

RESEARCH GUIDELINES

Good research practice underpins high-quality science and supports the robust evidence base needed to drive improvements in all aspects of human life. It provides strong foundations for research careers, supporting high quality education and training, and delivers assurance to those whose work builds on the findings of others. Good research practice also helps to increase public confidence and trust in the research process and its outputs. The responsibility for promoting and delivering good research practice is shared by the whole research community. Researchers should strive for the highest achievable standards in the planning, conduct and reporting of their research and demonstrate integrity in their dealings with others. Researchers should foster a culture which supports and embeds good research practice and aims to prevent research misconduct. Researchers have a duty to ensure roles and responsibilities are clear, and that appropriate resources and skills are in place to deliver the research and maintain high standards of integrity, either by seeking access to training or developing collaborations with others with the necessary expertise. Achievement of the highest quality and ethical standards in research depends on the integrity, honesty and professionalism of all individuals involved in the research process. The Research & Development Program, Manipal Academy of Higher Education, Dubai ensures that all Manipal Academy of Higher Education, Dubai funded research is conducted to the highest levels of integrity, clarity and good management. Researchers supported by the Manipal Academy of Higher Education, Dubai must adhere to the highest ethical standards, and conform to the requirements and guidance set out in this document and by national and international regulatory bodies, professional bodies, and local research ethics and governance frameworks.

10.1 PLANNING AND CONDUCTING RESEARCH

10.1.1 Those planning, research activities at *MAHE, Dubai Campus* should have the necessary expertise, professional skills and experience to deliver the project proposed. This may include seeking specialist advice or securing access to expertise through research collaboration. Plans should include an assessment of all resources needed (including staff, space, equipment, funding, facilities, biological/chemical resources and clinical support) to ensure the study is viable within the available means and the efficient and proper use of all resources. Researchers should adhere to the principles and standards of Good Research Practice.

10.1.2 The rationale for research study and any subsequent modifications must be clearly documented within a well maintained system, for example in project proposals, contracts, protocol documents, laboratory notebooks or as electronic records. All research projects must be documented clearly, systematically and in a timely manner, including clear outcomes and end points, plans for statistical analysis, any ethical and regulatory approvals and any subsequent amendments. The laboratory records or documents should be

accessible. Any changes should be validated and recorded with appropriate version control by the researcher responsible, to establish the originality of the research findings and protect intellectual property.

10.1.3 The research at *MAHE, Dubai Campus* must adhere to current ethical standards, safety practices, relevant legal requirements, local organizational policies (Dubai Municipality, UAE) and other guidelines. Researchers should ensure they are aware of, and keep up to date with, all the regulatory, ethical and governance requirements that may apply to their area of research and are working with the teams and individuals within their organizations who have a corporate responsibility to ensure that these requirements are adhered to within the organization. All appropriate approvals and permissions must be in place before the research starts and updated as necessary if plans change.

10.1.4 For all research projects involving human as participants, their tissues or data, the relevant principles of Good Laboratory Practice should be followed with proper ethical approvals from the competent authorities.

10.1.5 The responsibilities for supervising the scientific and ethical conduct of the study must be identified, allocated and agreed as the scientific plans are put into practice. This is especially important in projects involving patients, volunteers or confidential or identifiable data, tissue, biological samples and animals.

10.1.6 Researchers should have appropriate research governance systems, in which roles are allocated to meet corporate and individual project responsibilities, and are accepted and carried out within a sound research and project management framework. This may include the identification of sponsors, risk management and monitoring systems. When considering proportionate risks important aspects to consider include the impact on research delivery, supporting creativity, the reliability and strength of results and the risks involved in methods used in studies involving human.

10.1.7 The use and maintenance of laboratory equipment and systems is an important element of the research process. Appropriate procedures should be in place and responsibilities assigned to ensure training and support for use of laboratory equipment, regular servicing and calibration of equipment by trained staff, appropriate records of calibration, servicing, faults, breakdowns and misuse. The Facilities Management School of Manipal Academy of Higher Education, Dubai would make an annual budget for laboratory equipment maintenance, calibration, repairs and servicing in consultation with respective Chairperson of the School.

10.2 RESEARCH DATA MANAGEMENT

10.2.1 All research data generated at *MAHE, Dubai Campus* must be managed and curated effectively throughout its life-cycle, including archiving, to ensure integrity, security and quality and where possible to support new research and research data sharing to maximize the benefit. Records should be kept to enable

understanding of what was done, how and why, and which allow the work to be assessed retrospectively and repeated if necessary. The faculty or research supervisor must retain the original copy of data generated by students for data verification and record.

10.2.2 Research data generated at *MAHE, Dubai Campus* must be retained in an appropriate format at the respective faculty member.

Primary/raw data include any information, figures, images, observations, questionnaires, products, devices, procedures and any other data sources that are generated, recorded or used during the project.

Related material includes approvals, information on the consent process (including signed consent forms), meta-data, information relating to analysis and methodology, quality assurance records that demonstrate the validity of the data and/or adherence to experimental protocols, calibration data, collaborative agreements, intellectual property ownership, management and agreements and other relevant correspondence.

Confidential identifiable data comprises any information that relates to an individual from which that individual can be identified.

The **Laboratory Record Book** refers to the record where the research data are primarily recorded.

10.2.3 Requirements for Research Data Management

All research data must be recorded and retained securely in a form that is original, legible, attributable and accessible. Normally, specimens and samples should be retained within the research laboratories that utilized them in line with relevant approvals. Any transfer or disposal of research materials should be documented. The research questionnaires, digital/audio tapes, etc. should be retained in their original form within the research laboratories that generated them. The data generated by students should be approved by a faculty supervisor to evidence that records are complete and accurate. Information relating to participant consent should be held securely and subject to the same retention criteria as the primary or raw data.

10.2.4 Research Data Retention Periods

Retention periods for primary or raw data and related material should be considered at the outset and should reflect any legal and regulatory requirements and, where possible, the aim to support new research. Research data and related material should be retained after the study has been completed. Research data held electronically should be backed up regularly and duplicate copies held in a secure and accessible format where possible. The digital continuity and future accessibility of electronic records and data should be considered.

10.2.5 Research data including images should be recorded and retained. Retention periods should be informed by data management and quality assurance needs. Where primary or raw data are subsequently

enhanced, original and enhanced data should be stored together. It is important to avoid the over-enhancement or over-interpretation of data and images.

10.2.6 It is essential to manage confidential identifiable data appropriately, including data associated with tissue and biological samples. Publication of any research data, including in Masters/Doctoral theses or in an accessible data repository, does not disprove the need to retain primary or raw data.

10.2.7 The Standard Operating Procedures (SOP) or protocols for all research studies should be documented systematically, in plain English and ideally in a standard format to ensure clarity, consistency and accuracy. Where there is more than one approved technique for any given procedure within the organization, clear records should be kept on which were used. Where procedures change, they should be version controlled and the current version should be available and readily accessible to all staff, students and visiting workers.

10.2.8 The protocols for the use, calibration and maintenance of laboratory equipment, together with associated risk assessments, must be clearly documented to ensure optimal performance and research data quality. Where protocols change, they should be version controlled and the current version should be available and readily accessible. Instructions for the safe shutdown of equipment in case of emergency should be readily accessible.

10.2.9 There should be clarity on the ownership and custodianship of research data, samples and related material used or created in the course of the research. Agreements should be used to clarify responsibilities, arrangements for access to data and managing permissions, including sharing with collaborators or with researchers who move away from the original organization. The agreements might outline the responsibilities of research investigators and team leaders in relation to these issues. Where personal data and/or biological samples are involved, the terms of the consent must be taken into account.

10.2.10 Where research project lab or research lab is due to close, or where program end and faculty supervisor or principal investigators transfer or leave or retire, arrangements must be made in advance to support the retention and management of samples and data. This may include the transfer of custodianship to another individual (faculty or researcher) within the *MAHE, Dubai Campus* and arrangements should detail provisions for data access and eventual destruction. In case faculty leaves, the unpublished research data generated at Manipal Academy of Higher Education, Dubai must be handed over to the respective Chairperson of the School for a record.

10.3 COLLABORATIVE RESEARCH

10.3.1 Research often involves collaboration, which can range in scale from simple discussions through to significant long-term partnerships. In some cases collaborations can raise significant risks and challenges for research governance. *MAHE, Dubai Campus* encourages its faculty or researchers to sign a Memorandum

of Understandings (MOU) with their research collaborators to clarify and agree key aspects, including responsibilities, common approaches or standards and procedures. Differences in practice or expectations should be identified and if necessary resolved. This is especially important where the work involves researchers from different disciplines, organizations, Universities and/or countries. The MOU must be drawn up and properly signed by authorized signatories within the research organization and representatives of the collaborating organizations and finalized prior to the commencement of the work.

10.3.2 Most of the collaborations will usually require some of the following to be addressed during the course of the research. While discussing about a MOU, following points needs to be considered and discussed:

- Aim and objective, duration of the proposed research project.
- Financial and resource commitments.
- Project management arrangements, including lines of accountability and communication.
- Training requirements and responsibilities.
- Health and safety arrangements for shared or seconded staff.
- Ethical and regulatory arrangements including approvals, confidentiality and use of animals or humans.
- Publication and authorship issue
- The ownership, custodianship, transfer and arrangement for the future use of research data and biological samples (including return or disposal).
- Intellectual property rights and commercialization of the research finding
- Specific requirements for information governance and information security, including record keeping, data management, handling or transfer.
- Financial/resource contributions and liability/indemnity.
- Arrangements for reporting and handling allegations of research misconduct.

10.3.3 Agreements to support research collaborations in product development which involve industries or companies should address issues relating to allocation of responsibilities, IPR rights and liabilities.

10.3.4 Agreements involving international partners, or where work will be undertaken outside the UAE and where different legislative or ethical requirements apply, require particularly careful negotiation.

10.3.5 In a collaborative research where the Principal Investigator or Co-Principal Investigator of *MAHE, Dubai Campus* is given some benefits such as consulting fees, or air travel support need to be clearly explained in the MOUs for effective transfer of funds to the Principal Investigator or Co-Principal Investigator account .

10.3.6 The Principal Investigator or Co-Principal Investigator of *MAHE, Dubai Campus* who are engaging in collaborative research with other Organizations or Universities must not leave the *MAHE, Dubai Campus* before completion of the project. In case there is such plan to leave *MAHE, Dubai Campus* within project-period they need to inform the Chairpersons of the respective School, Chairman - R&DP and Academic President and inform the strategies and deadline to complete the project work under nominated faculty member which is also agreeable to the funding agency.

10.4 CODES OF CONDUCT, ETHICS AND PROFESSIONAL STANDARDS

10.4.1 All the researchers at *MAHE, Dubai Campus* must be aware of, and adhere to, all legal requirements and relevant codes of conduct required by their employer, place of work and any professional bodies to which they, or members of their research teams belong.

10.4.2 All the *MAHE, Dubai Campus* -funded research involving human participants, human material, confidential identifiable information or the use of animals or regulated materials must address and comply with all necessary legal and ethical requirements. The expectations and requirements of professional codes of conduct, standards and organizational policies should be addressed in the planning, resourcing and conduct of the study and all appropriate ethical, regulatory and Ministry of Health or School of Health of UAE approvals must be in place before any research commences.

10.4.3 The research project involves international partners, or work undertaken outside the UAE, must comply with all applicable legal and regulatory requirements. Research involving human participants should have ethical approval both in the UAE and the country (or countries) where the work is being undertaken.

10.4.4 The *MAHE, Dubai Campus* has high expectations for the design, conduct and reporting of medical research involving animals. The implementation of the 3Rs such as replacement, refinement and reduction is essential to meet ethical standards and to obtain the best possible scientific results.

10.5 SAFETY AND SECURITY

10.5.1 All of those involved in research at *MAHE, Dubai Campus* should ensure that all work, for which they are responsible, including their own, fulfills all requirements of health and safety legislation and good practice. Appropriate training must be provided on safety measures for research which involves potentially hazardous or harmful materials and processes, and for research in risky settings or locations. In highly collaborative environments clear communication of appropriate procedures is essential. The faculty or researcher need to specify in the project proposal about the use of any of the potentially hazardous or harmful materials/chemicals and its process of storage and disposal at Manipal Academy of Higher Education, Dubai. It's highly recommended the hazardous and harmful materials/chemicals must be kept in separate

designated areas with access control. The School must retain list all materials/chemicals used in the labs with proper naming and classification and with date of purchase and date of expiration. All expired materials/chemicals must be properly disposed of as per the manufacturing instruction manual and Dubai Municipality specifications. The disposing of chemical wastes in the main drainage must be done as per Dubai Municipality specifications, and solid chemical wastes which include biological wastes must be done by Dubai Municipality's recognized agencies or companies. It's also recommended that research laboratories are kept under 24 hour surveillance camera to avoid research misconduct, mostly applicable to where experimental research is conducted.

10.6. RESEARCH PUBLICATIONS

10.6.1 The faculty and staff members are encouraged to publish their research findings in the peer-reviewed Indexed journals.

10.6.2 Discussions may be needed to address authorship, including lead responsibility, authorization for the content of papers and the intended place of publication and any pre-existing obligations.

10.6.3 Arrangements should outline responsibilities for ensuring accuracy of methods, integrity of results, adequacy of internal peer review, appropriate protection of intellectual property, authorship and arrangements for the timely correction of any errors or retraction. For collaborative and multidisciplinary projects, differences in publication practice across disciplines or institutions should be identified and addressed at an early stage.

10.6.4 Authorship should include all individuals who have made a substantial intellectual contribution and all authors are expected to take public responsibility for their contribution to the work. Authorship must be in order of contribution, the candidate who contributes maximum shall be first author and other will be given authorship accordingly and faculty supervisor or Principal Investigator would be as corresponding author.

10.6.5 The faculty members of *MAHE, Dubai Campus* who are keen to collaborate with other Universities or Organizations in UAE or abroad need to have a memorandum of understanding or research agreement with the respective collaborators before initiating any research work, and their role and contribution has to be clearly discussed along with co-authorship and IPR issues.

10.6.6 All contributions to the research must be clearly acknowledged and appropriate permissions sought for the use of the work of others. No person who fulfills the criteria for authorship should be excluded.

10.6.7 The contributions of research funding agencies/organizations/lab support/ should be clearly acknowledged appropriately.

10.6.8 No research is allowed to publish in a public forum or a newspaper or print or online media when said research is under publication stage or under review stage. In such case Author(s) must take prior written approval from the publishers before reporting to the public forum.

10.6.9 The R&DP believes in research rigor, the faculty who conducted research at Manipal Academy of Higher Education, Dubai and wish to publish their research findings, need to first approach to R&DP to look into technical, regulatory issues or copyright issues. This is in line with Manipal Academy of Higher Education, India. The R&DP will take 5 working days to complete the review process and R&DP will maintain the confidentiality of the submitted research paper. After receiving a recommendation from the R&DP, the faculty can submit the research paper to the respective publisher for a publication.

10.6.10 In case the research work is not conducted at Manipal Academy of Higher Education, Dubai, the *MAHE, Dubai Campus* faculty who is a Co-author (not a First Author or Corresponding author) of the paper need not submit a paper to the R&DP for a review; nevertheless its highly recommended that faculty can review their researchers through the R&DP.

10.6.11 The *MAHE, Dubai Campus* encourages the publication in the indexed and peer-reviewed journals.

10.6.12 Once the research paper is published, the author must send a copy (PDF Format) of the research paper to R&DP for the record.

10.6.13 With regard to some journals/publishers who request the authors to pay for technical services which include manuscript review, or copy editing before the paper is being accepted for publication is highly discouraged, and R&DP would not pay for such services.

10.6.14 The faculty members who are not sure about which conference they can attend, and which journal they can communicate their research findings, they can approach to Chairman R&DP for a guidance.

10.7 MANAGING INTELLECTUAL PROPERTY RIGHTS

10.7.1 Researchers have a responsibility to ensure that any findings which have a potential impact on clinical practice, or the development of new treatments or preventive interventions or any human welfare are actively disseminated to the relevant user community. Plans for the translation of such findings should be put in place in order to ensure that the potential benefits for health or health care are released as quickly as possible.

10.7.2 The potential for research to generate intellectual property of value should be anticipated throughout the life cycle of the project. Researchers should ensure they are aware of the ownership and arrangements for the management of intellectual property within their establishment. Steps should be taken to ensure that any results are effectively protected and any intellectual property generated is exploited.

10.7.3 All intellectual property, intellectual property rights, know-how, data, devices, reagents, or materials generated by *MAHE, Dubai Campus* employees are normally the property of the *MAHE, Dubai Campus*. This is usually also the case for visiting workers and students.

10.7.4 Arrangements for managing and handling intellectual property generated during a collaborative project, including additional conditions or requirements relating to the conduct of the project, should be clarified and agreed before any work commences. Transfer agreements and confidentiality agreements are important for protecting resources that may potentially have great value and should be considered.

10.7.5. What is a Patent?

A patent is an intellectual property right granted by the Government to an inventor “to exclude others from making, using, offering for sale, or selling the invention for a limited time in exchange for public disclosure of the invention when the patent is granted. There are three types of patents.

1. **Utility patents** may be granted to anyone who invents or discovers any new and useful process, machine, article of manufacture, or composition of matter, or any new and useful improvement thereof. A utility patent in force on June 8, 1995, is subject to either the 17 year term from grant or the 20 year term from earliest effective U.S. filing date, whichever is longer.
2. **Design patents** may be granted to anyone who invents a new, original, and ornamental design for an article of manufacture. A design patent term is 14 years from the patent grant. The right conferred by the patent grant extends throughout the United States
3. **Plant patents** may be granted to anyone who invents or discovers and asexually reproduces any distinct and new variety of plant. A plant patent in force on June 8, 1995, is subject to either the 17 year term from grant or the 20 year term from earliest effective U.S. filing date, whichever is longer.

The terms "Patent Pending" and "Patent Applied For" are used to inform the public that an application for a patent has been filed. Patent protection does not start until the actual grant of a patent. Marking of an article as patented, when it is not, is illegal and subject to penalty. ***A patent cannot be obtained for a mere idea or suggestion.*** Patent applications are examined for both technical and legal merit. Prior to filing a patent application, a search of existing patents can be conducted in the USPTO Patent Search Room or at a Patent and Trademark Depository Library in your area. For additional information on patents, you may visit the USPTO Web site at www.uspto.gov/main/patents.htm

10.7.6 Do I need a patent attorney or agent to file my patent application?

The U.S. Patent and Trademark Office (USPTO) strongly recommend that all prospective applicants retain the services of a registered patent attorney or patent agent to prepare and prosecute their applications.

10.7.7 The faculty with a novel idea or discovery with proof-of-concept can approach to R&DP and to find out the process of filing a patent and cost involved in it. The faculty or researcher can also find patent information at http://uaepatent.com/patent_uae.html and <http://www.emiratesip.com/>

10.8 INTEGRITY IN PEER REVIEW

All research work done at *MAHE, Dubai Campus* are expected to undergo in the peer-review process to improve the quality of research publication and to avoid conflict of interest. Peer-review would be conducted to the highest standards and in line with the guidelines provided by Manipal Academy of Higher Education, India. Those involved in the peer-review process must not retain a copy or any material (results, pictures, graphics, figures, tables etc) of proposed or unpublished research paper and would not share to anyone without getting a permission from the Chairman, R&DP. The reviewers must not make use of research designs or research findings from a proposal or paper under review without the express permission of the author(s) and should not allow others to do so. While participating in peer-review, researchers are obliged to report appropriately, in confidence, any concerns they may have relating to research practice: such concerns may include plagiarism, fabrication, falsification, omission, ethical issues or duplication of previous work to Chairman, R&DP.

10.9 CONFLICTS OF INTEREST

10.9.1 The *MAHE, Dubai Campus* recognizes that conflicts of interest may arise, or appear to exist, at different levels of research endeavors from planning the research to disseminating and exploiting the results and in the associated peer review and in many forms. Apart from financial interests, conflicts might, for example, be personal, academic, or arise from the acceptance of gifts or hospitality.

10.9.2 The *MAHE, Dubai Campus* expects procedures to be in place for identifying, declaring and addressing professional, private or commercial interests that might, or might be perceived to arise in relation to research. All conflicts related to research must be brought to the notice of the Chairman - R&DP for the necessary action.

10.10 RESEARCH MISCONDUCT

10.10.1 The *MAHE, Dubai Campus* takes allegations of misconduct in research very seriously and requires that allegations be investigated fully. Research misconduct is defined by the *MAHE, Dubai Campus* as follows:

- Data Fabrication
- Data Falsification

- Plagiarism
- Data Misrepresentation
- Mismanagement or inadequate preservation of data and/or related materials
- Equipment mishandling
- Errant or irresponsible behavior

10.10.2 The *MAHE, Dubai Campus* shall have appropriate processes for addressing allegations of misconduct. The process for reporting concerns and making formal allegations shall be done by reporting the matter to the Chairman - Research & Development Program, Manipal Academy of Higher Education, Dubai. The Chairman - R&DP Program will conduct independent inquiry and shall send his recommendation to the Academic President, of Manipal Academy of Higher Education, Dubai for the necessary action.

10.10.3 The research misconduct by researcher, faculty, under-graduate, post-graduate and doctoral students would be taken seriously and *MAHE, Dubai Campus* will take appropriate action, after consultation with the concerned authorities.

10.10.4 Where any investigation finds a distortion or inaccuracy in the published research record, the institution should take all necessary steps to correct the public record.

10.10.5 Arrangements for handling allegations relating to research misconduct should be addressed explicitly in collaborative research agreements, particularly those involving international partners.

10.10.6 The *MAHE, Dubai Campus* expects research organizations to be aware of the potential for fraud in relation to the conduct of research (for example, duplicate applications for research funds for a project already funded) and have arrangements in place to address any such allegations.

10.11 RESEARCH MATERIAL TRANSFER: IN AND OUT POLICY

All faculty/researchers at *MAHE, Dubai Campus* are expected to inform both Chairperson of the respective School and Head of Facilities Management prior to transferring the research materials in or out from Manipal Academy of Higher Education, Dubai Campus for analysis purposes, and faculty can use this form (*Form # R&DP/ MAHE, Dubai Campus /12*).

10.12 RESEARCH EQUIPMENT TRANSFER: IN AND OUT POLICY

All faculty/researchers at *MAHE, Dubai Campus* are expected to take permission ((*Form # R&DP/ MAHE, Dubai Campus /13*) from both Chairperson of the respective School and Head of Facilities Management prior to transferring the research Equipment in or out from Manipal Academy of Higher Education, Dubai Campus for the purpose of repair and for sample analysis purposes.

10.13 RESEARCH EQUIPMENT SHIFTING : WITHIN CAMPUS OR SCHOOL

All faculty/researchers at *MAHE, Dubai Campus* are expected to take a permission (*Form # R&DP/ MAHE, Dubai Campus /14*) from both Chairperson of the respective School and Head of Facilities Management prior to shifting any Lab Equipment to a new location within the School or any other School of *MAHE, Dubai Campus*.

10.14 RESEARCH FACILITY TIMING:

10.14.1 The standard time to use research facility is from 8.00 am to 4.00 pm from Sunday to Thursday. If a faculty/researcher wants to access the laboratory facilities of *MAHE, Dubai Campus* in between 4.00 pm to 10.00 pm, and during Holidays and Weekends must take prior permission (*Form # R&DP/ MAHE, Dubai Campus /15*) from the Chairperson of the respective School and Head of Facilities Management of *MAHE, Dubai Campus*.

10.14.2 Considering the individual's safety point of view, it's recommended at least 2 people should be there in lab between 4.00 pm to 10.00 pm, and during Holidays and Weekends, and at no point single female faculty/researcher is allowed to work alone in the lab between 4.00 pm to 10.00 pm, and during Holidays and Weekends. It's the responsibility of research supervisor or faculty supervisor to consider following things and plan their work accordingly.

10.15 RESEARCH ACCIDENT/FIRE:

During the research, if a researcher/faculty encounters any accident, fire, spillage, leakage of gas/water, smoke in the laboratory facilities they should immediately inform the Security personnel on that floor where the lab is located and must inform Head of Facilities Management for taking corrective measures and also inform the Chairperson of the respective School to follow up the issue.

10.16 RESEARCH LAB VISIT BY OUTSIDE SCIENTIST/STUDENTS

All faculty/researchers of the *MAHE, Dubai Campus* are expected to take permission from both Chairperson of the respective School and Head of Facilities Management to be allowed for an outside scientist/researcher/students to work at a *MAHE, Dubai Campus* lab facility for short-period of time and visiting scientist/researcher/student must carry an ID, should be legal visitor/ resident of UAE. The visitor scientist/researcher/student must submit copy his/her passport, valid UAE visa, and along with a letter mentioning about his/her research work and collaboration with a *MAHE, Dubai Campus* faculty/researcher. These documents along with (*Form # R&DP/ MAHE, Dubai Campus /16*) must be submitted to the respective School Chairperson at least 1 day before the scheduled visit.

10.17 RESEARCH TRAINING

10.18.1 All researchers at *MAHE, Dubai Campus* are expected to foster an environment and culture where the open exchange of ideas is supported and where best practice and good conduct in research and publication is actively promoted at all levels of the organization.

10.18.2 All of those involved in research at *MAHE, Dubai Campus* have a responsibility to develop and maintain the skills, competencies and understanding they need in their research, to develop their professional expertise and to assist others with their development.

10.18.3 Senior faculty members and researchers are expected to provide direction and leadership, setting out clear lines of responsibility and accountability, for the organization and management of research.

10.18 RESEARCH CONFERENCE, WORKSHOP, MEETING, INVITED LECTURES, PANEL DISCUSSION

The Research and Development Program encourages its faculty to organize research-based conferences, meetings, lecture-series, workshops and panel discussions to promote scientific interest and research among Manipal student and staff fraternity. The respective School who is keen in organizing such events may approach to the Chairman - R&DP with their proposal which must contain following details:

- a. Objective and significance of proposed event [*approximate 500 words*]
- b. Describe various Benefits to the student community [*approximate 200 words*]
- c. Business plan (*total cost of the event which includes travel, hotel, advertisement, venue, printing, food costs gifts etc*) [*tubular format*]
- d. Have you found any sponsor or co-sponsor and type of support and the approximate amount to be generated
- e. How many people are planning to attend?
- f. Is there any registration fee? if yes ...how much is the registration fee?
- g. Duration of event
- h. Give the names of Chief guest/important speakers/participants
- i. Will conference publish abstract or full length paper: Applicable/Not applicable
- j. Structure of organizing committee (with name, their roles and responsibilities)
- k. Date and venue of proposed event
- l. Media coverage (newspaper, online, social media etc)

The R&DP will evaluate the proposal and shall inform the applicant about the nature of support they can get from Manipal Academy of Higher Education, Dubai to organize such an event. The total review process will take at least 2-weeks. The proposal should be submitted at least 6 months prior to the date of an event.

10.19 RESEARCH CLUB

The Research and Development Program encourage its faculty to organize research-based journal clubs to promote scientific reading, and discussion among Manipal student and staff fraternity. The faculty and student would pick up latest and cutting-edge research topics and published research papers (which are *available in the MAHE, Dubai Campus library and outside as well*) with relevance to the society can be presented before the journal club once in a week. The details of research club can be discussed after appointment of a faculty coordinator.

10.20 DOCTORAL RESEARCH BY MAHE, DUBAI CAMPUS FACULTY/STAFF MEMBERS

10.20.1 The faculty/staff of *MAHE, Dubai Campus* who are pursuing PhD in other Universities (abroad) and applying for the travel leave must submit the following documents to the Chairman, R&DP:

- Letter of PhD Registration received from the respective University/Institute
- PhD research synopsis, name of Guide or Co-guide with contact details

10.20.2 It's highly recommended that the faculty/staff members can plan their research work in between semester's breaks or during the annual vacation.

10.20.3 In order to claim for paid leave the faculty/staff must submit a progress report of PhD work carried during the said period to the Chairman, R&DP. The application must be approved by the respective School Chairperson.

10.20.4 The number of leaves (paid or non-paid) can be availed for the conducting research (for PhD research work, or Research Project funded by *MAHE, Dubai Campus* or Research project funded by External agencies or postdoctoral work) would be subject to the *MAHE, Dubai Campus's* HR policies. The faculty/staff must contact HR office and discuss it before they plan any research trip.

10.21 SCHOOL SPECIFIC GUIDELINES

In the current Research & Development Program guidelines and policies, efforts are being made to include broad research guidelines, however, the R&DP would like to revise or amend research policies and guidelines in the near future, which may include discipline-specific research policies to improve the quality of research outputs at *MAHE, Dubai Campus*.