

Research Project

Proposal

Submission Booklet

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Abbreviations used in this document

1.	ISNC	Ibn Sina National College for Medical Studies
2.	ISNC-RC	Ibn Sina National College for Medical Studies-Research Center
3.	ORC	Office of Research Center
4.	RC	Research Committee
5.	IHEC	Institutional Human Ethics Committee
6.	IAEC	Institutional Animal Ethics Committee
7.	CRB	College Review Board
8.	COI	Conflict of Interest
9.	FB	Faculty Board

OVERVIEW

All scientific research proposals at ISNC requires review, evaluation and a formal approval by the research center, irrespective of a request for financial support or otherwise. This requirement addresses ISNC's need for assurance that the intended research meets all standards to conduct scientific research at ISNC and, when requested, the financial support is justified by the quality, value, and, potential benefit of the proposed research to the community.

GENERAL GUIDELINES FOR SUBMISSION OF APPLICATIONS

Generally the ISNC research center (ISNC-RC) starts accepting research proposals for processing and funding in the beginning of every academic year (September). The annual submission deadline is set as last working day of October.

PRELIMINARY APPROVALS

Prior to submission of a proposal to the ISNC-RC, the applicant must have had the research proposal reviewed and approved, in the following sequence,

1. Faculty supervisor/mentor (if applicant is a student or junior faculty member)
2. Departmental Chair (in the case of faculty, including Junior Faculty members)

Any applications submitted to the ISNC-RC without the above mentioned approvals shall be returned back without further processing. However, if the applicant resubmits the proposals with due approvals before the notified last date, the proposal shall be considered for review. The forms for application of research proposals can be downloaded from the ISNC website.

PRE-PROPOSAL PROCESSING

Pre-proposals must be submitted to the office of research center for review and authorization in the event of one of the following:

1. The sponsoring agency requests an institutional signature.

2. The sponsor requires a detailed budget of the proposal.

The principle investigator or the research team nominee shall make a brief power point presentation of the proposed research project to the College Review Board (CRB), to obtain preliminary approval. The proposal shall be processed as a full proposal thereafter as detailed in the succeeding section of this document.

College review board is a standing ad hoc committee drawn from the various existing committees of ISNC-RC namely the RC, IHEC and IAEC and participating members by invitation as deemed appropriate.

MINIMAL RISK PROPOSAL PROCESSING

Application under minimal risk proposal is for registration before data collection commences and for auditing purposes. The institutional ethics committees do not carry out formal review of the proposal. The minimal risk process relies, that the applicant and their supervisor (where appropriate), are able to determine via the checklist within the ethical committee form, the research fits in the minimal risk category. Therefore, the responsibility of ethics review is entrusted to the applicant and their supervisor (where appropriate).

There is no formal review conducted by the institutional ethics committee to approve minimal risk proposals. The principle investigator or the research team nominee shall make a brief power point presentation of the proposed research project to the CRB to obtain a full approval.

FULL PROPOSAL PROCESSING

Full proposal processing includes processing at the program level followed by processing at the research center level.

AT THE PROGRAM LEVEL

1. Researcher identifies funding opportunity (internal/external).
2. Researcher (or his/her designee) downloads the application form for the opportunity from the ISNC website.
3. Researcher/designee reviews and completes the application (“writes the proposal”), using all required forms and formats, providing all required information, and seeking/following advice from the office of research center(ORC).
4. Researcher/designee completes the form and discusses with department chair for compatibility with program goals, research interest, budget, use of facilities etc. The

completed proposal is submitted through the department chairman and the PRT head for review and approval as required by ISNC-RC.

5. The PRT head shall submit the approved form to the ORC for review and approval only after having accomplished the above four steps.
6. Thereafter the ORC shall process the proposal through the set review process detailed later here in this document. Please note that, it is mandatory to review and approve all research work carried out within the institution; the ORC/ISNC-RC must review and approve all proposals before commencing the research work carried out by staff and students of ISNC regardless of the funding agency.

AT THE RESEARCH CENTER LEVEL

On receipt of the proposal, the proposals are coded to conceal the identity of the research team members before they are sent to the reviewer. The guidelines for review of applications including the scoring/grading system used by reviewers are provided in the reviewer form. Applications for research using animals will be referred to the Institutional Animal Ethics Committee (IAEC) for review and approval before the proposal is submitted to a project reviewer to evaluate the scientific merit and scoring of the application. The applicant is encouraged to engage the IAEC in a preliminary review of the proposed project to ascertain and manage any concerns regarding the use of animals in their proposed study before officially submitting the proposal to the ISNC-RC.

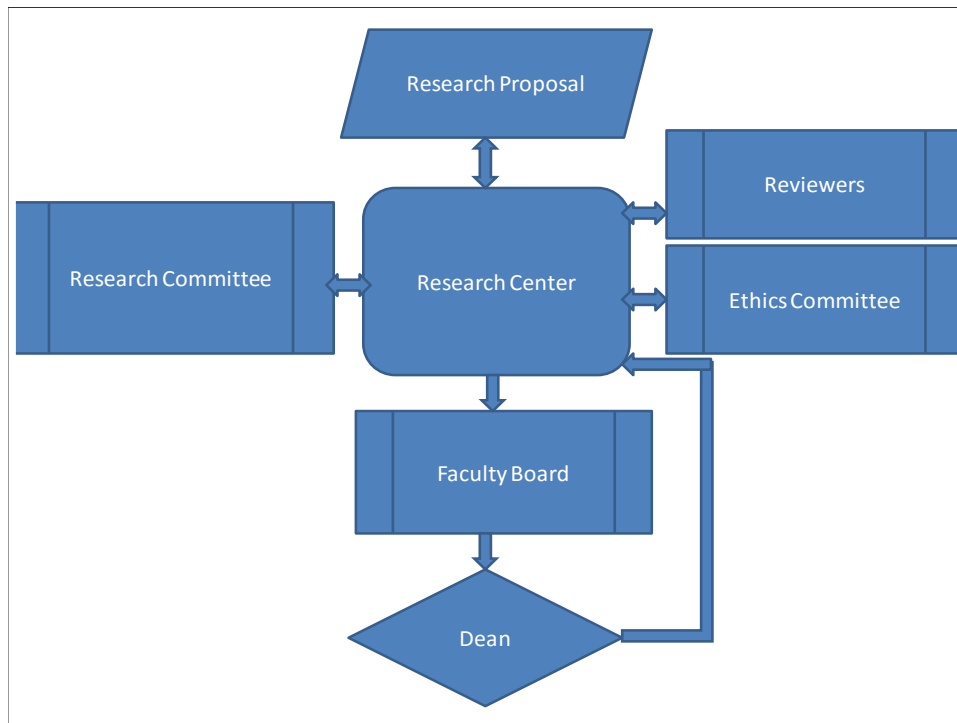
All applicants should review the ISNC-RC's Policies and Procedure Manual for scientific integrity early in their development of proposed project. Any questions that might arise from such reviews should be addressed with representatives of the ISNC-RC, the ORC, the IAEC and/or IHEC.

REFERRAL OF APPLICATIONS FOR REVIEW

Review of student applications as well as applications of junior faculty members shall be assigned by RC to ISNC's faculty member, having no conflict of interest (COI), for evaluation and scoring of the application. Such reviewers shall not be from the same department as the applicant's mentor.

An external reviewer shall be used in absence of an existing expertise within ISNC outside the applicant's department, having no COI.

Review of full time faculty applications must be performed by at least two (2) external reviewers. Such reviewers will affirm that they have no COI due to personal, professional or other COI.



ETHICS COMMITTEE REVIEWS

The relevant institutional committee shall receive the application for ethical committee approval from ORC. The ethical committees' meet to discuss ethical issues, considering the evaluators' comments and make decisions on the ethical issues of the proposed research work. The committee members shall declare no COI while in the process of decision making.

ROLE OF RESEARCH COMMITTEE

Following the receipt of reviews and reports from the evaluators and the ethical committees, the research committee shall discuss and approve the proposals in a research committee meeting headed by the chairman of research committee, before the proposals are presented to the FB. The following criteria shall be considered to make recommendations for the approval of funds,

1. The Scientific merit of the research proposal.
2. Proposals that match the current research themes defined by ISNC and its four programs.
3. Proposals with expected research outputs that are potentially beneficial of the community.
4. In the event of competing research proposals exceeding the capping annual research budget allocated for the program.

5. The research proposal scores by the evaluators shall be considered in the decreasing order.
6. A minimum score of “3” from “5” (in all sections separately and also overall) is mandatory to be considered for the award of a research grant. (Project proposal review form)
7. In the event guideline no. 2 is not met (one of the program claims less than the allocated annual research budget), the following criteria would be considered:
 - A. The surplus budget shall be transferred to the program that claims the extra funds for that calendar year.
 - B. Criteria 1 through 3 shall be considered.

Following the aforementioned steps, the chairman of RC presents the approved project (by RC) proposals to the FB chaired by the Dean for further approval.

APPROVAL OF FUNDS

Consequent to the approval and decision of the RC and FB, the proposals are recommended and forwarded to the finance department for execution of the decision. The finance department disburses the funds for that financial year based on the decision of the RC and FB.

POST APPROVAL

1. The ISNC-RC shall periodically monitor the approved project during their conduct. The awardees' shall provide interim reports when requested by the ISNC-RC, institutional human research committee or institutional animal ethics committee.
2. At the end of the funded period of research, the awardees' will provide a final report summarizing the conduct of the project and the results of the project. This report to the ISNC-RC shall be due within 3 months of concluding the project (concurrent with the end of the approved funding period).

REFERENCES:

1. National Policy for Science and Technology” by Ministry of Economy and Planning
2. Code of Ethics for Healthcare Practitioners by the Saudi Commission for Health Specialties Department of Medical Education and Postgraduate Studies
3. Internal Guidelines for Research work At Ibn Sina National College for Medical Studies.
4. ISNC’s regulations for internal funding.
5. Project proposal review form