



Kingdom of Saudi Arabia
Ministry of Education
King Abdulaziz University
Faculty of Medicine - Rabigh



كلية الطب
Faculty of Medicine

كلية
الطب رابغ
المبنى الرئيسي

SCIENTIFIC RESEARCH UNIT

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1. INTRODUCTION

The Research Unit (RU) at the Rabigh Faculty of Medicine (RFM) is an administrative unit recognized by the RFM administrative hierarchical paradigm under the umbrella of the Vice Deanship for graduate studies and scientific research (VDGSSR). The focus of this unit is to stimulate, facilitate, oversee, and track RFM research activities. This document describes executive and procedural strategies and policies of the RU.



2. POLICY STATEMENT

This section details the general guiding principles of the RFM RU. These are guidelines that are mainly derived from overall organizational structure of RFM and the King Abdulaziz University.

A. Administrative Structure

- i. The RU belongs under the umbrella of the VDGSSR. See organizational structure (appendix A)
- ii. The RU is under the direct jurisdiction and command of the vice dean for graduate studies and scientific research (hereafter referred to as the VD), who reports directly to the dean.
- iii. The RU exercises its roles for both the male and female sections of the RFM.
- iv. The RU roles are exclusive to the RU.
 - v. The Dean appoints the coordinator and members of the RU as the dean sees fit.
- vi. The membership and structure of the RU are reviewed annually and may be renewed at the discretion of the Dean.
- vii. The RU coordinator serves as the overall manager for all RU activities.

- viii. An assistant coordinator is appointed internally for the female section of RFM.

B. Overall Workflow

- i. The RU has regular meetings with a minimum of 1 meeting per month.
- ii. The RU meetings are presided by the RU coordinator.
- iii. Meeting minutes are recorded and sent to the VD.
- iv. The VD discusses strategic issues with the RU coordinator and the RU members.
- v. The VD has the capacity to enact necessary procedural action to implement the RU plans in his jurisdiction.
- vi. The VD seeks approvals from the Dean for issues under the Dean's exclusive jurisdiction.
- vii. The VD runs RU activities by the vice deans committee twice a year.
- viii. Crucial issues are run by the RFM faculty board.

C. Stable Annual Tasks

- i. Advertisement and announcement of grant deadlines according to their respective cycles.
- ii. Tracking research activities and outcomes mid-year.
- iii. Preparation for the RFM Rabigh Research Day
- iv. Liaison with the team overseeing the curricular research course.
- v. Liaisons with the Student Research and Innovations Unit (IU) with regards to the Student Research Forum and other student-related activities.
- vi. Exploration and optimization of use of collaborative opportunities and partnerships at the University, nationally, and internationally.

3. STRATEGIC PLANS

This section describes the overall strategic plan of the RU. This is always distilled from the strategic plan of the RFM. Below is what pertaining to the RU from the RFM 1st strategic plan (Nabigh).

A. Vision

A dynamic RU that leads RFM to distinction in applied and relevant research.

B. Mission

Enriching RFM with the culture and resources that facilitate success of the RFM research projects

C. Project Execution

- i. A list of projects related to the RU and their KPIs is shown in appendix B.
- ii. The project KPIs are reviewed biannually. Monitoring takes place by the RU coordinator and the VD.
- iii. Specific action plans are outlined in the RU meetings and reviewed by the VD.
- iv. Progress in achieving the KPIs is run by the Vice Dean Committee twice a year and by the Faculty board once a year.
- v. Project-specific Executive Plans

1. *Legislative Support of Research Activities*

- a. *The project KPI is the establishment of the Unit and documentation of its activities.*
- b. *This is a topic of continuous discussion in RU meetings. This documentation will serve as evidence for KPI achievement.*
- c. *Legislative support for research activities includes:*
 - i. Advertising for various grant opportunities.
 - ii. Providing opportunities and resources for collaboration within the RU means.
 - iii. Issuing necessary letters and communiques required for research.
 - iv. Liaison with the Research Ethics Unit.

2. *Overseeing the Establishment of a Research Center in Rabigh*

- a. *The Unit will follow procedure and attempt to secure funding and legislative support for the establishment of this center when resources allow.*
3. *Facilitating Research Projects in Rabigh*
 - a. *The Unit will encourage and ensure researchers conduct research projects with samples drawn from Rabigh.*
 - b. *The Unit will stimulate faculty to achieve this goal and provide necessary brain storming, logistical support.*
4. *Facilitating the Conducting of a clinical trial*
 - a. *The unit will seek to make available the necessary means to conduct a small clinical trial.*
 - b. *The unit will facilitate communication with healthcare institutions that are of interest to hold such a trial.*
 - c. *The unit will facilitate communication with national and international experts in clinical trials.*
 - d. *The unit will document the activities and publications related to the trial.*
5. *Facilitating the conducting of systematic review articles*
 - a. *The unit will encourage faculty to write these articles.*
 - b. *The unit will facilitate collaboration with experts in writing these articles.*
6. *Facilitating publication in ISI journals*
 - a. *The unit will encourage faculty to publish in ISI journals*
 - b. *The unit will ensure staff are applying for grants necessary to conduct research worthy of publishing in ISI journals.*
 - c. *The unit will reward these publications on the RFM Research Day.*
 - d. *The unit will track the performance biannually.*
7. *Collaboration with International Scientists*
 - a. *The unit will facilitate collaboration with international scientists.*
 - b. *The unit will facilitate interaction with them and the success of their shared endeavors.*

8. *Creation of Research Groups*

- a. *The Unit will encourage and support faculty to write proposals for research groups under the auspices of the Deanship of Scientific Research.*
- b. *The Unit will facilitate international collaboration with regards to this project.*

9. *Facilitating Pursuit of Patents*

- a. *The Unit will encourage faculty to pursue patents for their innovations.*
- b. *The Unit will ensure faculty apply through the Deanship of Scientific Research to get the required support to apply for patents.*

10. *Organizing an International Conference*

- a. *The Unit will organize an international conference with shared participation with national and international experts*
- b. *The Unit will seek appropriate funding.*

4. DISCLAIMERS

- i. This document is considered up to date according to the time of its issuance and not the time of its reading.
- ii. This document is updated annually.
- iii. The appendices and RU minute meetings are indispensable with regards to any interpretation of this document.



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