



SCIENTIFIC RESEARCH COMMITTEE

UBT-40

Version: (01)	Date:09/15/13	APPROVAL		
Document Code	Reference	Ser. #	Name / Position	Signature
UBT-40	NCAAA	1.	Prepared by: Dr. Guill Al Caraz	
	Clause 10		Title:	
Summary of Amendment/s		2.	Reviewed by: Dr. Mahmoud Baeasa	
			Title: Dean of Graduates Studies & Scientific Research	
		3.	Approved by: Dr. Hussien Al-Alawi	
			Title: University Rector	
4.	Ratify by: Dr.Hussein Al-Alawi			
	Title: University Rector			

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1. PURPOSE

- 1.1 The purpose of this procedure is to provide the Scientific Research Committee members their Responsibilities.
- 1.2 The purpose of this document is to provide the detailed procedures on how UBT can promote a functional research program across the system namely College of Business Administration (Dahban); College of Business Administration (Jeddah); College of Engineering (Dahban) and Jeddah Advertising College (Dahban), Graduate Studies in MBA. It covers both the implementing arm and the participants of the research projects.

2. SCOPE OF IMPLEMENTATION

This procedure applies to the newly formed Scientific Research Committee in accordance with the UBT organizational Structure separating research and the Graduate Studies and Scientific Council.

3. TERMS & DEFINITIONS

- RC: Research Committee
SRC: Scientific Research Committee
OS: Organizational structure

4. RELATED DOCUMENTS

- 4.1 Board Of Trustee Procedure
- 4.2 Quality Assurance Procedures
- 4.3 Research by-Laws

5. PROCEDURE

5.1 Scientific Research Committee

The following members compose the Scientific Research Committee (SRC)

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- a. Prof. Mahmoud Darwish – Chairman
- b. Dr. Abdullah Al Masoudi – Vice Chairman
- c. Prof. Sherif El Aasi
- d. Prof. Ayman El Temsahi
- e. Dr. Nadia Baeshen
- f. Dr. Mohammad A. Daous
- g. Dr. Mohammad A. Mansour
- h. Dr. Mayar Hashish
- i. Dr. Gil Alcaraz – Assisting Secretary

5.2 Scientific Research Committee Decree

- 5.2.1 BOT issued the decree to create the Scientific Research Committee with its corresponding membership and responsibilities of the Committee.
- 5.2.2 Each member composing the Committee is informed by providing a copy of the decree.

5.3 Responsibilities

The responsibilities of the Committee include the following:

5.3.1 Overall functions:

- 5.3.1.1 Set and design a College Strategy for Scientific and Applied Research.
- 5.3.1.2 Instill and promote a culture conducive to research among faculty members in the light of the funded research by-laws approved by BOT Letter # 20/05/9th dated April 18, 2007

5.3.2 Specific Functions:

- 5.3.2.1 Define a practical vision and mission for a Research Center (RC) to be established.
- 5.3.2.2 Specify the RC's goal in light with (CBA's) UBT's Vision, mission and objectives.
- 5.3.2.3 Devise a clear and simple organizational structure and delineate the duties of its segment.
- 5.3.2.4 The Organizational Structure is approved by the Board of Trustees as recommended by the University Council. The OS shall remain in its

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original form and staffing until otherwise expressed by the Research Committee and approved by the University Council to re-structure according to purpose and function. The structure of the Research program may be modified as the program expands to accomplish its goals and its coverage.

- 5.3.2.5 Draft the RC's Financial and Administrative By-Laws for the internal operation of the center.
- 5.3.2.6 Design a research **long-term plan** for the next five years.
- 5.3.2.7 Propose an **operating budget** for the year starting its establishment.
- 5.3.2.8 Give top priority to applied research that deals with local, economic, financial and administrative issues of the Saudi Society.
- 5.3.2.9 Follow up and evaluate the research project from inception to completion, as well as the performance of the RC.
- 5.3.2.10 The follow up and evaluation of the research project is dependent on the kind of research proposal undertaken. The time frame is indicated in the schedule of activities in the proposal when submitted for approval. For a year-long research, there is a half-year evaluation or on the 6th month of the project and towards the end of the project itself. A quarterly follow-up is essential to track the progress of the project and that funds are released according to the progress of the project.

5.4 Establishment of a Functional Research Committee

- 5.4.1 Officially creates the Research Committee to promote the research program of the UBT.
- 5.4.2 The Administrative Order is issued by the BOT.
- 5.4.3 The Rector disseminates the Order to all concerned (membership).

5.5 Implementation of the functions of the Research Committee

- 5.5.1 The members accept the responsibility and meet on a designated monthly meeting whereby they will agree to carry out the functions as stated in the Order.
- 5.5.2 The Research Committee (RC) prepares the plan of action for submission to the Rector who endorses to the BOT for approval.

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5.5.3 The funded research is offered to the proponents through the Heads of the Department for proposal submission.

5.5.4 The Research Committee uses the By-Laws of the Research as approved earlier to evaluate the worthiness of all proposals submitted.

5.5.5 The actions required for the funded research are followed and each phase monitored according to proposal plans.

5.6 Budgeting and planning

5.6.1 The RC meets in their regular meeting to prepare an annual budget.

5.6.2 The budget covers the research projects, office equipment, furniture, other research tools needed (on the first year of its operation) and other essential expenses to run the Research Center.

5.7 Scientific Research GRANTS

5.7.1 BOT approves the fiscal budget for research which shall be used to fund grants or research to UBT employees who are currently employed during the proposal was submitted and completed.

5.7.2 The SRC shall inform all colleges about the existence of a budget for research grants to employees of UBT

5.7.3 The HODs notify the departments regarding the research grants.

5.8 Applying for Research GRANTS

5.8.1 The proponent/s of a research proposal applies for the grants and submits a research proposal to the SRC following the prescribed format as provided in the Research Guidelines/By-Laws.

5.8.2 The SRC receives, reviews the research proposal.

5.8.3 When the proposal meets all the merits of a good research, the SCR shall name two independent reviewers who are not connected to UBT.

5.8.4 Once the proposal is accepted as confirmed by the two reviewers, the proponent is notified of its approval and advised to begin the research.

5.8.5 The work is begun and its progress is monitored, using the form provided in the Research Guideline.

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5.8.6 Financial matters are disbursed according to the schedule as approved in the by-laws.

5.8.7 A progress report is submitted by the researcher following the progress report included in the Guidelines.

5.8.8 A copy of the finished product is submitted to the SRC and the final release of funds is made.

5.8.9 The SRC shall determine the worthiness of the research, whether or not; it will be published in the School Journal or for submission to international publication.

6. FORMS USED

Form Reference	Form Title	Retention Time	Responsibility of retention
UBT-40/01	Preliminary Proposal Form	As long as needed	SRC
UBT-40/02	Guidelines for Research	Till effective and not revised	SRC
UBT-40/03	Extended Research Proposal Outline Form	Till the project or research is finalized	SRC
UBT-40/04	Grant Contract	Permanent Archived Document System	Finance and SRC
UBT-40/05	Research Project Evaluation Form	Duration of the Project cycle May be kept in the archives for reference	SRC

7. ATTACHEMENTS

Flow Charts:

7.1 N/A

Forms:

7.2 Preliminary Proposal Form

7.3 Guidelines for Research

7.4 Extended Research Proposal Outline Form

7.5 Grant Contract

7.6 Research Project Evaluation Form