

Researcher Handbook



Introduction

Research is a core component of the mission of Gulf University. The University is committed to supporting the research and scholarly activities of GU academic community, and to supporting and promoting undergraduate students' research, as these provide both academic staff and students at the University with the best possible educational experience, builds their capacity of research, and promotes partnerships with industry and other community institutions.

The Researcher Handbook has been developed to provide information regarding research policy and procedures and to inform researchers and students at the University about various research related topics and services to ensure that research at the University is conducted in accordance with the highest ethical standards and in compliance with HEC regulations.

As Gulf University is committed to promote an active and creative research environment, the Researcher Handbook serves as a resource for GU academic staff and students, and as a useful tool in achieving that goal.

This handbook has been prepared by the University Research Council (URC) to help both academic staff and students with their supervisors to know about the various administrative stages of regulating conduction of research, and to clarify who is responsible for doing what at each stage. The University Research Council (URC) and Colleges' Research Committees will also provide advice and guidance relevant to scholarly activities at the University.

The handbook is divided into six main sections:

Section (1)- Introductory Information: provides some definitions and background information on research policy statement, research ethics, research budget and expenditure.

Section (2)- Faculty Research Proposals: provides information related to submitting research proposals by faculty members; it also shows how to process, approve, and fund such proposals.

Section (3)- Students Research Proposals: provides information related to submitting research proposals by students (in collaboration with their research supervision), it also shows how to process, approve, and fund such proposals.

Section (4)- Support for Publishing in Journals and Participation in Conferences: provides information related to submitting requests for support of publishing in journals and participation in conferences by researchers and students; it also shows how to process, approve, and fund such requests.

Section (5)- Research Quality, Incentives and Awards: provides information related to elements of quality of research output, quality indicators of published articles, incentives for research activities, and awards for distinguished researchers.

Finally, in the appendices, forms relevant to sections(2)-(5) are presented.

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Section (1)

Introductory Information

Reference Points and Standards

HEC	National Research Strategy 2014-2024
HEC	Regulations of Scientific Research at HE Institutions
HEC	Institutional Accreditation Standards Handbook
GU	Gulf University Research Policy
GU	Gulf University Conduct of Research Procedures

Definitions

Scientific Research	The methodology for investigating and acquiring both new and existing knowledge in systematical way. Scientific research can either be pure or applied.
Researcher	An academic staff member or a visiting academic at Gulf University undertaking research at the University.
Research Team	A group of researchers with interdisciplinary, diversity, integrated competencies, and potential research expertise to ensure the quality of the research.
Lead Researcher	The researcher, who leads a research group, 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).
Co-Researcher	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.
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.
Student	Any individual who is formally registered in a program offered by Gulf University.
Evaluator	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.
Academic Publication	The subfield that distributes academic research and scholarship. Most academic works are published in the form of academic journal articles, books or theses.

Research Policy Statement

- i. Gulf University ensures that the research strategy and policy are aligned with “Bahrain Vision 2030” and “HEC National Research Strategy 2014-24.”
- ii. Gulf University commits to achieving the indicators and criteria of “Institutional Accreditation” approved by the HEC related to research and innovation.
- iii. Gulf University commits to complying with the provisions of “Act No. 22 of the Year 2006”- relating to the Protection of Copyright and Neighboring Rights in the Kingdom of Bahrain, and “Act No. 12 of the Year 2008” - amending article 13 of Act No. 22 of the Year 2006.
- iv. Gulf University encourages a responsible research culture, that demonstrates:
 - honest and integrity,
 - ethical behavior in research,
 - acknowledging credibility of others in research,
 - effective communication of research findings.
- v. Gulf University commits to supporting research through its resources and facilities.
- vi. Gulf University commits to funding research activities from its own budget in accordance with the regulations of HEC.
- vii. Gulf University ensures a clear and transparent mechanism for the expenditure of research budget, and that all expenditure are spent on the purposes set for exclusively as stated in “HEC Regulations of Scientific Research in HE Institutions”.
- viii. Gulf University encourages interdisciplinary research teams.
- ix. Gulf University commits to developing quality research in collaboration with stakeholders in the community and other research institutions, and encourages commercialization of its outcomes through links with industry and other organizations in the community.
- x. Gulf University commits to reflecting research on education through linking teaching and research activities.
- xi. Gulf University ensures timely and responsible dissemination of research findings such as publications, journals, exhibitions, forums and conferences by offering a cooperative environment for researchers.

Research Ethics

- i. 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 Janeiro 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.
- ii. 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.
- iii. Research team shall apply for ethical approval of the research to the College Research Committee through completing the above-mentioned (Form GU- PR17CR-F03) form which shows explicit criteria and declaration of the research team.

Research Budget

In compliance with HEC regulations, research budget at Gulf University shall consist of:

- at least 3% of the University total annual income,
- any additional amount the University may add for research purposes,
- 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.

Research Expenditure

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.

Research Goals

The research goals reflects GU commitment to directing scientific research activities to serve the national interests of the Kingdom of Bahrain as presented in HEC National Research Strategy. The following research goals are derived from GU Strategic Plan 2023-2028, and reflect the University's strategic theme: "Research with sound impact":

Goal (1): Link GU Research Strategy to National Research Strategy.

Goal (2): Promote 'Interactive Research': Interdisciplinary and Team Work.

Goal (3): Activate 'Partnership in Research'.

Goal (4): Recognize 'Excellence in Research': Productivity and Quality.

Goal (5): Reflect Research on Education.

Goal (6): Involve Students in Research.

Goal (7): Enhance Research Infrastructure and Support.

Research Commercialization:

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 (2)

Faculty Research Proposals

Faculty Research Proposal(s)

Submitting Proposals of Research:

- i. Faculty members preserve freedom to submit their proposals for individual researches.
- ii. Researchers are encouraged to explore financial opportunities and support possibilities for their researches from stakeholders in industry and other institutions in the community.
- iii. Researchers shall submit to relevant HODs their research proposals, that include the following:
 - Overview,
 - Aim(s),
 - Expected Outcomes,
 - Partnership (if any),
 - Requirements (material, tools, software, stationeries etc.),
 - Estimated budget.
- iv. Researchers shall also submit research plan indicating importance of the research and its impacts on scientific, economic, and cultural aspects, and beneficiaries.
- v. Appendix (3) shows the “Faculty Research Proposal Support Request” form (GU-PR17CR-F05).

Processing, Approving, and Funding of Research Proposals:

- i. HOD shall review the received proposals and refer them to relevant College’s Research Committee.
- ii. 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.
- iii. Dean shall review and approve successful proposals, shall recommend their approval for funding, followed by sending them to Research Council.
- iv. 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.
- v. 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.

Section (3)

Students Research Proposals

Students Research Proposal(s)

Submitting Proposals of Research:

- i. Students can propose research topics relevant to their courses and discuss it with their Instructors.
- ii. 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.
- iii. 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.
- iv. Students also have the opportunity to submit to their relevant HODs their research proposals that are relevant to their programs. 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.
- v. Either the student with the course Instructor or the student with the Supervisor shall submit research support request to the relevant HOD.
- vi. Appendix (4) shows the “Research Proposal Support Request” form (GU-PR17CR-F05).

Processing, Approving, and Funding of Research Proposals:

- i. HOD shall refer the received proposals to relevant College’s Research Committee.
- ii. 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.
- iii. Dean shall review and approve successful proposals, shall recommend their approval for funding and sending them to Research Council.
- iv. 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.
- v. 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.
- vi. Research Council shall retain all original documents in research file.

Section (4)

Financial Support for Publishing in Journals and Participation at Conferences

Support for Publishing in Journals

- i. Research Teams, Researchers and Students shall commit to publishing their research articles (papers) in journals indexed in well-known International and Arabic Databases as recognized annually by GU.
- ii. 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.
- iii. Research Leader(s)/Researcher(s) shall examine any existence of plagiarism in their manuscript(s) using the approved “software” at GU.
- iv. Research Leader(s)/Researcher(s) shall submit “Publishing in Journals Support Request”, (Form GU-PR17CR-F01) for the manuscript of publishable paper to relevant College’s research Committee for recommending the financial support, with the followings:
 - The manuscript with the Turnitin report
 - Letter of acceptance from refereed and recognized journal
 - Publication fees
- v. College’s research Committee shall comment on similarity result, (re-examine the manuscript if necessary), and shall send it to Dean for final decision.
- vi. 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.
- vii. College’s research Committee shall either send the approved document to Research Council or shall send the rejected documents to relevant Research Leader/Researcher.
- viii. 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.
- ix. 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.
- x. Research Council shall retain all original documents related to publishable paper in research file.

Support for Participation in Conferences

- i. Only ‘participation in conferences with publishable papers’ shall be considered for financial support within the University’s allocated research budget.
- ii. Only ‘participation in conferences with publishable papers’ shall be considered for financial support within the University’s allocated research budget.
- iii. Research Teams, Researchers and Students shall commit to publishing their research articles (papers) in International, Regional and local Conferences recognized annually by GU.
- iv. Research Leaders/Researchers shall examine any existence of plagiarism in their manuscripts of publishable paper using the approved “software” at GU.
- v. Research Leaders/Researchers shall submit “Participation in Conferences Support Request Form”, (Form GU- PR17CR-F02) for the manuscript of publishable paper to relevant College’s research Committee for recommending the financial support, with the followings:
 - The manuscript with the Turnitin report
 - Letter of acceptance from the Conference
 - Registration fees
- vi. Team Research Leaders shall nominate who shall represent the team at the conference.
- vii. College’s Research Committee shall comment on similarity result, (re-examine the manuscript if necessary), and shall send to Dean for final decision.
- viii. 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.
- ix. College’s research Committee shall either send the approved document to Research Council or shall send the rejected documents to relevant Research Leader/Researcher.
- x. 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.
- xi. 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.
- xii. Research Council shall retain all original documents related to publishable paper in research file.

Section (5)

Research Quality, Incentives and Awards

Elements of Quality of Research Output:

The elements of quality of research output are:

- **Originality:** means a new way of thinking or distinguishing in a topic or a comparison in changing past works in the academic field.
- **Importance** means the extent to which the work has a great impact on the academic field or practical applications.
- **Reliability (precision)** means the extent to which the purpose of the work is clearly achieved by adopting an appropriate research methodology.

i. 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:

		Research Categories			
GU	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.

Quality Indicators of Published Articles:

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

- **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

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

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/>).

- **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.

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

Incentives for Research Activities

- i. 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.
- ii. 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.

Awards for Distinguished Researchers

- i. 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.
- ii. 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.

Criteria for awarding the best researcher.

- i. Research Excellence
 - Publications: High-quality, impactful publications in peer-reviewed journals.
 - Quality of Academic Journals: Publications in top-tier, high-impact factor journals specific to the researcher's field.
 - Citations: Significant number of citations indicating the researcher's influence.
 - Diversity of Publications: Consideration of various publication types, including reviews, full articles, book chapters, and conference papers.
- ii. Innovation and Impact
 - Innovation: Original research contributions, including new methodologies or technologies.
 - Societal Impact: Research that addresses societal challenges or has been applied in practical settings.
- iii. Research Leadership and Collaboration
 - Funding and Grants: Ability to secure research funding from reputable sources.
 - Collaboration: Evidence of effective interdisciplinary and international research collaborations.
 - International Recognition: Participation in international committees, boards, or working groups, enhancing the university's global presence.
- iv. Mentorship and Contribution to University's Research Environment
 - Mentorship: Quality mentorship of students and junior researchers.
 - University Engagement: Active participation in enhancing the university's research culture and environment.
 - Ethical Standards: Adherence to the highest ethical standards in conducting and reporting research.
- v. Recognition
 - Awards and Honors: Previous relevant awards and honors showcasing external recognition of the researcher's work.

Appendix

GU- PR17CR-F01

Publishing in Journals Support Request

طلب دعم نشر في المجلات

Important Note to Researcher/Author:

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

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

ملاحظة هامة للباحث/المؤلف

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 the principal Author.

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)، وارسالها الى العميد للقرار النهائي.
- إما إرسال الوثائق المقرة من العميد الى مجلس البحث العلمي، أو إعادة الوثائق المرفوعة الى الباحث الرئيسي

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.
- استحصل مصادقة رئيس الجامعة على القرار.
- إشعار الباحث الرئيسي/الباحث/الطالب والمشرف، ولجنة البحث العلمي في الكلية والقسم المالي في الجامعة لتنفيذ الدعم.
- الإحتفاظ بكلفة الوثائق الأصلية ذات الصلة بالورقة البحثية في ملف البحث العلمي.

APPLICANT'S DETAILS		تفاصيل مقدم الطلب	
Name		الاسم	
Designation		المسمى الوظيفي	
College	الكلية	Department	القسم
Degree (State specialization)		الدرجة العلمية (التخصص العلمي)	

Mobile No.	رقم الجوال		
Email	البريد الإلكتروني		
Semester	الفصل الدراسي	Academic Year	السنة الدراسية

DESCRIPTION	التفاصيل				
Paper Title:	عنوان البحث				
Principal Author :	الباحث الرئيسي				
Co- Author(s)	الباحث المشارك				
Student Name:	اسم الطالب				
Journal Details:	تفاصيل المجلة				
Publisher:	الناشر				
Journal Publishing Fees	رسوم النشر في المجلة				
Turnitin Plagiarism Check (indicate % similarity & attach Turnitin report)	التحقق من الالتحال في Turnitin (أشر إلى نسبة التشابه وأرفق تقرير Turnitin)				
Declaration (By Applicant)					
I (Staff Name) hereby confirm that the information supplied in this application is correct.	أنا (اسم الموظف) أؤكد بموجب هذا أن المعلومات المقدمة في هذا الطلب صحيحة.				
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	<input type="checkbox"/>	مقر	Rejected	<input type="checkbox"/>	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		
President of University	رئيس الجامعة	Date	التاريخ	Signature	التوقيع

GU-PR17CR-F02

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 the principal Author.

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

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.
- إستحصل 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.

APPLICANT'S DETAILS

تفاصيل مقدم الطلب

Name	الاسم
Designation	
College	الكلية
Degree (State specialization)	
Mobile No.	
Email	

الاسم

المسمى الوظيفي

القسم

الدرجة العلمية (التخصص العلمي)

رقم الجوال

البريد الإلكتروني

Semester	الفصل الدراسي	Academic Year	السنة الدراسية
DESCRIPTION		التفاصيل	
Paper Title:		عنوان البحث	
Principal Author :		الباحث الرئيسي	
Co- Author(s)		الباحث المشارك	
Student Name:		اسم الطالب	
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):		وكان 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	<input type="checkbox"/>	رسوم التسجيل في المؤتمر
Travel (economy class tickets)	<input type="checkbox"/>	تذاكر السفر (الدرجة السياحية)
Accommodation/hotel fees	<input type="checkbox"/>	رسوم السكن / الفندق
Daily expenses for the period of the conference including travel days	<input type="checkbox"/>	مصاريف يومية لفترة المؤتمر بضمنها أيام السفر

Turnitin Plagiarism Check (indicate % similarity & attach Turnitin report)	التحقق من الاتصال في Turnitin (أشر إلى نسبة التشابه وأرفق تقرير Turnitin)
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Declaration (By Applicant)		الإقرار (من قبل مقدم الطلب)			
I (Staff Name_) hereby confirm that the information supplied in this application is correct.		أنا (اسم الموظف_) أؤكد بموجب هذا أن المعلومات المقدمة في هذا الطلب صحيحة.			
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	<input type="checkbox"/>	مقر	Rejected	<input type="checkbox"/>	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

President of University رئيس الجامعة**Date**

التاريخ

Signature

التوقيع

Research Ethics Form نموذج أخلاقيات البحث

Instructions:
Researcher:

- Fill all information accurately and clearly.
- Submit to College's Research Committee.

2. College's Research Committee:

- Review and evaluate the proposal as per article (3.7.5) of "Conduct of Research Procedures".
- Approve or reject the form

3. The Scientific Research Council at the university / in special cases only

- Review the form in accordance with Paragraph (5.7.3) of the Conduct of Research Procedures
- Approval or rejection of the form.
- Retain all original documents related to publishable paper in research file.

التعليمات :
الباحث:

- تعبئة كافة المعلومات المطلوبة بدقة ووضوح.
- تسليم النموذج إلى لجنة البحث العلمي في الكلية.

لجنة البحث العلمي في الكلية:

- مراجعة النموذج وفقاً للفقرة (3.7.5) من لائحة إجراءات البحث العلمي.
- الموافقة أو الرفض على النموذج.

مجلس البحث العلمي في الجامعة / في الحالات الخاصة فقط

- مراجعة النموذج وفقاً للفقرة (3.7.5) من لائحة إجراءات البحث العلمي.
- الموافقة أو الرفض على النموذج.
- الإحتفاظ بكافة الوثائق الأصلية ذات الصلة بالورقة البحثية في ملف البحث العلمي.

Research Information Overview:
نبذة عن معلومات البحث

Paper Title:	عنوان البحث
Principal Author :	الباحث الرئيسي
Co- Author(s)	الباحث المشارك

No.	Statement إفادة	Agree أوافق	Disagree غير موافق	NA غير قابل للتطبيق
1	The participants in my research are free to withdraw from the research at any time. المشاركون في بحثي لهم حرية الانسحاب في أي وقت يشاؤون.			
2	If the research is observational, I will ask participants for their consent to being observed. إذا ما تطلب مشروع البحث من المشاركين الرصد والملاحظة فسأطلب			

	موافقهم على ذلك.		
3	Privacy, dignity and anonymity of the participants in this research shall be maintained. خصوصية ومكانة المشاركين في هذا البحث محافظ عليها و هو ياتهم تبقى سرية.		
4	No confidential information at personal or organizational context shall be disclosed without the formal consent of the concerned entity. المعلومات السرية سواء كانت شخصية أو مؤسسية، لن يكشف عنها دون إذن رسمي من الشخص أو المؤسسة المعنية.		
5	The participation in the study is voluntary and there is no payment involved. المشاركة في الدراسة تطوعية لا يتطلب عليها أي مدفوعات.		
6	The probable risks in this research related to social, physical, psychological, financial shall be identified and conscious effort to mitigate such risks shall be specified. المخاطر المحتملة من جراء هذا البحث والتي تتعلق بالجوانب الاجتماعية والنفسية والمالية والبدنية، يجب التعريف بها كما يجب بذل الجهد لتخفيفها.		
7	The research process shall not lead to violation of legal norms and regulations, harming humans, animals and environment intentionally. العملية البحثية يجب ألا تفضي إلى انتهاك القواعد واللوائح القانونية، التي من شأنها إلحاق الضرر بالبشر والحيوانات والبيئة باتجاه.		
8	The research process and outcome shall not instigate cultural sensitivity, ethnic problem, discrimination, embarrass or distress participants. العملية البحثية يجب ألا تفضي إلى إثارة الحساسية الثقافية والمشاكل العرقية والتمييز أو الإهراج وعدم الارتياح للمشاركين.		
9	The participants in this research do not involve the following group of people: Children below 16 years, Patient or people with communication difficulties, People in custody المشاركة في هذا البحث تقتصر على البالغين العاقلين الأحرار، لذلك هي لا تشمل الأطفال دون سن 16 سنة والمحتجزين بكل أنواعهم وأصحاب الأمراض العقلية، ويتحقق بهم من يعانون صعوبات في التواصل.		
10	The research shall not deliberately mislead subjects/participants/readers in any way. يجب ألا يضل العمل البحثي - عن عمد وقصد - المشاركين أو القراء بأي شكل من الأشكال.		
11	I ensure credibility through carrying out research with full respect of honesty and integrity, objectivity, self-criticism, and self-discipline. أضمن مصداقية إجراءات البحث وتنفيذها بأمانة و موضوعية ونزاهة ونقد		

وأنضباط ذاتي.

Additional comments by researcher if any:

تعليقات إضافية من قبل الباحث إن وجدت:

N/A.

Submitted by Principal Author:

التسليم من قبل الباحث الرئيسي

Researcher's Declaration:

I hereby declare that the information provided above is correct to the best of my knowledge and I have read thoroughly the criteria in the research ethics form GU-PR17CR-F03 and have understood that violation of Research Ethics leads to severe consequences in the University.

إقرار الباحث:

أقر أن المعلومات المقدمة في أعلاه صحيحة - على حد علمي - وقد قرأت بدقة المعايير الواردة في أخلاقيات البحث من نموذج GU-PR17CR-F03 وأدرك أن انتهاك أخلاقيات البحث يؤدي إلى عواقب وخيمة في الجامعة.

Name	الاسم	Date	التاريخ	Signature	التوقيع

Approved by College Research Committee:

موافقة لجنة البحث العلمي في الكلية

Approved	<input type="checkbox"/>	Rejected	<input type="checkbox"/>	Reasons:	الأسباب
		موافقة وموصى به		مرفوض	
Chair of Committee	رئيس اللجنة	Date	التاريخ	Signature	التوقيع

فِي الْحَالَاتِ الْخَاصَّةِ فَقْطَ FOR SPECIAL CASES ONLY

University Research Council Decision:

قرار مجلس البحث العلمي

Approved - مقر	Rejected - مرفوض
	<input type="checkbox"/>

<input type="checkbox"/>	Resaens of Rejection		
Council Chair	رئيس المجلس	Date	التاريخ
			Signature التوقيع

Faculty Research Proposal Support Request

طلب دعم مقترن بحث تدريسي

Instructions:

▪ 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.

التعليمات :

1. الباحث:

- تعبئة كافة المعلومات المطلوبة بدقة ووضوح.
- تسليم الطالب الى رئيس القسم .

2. رئيس القسم:

- مراجعة المقترن البحثي المستلم وإحالته الى لجنة البحث العلمي في الكلية.

3. لجنة البحث العلمي في الكلية:

- إما أن تقوم بالمهام التالية أو إحالة المقترن الى محكم (يتم اختياره من قبل اللجنة) للقيام بنفس المهام التالية:
 - مراجعة المقترن وتقدير غاياته وأهدافه، وفيما إذا كان يمثل مشكلة مترابطة جيداً ليتم بحثها.
 - التمييز بين المقترنات على أساس وضوحيتها، تركيزها، أهميتها، كلفتها، وفيما إذا كان المقترن أو بيتو أنه تطبيق روتويني لتقنية معروفة أو مراجعة لحق معرفة معروفة.
- التوصية بالرفض أو بالمقترن الناجح الى العميد المعنى.

4. العميد:

- مراجعة والموافقة على الرفض أو على المقترن الناجح.
- التوصية الى مجلس البحث العلمي للدعم .

5. مجلس البحث العلمي:

- إتخاذ القرار بالموافقة على الدعم .
- إستحصل مصادقة رئيس الجامعة على القرار.
- إشعار الباحث ولجنة البحث العلمي في الكلية والقسم المالي في الجامعة لتنفيذ الدعم.
- الإحتفاظ بكلفة الوثائق الأصلية ذات الصلة بالمقترن في ملف البحث العلمي.

Research Proposal Overview:

نبذة عن مقترن البحث

Paper Title:

عنوان البحث

Principal Author :

الباحث الرئيسي

Co- Author(s)

الباحث المشارك

Student Name:	اسم الطالب		
Aims:	الأهداف:		
Expected Outcomes:	النتائج المتوقعة:		
Partnership (If any):	الشركاء (إن وجد):		
Details of Requirements:	تفاصيل المتطلبات:		
Estimated Budget:	الموازنة المتوقعة		
Declaration (By Applicant) أنا (اسم الموظف) أؤكّد بموجب هذا أن المعلومات المقدمة في هذا الطلب صحيحة. I (Staff Name) hereby confirm that the information supplied in this application is correct.			
Name	الأسم	Date	التاريخ

Comments by HOD:	ملاحظات رئيس القسم		
HOD	رئيس القسم	Date	التاريخ

Recommendations by College's Research Committee:	توصيات لجنة البحث العلمي في الكلية		
Chair of Committee	رئيس اللجنة	Date	التاريخ

Dean's Decision:	قرار العميد				
Approved	<input type="checkbox"/>	مقر	Rejected <input type="checkbox"/>	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

President of University رئيس الجامعة**Date**

التاريخ

Signature

التوقيع