



## **IBRI COLLEGE OF TECHNOLOGY**

### **RESEARCH AND CONSULTANCY POLICY**

|                      |                      |                       |                  |
|----------------------|----------------------|-----------------------|------------------|
| Document No          | IbriCT -QAD.4.04.001 | Version Number        | 1.0              |
| Date Effective       | 03/06/2019           | Document Author(s)    | QAD, IbriCT      |
| Next Review Date     | 06/2020              | Document Owner        | IbriCT           |
| Approval Authorities | CC                   | Reviewing Authorities | CC, PMSC and QAD |
| Contact              | Head of QAD          |                       |                  |
| To be implemented by | IbriCT Staff         |                       |                  |

This work is copyrighted. All rights are reserved, whether the whole or part of the material is concerned. Duplication of this work or parts of it is only permitted under the written permission of the Ministry of Manpower. Violations fall under the Prosecution Act of the Oman Copyright Law.

\*Implementers and users of this policy/document are kindly requested to send comments and suggested revisions to the assigned contact person as part of the review process.

## Version Control Table

### A. Document development details and summary of revisions

| Version | Author         | Date (dd/mm/yyyy) | Summary of revisions  | Contributed by |
|---------|----------------|-------------------|---|----------------|
| 0.1     | QAD,<br>IbriCT | 12/05/2019        | Added Biosafety Procedures.   | PMC            |
| 0.2     | QAD,<br>IbriCT | 21/05/2019        | Revised the purpose/reasons, guidelines for research and procedure for internal funding of research projects. | PMSC           |
| 1.0     | QAD,<br>IbriCT | 03/06/2019        | Final draft approved by the CC.   | CC             |

### B. Plagiarism Verification

| Version | Team/Committee /Person | Date (dd/mm/yy) | % of plagiarism | Signature |
|---------|------------------------|-----------------|-----------------|-----------|
| 1.0     | QAD                    |                 |                 |           |

### C. Document proofread by

| Version | Team/Committee /Person | Date (dd/mm/yy) | Language quality (Excellent, Good, Fair) | Signature |
|---------|------------------------|-----------------|--|-----------|
| 1.0     | Proofreading Committee | 23/05/2019      |  |           |



|                       |  |
|-----------------------|--|
| <b>Policy Title</b>   | Research and Consultancy Policy  |
| <b>Policy No.</b>     | 13   |
| <b>Policy Outline</b> | Research and Consultancy Policy guides the staff on how to carry out research and consultancy activities with ethics, protect intellectual property of college and integrate research in teaching-learning process |
| <b>Status</b>         | Active   |

## 1. Policy Title

Research and Consultancy Policy

## 2. Definitions and Abbreviations

### Definitions

**Research:** Any individual or collective endeavor that results in measurable academic outcomes such as a conference presentation, symposium presentation, seminar presentation, publish a book or an article of clear benefit to college's profile and reputation.

**Consultancy:** Any work, carried out with the Dean's written approval, that involves liaison with, and advice to, a company or other commercial or government organization.

**Active Researcher:** Any academic staff or student who is actively involved in research to bring clear benefit to teaching-learning process, socio-economic development of the country.

**Scholarly activities** include but not limited to:

- Participating in seminars, webinars and online courses
- Participating or presenting articles in Symposiums and Conferences
- Participating in Competitions and Technical events
- Publishing articles in journals and reviewing articles
- Publishing books and book chapters
- Participating in or conducting professional body chapter activities
- Providing professional training to fellow faculty members, students, industry and external organizations
- Collecting data, modeling and facilitating research activities
- Developing course materials, manuals and white papers
- Serving as external examiner in evaluating a Masters or Ph.D. Thesis

### Abbreviations

RCC – Research and Consultancy Committee  
RCSC – Research and Consultancy Steering Committee  
TRC – The Research Council  
RC – Research Coordinator  
AR – Active Researcher  
IPE - Institutional Proposal Evaluation  
IESU – Innovation and Entrepreneur Support Unit  
HSE – Health and Safety Environment

### **3. Policy Statement**

Ibri College of Technology aims to carry out research and consultancy activities systematically with ethics and safety, thereby to enhance teaching-learning process, to produce quality education and to improve the competency of staff and students.

### **4. Purpose/Reasons**

The Research and Consultancy Policy is developed to give right guidelines to staff and students to carry out Research and Consultancy activities aligned with the mission of technological education. This is to involve staff and students to participate in enhancing quality teaching-learning process and to encourage them to actively participate in research.

### **5. Scope**

Staff and Students

### **6. Procedures and Guidelines**

#### **Guidelines - Research**

##### **For Staff**

- Staff is encouraged to carry out research individually or in a group. However, every staff should be involved in research to keep oneself updated in his/her field of specialization.
- Staff is encouraged to publish research papers in their field of specialization. The affiliation of the author however, shall be in the name of Ibri College of Technology.
- Staff shall incorporate the acquired research outcomes (knowledge, skills, results) in course assignments, self-study activities, course projects and class activities.
- Staff shall actively participate in scholarly activities to meet the research targets set by RCSC.

- Staff who has completed at least three months of his/her service, is eligible to apply for internal & external research funds.

**For Students:**

- Individual student or group of students can involve in research work along with staff.
- Student funded research work can be carried out as a course project (i.e., graduation capstone project).
- Students are advised to convert their course project work to technical articles on completion of course project.

**Procedure for Internal Funding of Research Projects**

Internal research fund, subject to availability, at IbriCT is used to encourage staff and students to actively take part in research in their field of specializations.

- a. Staff along with students can apply for a grant under internal research fund, on call from RCC.
- b. The Principal Investigator (a staff member), with the help of other team members, shall prepare research proposal complying with Academic Integrity Policy. The research proposal shall contain a clear plan of a budget and its utilization.
- c. Before submitting the proposal to RCC, the research team shall take clearance on bio-safety from Health and Safety Committee in case the research proposal involves bio-hazardous material or human beings. Staff shall refer to Bio-Safety procedure for details.
- d. Proposal prepared for internal funding shall adhere to the guidelines set by RCC which will be circulated on the call for the proposals.
- e. RCSC shall appoint an ad-hoc committee of expertise to review the research proposals based on, but not necessary limited to, recommendations from the RCC.
- f. RCC shall prepare consolidated ranking report of the research proposals and present recommendations in the College Council.
- g. Upon approval, the RCC shall forward the approved projects and corresponding budgets to the concerned teams. The internal research fund is dispensed to research team through Administration and Finance Department.
- h. The research team shall plan and execute the research over approved period and report periodically to RCC.

- i. Upon the completion of the research work, the Principal Investigator shall hand over equipment and other resources acquired under internal research fund to the Head of respective Departments/ Centers of college along with the completion letter.
- j. The duration of the internally funded research projects should be a minimum of four months and does not exceed 16 months.
- k. The completion letter should be attested (with a list of resources returned) by the Head of Department/Centre and shall be handed over to RCC by the team.

### **Eligibility for Internal Research Fund**

Any Staff of IbriCT who has completed at least three months of service, is eligible to apply for Internal Research Fund.

### **Procedure for External Funding of Research Projects**

- a. RCC shall disseminate calls for submitting proposal to external funded agencies.
- b. Individual staff or group of staff or students under staff mentorship can apply for external grant on a call from external funding agencies. In case of group, a research team shall be formed with a team leader.
- c. Individual staff/team shall prepare and submit the research proposal according to external funding programme guidelines to RCC.
- d. RCSC shall appoint an ad-hoc committee of expertise to review the research proposals based on, but not necessary limited to, recommendations from the RCC.
- e. Upon approval of review committee, the staff can upload the research proposals in the online portal of the respective external funding organizations.
- f. Depending on the funding agency, staff may be asked to take additional steps in to complete the submission of the proposals to that funding agency. Failing to do so on a timely manner, might prevent the staff of competing for future funds.
- g. Upon the approval of the grant from the external funding organization, the research team shall conduct research for the approved period and report its progress to RCC periodically.

- h. Upon the completion of the research work, the team leader shall hand over the equipment and other resources acquired under external funding organization to the Heads of respective Departments/ Centers along with the completion letter.
- i. The period of research work shall be in line with the nature of research and the requirement of external funding organization.
- j. The completion letter should be attested (with a list of resources returned) by Head of Department or Centre and shall be handed over to RCC by the team leader. The same shall be submitted in the portal of external funding organization.

## **Guidelines - Consultancy**

### **For Staff**

- Staff willing to do consultancy for external organization or institution (the client) should enter into written mutual contractual agreement on services, financial arrangements and legal obligations.
- The consultancy contract should be submitted to Dean's approval through RCC. Upon approval, the contract comes to effect and concerned staff can carry on with their consultancy work.
- The staff shall submit the statement of income generated to College Dean through RCC.
- Upon approval, the income generated will be shared in agreed ratio among the staff and the college.
- Staff shall submit status report of progress regularly to RCC until the completion of the consultancy service.
- Upon completion of a consultancy service, the staff shall submit completion report to RCC.
- Upon completion of a consultancy service, the staff shall take clearance report from the client to and submit to RCC.
- The period of the consultancy work shall be subject to the contract signed by the involved parties: IbriCT, IbriCT staff and the client.

## **Guidelines and Procedures for Bio-safety**

IbriCT is devoted to ensure the highest standards of environmental protection, health and safety in all its activities. Along with academic integrity, the approved protocols for animal and human experiments come under bio-safety. IbriCT follows the guidelines issued by The Research Council (TRC) Oman for the 'Bio-safety practices in research'. The guidelines that must be followed by management / staff / students in order to successfully implement this policy are as follows:

- a. Employees/students must be provided with information, instruction and training with regard to any work involving potential bio-hazards.
- b. Bio-hazard signs should be displayed in proper locations.

- c. Ensure that the experimental methods and procedures being used are appropriate and humane.
- d. Ensure that sufficient training has been provided to staff/students to carry out the planned work.
- e. Follow the guidelines provided for the safe handling of chemicals as well as disposal of waste chemicals in the Chemistry Laboratory.
- f. Ensure that the safety rules are carefully implemented including personnel, equipment, safe handling, storage, transport and disposal of hazardous materials as well as keeping the place safe after carrying out the work.

At large, as per the guidelines of The Research Council, IbriCT will ensure that all research work adapt to Omani culture, tradition, religious belief and national security concerns (TRC, 2009). The procedures to be followed by the stakeholders are as follows:

**Procedures for Bio-safety Concerned Student / Research Project approval:**

- a. Any student / research project that potentially involves ethical and bio-safety issues should be brought to the notice of the concerned HoD/HoC who will in turn refer the matter to the RCC for approval.
- b. Project supervisors / principal investigators are required to submit a Declaration Form (Annexure I) to RCC through the HoD/HoC.

**Procedures for maintenance, storage and disposal of bio-hazardous materials:**

- a. Any bio-hazardous materials generated as an outcome of any project, lab activity, or any related activity in the college should be reported (using the Clearance Form in Annexure II) to the HSE Committee through the HoD/HoC.
- b. The college Administration Affairs Department in coordination with the HSE Committee shall manage the maintenance, storage and disposal of bio-hazardous waste.

## 7. Responsibilities

### Research and Consultancy

#### Head of Department / Centre

- Ensure the staff and students adhere to RCC policy
- Form RCC department committee and nominate Research Coordinator
- Facilitate formation of research groups
- Monitor research activities in the Department/Centre
- Record and maintain resources returned by staff after completion of research work
- Resolve disputes in all research related activities of the Department/Centre



- Facilitate collaboration with external organization to enhance research activities in the Department/Centre

### **Research Coordinator**

- Identify needs of the department to enhance research culture in the Department/Centre.
- Plan and implement the research and consultancy activities in the department.
- Monitor the implementation of activities and report the progress to HoD and college RCC periodically.
- Initiate collaboration with external organizations to enhance research activities.

## **RCC**

### **Refer to RCC ToR**

### **Bio-safety**

#### **Students**

- Comply fully with the IbrICT Bio-safety Policy and Regulations.
- Use the best practices of bio-safety while conducting research activities, laboratory work or any college activities.
- Report to the project supervisor, HoS, HoD, or HoC any activity involving bio-safety issues before commencement of the venture.
- Adhere fully to all measures to minimize the exposure to risks. They should work according to the supervision/guidance of the Project Supervisor and follow the instructions given. They are also required to immediately report any lag/defect discovered in the work environment/equipment/materials.

#### **Staff**

- Comply fully with the IbrICT Bio-safety Policy and regulations.
- Use the best practices of safety while conducting research activities or lab work.
- Identify and report to the concerned HoD/HoC and take care of the bio-safety issues before proposing / sanctioning the student's projects.
- Submit a Declaration Form (Annexure I) (to be done by the research team/project supervisors) to the HoD/HoC in case the project proposal involves bio-hazardous materials, before submitting the proposal to RCC.
- Ensure that they are fully aware of the hazards and risks associated with the project that they are working in and are fully trained and capable of handling the tasks properly including any emergency or accidental cases.
- Prepare and document proper waste assessment (to be prepared by the project supervisors) which should also include full information on the generated waste to be disposed of. Copy of the reports should be handed over to the HSC through the HOD.
- Submit a Clearance Form (Annexure II) (to be accomplished by the research team/project supervisors) to the HoD/HoC on completion of the project, in case the product developed poses bio-safety concerns.

**HSE Committee:**

- Study bio-safety issues involved in the project/research proposal (in case) and give clearance on bio-safety to RCC.

**RCC****Refer to RCC ToR****RCSC****Refer to Refer to RCSC ToR****Admin Department**

- Take necessary steps for the proper storage, maintenance and disposal of bio-hazardous materials in coordination with the HSE Committee.

**8. Supporting Documents**

College Bylaws

Quality Assurance Manual

RCC ToR

RCSC ToR

National Institute of Environmental Health Sciences (NIEHS USA, 2016)

SP 2013-2018

SP 2019-2024

TRC, 2009

**9. Related Policies**

Student Project Policy

Intellectual Property Policy

Academic Integrity Policy

Health and Safety Policy