



PHOENICIA UNIVERSITY

Research and Advancement Policy

Research and Advancement Policy

Table of Content

Research and Advancement Policy	1
Table of Content.....	2
I. Principles	3
II. Responsibilities	3
1. Director.....	4
2. Faculty	4
3. Administrative Staff	5
4. Research Review Committee	5
5. Code of Ethics Committee	6
III. Policies and Procedures	6
1. Research Ethics Policy.....	6
2. Intellectual Property Policy.....	7
3. Data Management Policy	8
4. Authorship and Publication Policy	9
6. Grant Management Policy	10
7. Environmental, Health, and Safety Policy	11
8. Quality Assurance and Improvement Policy.....	11

I. Principles

At Phoenicia University (PU), we are dedicated to establishing the Center for Research and Advancement as a fundamental cornerstone in our commitment to advancing knowledge and fostering innovation. The CFRA operates in close alignment with PU's core priorities and objectives, ensuring that research undertakings are intrinsically linked to our institutional mission. Subsequently, we award researchers for outstanding achievements and we encourage a culture of publication.

PU's **Center for Research and Advancement** (CFRA) embodies a progressive and forward-thinking approach, with a resolute commitment to contributing to the development of Lebanon and the surrounding region. We firmly believe in the power of multidisciplinary research as a catalyst for progress. Leveraging our substantial resources and expertise, the center is dedicated to driving innovation, creating novel solutions, and pushing the boundaries of research across various domains.

The CFRA serves as a dynamic hub for collaboration among researchers, academics, students, and industry partners through the following means:

- Fostering a culture of excellence in research and scholarship, championing a supportive and collaborative environment.
- Promoting interdisciplinary collaboration and innovation from diverse disciplines.
- Establishing robust partnerships with industry, government, and civil society organizations.
- Nurturing the next generation of researchers and innovators and equipping them with the essential skills, knowledge, and hands-on experience required to emerge as leaders in their chosen fields.
- Sharing research findings and knowledge with a broad spectrum of stakeholders, creating a tangible impact on society and contributing to the betterment of the region and the world.

Through these guiding principles, both PU and CFRA wholeheartedly commit themselves to making a profound contribution to the scientific community, enriching society, and advancing knowledge, innovation, and progress across diverse fields.

II. Responsibilities

To ensure a harmonious and purpose-driven approach to advancing research and fostering meaningful engagement with our broader community and partners, PU undertakes a range of responsibilities, including:

- organizing public events, educational programs, and partnerships,
- collaborating with industry, government, and civil society organizations to explore opportunities for partnership, knowledge sharing, and funding,
- and engaging with the community through science communication, public lectures, and community-based research to raise awareness and understanding of our research endeavors.

Additionally, our responsibilities are clearly delineated, with a focus on providing resources and support to our researchers and fostering collaboration, by:

- offering state-of-the-art research facilities,
- maintaining specialized equipment for experiments and investigations,
- and ensuring that our researchers have the essential tools and infrastructure they need to drive innovation and make significant contributions to their respective fields.

On the other end, our well-defined organizational structure ensures the efficient and effective management of our research operations:

1. Director

The **Director** serves as the highest-ranking authority within the research center and plays a pivotal role in its effective operation.

Their responsibilities encompass:

- Strategic vision and direction of the CFRA, ensuring it aligns with PU's mission and the broader research landscape.
- Strategic objectives, research priorities, and guidance.
- Day-to-day operations, ensuring smooth and efficient functioning of the CFRA, and making key operational decisions.
- Financial management of resources, and funding strategies, ensuring efficient resource allocation for research activities and projects.
- Building partnerships with external organizations to promote collaborative research, secure funding, and enhance the center's reputation.

2. Faculty

At PU, we value the input of academic staff and **faculty members**, in shaping the research concept. They actively participate in workshops, seminars, and research-related discussions where they contribute their perspectives, propose innovative ideas, and provide critical feedback. Their involvement ensures that the research concept reflects the collective wisdom and expertise of the academic community. Their responsibilities include:

- Conducting research projects and activities within their defined focus areas, adhering to high-quality research standards, and producing innovative outcomes.
- Leading and managing research projects, from planning to execution and dissemination of results, ensuring the success of each endeavor.
- Collaborating with experts from various disciplines to address complex problems and create innovative solutions that transcend disciplinary boundaries.
- Mentoring and guiding students, fostering their research skills and nurturing the next generation of researchers.

3. Administrative Staff

Administrative staff provide essential support to the CFRA, enabling its smooth operation. Their responsibilities include:

- Managing administrative functions that support research activities, including organizing research-related events, coordinating meetings, and handling day-to-day operations.
- Assisting in the development and submission of grant applications, managing awarded grants, and ensuring compliance with funding agency regulations.
- Managing the financial aspects of the research center, overseeing budget allocations, tracking expenses, and ensuring financial compliance with funding agency regulations and university policies related to research funding and financial management.
- Developing and submitting grant proposals, ensuring that they meet the requirements of the funding agency, and managing grant submissions.
- Handling staffing, personnel management and ensuring a productive and motivated team by providing dedicated research time for full-time faculty members, making it an obligation for them to balance teaching responsibilities and research work.
- Managing communications and public relations, ensuring that research achievements are effectively communicated to various stakeholders.

4. Research Review Committee

All proposals are to be submitted to the **Research Review Committee** for approval, and the committee bears the responsibility of rigorously assessing the viability of research proposals by following a comprehensive set of steps:

- Initial screening of research proposals to ensure they meet basic requirements and align with the institution's research priorities, which encompasses verifying adherence to formatting guidelines, research ethics, and general feasibility.
- Evaluation of the quality, originality, and scientific rigor of the proposal's research design. Reviewers will meticulously assess the methodology, data collection techniques, analysis plan, and the overall potential for the research to contribute to existing knowledge.
- Assessment of the significance and potential impact of the proposed research, where reviewers delve into the relevance of the research topic, its potential to advance the field, and the anticipated implications for theory, practice, or policy.
- Scrutiny of the feasibility of the research project, taking into account available resources, time constraints, and practical considerations.
- Thorough consideration for compliance with ethical guidelines and regulations, with reviewers evaluating potential risks to participants, the protection of privacy and confidentiality, and the informed consent process. Ethical review boards may be involved in assessing and approving proposals involving human subjects, animals, or sensitive data.

- Evaluation for funding opportunities, as reviewers assess the alignment of the research with the funding agency's objectives, the budget justification, and the potential for the research to generate meaningful outcomes.
- Concluding with a decision and feedback regarding the viability of the research proposals. Applicants typically receive feedback that includes an assessment of strengths and weaknesses identified during the evaluation process.

5. Code of Ethics Committee

The **Code of Ethics Committee** typically includes members with expertise in research ethics, including representatives from the different educational fields.

The specific roles and responsibilities of the committee may include the following:

- Developing and updating the center's code of ethics and related policies and procedures.
- Reviewing and approving research proposals to ensure that they comply with ethical principles and guidelines.
- Monitoring ongoing research activities to ensure compliance with ethical standards.
- Investigating and addressing ethical concerns and violations that arise during research activities.
- Providing education and training on research ethics to researchers and staff at the center.
- Collaborating with other ethics committees and regulatory bodies to ensure compliance with relevant laws and regulations.

The code of ethics committee plays an important role in ensuring that research conducted by the center is conducted in a manner that protects the rights, welfare, and dignity of research participants, and upholds the integrity of the research enterprise.

III. Policies and Procedures

Policies and procedures within CFRA serve to uphold ethical standards, ensure compliance with regulations, maintain research quality, protect intellectual property, enhance transparency, manage resources efficiently, and promote safe and responsible research practices. They are essential for the smooth and responsible functioning of a research center.

1. Research Ethics Policy

Research Ethics Policy outlines the principles and guidelines for conducting research in an ethical and responsible manner. This policy should include guidelines for obtaining informed consent from research participants, protecting the privacy and confidentiality of research participants, ensuring the safety and well-being of participants, and avoiding conflicts of interest.

- CFRA should establish an ethics committee to review and approve all research projects conducted within the center.

- CFRA should ensure that all participants in research studies have given informed consent, including information about the purpose of the study, procedures, risks, and benefits.
- CFRA should take measures to ensure the confidentiality of all research participants and their data, including appropriate storage and handling of sensitive information.
- CFRA should have policies in place to manage and disclose any conflicts of interest that may arise during research activities.
- If CFRA conducts animal research, it should adhere to all relevant laws and regulations governing the use of animals in research, and ensure that the welfare of the animals is protected.
- CFRA should have a data management plan in place to ensure the integrity and security of research data, including appropriate storage, backup, and sharing of data.
- CFRA should have policies in place to ensure that all publications resulting from research activities are accurate, complete, and free from plagiarism or other forms of misconduct. Authorship should be based on substantial contributions to the research.
- CFRA should periodically review and monitor all research activities to ensure that they adhere to ethical standards and comply with applicable laws and regulations.
- CFRA should provide training and education to all researchers on ethical conduct in research, including the responsible conduct of research, data management, and publication practices.
- CFRA should have policies in place for reporting any suspected or actual misconduct in research, and should take appropriate disciplinary action when necessary.

2. Intellectual Property Policy

Intellectual Property Policy outlines the ownership and management of intellectual property arising from research activities. This policy should include guidelines for the protection and management of intellectual property, including patents, copyrights, and trademarks.

- The policy should define the ownership of intellectual property generated by employees, students, and other stakeholders of CFRA. The policy should also specify how the ownership will be shared in case of collaborations with other institutions or organizations.
- The policy should require researchers to disclose any intellectual property that they create or develop in the course of their work at CFRA. The policy should also specify the time frame and method of disclosure.
- The policy should specify the measures that CFRA will take to protect intellectual property, such as filing for patents, copyrights, or trademarks. The policy should also provide guidelines for researchers to follow in protecting their intellectual property.
- The policy should outline the procedures for commercializing the intellectual property generated by CFRA. This may include licensing, assignment, or spinoff companies.
- The policy should address how any revenues generated from the commercialization of intellectual property will be shared among the creators, CFRA, and any other stakeholders.
- The policy should specify the procedures for dealing with intellectual property infringement, including reporting procedures and potential legal action.

- The policy should ensure that CFRA and all stakeholders comply with applicable laws, regulations, and ethical standards regarding intellectual property.
- The policy should provide for the education and training of researchers, students, and staff on intellectual property issues, including the importance of intellectual property protection and the policies and procedures of CFRA.

3. Data Management Policy

The university research center acknowledges the importance of responsible **Data Management Policy** in promoting research integrity and reproducibility. This policy outlines the guidelines for managing research data throughout the data lifecycle, from planning and collection to sharing and preservation.

- Principal Investigators (PIs) are responsible for developing data management plans (DMPs) that detail how research data will be collected, stored, and shared. PIs are encouraged to use available resources, such as the university's data management tools and templates, to facilitate the development of their DMPs.
- All research data must be collected and stored securely to ensure confidentiality and integrity. PIs must ensure that appropriate security measures are in place for data storage and transmission. Data must be backed up regularly to prevent loss or corruption. Researchers are encouraged to use secure data storage solutions provided by the university.
- The CFRA recognizes the value of data sharing in promoting scientific progress and collaboration. Researchers are encouraged to share their research data in accordance with applicable laws, regulations, and ethical considerations. Data sharing plans should be included in the DMPs and should detail the type of data to be shared, the methods of sharing, and the intended audience.
- Research data must be preserved and retained for a reasonable period to ensure the reproducibility of research findings. The university research center recommends that research data be preserved for at least five years after the publication of research findings. The preservation of research data must comply with any applicable laws, regulations, and ethical considerations.
- Researchers must ensure that they have the necessary rights and permissions to use and share research data. Researchers must obtain any necessary approvals and licenses for the use of copyrighted materials, including software and data sets. Any intellectual property rights arising from research data must be managed in accordance with university policies and applicable laws and regulations.
- CFRA provides training and support to researchers on data management practices and tools. Researchers are encouraged to seek guidance from the university's data management experts to ensure that their data management practices are in line with best practices and guidelines.
- All researchers must comply with this policy and any applicable laws, regulations, and ethical considerations related to research data management. Any breaches of this policy will be investigated and appropriate disciplinary action will be taken.

4. Authorship and Publication Policy

Authorship and Publication Policy outlines the principles and guidelines for authorship and publication of research findings. This policy should include guidelines for determining authorship, avoiding plagiarism and duplicate publication, and ensuring the accuracy and integrity of research findings.

- Clearly define the criteria for authorship on a publication. Consider factors such as contribution to the research, writing, data analysis, and revisions.
- Define the order in which authors will be listed on a publication. This can be based on the level of contribution, seniority, or other factors.
- Outline the responsibilities of each author, including their contributions to the research, adherence to ethical standards, and approval of the final manuscript.
- Define the criteria for acknowledgements in publications, such as funding sources, technical assistance, or other contributions.
- Establish a process for reviewing and approving publications before submission to ensure adherence to ethical and quality standards.
- Address potential conflicts of interest that could affect authorship or publication, including financial or personal relationships that could influence the research or its outcomes.
- Provide guidelines for the dissemination of publications, including archiving, sharing, and citing policies.
- Define the policies for data sharing and storage, including the period for sharing, data security, and confidentiality of sensitive information.
- Outline the process for resolving disputes that may arise in the authorship or publication process.

5. Conflict of Interest Policy

Conflict of Interest Policy outlines the principles and guidelines for managing conflicts of interest that may arise in research activities. This policy should include guidelines for identifying, disclosing, and managing conflicts of interest to ensure the integrity and objectivity of research activities.

- All researchers, staff, and students involved in research activities must disclose any financial or personal interests that could potentially affect the research.
- CFRA must establish a process for identifying and managing conflicts of interest, including the appointment of a designated official responsible for overseeing the process.
- All disclosed the designated official to determine whether they pose a risk to the integrity of the research must review conflicts of interest.
- If a conflict of interest is identified, CFRA must establish a management plan to address the conflict, which may include modifying research protocols, providing disclosure statements to funders, or removing the conflicted individual from the research team.
- All researchers, staff, and students involved in research activities must receive training on the center's conflict of interest policy and procedures.

- CFRA must maintain detailed records of all disclosures, reviews, and management plans related to conflicts of interest.
- CFRA must communicate its conflict of interest policy and procedures to all relevant parties, including researchers, staff, students, funders, and stakeholders.
- CFRA must monitor compliance with its conflict of interest policy and procedures and conduct periodic reviews to ensure that the policy remains effective and up-to-date.

These guidelines aim to promote transparency, objectivity, and integrity in research by identifying and managing potential conflicts of interest. By establishing clear policies and procedures, CFRA can protect the integrity of its research and maintain public trust in its work.

6. Grant Management Policy

Grant Management Policy outlines the principles and guidelines for managing grants and funding received for research activities. This policy should include guidelines for grant proposal development, grant administration, financial management, and reporting.

- All proposals must be developed and submitted according to guidelines set by the funding agency, and reviewed by the university research center's grants management team. All proposals must be approved by the university research center's director.
- The university research center's grants management team will ensure that all proposals meet the requirements of the funding agency, and will submit the proposal on behalf of the university. The funding agency and the CFRA's director must approve any changes to the proposal.
 - a) The CFRA grants management team will be responsible for the administration of all awards, including financial management, compliance with funding agency regulations, and communication with the funding agency. The principal investigator (PI) is responsible for the scientific and technical aspects of the award.
 - b) The CFRA grants management team will be responsible for monitoring all grant expenses, preparing financial reports, and ensuring compliance with funding agency regulations. The PI is responsible for ensuring that all expenses are allowable and related to the grant.
 - c) The CFRA grants management team will ensure that all grants are in compliance with federal and state regulations, as well as with the policies and procedures of the university. The PI is responsible for ensuring that all research is conducted in compliance with ethical and regulatory standards.
 - d) The CFRA grants management team will be responsible for ensuring that all final reports are submitted to the funding agency, and that all grant-related expenses are reconciled. The PI is responsible for ensuring that all grant-related data and materials are properly stored and accessible to the university.

These guidelines provide a framework for managing grants at a university research center, and are intended to ensure compliance with funding agency regulations and the policies and procedures of the university.

7. Environmental, Health, and Safety Policy

The **Environmental, Health, and Safety Policy (EHSP)** outlines the principles and guidelines for ensuring the health and safety of researchers, staff, and research participants, as well as the environment. This policy should include guidelines for risk assessment, hazard identification and management, emergency response, and compliance with environmental health and safety regulations.

- All personnel in CFRA must follow safety guidelines established by the university. This includes wearing appropriate personal protective equipment, following safety procedures for handling hazardous materials, and reporting any unsafe conditions or incidents.
- CFRA must have an emergency response plan in place in case of accidents, incidents, or natural disasters. All personnel should be familiar with this plan and participate in regular drills.
- CFRA must have proper procedures in place for the handling, storage, and disposal of hazardous materials. All personnel must receive appropriate training and follow these procedures.
- All equipment must be maintained in a safe and functional condition. Regular inspections and maintenance should be performed to ensure the safety of all personnel using the equipment.
- If CFRA uses animals in research, it must comply with all relevant animal welfare regulations and guidelines. This includes providing appropriate housing, nutrition, and medical care.
- If CFRA conducts field research, it must follow safety procedures specific to the location and type of research. All personnel must receive appropriate training and follow these procedures.
- All personnel must receive appropriate safety training and education. This includes initial training when they join CFRA and regular refresher training.
- All incidents, injuries, or near misses must be reported immediately to the appropriate personnel as per the EHSP.
- CFRA must comply with all relevant environmental, health, and safety regulations and guidelines, including those established by the university, funding agencies, and regulatory bodies.

These guidelines aim to ensure the environmental health and safety of all personnel working in CFRA, as well as to protect the environment and the public from any potential hazards associated with the research activities.

8. Quality Assurance and Improvement Policy

A **Quality Assurance and Improvement Policy** outlines the principles and guidelines for ensuring the quality and effectiveness of research activities. Quality Assurance (QA) is a critical aspect of research center operations, and it must be integrated into all levels of the center's activities.

- The center must establish clear QA objectives and ensure that they are communicated to all staff members, students, and partners involved in the center's research activities.
- The center must develop and implement comprehensive QA plans for each project, with clear standards for data collection, analysis, and reporting.
- The center must monitor and evaluate the effectiveness of its QA plans regularly, with an emphasis on continuous improvement.

- The center must establish a system for identifying and addressing problems promptly, including corrective and preventive actions.
- The center must ensure that all research activities are conducted in compliance with relevant laws and regulations, as well as ethical and professional standards.
- The center must establish a system for regular review and updating of its QA policies and procedures, ensuring that they remain relevant and effective.
- The center must provide training and support to staff members, students, and partners involved in its research activities to ensure they understand and adhere to the center's QA policies and procedures.
- The center must establish clear lines of communication and collaboration with external stakeholders, including sponsors, regulatory bodies, and other research organizations, to ensure effective QA management.
- The center must demonstrate a commitment to continuous improvement in all aspects of its research activities, including QA management, by regularly reviewing and updating its policies and procedures.

Thank You

