The University of Sciences and Arts in Lebanon supports the production of diverse creative scholarly works across various disciplines that contribute to the development and advancement of society, forming a basis for addressing the challenges it faces. The university is committed to the principles of intellectual freedom and maintaining high standards of research ethics and integrity.

Definitions

- **Research Committee:** A committee responsible for approving grant requests submitted by researchers who are faculty members.
- **Research Group:** A group of researchers, either from the university's faculty or external to it, coordinated to prepare a scientific research project.

Policies

First: the Research Committee

The university council forms a committee for scientific research based on a proposal from the Vice President for Academic Affairs. The committee consists of the Vice President for Academic Affairs as chair and at least three members, with the following conditions:

- Members of the committee must be full-time faculty members of the university.
- Members should have extensive experience in scientific research.
- Diversity of specialization among members must be considered to cover the various fields of specialization within the university.

The committee may include members from outside the university when necessary, provided they have extensive experience in scientific research. The committee can also seek external consultants as needed.

Responsibilities of the Scientific Research Committee:

- Approve research project proposals submitted by researchers or research groups.
- Approve researchers from outside the university participating in research groups.
- Prepare the annual budget for research.
- Decide on grant requests based on the project budget submitted by the researcher or research group and grant permission to spend from the research budget.

- Review progress reports for ongoing research and decide on the continuation of grants based on them.
- Review research for publication approval.
- Determine the venues for publishing research, such as peer-reviewed journals or scientific conferences.
- Approve publication venues not previously designated by the research group.
- Recommend to the university council regarding the teaching load for faculty researchers.
- Approve the hiring of assistants for research projects and decide on their assigned tasks and the amount they will receive from the grant.
- Propose approval for external funding sources and submit this proposal to the university council.
- Decide on the mechanisms for disbursing grants from external funding sources.
- Approve the collection of data about the university environment (students, faculty, staff, etc.) or provide it for use in internal and external research projects.

Responsibilities of the Researcher/Research Group:

- Prepare innovative research projects aimed at community development and solving its problems.
- Define the research budget.
- Identify funding sources (grants, external funding, etc.).
- Determine the need for assistants and their roles, and propose the amounts they will receive.
- Assign roles within the research project (in the case of a research group): Principal Investigator (PI), Research Director, Research Associate, Research Assistant, etc. (one member may take on multiple roles within the research team).
- Prepare interim and final reports if the research is funded by the university.

Second: Funding

An annual budget for scientific research at the university is determined and managed by the Vice President for Academic Affairs, amounting to at least 5% of the operational budget. This budget is allocated as grants for projects submitted by research teams.

The researcher or research group is required to submit a budget proposal for the research project to the Research Committee, detailing the distribution of expenses and sources of expenditure (e.g., research assistants, logistics, publication fees, etc.).

The committee has the right to determine the grant amount for the research project based on the availability of the general budget for scientific research. The committee specifies the amounts and schedules for disbursement of financial grants for the research project.

Upon approval of the research grant, a special account for the project is opened, from which funds are disbursed based on the signatures of both the committee chair and the Vice President for Administrative and Financial Affairs.

Researchers or research groups are expected to manage and monitor the budget throughout the project phases. The university encourages researchers to obtain external funding sources for their research projects from governmental and non-governmental organizations, institutions, private companies, and others, provided that the source receives the university council's approval.

Third: Grant Conditions

A faculty member at the university can apply for a grant to prepare a research project either individually or as part of a research group.

In considering grant disbursement, the committee takes into account the innovation of the proposed projects and their contribution to community development and problem-solving.

Potential conflicts of interest among researchers are considered when reviewing the project and evaluating its final results by the Research Committee.

Fourth: Duration of the Research Project

The time frame for the research project extends from one to two years at maximum. Projects requiring a two-year period must be renewed at the beginning of the following year based on the results of interim reports submitted to the Research Committee.

The Research Committee can extend the duration for one-year or two-year projects, provided a thorough study takes into account the budget for the following year. In this case, the researcher must submit justifications to the Research Committee at least one month prior to the end of the period, along with a budget detailing the remaining amount of the grant.

Fifth: Requirements for Submitting a Research Project

The following is a list of requirements for submitting a research project, which the researcher must present to the Research Committee for approval:

- Title
- Research problem
- Study population/target group/sample
- Tools
- Duration of the research
- Summary of the research topic, its importance, and objectives
- Motivation for conducting the research (knowledge it will add or gap it will fill)
- Research objectives: Highlighting the significance of each objective and its new aspects
- Research methodology: Description of the methodology to be used to investigate each research objective.
- Previous studies: Reporting relevant studies related to the research topic.
- Expected results

- Timeline: A schedule for research activities, with justifications if the duration exceeds the specified goals and research methodology.
- Budget: Inclusion of a detailed budget for the project.
- External grants (if any) attached with a letter from the granting entity detailing the grant amount and payment mechanisms.
- Sources and references: Inclusion of a bibliography used in the proposal.
- Participating researchers or assistants (if any), their assigned roles, and proposed work hours.
- The research project proposal should also include:
- The curriculum vitae of the principal investigator, demonstrating their experience and qualifications to conduct the study properly.
- The CVs of participating researchers and assistants (if any), showing the necessary training and experience for performing study-related tasks assigned to them.
- A conflict of interest disclosure form that outlines any financial or non-financial benefits that could accrue to the principal investigator or participating researchers (or any of their family members) from the project, or how the results may be influenced by the interests of external funding entities (if applicable).

Sixth: Research Ethics Policy

Researchers must adhere to guidelines and principles that ensure the protection of individual rights and the environment during their research activities. They are responsible for:

- Not fabricating study data and publishing the true results of their research.
- Avoiding bias in favor of personal opinions and inclinations.
- Respecting the intellectual property of others and obtaining permission before using unpublished tools, methods, or results from other researchers.
- Maintaining the confidentiality and privacy of participants in the sample.
- Obtaining consent from guardians or parents if the sample involves children.
- Ensuring the safety of individuals under their care in research projects and protecting them.
- Confirming that experiments are necessary and cannot be conducted through other means if the research involves animals.
- Recognizing risks and minimizing their occurrence when the sample pertains to humans and the environment.
- Complying with relevant local and international laws and regulations.

The Research Committee should consider the researcher's adherence to research ethics when reviewing the research project and its interim reports.

Seventh: Research Reports

The research team is expected to submit interim reports quarterly and a final report upon completion of the research.

Interim reports should include a summary of:

- The level of achievement for various specified objectives.
- Challenges encountered.
- Recommendations for subsequent actions.
- The final report should include the following:
- The level of achievement of the research objectives.
- Final results.
- Contributions made.
- A detailed budget for the project.

Eighth: Project Cancellation

The Research Committee has the right to cancel the research project in the following cases:

- Failure to submit the project within the time frame specified in the contract (unless the period has been extended according to due process).
- The Research Committee does not approve the continuation of the project based on interim reports.
- Inaccuracies in the technical and financial data presented in the final report, in which case the committee will determine when funds should be partially or fully recovered.

General Notice

To: University Faculty Members

From: University President