة البحث العلمي في الكلية

Chair of Committee رئيس اللجنة	**Date** التاريخ	**Signature** التوقيع

Dean's Decision: قرار العميد

Approved ☐ مقر	Rejected ☐ مرفوض

Dean العميد	**Date** التاريخ	**Signature** التوقيع

Approval of University Research Council: موافقة مجلس البحث العلمي

Council Chair رئيس المجلس	**Date** التاريخ	**Signature** التوقيع

Endorsed by President of University: مصادقة رئيس الجامعة

GU- PR17CR-F07

الجـامعة الخـليجية
GULF UNIVERSITY

Participation in Conferences Support Request
طلب دعم مشاركة في المؤتمرات

Important Note to Researcher/Author: Conferences with categories recognized by GU.	**ملاحظة هامة للباحث/المؤلف** مؤتمرات ذات فئات معتمدة من قبل الجامعة الخليجية.

| **Instructions:**
 1. **Researcher:**
 ▪ Fill all information accurately and clearly.
 ▪ Submit to College's Research Committee.
 ▪ Submit completed Form to College's Research Committee/University Research Council.

 2. **College's Research Committee:**
 ▪ Comment on similarity result, (re-examine the manuscript if necessary), and send to Dean for final decision.
 ▪ Either send the approved documents to Research Council, or send the rejected documents to relevant Research Leader/Researcher/ Student.

 3. **Dean:**
 ▪ Comment on examination result, (re-examine the manuscript, if necessary), approve or reject the manuscript.
 ▪ Return all documents to College's Research Committee.

 4. **Research Council:**
 ▪ Take the decision for approval and funding within the University's allocated research budget.
 ▪ Seek the University President for endorsement of the decision.
 ▪ Informing relevant Lead Researcher/ Researcher/ student and supervisor, College's Research Committee, and University Finance Department for processing funding.
 ▪ Retain all original documents related to publishable paper in research file. | **التعليمات :**
 1. **الباحث:**
 ▪ تعبئة كافة المعلومات المطلوبة بدقة ووضوح.
 ▪ تسليم الطلب الى لجنة البحث العلمي في الكلية.
 ▪ تسليم الطلب الكامل الى لجنة البحث العلمي في الكلية/ مجلس البحث العلمي في الجامعة.

 2. **لجنة البحث العلمي في الكلية:**
 ▪ تثبيت ملاحظاتها حول نتيجة التشابه (فحص المخطوطة عند الضرورة)، وإرسالها الى العميد للقرار النهائي.
 ▪ إما إرسال الوثائق المقرة من العميد الى مجلس البحث العلمي، أو إعادة الوثائق المرفوضة الى الباحث الرئيسي/ الباحث/أو الطالب المعني.

 3. **العميد:**
 ▪ تثبيت ملاحظاته حول نتيجة التشابه (فحص المخطوطة عند الضرورة)، وإقرار أو رفض المخطوطة.
 ▪ إعادة كافة الوثائق الى لجنة البحث العلمي في الكلية.

 4. **مجلس البحث العلمي:**
 ▪ إتخاذ القرار بالموافقة ودعم المشاركة من ميزانية البحث العلمي في الجامعة.
 ▪ إستحصال مصادقة رئيس الجامعة على القرار.
 ▪ إشعار الباحث الرئيسي/الباحث/الطالب والمشرف، ولجنة البحث العلمي في الكلية والقسم المالي في الجامعة لتنفيذ الدعم.
 ▪ الإحتفاظ بكافة الوثائق الأصلية ذات الصلة بالورقة البحثية في ملف البحث العلمي. |

Paper Title:	**عنوان البحث**

Researcher(s) :	**الباحث/الباحثين**

Conference Title:	عنوان المؤتمر
Conference Organizer:	الجهة المنظمة
Conference Place:	مكان المؤتمر
Conference Date/Period:	تاريخ / فترة المؤتمر
Conference Proceedings / Journal Special Issue (if any):	وقائع المؤتمر/عدد خاص من مجلة
Person(s) attending the Conference	الشخص(الأشخاص) الذي سيحضر المؤتمر

Fund Support   الدعم المالي

Please tick as relevant: الرجاء تأشير المربع المناسب

Conference registration fees	☐	رسوم التسجيل في المؤتمر
Travel (economy class tickets)	☐	تذاكر السفر (الدرجة السياحية)
Accommodation/hotel fees	☐	رسوم السكن / الفندق
Daily expenses for the period of the conference including travel days	☐	مصاريف يومية لفترة المؤتمر بضمنها ايام السفر

Submitted by: تم التسليم من قبل

Name الأسم	**Date** التاريخ	**Signature** التوقيع

Recommendations by College's Research Committee: توصيات لجنة البحث العلمي في الكلية

Chair of Committee رئيس اللجنة	**Date** التاريخ	**Signature** التوقيع

Dean's Decision: قرار العميد

Approved ☐ مقر	Rejected ☐ مرفوض
Dean العميد	**Date** التاريخ	**Signature** التوقيع

Approval of University Research Council: موافقة مجلس البحث العلمي

Council Chair رئيس المجلس	**Date** التاريخ	**Signature** التوقيع

Endorsed by President of University: مصادقة رئيس الجامعة