



1.0 Policy Title:	Research Policy
2.0 Policy Code:	RUW-SNT-UP- 007
3.0 Policy Owner:	RUW GS & R Committee
4.0 Approved by:	University Senate
5.0 Date approved:	15 th April 2009
6.0 Revision Date:	14 th May 2015
7.0 Amendments Date:	As arising

8.0 Policy purpose and scope:

The RUW Research Policy provides a blueprint for the development and monitoring of research. It outlines an institutional plan for promoting and supporting research activities that are relevant to the goals and the mission of the institution, together with policies and procedures for ensuring the safe and ethical conduct of research. It is a goal of RUW to “provide the systems of study and research that are applied in distinguished international universities with the aim of enhancing the standard of university education in the Kingdom of Bahrain” (RUW Student Handbook 2008-2009, section 2.2 p. 1). Accordingly, the RUW Research Policy undertakes to position RUW as a high quality provider of research with procedures and practices in place that can meet international standards.

This Policy has been prepared with recognition that “research and community engagement” have been identified by the Higher Education Review Unit (2008) as one of the key quality assurance indicators. The *University Quality Review Handbook* (HERU, 2008), states that it is to be expected of a university operating in the Kingdom of Bahrain that they have a research management plan and policies in place concerning the safe and ethical conduct of research (Indicator 19). Moreover, it is to be expected that a portion of the institution’s budget is spent in support of research and is systematically monitored in accordance with the requirements of the HEC’s licensing procedure.

Accordingly, The RUW Research Policy outlines an internal research grant scheme, conference leave and other incentives designed to support academic staff to develop their research performance. The Policy thus serves to translate RUW research goals and objectives into practice in a way that meets the Quality Assurance Standards for Bahrain Higher Education and is in accord with best practices for the development and administration of research in other distinguished international universities.

9.0 Policy Statements:

a) Research at Royal University for Women (RUW)

In order to achieve its mission in teaching and research, RUW will encourage staff to utilise available resources in order to carry out research that is relevant to the staff members’ areas of specialisation and/or faculty research theme(s).

RUW believes that higher education teaching institutions should play a significant role in research that would: (1) enhance the advancement of knowledge and understanding through programmes of research; and (2) disseminate knowledge and understanding gained through research to various academic programmes and other relevant activities.



The University recognises that the nature of research differs from discipline to discipline and covers a wide range of scholarly and intellectual activities. In accordance with the University’s mission and the guidelines in the *University Quality Review Handbook* (HERU, 2008), RUW:

- encourages all types of research activities;
- enhances the university’s academic programmes through research;
- encourages and actively supports staff by offering incentives;
- supports staff to seek funding from a range of sources, including government, commercial and industrial sources;
- uses sabbatical leave as an important element of research development;
- maintains effective and efficient procedures for the promotion, planning, management and monitoring of research projects, and for monitoring the progress of students engaged in research studies; and
- ensures that students, who are required to undertake research as part of their programme, benefit from an appropriate programme of research training that will advance the pursuit of their individual research projects.

b) The Research Support Fund (RSF)

As per HEC Regulations, RUW has incorporated into its financial policies that: (1) “a percentage not less than 3 percent of the annual net revenues shall be allocated for scientific research”; and (2) “a percentage not less than 2 percent of such net revenues shall be allocated for professional development of the teaching staff” (RUW Policies 2008-2009, Article 19, p. 41).

Broad Principles:

For purposes of disbursement of funds under the RSF, the following principles will apply:

- The will to undertake research under RUW research themes.
- The importance of research capacity building within the university.
- The desirability of a multidisciplinary approach both internally between faculties / departments and with external partners.
- The importance of attracting and retaining capable and distinguished faculty.
- The importance of rewarding publication and demonstrated research excellence as a means of motivating staff.

Eligibility:

All RUW full-time faculty members are eligible to receive support for research activities. Faculty members may submit collaborative proposals. In the event of a collaborative proposal, the role and responsibilities of each researcher must be clearly outlined.

Research support may be considered for:

- On-campus projects to be carried out during the academic year using resources that are immediately accessible;
- Projects that require travel to destinations off campus to conduct research or gather data;



and

- Faculty who undertake research in collaboration with other institutions.

Support Criteria:

In assessing research proposals, evaluators will be guided by one or more of the following principles, depending on the discipline and the nature of the project:

- Focus towards fulfilling RUW vision and mission, and research themes.
- Originality and potential to contribute to the generation of new knowledge.
- The involvement of several staff and/or postgraduate students working on a common theme.
- The development of new research foci, which have the potential to develop academic and research excellence.
- Multidisciplinary as an approach to problem solving.
- Preference and/or further support to applicants who have attracted funding for the project from outside sources.

Incentives:

The University policy provides specific incentives for researchers through recognition and/or research monetary award. (Refer to Annexure 12.1)

Annual Conference:

Faculties are encouraged to organise at least one major conference on a relevant theme, in conjunction with which a special session would be held for the purpose of disseminating research findings.

c) Research Output and Intellectual Property Rights

Records and retention of research output:

The research output may be stored as video recordings, books, CD-ROM's, publications, and audiotapes or in any other retrievable forms. The University shall retain a database within the office of AVP of all research output.

Access and use of research output:

The research output will be available for reference within the Library. Unless any material will be protected by copyrights, it will be available for copying electronically or by photocopying.

All research output and publications in hard copies, electronic copies, audio typing or videotapes will be available for purposes of research and teaching.

Intellectual property and copyrights:

For any research output, if intellectual property rights are relevant, University shall pursue the related procedures and the University policy on intellectual rights will apply thereafter. In regard to copyrights, the University believes that the publishable work of its faculty, staff, and student body should be available to all interested scholars unless stated otherwise by other relevant copyrights.



Occasionally, however, faculty and staff produce materials as a result of specific University assignments. In such cases, the University reserves the right to determine whether or not the material will be copyrighted, and in whose name, and whose rights, if any, the author will retain to the materials.

Patents:

RUW believes that its faculty and staff should be encouraged to contribute to the development of science and technology. For this reason, it is the objective of RUW that any member of the University who invents a patentable device or procedure should benefit financially from its commercial exploitation, wherever possible. If the project/research is financed by RUW, it will be appropriate for RUW to share in the proceeds of an invention’s commercialisation.

d) Misconduct in Research

RUW aims at fostering an atmosphere of honesty, trust and collaboration between researchers. This will improve the quality and quantity of research and avoid jeopardising the reputation of the University and possibly damaging the researchers’ careers.

Misconduct in research is defined as fabrication, falsification or plagiarism. The results of the misconduct practices defined above will be mistrust in research. In case of misconduct in research disciplinary action will be taken. Misconduct will not include honest error, honest differences in interpretation or judgment of data.

e) Externally Funded Research

The establishment and maintenance of research relationship with other external entity/ies will be facilitated if both parties recognise the mission of the University and the policies and principles that guide its actions. The research undertaken jointly by the University and the external entity should aim at creating new knowledge and solutions while maintaining integrity and independence of both parties.

All equipment purchased through research grants will become University property in the department of the applicant at the completion of the project unless otherwise specified in the project proposal. All research equipment unless supplied by the donor, will be purchased following the normal University procedure on purchase of equipment.

10.0 Procedures:

Steps	Description of Activities	Responsibility	Docs. / Resources
a.	Research at Royal University for Women: i. A staff member will submit a research proposal (as per Annexure 12.2) for review by his/her HoD/Dean/Director, which is then submitted for approval by the Faculty Council. Research proposals must be submitted in English.		



	<ul style="list-style-type: none">ii. The Faculty Council will submit its recommendation to the GS&R Committee.iii. The committee’s conclusions for review of the research proposal will be based on the following:<ul style="list-style-type: none">• A summary of the overall ethical implications of the proposed research identified in the review process.• Any mandatory requirements or prohibitions that have not been adequately addressed in the proposal.• Any recommendations for the researcher(s) to consider. These may include a requirement to provide a response after due consideration or to provide a report on a specified issue at an appropriate point in undertaking the research.iv. The recommendations of the GS&R committee is submitted to AVP for final approval.v. If a RUW academic staff is conducting research with an outside person/institution the above stated procedures will also be followed before starting any research activity.		
<p>b. Research Support Fund:</p>	<p>A research proposal which requires financial and corporate support will be processed and approved as per the steps in (a) above as well as per the following:</p> <ul style="list-style-type: none">i. The Graduate Studies and Research Committee (GS&R) will do initial screening of applications based on the broad principles outlined in 9(b) above.ii. GS&R will make recommendations for final approval through Deans’ Council (DC) to the Senior Management Committee (SMC).iii. Researchers who have published as per this policy’s requirements can apply for financial incentives by submitting the original copy of the publication, hard copy of journal, book, etc. alongside the research incentive form to the dean/director, who in turn will forward the documents to the GS&R Committee. The publication must be in peer reviewed journals.		



	<ul style="list-style-type: none"> iv. The research output must be in English language. If it is in Arabic language then the researcher shall provide an English translation of his/her publication. v. Upon approval of the GS&R Committee, the application for research incentive is submitted to the AVP and is finally approved by SMC. vi. Researchers can propose to organise a conference through the production of a report presenting the conference rationale, aims, and objectives, including a detailed budget forecast, a timetable, and a precise target. Sustainable benefits for RUW shall also be mentioned. vii. The approval for proposal to organize a conference will follow the above stated procedure. 		
c.	<p><u>Research Output and Intellectual Property Rights:</u></p> <ul style="list-style-type: none"> i. The research output which are submitted to the Office of the AVP should be forwarded to the library. These may be in the form of CD or any printed type. ii. The office of the AVP and the library will maintain a database of all research output. iii. The Office of the AVP and the Librarian shall both acknowledge reception of the documents in writing (by email) to the researcher. iv. In case there is no copyright issue, then the research output may be photocopied to be used at RUW. v. For any research output, if intellectual property rights are relevant, the University shall pursue the related procedures and the University policy on intellectual rights will apply thereafter. vi. In case of patents an agreement is done between the member and RUW to clarify financial support and benefits. 		
d.	<p><u>Misconduct in Research:</u></p> <ul style="list-style-type: none"> i. Any case of suspected misconduct should be reported in writing directly to the chairperson of the 		



	<p>GS&R committee.</p> <ul style="list-style-type: none">ii. If the suspected case refers to a committee member then he/she will be excluded from the investigation. Further, if the suspect is the chairperson of the committee then the senior most member will take charge of the investigation.iii. The GS&R Committee shall investigate the issues as per point 9(d) above, and accordingly make the decision to either dismiss the case or formulate allegations.iv. Based on formulated allegations, the GS&R Committee will inform the researcher in writing about the allegations and invite him/her to appear in person in front of the committee.v. Based on the above researcher hearing, the GS&R committee will deliberate and either dismiss the case or forward it to the HR Manager for further action.vi. A copy of all documents related to the above procedure will be forwarded to the AVP and the HR Manager.		
<p>e.</p>	<p><u>Externally Funded Research:</u></p> <ul style="list-style-type: none">i. The University will accept an externally funded research project if it is considered to be in the University’s scope of action, and if it fits RUW vision and mission.ii. Externally funded research will in general, comply with RUW research policy and procedures.iii. The procedure for conducting research which is fully (or partially) funded by an external entity will follow the steps outlined in point 10(a) and 10(b) outlined above.iv. The proposal for conducting externally funded		



	<p>research should include a copy of the sponsor’s agreement with RUW to conduct such a research. Approval of the research proposal will also include the approval of such an agreement.</p> <p>v. The release of the research funds will follow RUW policy and procedures for cash disbursements as well as purchases.</p>		
<p>f.</p>	<p><u>Support to Non-RUW Researchers:</u></p> <p>This procedure aims at providing a strict legal and ethical framework to any researcher intending to use, but not limited to, RUW name, image, staff, students, premises, resources, or facilities to perform a scientific activity or investigation leading to the publication of an article in a peer-reviewed journal, or chapter in a book, or book.</p> <p>i. The Office of the AVP welcomes the researcher(s) and provide procedure information, applicable forms, and any other required piece of information (refer to Annexure 12.3).</p> <p>ii. The Office of the AVP conducts a first assessment of the application file and inform the researcher in case there are missing documents or a rejection of the request.</p> <p>iii. In case of positive feedback the file is transferred to the Graduate Studies & Research (GS&R) Committee, who will examine the proposal as per the following:</p> <ul style="list-style-type: none">• Quality of the administrative file.• Scientific purpose and research objectives.• Nature of the support required by the researcher(s).• Research ethical and cultural framework.• Interest for RUW in terms of positioning, scientific contribution, financial issues, daily work disturbance, potential partnerships,		



	and research mentoring.		
iv.	The GS&R Committee shall submit its feedback to the Office of the AVP, who will make the final decision and inform the researcher(s) accordingly.		
v.	In case of approving the application for research support, the researcher(s) must sign the declaration to abide by RUW rules and regulations.		
vi.	The Office of the AVP informs concerned Faculty/Office/Unit that a research will take place and introduce the research to them.		
vii.	Upon completion, the Office of the AVP shall request the researcher to sign the release agreement, and will also follow up with the researcher(s) and possibly organise a presentation of the report during a research forum, including all participants.		

11.0 Process Members:

Member	Role
Academic VP	Responsible to ensure that all faculties comply with approved policy guidelines.
GS & R Committee	<ul style="list-style-type: none"> – Responsible for implementing and maintaining policy – Responsible to review the policy as per the University’s approved policy review cycle.
Faculty Deans	Ensuring that all research conducted at RUW is in accordance with the University’s Research policy guidelines.

12.0 Annexures (including related/referenced documents, policies and templates):

12.1	Application for Research Incentive	RUW-SNT-UP- 077
12.2	Research Proposal Application	RUW-SNT-T-110
12.3	Documents for Support to Non-RUW Researchers	RUW-SNT-T-111