

**Ibn Sina National College for
Medical studies
Research Center**

**Internal
Guidelines for Research Work
At Ibn Sina National College
for Medical Studies,
Jeddah,
Kingdom of Saudi Arabia**

Introduction

Ibn Sina National College Research center(ISNC-RC) was established to support and facilitate research of staff and students at the institution. Ibn Sina National College for Medical Sciences(ISNC)is committed to support ISNC-RC in its pursuit to achive its mission and vision.

Such support will foster and sustain research at the institution, particularly in the area of health sciences, thereby contribute to realise the instituion's mission. ISNC belives in serving the Kingdom through resaerch for community benefit.

ISNC-RC's aim is, to facilitate the institutional research process and encourage the staff and students to participate in original research activities. In doing so, ISNC and ISNC-RC will encourage its research skilled staff members. ISNC-RC also welcomes government and private sector institutions to utilise its intellectual expertise.

The following are the set internal rules and regulations approved by the faculty board(FB)of ISNC to be followed at ISNC, to carryout any Research and consultation studies.

Aticle One

All research work conducted at ISNC should be approved by the Research Committee (RC) of ISNC, and/or any other external research institutions. All research conducted at ISNC should be approved by ISNC's Ethical Committees. This includes research funded by ISNC-RC or external/with funding or without.

Article Two

ISNC research and technical staff are permitted to use the instruments. However, non ISNC users are required to obtain a written permission from the Research committee of ISNC prior to using any instrument. In addition to obtaining a formal permission, student researchers must be supervised by a member of ISNC staff, while using any instrument.

Article Three

Specialised/major instruments can be operated by ISNC's authorised personnel only, since the selected staff members have received required training.

Article Four

The researchers are permitted to use only the laboratory assigned to them. Access to any other laboratory is not permitted unless a formal written permission is obtained from the Research Committee.

Article Five

ISNC-RC will strive to provide the basic consumables in the form of gloves, mouth masks plastic ware etc., to researchers using the research center. Specific, specialized consumables, chemicals, reagents and kits shall be provided by the project fund.

Article Six

Publications arising from the work conducted at ISNC shall acknowledge ISNC and ISNC-RC in the publication.

Article Seven

Publications arising from collaborations with ISNC staff and ISNC-RC should include researchers' name/s in the publication.

Article Eight

Funded projects that include member/s of the ISNC staff on its research team shall abide by the following

1. The ISNC researchers will be responsible to plan, design and conduct the work.
2. Specific, specialized chemicals, consumables, reagents, kits shall be obtained from the project fund.

3. All publications arising from these research projects will be shared appropriately between the investigators in proportion to their involvement, effort and work. ISNC-RC urges its researchers to abide by its policy on sharing of publication authorship before embarking on a research project.
4. Approved funds for the research project are disbursed by the internal research fund sharing regulation of the ISNC-RC.

Article Nine

Funded (external) projects that do not include member/s of the ISNC staff on its research team shall abide by the following,

1. ISNC will make technical staff available for use whenever possible.
2. The principle investigator is responsible for all the experimental work of the project, including the design and training of ISNC's technical staff to fulfill the requirement of the research project.
3. Specific, specialized chemicals, consumables, reagents, kits shall be obtained from the project fund.

Article Ten

Projects not funded by ISNC-RC that include member/s of the ISNC staff on its research team shall abide by the following

1. The ISNC researchers will be responsible to plan, design and conduct the work.
2. The research team shall bear the responsibility to procure Specific, specialized chemicals, consumables, reagents, kits, if required any.
3. All publications arising from these research projects will be shared appropriately between the investigators in proportion to their involvement, effort and work. ISNC-RC urges its researchers to abide by its policy on sharing of publication authorship before embarking on a research project.

Article Eleven

Prior to the commencement of any work, a soft and print copy of the approved research proposal should be submitted to ISNC-RC. The research proposal should be accompanied by the following,

1. A letter of approval from the institutional research committee, or any other external research institution.
2. A letter of approval from the ethical committee.

Article Twelve

The principle investigator shall be responsible to present the research project interim report to the institutional research committee.

Article Thirteen

The research team shall conduct only the authorized experiments as specified in the methodology of the research proposal. Any deviation should be informed and a formal written permission should be obtained from the institutional research committee.

Article Fourteen

All the users of the equipment shall abide the safety rules and regulations documented in ISNC's laboratory safety guides. This guide shall be available in all laboratories to become familiar with the safety guidelines, this shall be the responsibility of each individual working in ISNC.

Article Fifteen

Misuse of instruments or equipment that results in damage to these items shall be the responsibility of the user and compensation for such damage shall be sought from the user.

References:

1. National Policy For Science And Technology
2. Code of Ethics for Healthcare Practitioners, The Saudi Commission for Health Specialties Department of Medical Education and Postgraduate Studies