



Document Name:	Policy for Research & Development
Document Number:	DUHS /ORIC/ SOP / 02

DOW UNIVERSITY OF HEALTH SCIENCES



STANDARD OPERATING PROCEDURE

Policy for Research & Development (CLAUSE 1.1 OF ISO 9001:2008)

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DISTRIBUTION LIST

The following personnel are on the controlled distribution list:

- Vice Chancellor
- Pro-Vice Chancellor(s)
- Registrar
- School of Post-Graduate Studies
- Head of Institutes and Colleges/ Program Directors
- Finance department



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TERMS AND DEFINITION

TERMS	DEFINITION
Intellectual Property	Refers to an intangible property, which is a creation of human mind in the form of inventions, designs, symbols., etc.
Public Private Partnership	Refers to a cooperative arrangement between public (government) and private sector organizations.
Oversight	Means the process of inspecting, monitoring, overseeing the ongoing activities related to education and research
Policy	A policy is a set of ideas/principles that are used as a basis for making decisions
Protocol	Referred as set of rules and regulations for a certain process
Patent	A patent is a right that is granted for any device, substance, method or process that is new, inventive and useful.



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LIST OF ABBREVIATIONS

BOS	Board of Studies
DOC	Document
DUHS	Dow University of Health Sciences
HEC	Higher Education Commission
PMDC	Pakistan Medical and Dental Council
ISO	International Organization for Standardization
QEC	Quality Enhancement Cell
SOP	Standard Operating Procedure
VC	Vice Chancellor
ORIC	Office of Research, Innovation & Commercialization
BASR	Board of Advanced Studies & Research
IRB	Institutional Review Board
IACUC	Institutional Animal Care & Use Committee

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1. **PURPOSE:**

To establish the research environment within which the faculty, staff and students conduct cutting-edge research, scholarship and discovery in various Colleges, Schools and Institutes at Dow University of Health Sciences. To facilitate the creation of a culture of innovation and commercialization in the University that transcends disciplinary boundaries and is of economic benefit to the Institution.

2. **SCOPE:**

A University-wide policy that will serve as an all-encompassing framework for the management, development and enhancement of research, innovation and commercialization at Dow University of Health Sciences.

3. **RESPONSIBILITIES:**

The overall responsibility for the conduct of ethical research at Dow University of Health Sciences resides with the Vice Chancellor. S/he will ensure compliance with all ethical and scientific standards that govern the conduct of research in the Institution. In the execution of his/her responsibilities, the Vice Chancellor will be supported by the following entities:

- Board of Studies:
 - Each College, School and Institute engaged in research and/or undergraduate/postgraduate studies will have a Board of Studies that would be responsible for providing oversight of quality and ethical research within their jurisdiction
- School of Postgraduate Studies:
 - The Institute of Clinical Studies, Institute of Biomedical Sciences and the Institutes of Health Sciences will ensure that research conducted by postgraduates in these programs conduct research in the most ethical and scientific manner
- Board of Advanced Studies & Research (BASR):
 - BASR will be responsible for developing and approving policies that would govern the conduct of research at Dow University Health Sciences
 - BASR will also be responsible for timely execution of these policies across the University
- Office of Research, Innovation & Commercialization (ORIC):
 - A HEC-mandated entity, ORIC will assist the University faculty, staff and

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students in:

- Identification and submission of competitive grants to extramural agencies
 - Oversight of intramural seed funding project entitled: Vice Chancellors' Seed Funding Initiative (VCSFI)
 - Facilitate obtainment of national and international patents for intellectual property
 - Facilitate commercialization of intellectual property
 - Facilitate establishment of mutually productive public-private partnerships in the area of research and innovation
 - Facilitate publication of manuscripts in indexed journals
 - Manage the publication of Journal of Dow University of Health Sciences
- Institutional Review Board (IRB):
 - IRB will provide oversight of all studies involving human subjects in research
 - Responsible for review and approval of clinical research studies requiring full, exempt and/or expedited board reviews
 - Responsible for continuing reviews and review of any protocol deviation and/or protocol related adverse events
 - It will ensure compliance with all ethical standards that govern the conduct of clinical research involving humans and/or human tissue
 - It will also ensure that humans involved in research are consented free from any coercion and their privacy and confidentiality is maintained
 - IRB will follow the policies and procedures outlined by Association for the Accreditation of Human Research Protection Programs (AAHRPP)
 - Institutional Animal Care & Use Committee (IACUC):
 - IACUC will provide oversight of all research involving vertebrate animals to ensure compliance with University policies and procedures
 - Responsible for review and approval of research studies involving vertebrate animals
 - Responsible for continuing reviews and review of any protocol deviation and/or protocol related adverse events in vertebrate animals
 - It will ensure compliance with all ethical standards that govern the conduct of research involving vertebrate animals
 - IACUC will follow the policies and procedures outlined by the Association for Assessment & Accreditation of Laboratory Animal Care International (AAALAC)

4. FACULTY CAPACITY BUILDING FOR RESEARCH:

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- The Office of Research, Professional Development Center and other relevant institutes of University will organize research related workshops, training sessions to build faculty's capacity.
- Institutional heads will be responsible to assure participation of faculty in research trainings within and outside University.
- Faculty should be encouraged to identify such training opportunities and obtain travel grants for participation in research capacity building sessions.
- Each faculty member should attend a minimum of two such workshops/training in each educational year.

5. FACULTY TIME ALLOCATION FOR RESEARCH:

- University administration will encourage and promote the research activities among faculty by supporting allocation of specific time for research.
- The full time faculty of clinical sciences will be required to allocate 15% (0.15 FTE) for research activities
- The full time faculty of basic medical sciences, allied health sciences and business school will be required to allocate 20% (0.2 FTE) for research activities.
- Institutional heads/principals/Directors will be responsible to assure the faculty's time allocation for research and other activities accordingly.

6. FUNDING FOR RESEARCH PROJECTS:

- University encourages the faculty to obtain intramural and extramural funds for research and will further strengthen this aspect in future.
- Office of Research will facilitate in identifying potential funding opportunities, obtaining ethics as well as administrative approvals from the University and help setting up collaborations.
- The Finance and Audit offices will be responsible for timely disbursement of funds for effective execution of projects and completion.
- University's own initiative of Vice Chancellor's Seed Funding Initiative has completed two cycles, and this program will be further strengthened and announced on yearly basis with enhanced funding amounts.
- VCSFI will be open for all University faculty and all potential projects will be awarded after sound technical evaluation and be based on merit.

7. ENHANCEMENT OF QUALITY RESEARCH OUTPUT:

- University is committed to produce high quality research with significant impact both in terms of scientific as well as its applicability on human health and wellbeing.
- Institutional heads are required to monitor the progress of faculty's research through a committee within the institution.
- Faculty is encouraged to publish in X and W categories journals as recognized and classified by the Higher Education Commission of Pakistan.

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- Each institution should start tracking the impact of publications and monitor its citation on half-yearly basis.

8. UNIVERSITY SUPPORT FOR RESEARCH PUBLICATIONS:

- University will continue to ensure allocation of funds to support the research publication charges.
- University will ensure the availability of more funds to high impact publications.
- University Publication Charges Re-imbursement policy is in place and will continue to provide support to faculty producing good quality research.
- The Office of Research, will be responsible to facilitate the faculty's publication charges re-imbursement process through Finance Office.

9. SPECIALIZED/SIGNATURE RESEARCH GROUPS:

- University institutes will be encouraged to make specialized research groups of faculty (constituted of all levels – junior to senior). These programs can be further subdivided into various subspecialties (For instance Business Research can be further divided into Marketing, HealthCare Service Delivery, Finance while Clinical Research may be sub grouped into Non-Communicable Diseases and Infectious Diseases Groups and Rare Diseases Groups)
- Faculty should be part of these research groups based on their expertise and research interests.
- Specialized research groups should collaborate between institutions within University and outside University to bid for potential funding opportunities.
- In future, further specialized programs should evolve from these Research Groups which will then be progress towards "Signature Research Programs" of the University.

10. PROCEDURE/EXPECTATIONS:

- Investigators involved in research, scholarship and/or creative activities either independently or in collaboration with his/her peers at DUHS must commit to:
 - Providing adequate supervision of undergraduate and graduate students and staff involved in research
 - Disseminating research results in a timely manner unless when appropriate to protect the results of their research
 - Competing for and obtaining intramural and extramural funding by developing and submitting meritorious grants
 - Contributing proactively to engender a culture of discovery and innovation in the University by participating in events that promote such activities
 - Creating intellectual property that has commercial potential
 - Working with the staff in ORIC to develop public-private partnerships for commercialization of intellectual property
- The requirement of the faculty to get engaged in research, scholarship and/or

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discovery is an expectation and must be balanced against other academic and clinical obligations

- All faculty, staff and students are required to conduct research that is in compliance with all University policies and obligations under existing State and Federal regulations and those that are ethical and contractual
- Research involving humans and/or vertebrate animals has to be approved prior to initiating by either the IRB or the IACUC, respectively

11. RELEVANT REQUESTS AND CONTACTS:

- **For IRB related matters:** All relevant forms are available on DUHS website under the Research tab. For further contact irb@duhs.edu.pk
- **For BASR related matters:** All relevant information can be obtained from BASR office, OJHA campus. Queries can be sent to basr@duhs.edu.pk
- **For School of Postgraduate Studies:** All relevant queries can be addressed to School of Postgraduate Studies at main campus, Baba-e-Urdu road. Electronically School of Postgraduate Studies can be approached at postgraduate@duhs.edu.pk
- **Research related matters:** All research, grant funding, commercialization related queries can be sent to oric@duhs.edu.pk