

Research Labs Bylaws

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And Approved by the Rector 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 labs to conduct and promote quality research in these directions. Therefore, the Research and Initiatives Center proposes the establishment of research labs 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 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.

The objective of the research lab is to be conducting research with international standards, and to capitalize on faculty members expertise to generate revenue for the University.

The research lab should be on the long run sustainable, productive and financially independent. Also, the research lab should be created with respect to the areas of strength for the colleges. The research lab leader should have the ability to lead and have the required managerial skills. He/she should be a research oriented and highly regarded scholar.

Research labs should have the ability to publish high quality papers and the ability to generate revenue to the University. The labs will be required to submit an annual activity report and will be evaluated in terms of:

1. Number of Journals published (ISI and Scopus)
2. Number of conference papers
3. Number of books
4. Number of professional specialized training
5. Collaboration established with international academic institutions
6. Collaboration established with international industrial institutions
7. Number of citations of last two years papers
8. Evolution of number of citations and h index of researchers
9. The amount of generated money for PSU

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 and learning process for graduate and undergraduate students.

Article III: Expected Outcomes

3.1 To sustain itself and secure acceptance and renewal, the research lab shall achieve the following outcomes during the renewable 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. With impact factor for ISI journals not less than 0.5 and/or with Scopus with Q1, Q2 or Q3 journal publications.

3.1.1.1. Executive Rule

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

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

Arabic ___ رقم المشروع ___ خلال المعمل البحثي تم تمويل هذا المشروع من

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

3.1.2 Achieving 50% of the following outcomes:

- Holding research cooperation agreements with other research bodies national and international.

- Attracting internal and/or external research or developmental grants or funds from industry.
- Registering patents.
- Events sponsorship
- Carrying out profitable contractual research with external bodies.
- Creating marketing opportunities (commercialization of research) for the intellectual output of the lab.
- Training and/or consultation and/or provide certification programs
- Publish (5) research papers in journals listed in ISI or Scopus databases, excluding Emerging Sources Citations Index. With impact factor for ISI journals not less than 0.5 and/or with Scopus with Q1, Q2 or Q3 journal publications.

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 lab and obligate to return any equipment or unused materials and the remaining funds. In this case, the lab equipment is returned to the College.

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

4.1 The College issues a call for research lab applications.

4.2 A group of researchers apply to the relevant Department Chair requesting the formation of a given research lab, which will be based on the University research lab criteria. 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 lab includes researchers, faculty members or graduate students from other university or other research centers, while considering that their number must not exceed 50% of the total members of the research lab.
- 4.2.2 The research lab must include graduate students from PSU or from national or international university from the disciplines that offer graduate programs at the university, or PSU 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 lab, based on his capabilities but cannot be a leader for more than one research lab.
- 4.2.4 New members can be added and any member who does not participate in the lab activities can be excluded. Excluding or adding of members is carried out by a recommendation from the lab 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 lab, he/she should submit a request to the leader of the lab 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.
- 4.2.6 Research lab must have at least 4 researchers and at least one research assistant

4.3 The research labs submit their work plan, a list of the equipment, materials, and needs required to establish the lab, 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 with accordance to the university research lab criteria.

4.4. Executive Rule

4.4.1 Approving the establishment of a research lab 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 Lab:

4.4.2.1 The Research and Initiative Committee (RICC) may review the criteria for establishing a research lab in addition to the budgets required to establish a research lab and may request their modifications.

4.5 The College Research Committee (CRC) submits its recommendations to College Council which forwards the recommendations in turn to the Research and Initiatives Committee (RICC) in order to approve the establishment of the research lab and the start-up fund necessary to cover the costs of the equipment, materials, and needs required to create the infrastructure for the research of the lab, and then forwarding the recommendations to the University Rector for approval, which in turn, the Rector will presented to ERC.

4.6 Based on the University mentioned criteria, the lab leader is appointed for two years by the Rector, subject to renewal, based on the nomination of the members of the research lab and the recommendation of the College Research Committee (CRC), to which the research lab is affiliated.

4.6. Executive Rule

4.6.1 The research lab leader must fulfill the following conditions:

4.6.1.1 His/her academic rank must not be less than Associate Professor, with a good research record.

4.6.1.2 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.

4.6.1.3 He/She must have attracted research grants, worked as PI in funded research projects, has the ability to bring funds from industry, training, patents, commercialization, and

other activities, has the ability to establish research collaborations with international institutions, and has the experience of supervising Master and/or PhD students.

4.6.2 Changing the leader of a research lab:

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

4.6.2.2 The research lab 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.

4.7 The research lab 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).

4.8 The research lab is registered for two years, subject to renewal.

4.9 The research lab leader signs the contract with the College Dean. The two years are calculated starting from the date of contract signature.

4.10 As a first step to establish a sustainable institutional infrastructure for research work within the purview of the research lab, the main office of the research lab is established at the college.

4.11 After signing the establishment contract, the research lab announces its research activities through designing a special logo and creating a website on the college and PSU website. The research lab may contact external bodies to attract grants, provided that the lab obtains a written consent from the College Dean.

4.12 The research lab administratively follows the College whose Council has recommended the establishment of the lab. The research lab 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.

4.13 By the end of the contract, the research lab submits a copy of the published papers and the scientific output accompanied by a brief report on what has been accomplished by the lab to the College Research Committee (CRC) which forwards this report to the Research and Initiatives Center Committee (RICC) accompanied by its recommendation concerning the lab's fulfillment of the terms of the contract and the renewal for the lab. The Research and Initiatives Center Committee (RICC) its recommendation to the University Rector and/or ERC for final approval.

4.13. Executive Rule

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

4.14 The PSU Consultation Policy at the Research and Initiatives Center (RIC) shall apply for the distribution of any financial revenue gained by the research lab.

4.15 If the research lab produces commercializable research projects, the lab may market them to external bodies. However, the above-mentioned regulations of the Consultation Unit in 4.14 concerning the distribution of any financial revenue shall apply.

4.16 If the university wishes to directly invest in the commercializable projects, it shall be given the priority.

4.16. Executive Rule

4.16.1 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 and/or ERC for final approval.

4.16.2 The financial revenue is distributed as per the contractual formula agreed by the parties: The university and the research lab.

Article V: Regulations and Mechanisms of Supporting Research Labs

- 5.1 Research labs shall be funded from the budget of the University, 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 labs 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 labs 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 college submits a request for a lab establishment with a detailed budget.
- 5.5 The research lab obtains the budget approved by the University Rector and/or ERC upon the signing of the contract.

5.5. Executive Rule

- 5.5.1 The approved budget covers the costs of equipment, materials, and needs required to establish appropriate infrastructure to implement the projects of the lab.
- 5.5.2 The lab must submit up to (3) quotations for the equipment, materials, and needs required to implement the projects of the lab.
- 5.5.3 The leader of the lab needs to provide RIC with a detailed financial report every six month.
- 5.5.4 At the end of the year, the lab leader must provide a complete financial report with original invoices to be reviewed by RIC and submitted to the office of the vice rector for administrative affairs and finance for clarification of the used funds
- 5.5.5 All purchased equipment are the property of the University.

- 5.6 If the lab fulfills the expected outcomes in accordance with the contract, the College Research Committee (CRC) recommends the settlement of the lab's financial dues by the end of the contract period as follows:

1. Paying 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 lab, and paying the values of patent fees with accordance with PSU regulations.
2. Paying financial incentives for the lab's publications as per the updated Distinguished Publications Incentives Bylaws.

All fees will be distributed in equal shares between the lab's members who have participated in the patent.

- 5.7 The Research and Initiative Committee (RICC) may recommend additional incentives with the approval of the Rector to the most productive research lab, research lab leader and/or research lab's members and the one with the highest research impact every two years.

Article VI: General Regulations

- 6.1 Research labs 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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