



جامعة الإمام عبد الرحمن بن فيصل
IMAM ABDULRAHMAN BIN FAISAL UNIVERSITY
كلية طب الأسنان | College of Dentistry

Research Guidelines

College of Dentistry

Table of Contents

Purpose of Guidelines:	3
Data Ownership	5
Intellectual Property and Copyright Protection.....	5
Institutional Affiliation	6
General Principles of Authorship on Scholarly Work:	7
Research Proposal Form	9
Contact Us	12

Purpose of Guidelines:

These guidelines will help those who are interested in contributing and participating in the development of a scholarly presentation (e.g., manuscript, conference presentation, grant proposal) be aware of the steps to be taken, the available facilities at the college and what constitutes the responsibilities of being an author, and the criteria for receiving credit for authorship.

How to conduct research at the College:

1. Faculty members:

1.1 Proposal Form (Attached), which includes all details of the planned research projects as well as the research team, is completed by the researcher.

1.2 The completed form is submitted to the department to be discussed and approved by the department council.

1.3 The department will send approved proposals to the Scientific Research Unit for revisions.

1.4 Once the research project is approved by the Scientific Research Unit, the following will be sent to the researcher:

- The endorsed proposal
- Recommendations whether the project needs Institutional Review Board approval (according to The Declaration of Helsinki) from the University.
- Suggestions or comments from the Unit members (if any).

1.5 The researcher must allow 2-4 weeks before receiving an answer.

2. Students:

1.1 A student or a group of students shall select a research topic of interest, approach a potential faculty member to be mentor, and achieve mutual agreement over the research topic and plan.

1.2 Proposal Form is completed by the student and submitted for revisions to his/her research mentor, who will submit it for endorsement by the department council.

1.3 The RU reviews the proposals for approval.

1.4 Once the research project is approved, a written research approval letter is sent to the research mentor.

1.5 The researcher must allow 2-4 weeks before receiving an answer.

Research facilities in the College:

1. Biomaterials Research Lab
2. Microbiology Research Lab
3. Oral Histopathology Research Lab
4. Micro Computed Tomography Research Lab
5. Cell & Molecular Biology Research Lab
6. Mouth Odor Research Clinic

for further details refer to “College of Dentistry Research Laboratory Equipment”

https://www.iau.edu.sa/sites/default/files/resources/research_laboratory_equipment_2023.pdf

Data Ownership

Data collected as part of research supported by IAU belongs to the University. Data used by students conducting funded research belong to the University. The University grants faculty and students use privileges to publish and present the data. Copyrighting a publication, such as a thesis or journal article, does not supersede the University's ownership of data or its right to grant use to faculty or students for the data (Steneck, 2007)

Intellectual Property and Copyright Protection

For information about the protection of intellectual property, please refer to "The Guide to Intellectual Property Policies at Imam Abdulrahman bin Faisal University" published by Patents and Technology Transfer Office at IAU.

Institutional Affiliation

Typically, any public notice or publication of work performed under the auspices of IAU (e.g., DSR-funded research occurring on or off campus, work performed by an IAU employee or student) is expected to identify the University. For correspondence, all employees and students must use the university-issued email address (..... @iau.edu.sa). The affiliation format should follow IAU guidelines as follow:

- **Faculty members:**

1. The correct affiliation format is: "Department..... , College of Dentistry, Imam Abdulrahman Bin Faisal University, P.O. Box 1982, Dammam, Saudi Arabia".
2. For departments, only use one of the following departments:
 - Substitutive Dental Science
 - Preventive Dental Science
 - Restorative Dental Science
 - Biomedical Dental Science
 - Dental Education

- **Undergraduate students:**

- The correct affiliation format is: "College of Dentistry, Imam Abdulrahman Bin Faisal University, P.O. Box 1982, Dammam 31441 , Saudi Arabia"

- **Postgraduate students:**

- The correct affiliation format is: "Fellowship Program in, College of Dentistry, Imam Abdulrahman Bin Faisal University, P.O. Box 1982, Dammam, Saudi Arabia".

General Principles of Authorship on Scholarly Work:

- A person should have responsibility and credit, including authorship credit, only for work he or she actually performed or to which he or she substantively contributed.
- Authorship represents credit for the contribution of one's intellectual work.
- Authors bear the responsibility that the information and data included are reported truthfully and completely. Plagiarism, fabrication and falsification are unacceptable.
- Junior researchers and students meeting the criteria for authorship must be included as authors.

Activities that Merit Authorship

Authorship credit should be based on substantial contributions in one or more of the following areas:

- Conceptualization and design of the study
- Data acquisition
- Data analysis
- Interpretation of data
- Preparing a written draft of the project
- Revising the manuscript
- Developing the final version for submission

Activities that Do NOT Merit Authorship

- Activities not related to the specific research effort, such as the administrative acquisition of funding, the provision of technical support services and/or materials, data or laboratory procedures management.
- Participating solely in an advisory role without making substantive contributions to the research or to the write-up of that work
- Contributions to a paper, presentation or proposal after the development, write-up, and submission for publication or conference acceptance of the final work, unless such contributions are deemed critical for achieving publication/acceptance of that work (e.g., the contributor conducted substantive analyses, provided a reconceptualization of the work, or participated in major revisions of the previously submitted work).


Determination of Authorship

- Authorship should be discussed early in the development of the study/project work and reviewed periodically for changes in participation and contributions of parties to the product.
- Students should be considered as the principal author on any multiple-author article that is substantially based on the student's dissertation or thesis – ***except in instances where the student voluntarily agrees not to be first author.***
- The order of authorship may not necessarily indicate the magnitude of the contributions of the individual authors. Authors should adhere to the norm of their discipline and the publisher's guidelines.
- The following are suggestions for determining order:
 - The person who has made the major contribution to the product and/or taken the lead in writing should be first author
 - Authors who have made major contributions to analysis, interpretation or writing may be listed immediately following the first author
 - The person who has general responsibility for the project is frequently listed last
 - Individuals who fulfill the criteria for authorship may be listed in alphabetical order.

It is not appropriate to remove or deny authorship to a student or other contributor who carries out a substantial amount of the project's data collection, data analysis and/or drafting of the work the final product is based on. Even if the contributor leaves A&T employment or enrollment before making substantial contributions to a first draft, such a contributor can still be considered for authorship based on his or her contribution to data collection and analysis (see also Institutional Affiliation, above). In particular, the senior/primary submitting author may NOT remove a contributor from authorship based on a disagreement with the views or conclusions that are different from his or her own.

Research Proposal Form

Appendix 1

College of Dentistry Vice Deanship for Scientific Research and Innovation	 جامعة الإمام عبد الرحمن بن فيصل IMAM ABDULRAHMAN BIN FAISAL UNIVERSITY	كلية طب الأسنان وكالة الكلية للبحث العلمي والإبتكار		
Research Proposal Form				
A - The Personal Data of Principal Investigator:				
Name (English)				
E-Mail				
Department		Job Title:		
Cell phone		Office Ext.		
Signature		Date		
B - The Research Team Data:				
No.	Participant Type	Name	Department	Job Title
1	<input type="checkbox"/> Co-investigator <input type="checkbox"/> Consultant <input type="checkbox"/> Researcher assistant			
2	<input type="checkbox"/> Co-investigator <input type="checkbox"/> Consultant <input type="checkbox"/> Researcher assistant			
3	<input type="checkbox"/> Co-investigator <input type="checkbox"/> Consultant <input type="checkbox"/> Researcher assistant			
C - The Basic Data of the Research Proporsal:				
The Proposal Title / English				
The Proposal Title / Arabic				
Expected duration				
Type of the Research	<input type="checkbox"/> Laboratory / Experimental <input type="checkbox"/> Animal / Clinical <input type="checkbox"/> Survey			
Grant # (if granted)				
D – Endorsement: (to be completed by department chairman)				
<input type="checkbox"/> This project has been discussed and approved by the department council				
Department Council meeting number:		Date:		
Department Chairman Name:		Signature:		
E - The Proposal Details:				
1: Aim				
2: Objectives				
Revised 12/2022 3 / 1				

3: Expected Outcome (Benefits that are expected: Mention in 3-5 bullets points)

4: Introduction (Word limit: 1000 words, support with literature search)

Background:

Rationale:

Hypothesis:

5: Materials and Methods Write the work way with details including the Materials, Methodology (Sample Preparation, **samples size**, Characterizations, statistics, and any other important stuff to achieve the research objects, Attach Questionnaire in terms of Survey based study)

6: References: (Vancouver Style)

F – Decision:

<input type="checkbox"/> Approved (Doesn't require ethical approval according to Helsinki declaration)	
<input type="checkbox"/> Approved, Requires University Research Approval (proposal to be forwarded to Deanship of Scientific Research)	
<input type="checkbox"/> Rejected	
Vice Dean for Scientific Research and Innovation	Signature

**Research Approved by This Applications Should Not Involve Human, Animal, Plants and Hazardous Materials*

G- If you will need to use a research laboratory, please select:

Research Area
<input type="checkbox"/> Dental Biomaterial Research Laboratory
<input type="checkbox"/> Oral Biology Research Laboratory
<input type="checkbox"/> Micro CT Laboratory

Official Use:

Lab Staff	
Received By:	-----
Date Received:	-----
Project #	-----

Contact Us

Vice Deanship for Scientific Research and Innovation

Phone: 013 33-31510

Email: vdpg.dent@iau.edu.sa



جامعة الإمام عبد الرحمن بن فيصل
IMAM ABDULRAHMAN BIN FAISAL UNIVERSITY
كلية طب الأسنان | College of Dentistry

