



# APP

## KING SAUD BIN ABDULAZIZ UNIVERSITY FOR HEALTH SCIENCES ADMINISTRATIVE POLICY AND PROCEDURE

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**NUMBER** : OOR-APP-001-23  
**TITLE** : OOR SERVICES  
**ORIGINATING DEPT.** : OFFICE OF RESEARCH - CPHHI  
**ORIGINAL DATE** : 6 DEC 2023

### 1. STATEMENT OF PURPOSE

The purpose of this APP is to:

- 1.1 Promote good research practices among KSAU-HS faculty and postgraduate students to improve scientific research quality.
- 1.2 Support Faculty and postgraduate research publication through research consultations services at KSAU-HS.
- 1.3 Set a frame for research consultations and services requests (faculty & Postgraduate students) in KSAU-HS.

### 2. APPLICABILITY

This Policy applies to all KSAU-HS faculty and postgraduate students conducting research projects with IRB approval from KAIMRC, excluding those research projects that are part of the formal assignment of postgraduate students. Services provided by the OOR include language feedback, editorial support, translation services, study design, research proposal writing, observational study database design and maintenance, and statistical analysis for KSAU-HS postgraduate students and faculty staff.

### 3. RELATED REFERENCE(S)

- 3.1 APP 1439-02: Code of Ethics and Professional Conduct
- 3.2 APP 1436-01: Research Authorship and Publication Conduct

- 3.3 App 1433-37: Conducting Research Studies
- 3.4 APP 1432-20: Monitoring Research Studies
- 3.5 APP 1426-02: Institutional Review Board (IRB)
- 3.6 APP 1419-05: Research Proposal Submission, Processing and Approval

#### 4. DEFINITIONS

- 4.1 **KSAU-HS:** is an acronym for King Saud bin Abdulaziz University for Health Sciences.
- 4.2 **KAIMRC:** is an acronym for King Abdullah International Medical Research Center.
- 4.3 **CPHHI:** is an acronym for College of Public Health and Health Informatics at KSAU-HS
- 4.4 **OOR:** is an acronym for the Office of Research At CPHHI.
- 4.5 **Research** refers to all basic, applied and demonstration research in all fields of science.
- 4.6 **Principal Investigator (PI):** refers to an individual, or group of individuals, who prepares, develops, and submits research proposals for review and are responsible for conducting the research study according to the research proposal process, ICH/GCP guidelines and other applicable regulatory authority requirements.
- 4.7 **Research services/Consultation:** Includes editing support/consultations for both research proposals and manuscripts, statistical consultations, assistance with data analysis and interpretation.
- 4.8 **Research Team:** refers to all members of the research study identified and stated in the approved research protocol.
- 4.9 **Service provider:** refers to editor, translator, biostatistician, and research assistant at the office of research.
- 4.10 **Service seeker:** refers to the client requesting the services (KSAU-HS postgraduate students and faculty staff).
- 4.11 **Submission form:** refers to the OOR e-submission system.

#### 5. POLICY

- 5.1 This policy should align with KSAU-HS and KAIMRC policies and procedures.
- 5.2 The OOR accepts research consultations from KSAU-HS faculty and post-graduate students.

- 5.3 Any member of the research team can submit a consultation request for research projects with the approval of the Principal Investigator (PI).
- 5.4 Graduate students requesting consultation must have approval from their supervisor and provide a copy of the IRB during the initial consultation. Services related to graduation projects will be provided as consultations.
- 5.5 The research team is responsible for conducting the research study and adhering to research ethics.
- 5.6 The Service provider may request co-authorship if the research deliverable includes a substantive contribution to the methodology or interpretation of the findings presented in the publication, encompassing the conduct of data analysis and the composition of the discussion section.
- 5.7 The service seeker is fully responsible for ensuring that the research project is conducted in accordance with the approved protocol and relevant regulations that aligned with KSAU-HS and KAIMRC.
- 5.8 The service seeker must acknowledge the Office of Research by submitting a statement of acknowledgement, such as: "**The Office of Research at King Saud bin Abdulaziz University for Health Sciences, and specifically [name of consultant], has assisted us with [service].**"
- 5.9 The service seeker should allow sufficient time for research consultation and inform the biostatistics advisor/editor of any deadlines. Requests must be submitted at least 6 weeks prior to the project deadline. Urgent requests will not be accepted.
- 5.10 The service provider does not act as a supervisor or co-supervisor, nor does it communicate with the supervisor on behalf of a student unless formally agreed upon at the beginning of the project.
- 5.11 If a wide range of consulting services is requested, the biostatistics consultant/editor should be involved in project planning, data analysis, and addressing reviewer comments.
- 5.12 All research requests must be submitted via the submission form excluding those research projects that are part of the formal assignment of postgraduate students.
- 5.13 Submissions should be checked for plagiarism. Otherwise, they will be rejected.
- 5.14 All submissions related to language editing should be returned by the Office of Research within 30 days of the submission date. Submissions will be sent to the requester as a Word file with changes tracked. Edited manuscripts will be certified, and a certificate of editing will be issued and enclosed.



**5.15** OOB Service provider responsibilities include proofreading original manuscripts, statistical consultation, providing one-on-one sessions upon request, conducting tutorials, workshops, and lectures.

## **6. PROCEDURE**

- 6.1** Service seekers should request Office of Research services through the e-Services portal that can be found on the OOB website.
- 6.2** Service seekers must upload the required documents.
- 6.3** An acknowledgement of receipt will be sent to the researcher/ Service seeker.
- 6.4** The service provider will follow up with the research team as necessary.
- 6.5** For editing services, editors will proofread and edit the submission with change tracking enabled and then return it to the service seeker via the KSAU-HS or NGHA email accounts. A certificate of language correction will be included in the email as a PDF attachment.
- 6.6** For additional assistance with manuscript editing, service seekers can request a writing session through the e-Services portal.
- 6.7** Writing sessions are scheduled for 20 to 30 minutes, during which editors provide in-depth feedback on the revised manuscript.
- 6.8** The services seeker will notify the editor via email regarding the publication status of the revised manuscript.
- 6.9** The Office of Research will follow up/review the research consultations /services process on yearly basis.

## **6. RESPONSIBILITY**

KSAU-HS Office of Research will undertake the appropriate course of action to implement this policy.

CPHHI will monitor the implementation of the provisions of this APP.

7. APPROVAL

SUGGESTED BY:



**DR. MOHAMMED AL DUBAYEE**  
Associate Dean, Office of Research  
College of Public Health and Health Informatics  
KSAU-HS

06 DEC 2023

DATE

REVIEWED BY:



**PROF. HANAN ALKADRI**  
Assistant Vice President, Educational Affairs  
Dean, College of Public Health and Health Informatics  
KSAU-HS

10-12-23

DATE

APPROVED BY:



**PROF. YOUSSEF AL-EISSA**  
Vice President, Educational Affairs  
King Saud bin Abdulaziz University for Health Sciences

19.12.2023

DATE