

Research Groups Bylaws

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Reviewed by RICC on November 2017



جامعة الأمير سلطان
PRINCE SULTAN
UNIVERSITY

Preamble

Based on the need to promote scientific research at the University and the necessity of achieving strength and excellence in specific research directions, as is the case in other international universities, Prince Sultan University supports the formation of distinguished research groups to conduct and promote quality research in these directions. Therefore, the Research and Initiatives Center proposes the establishment of research groups which will:

- provide a solid infrastructure for genuine applied scientific research in the university,
- Facilitate cooperation in conducting research with local and international research labs, centers, industry and business organizations
- Promote and encourage the commercialization of research conducted at PSU

Improve the educational process through integrating research in the teaching and learning process and provide research training opportunities for students.

Article I: Definition of Research Labs, Research Group, Research Assistant and Commercialization

A Research Lab is a specialized research unit consisting of groups of researchers who work in teams to conduct quality research in a specific area based on a pre-specified theme. It is expected that all researchers have the capabilities and backgrounds to conduct quality deep research, market and commercialize their findings and publish in high quality journals and conferences.

Research Labs should contribute to the mentoring of junior researchers from graduate and undergraduate students and assists them to gain necessary skills and experience to ensure sustainability. As part of the process, they establish channels of cooperation with its local and international counterparts, and it seeks to attract research grants from outside the university.

Research Group: A group of researchers formally recognized as one work team which conducts research projects in a certain field of inquiry.

Research Assistant: a bachelor degree holder, or a current graduate student at PSU or a Master degree holder to be working in the lab in the relevant research related areas for a given college.

Commercialization: The process of managing or running something mainly for financial advantage which includes introducing a new product or service into commerce.

Article II: General Objectives

- Establish solid infrastructure for scientific research through establishing specialized research laboratories and centers.
- Contribute in establishing a distinguished identity for PSU and participate actively promoting scientific research in PSU through orientation and dissemination of knowledge.
- Encourage conducting interdisciplinary research.
- Promote the quality and quantity of scientific research especially those that fall under national and international research priorities.
- Enhance cooperation and partnership in the research areas with other relevant bodies to attract research grants and to produce marketable research.
- Promote the marketing of research output.
- Promote joint research work by creating an interactive environment between researchers and strengthen ties between them.
- Improve the capabilities of junior researchers, and graduate and undergraduate students, and properly channel their research interests to serve sustainable development.
- Promote the integration of scientific research in the teaching process for graduate and undergraduate students.

Article III: Expected Outcomes

3.1 To sustain itself and secure acceptance and renewal, the research group shall achieve the following outcomes during the contract period (two years) at the minimum:

3.1.1 Providing (5) research papers published in journals listed in ISI or Scopus databases, excluding Emerging Sources Citations Index.

3.1.1. Executive Rule

3.1.1.1 These research papers must be in the field of specialization of the group.

3.1.1.2 The research group must acknowledge Prince Sultan University as per the following wording):

Arabic ___ رقم المشروع ___ خلال المجموعة البحثية

English This work was supported by the research group name; Prince Sultan
University; Saudi Arabia [grant number xxx]

3.1.2 Achieving one of the following outcomes:

- Holding research cooperation agreements with other research bodies.
- Attracting internal and external research or developmental grants.
- Registering patents.
- Carrying out profitable contractual research with external bodies.
- Creating marketing opportunities for the intellectual output of the lab.
- Event sponsorship
- Training and/or consultation and/or providing certification programs

3.1.2. Executive Rule

All intellectual property rights of inventions resulting from the projects of the research lab shall be divided such that Prince Sultan University owns 60% and the member (or members) of the research lab who has/have made the invention own 40%, provided that both parties, the university and the faculty member, bear the cost and procedures of the registration of the patents as follows:

The faculty member will pay 40% of the cost and the University will be 60 % given that the patent is filed through the United States Patent and Trademark Office (USPTO), the Japanese Patent Office (JPO) or the European Patent Office (EPO).

3.2 If the obligations stated in 3.1 above are not fulfilled by the end of the contract period, the College reserves the right to dissolve the research group and obligate to return any equipment or unused materials and the remaining funds. In this case, the group equipment is returned to the College.

Article IV: The Formation and Follow-up of Research Groups

4.1 The College issues a call for research group applications.

4.2 A group of researchers apply to the relevant Department Chair requesting the formation of a given research group. The application will then be submitted to the College Research Committee (CRC) to be studied, and the recommendation of the CRC will be forwarded to the College Council which will forward it to the Research and Initiatives Center Committee (RICC) with a recommendation thereon.

4.2. Executive Rule

- 4.2.1 It is highly recommended that the group includes researchers, faculty members or graduate students from other universities or research centers, while considering that their number must not exceed 50% of the total members of the research group.
- 4.2.2 The research group must include graduate students from PSU or from national or international universities from the disciplines that offer graduate programs at the university, or undergraduate students from the disciplines that do not offer graduate programs to work as research assistants.
- 4.2.3 A researcher can be a member of more than research group, based on his capabilities but cannot be a leader for more than one research group.
- 4.2.4 New members can be added and any member who does not participate in the group activities can be excluded. Excluding or adding of members is carried out by a recommendation from the group leader and the rest of the members provided giving the necessary justification with the consent of the College Research Director (CRD).
- 4.2.5 If a member wishes to withdraw from a research group, he/she should submit a request to the leader of the group accompanied by an acceptable excuse. The leader forwards his/her request to the College Research Director (CRD) accompanied by a suggested substitute for that member, subject to Article 4.2 and Executive Rule 4.2.

4.3 The research groups submit their work plan, a list of the equipment, materials, and needs required to establish the group, and the proposed budget to start research work to the College Research Director (CRD).

4.4 The College Research Committee (CRC) examines the application in terms of its fulfillment of all terms. The committee assesses the feasibility of the application scientifically and financially.

4.4. Executive Rule

4.4.1 Approving the establishment of a research group depends on the research and financial priorities for the university, and the national and international research priorities.

4.4.2 Assessing the Feasibility of the Research Group:

4.4.2.1 The Research and Initiative Committee (RICC) may review the budgets required to establish a research group and may request their modifications.

4.5 The College Research Committee (CRC) submits its recommendations to College Council for approval. The group leader is appointed for two years, subject to renewal, based on the nomination of the members of the research group and the recommendation of the College Research Committee (CRC), to which the research group is affiliated.

4.5. Executive Rule

4.5.1 The research group leader must fulfill the following conditions:

4.5.1.1 His/her academic rank must not be less than Assistant Professor.

4.5.1.2 He/she must have previously published at least two research papers in journals listed in ISI or Scopus databases during the past two years before applying for forming the research lab.

4.5.2 Changing the leader of a research group:

4.5.2.1 If a research group leader leaves the university, a substitute will be appointed by the nomination of two-thirds of the research group's members, upon the recommendation of the concerned College Research Committee (CRC), and the consent of the College Dean.

4.5.2.2 The research group leader can also be relieved of his/her post at any time if two-thirds of the members agreed on that, and a new leader is suggested upon the recommendation of the concerned College Research Committee (CRC), and the consent of the College Dean.

- 4.6 The research group leaders are informed of the decisions of the University Rector by the College Research Director (CRD) through the Director of the Research and Initiative Center (RIC).
- 4.7 The research group is registered for two years, subject to renewal.
- 4.8 The research group leader signs the contract with the College Dean. The two years are calculated starting from the date of contract signature.
- 4.9 As a first step to establish a sustainable institutional infrastructure for research work within the purview of the research group, the main office of the research group is established at the college.
- 4.10 After signing the establishment contract, the research group announces its research activities through designing a special logo and creating a website on PSU website. The research group may contact external bodies to attract grants, provided that the lab obtains a written consent from the College Dean.
- 4.11 The research group administratively follows the College whose Council has recommended the establishment of the group. The research group is requested to submit annual reports about its achievements to the College Research Committee (CRC) which forwards these reports to the Research and Initiatives Center Committee (RICC) to take note of them. The Research and Initiatives Center Committee (RICC) may request additional reports whenever the need arises.
- 4.12 By the end of the contract, the research group submits a copy of the published papers and the scientific output accompanied by a brief report on what has been accomplished by the group to the College Research Committee (CRC) which forwards this report to the Research and Initiatives Center Committee (RICC) accompanied by its recommendation concerning the group's fulfillment of the terms of the contract and the renewal for the

group. The Research and Initiatives Center Committee (RICC) its recommendation to the University Rector for final approval.

4.12. Executive Rule

Approval of renewal for the research group is dependent on the fulfillment of the expected outcomes as per the regulations and the contract signed between the leader of the research group and the College Dean.

- 4.13 The PSU Consultation Policy at the Research and Initiatives Center (RIC) shall apply for the distribution of any financial revenue gained by the research group.
- 4.14 If the research group produces commercializable research projects, the group may market them to external bodies. However, the above-mentioned regulations of the Consultation Unit in 4.13 concerning the distribution of any financial revenue shall apply.
- 4.15 If the university wishes to directly invest in the commercializable projects, it shall be given the priority.

4.15. Executive Rule

- 4.15.1 The commercializable project is sent to experts in the relevant industry to assess the feasibility of investment; then the Research and Initiative Committee (RICC) either recommends the feasibility of investing in the project or not based on the opinions of experts. The recommendation of the Research and Initiative Committee (RICC) shall be forwarded to the University Rector for final approval.
- 4.15.2 The financial revenue is distributed as per the contractual formula agreed by the parties: The university and the research group.

Article V: Regulations and Mechanisms of Supporting Research Groups

- 5.1 Research groups shall be funded from the budget of the College, the support provided by governmental, private and non-profit bodies, or any of the sources of internal funding available to the University.
- 5.2 The amounts allocated for funding research groups shall be included within the provision for scientific research in the University budget for that year.

5.3 Researchers are encouraged to establish joint research groups with other prestigious universities whose financial support and supervision are mutual between PSU and the other university in accordance with a separate agreement approved by both parties.

5.4 The research group obtains the budget approved by the University Rector upon the signing of the contract.

5.4. Executive Rule

5.4.1 The approved budget covers the costs of equipment, materials, and needs required to establish appropriate infrastructure to implement the projects of the group.

5.4.2 The group must submit up to (3) quotations for the equipment, materials, and needs required to implement the projects of the lab.

5.4.3 The leader of the group needs to provide the College Research Committee with a detailed financial report every six months.

5.4.4 At the end of the contract, the group leader must provide a complete financial report with original invoices to be reviewed by the College Research Committee and submitted to the College Dean.

5.4.5 All purchased equipment are the property of the University.

5.5 If the group fulfills the expected outcomes in accordance with the contract, the College Research Committee (CRC) recommends the settlement of the group's financial dues by the end of the contract period This involves the payment of the fees of publication in ISI and Scopus-indexed open access journals in case the journal can only publish in open access as per the reimbursement receipts submitted by the group and the value of the patent fees.

5.6. The Research Group is entitled to apply to the updated Distinguished Publications Incentives as per the University Policy.

5.7. The Research and Initiative Committee (RICC) may recommend additional incentives with the approval of the Rector to the most productive research group,

research group leader and/or research group members and the one with the highest research impact every two years.

Article VI: General Regulations

- 6.1 Research groups are committed to adhering to the scientific research ethics as per national and international standards and the rules of intellectual property and scientific integrity and contributing to the dissemination of knowledge and enhancement of development and community awareness.
 - 6.2 The Research and Initiative Committee (RICC) at Prince Sultan University shall reserve the right to interpret the articles of these regulations.
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