


KING SAUD BIN ABDULAZIZ UNIVERSITY FOR HEALTH SCIENCES COLLEGE OF DENTISTRY (COD) INTERNAL POLICY & PROCEDURE		 King Saud bin Abdulaziz University for Health Sciences كلية طب الأسنان College of Dentistry	
Subject: Utilization of College of Dentistry (COD) Facilities and Resources for Research Purposes			
Dates: Original: 11 January 2024		Last Revised:	Effective: 11 January 2024
Reference: KSAU-HS/KAIMRC/MNG-HA		Replaces Number: cod/348/2020	
Target Employees / Departments: Faculty, Staff, Interns and Undergraduate and Postgraduate students who are involved in research at COD		Page 1 of 9	

1. PURPOSE

The purpose of this Internal Policy and Procedure (IPP) is to outline the policies and procedures for the utilization of College of Dentistry (COD) facilities and resources for research activities. It is the responsibility of all stakeholders to adhere to these guidelines and ensure the optimal use of resources for research purposes fostering a culture of academic excellence.

2. RELATED REFERENCES

APP: MNGHA:1441-03: Data Access and Ownership for Research Purposes at MNGHA (KAIMRC)

3. POLICY STATEMENT

- 3.1 The COD is committed to fostering a conducive environment for research.
- 3.2 The Research Unit at COD offers faculty members, students, and interns involved in research a range of facilities to support their research projects, including:
 - 3.2.1 A secure research office
 - 3.2.2 Laboratory space
 - 3.2.3 Library facilities
 - 3.2.4 Coordination services for the use of Clinics, Dental laboratories, and Dental Assistants.
 - 3.2.5 Coordination services for the use of Equipment, Instruments, and Materials
 - 3.2.6 Access to data via SALUD, ROMEXIS, and BEST CARE in collaboration with Clinical Affairs and IT
 - 3.2.7 Reasonable access to computing, scientific databases and relevant software facilities including statistical software and referencing management systems in collaboration with IT
- 3.3 Individuals seeking access to resources for research purposes must follow the specified request procedures mentioned in *section 3* below. These procedures may include formal requests, approval from appropriate departments or units, and adherence to any ethical or regulatory requirements.
- 3.4 To conduct research that necessitates utilizing college resources or facilities, it is necessary to obtain permission from the COD through the Research Unit.
- 3.5 Research activities must adhere to the COD and King Abdullah International Medical Research Centre (KAIMRC) Rules and Regulations, including Ministry of National Guard Health Affairs (MNGHA) Intellectual Property Policy as well as ethical standards and Institutional Review Board (IRB) approvals
- 3.6 Confidentiality and privacy of sensitive data must be maintained by the Principal Investigator and Sub-Investigators.
- 3.7 Collaboration with external entities requires clear agreements with KAIMRC regarding the ownership of resulting Intellectual Properties. Ownership terms will be negotiated by KAIMRC

IPP: (IPP Utilization of College of Dentistry (COD) Facilities and Resources for Research Purposes)



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on a case-by-case basis.

- 3.8 Users with access to sensitive information through SALUD/ROMEXIS/BEST CARE must commit to refraining from misuse, respecting copyrights, and adhering to software license terms. Breaches may result in legal consequences, and the software license is exclusively for approved research projects.
- 3.9 Resource users are responsible for the proper care and maintenance of equipment, facilities, and materials they utilize.
- 3.10 The research will undergo evaluation by the research monitoring unit, and researchers are anticipated to provide regular progress reports to ensure transparency and accountability in resource utilization. Extensions or changes to resource utilization are subject to approval based on the research project requirements.

4. PROCEDURES

4.1 Utilization of the Research Laboratory

- 4.1.1 Advance reservations are required to use the research lab, unless it is available at the intended time of use, in which case, on-spot reservations can be accommodated.
- 4.1.2 The reservations can only be made via email request to the research unit at COD at research-cod@ksau-hs.edu.sa
- 4.1.3 Investigators must sign in upon entering the lab and sign out once they have completed their work. This sign-in/out sheet is available in the lab (refer to Appendix A).
- 4.1.4 Investigators should familiarize themselves with safety and fire guidelines.
- 4.1.5 If necessary, investigators should receive training on the equipment they intend to use. This training is coordinated with the Research Unit. (Appendix B: List of Equipment Available at the COD for Research)
- 4.1.6 Any issues or problems encountered during the use of lab facilities or equipment should be promptly reported to research-cod@ksau-hs.edu.sa.
- 4.1.7 Food and drinks are strictly prohibited inside the Research Labs.

4.2 Reservation of Research Unit Room (# 106)

- 4.2.1 Room number 106 on the 2nd floor of the COD building is designated for research-related meetings at the COD.
- 4.2.2 COD staff can request the Research Unit room by emailing the administrative officers of the Research Unit at research-cod@ksau-hs.edu.sa
- 4.2.3 A log sheet is available, and users must sign in and out, each time they use the room.
- 4.2.4 This room is equipped with PCs that provide access to SALUD and Romexis data for research purposes.
- 4.2.5 The key should be returned on the same day after the meeting or research-related activities are completed.
- 4.2.6 Users of the room are expected to maintain its cleanliness and are responsible for securing its premises by ensuring the room is locked after the conclusion of meetings or research-related activities.



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4.3 Guidelines and Procedures Related to Requesting College Resources for Research Purposes


- 4.3.1 To request the necessary resources for research, send an email request to the research unit at COD accompanied by a valid IRB approval and the research proposal.
- 4.3.2 After being assessed, the research-related request will be forwarded to the necessary department for the necessary approval.
- 4.3.3 Once approved, the research unit will assess the project via the monitoring unit. A progress report should be submitted to the Research unit at COD every 3 months through the monitoring section.

4.4 Access to SALUD and Romexis at COD for Research Purposes

- 4.4.1 The Principal Investigator should initiate a request to the research unit at COD for access to data or contact details of the target group from the SALUD, Best Care systems or Romexis for research purposes
- 4.4.2 The research unit at COD will evaluate the request and then provide a recommendation to the COD- IT (Information Technology) to facilitate the request. This step involves the assessment and approval process to ensure proper access to the requested data and resources for research purposes.
- 4.4.3 PCs available in Room number 106, on the 2nd floor of the COD building, provide access to SALUD, and Romexis data for research purposes (Refer to section 3.2).
- 4.4.4 If an investigator lacks SALUD access, they can request it through completing a SALUD access form, which must then be submitted to the research unit to be forwarded to clinical affairs.
- 4.4.5 A Data Ownership for Research Study, formulated in collaboration with KAIRMC IT (Information Technology), and the Research Unit is presently in the development phase. Upon approval, individuals are required to sign this document to streamline access to the data. This crucial step is implemented to establish clear data ownership guidelines and promote responsible data usage. A Data Ownership for Research Study form is currently being developed for research purposes. (Under Revision (Appendix C))

4.5 Submission of Requests for Materials, Equipment, Instruments, Clinics, Dental Assistants, or any other Resources from COD for Research Purposes

- 4.5.1 To request resources for research, send an email request to Research Unit at COD (Research-cod@ksau-hs@edu.sa) along with a valid IRB approval.
- 4.5.2 The content in the request should include the *research objective, study type, subjects, needed resources, and preferred days and times*. After being assessed the research-related request will be forwarded to the Clinical Affairs department for the necessary approval.
- 4.5.3 Clinical affairs further evaluates and approves the request.
- 4.5.4 The Research Unit, in collaboration with COD-Clinical Affairs, then provides recommendations and facilitates the approved request.
- 4.5.5 This structured process ensures coordinated review and management of the Research Unit and Clinical affairs
- 4.5.6 Upon initiation of the research project, it undergoes assessment by the monitoring unit. Requests for additional time or resources can be made through an extension request, subject to approval.
- 4.5.7 Patients' data confidentiality must be maintained and not be transferred from the computer as per the IRB approval.

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4.6 Biological Sample Collection from Patients in the Clinics for Research Purposes

- 4.6.1 Collection of blood specimens should be done by trained and licensed phlebotomists.
- 4.6.2 An email requesting approval for the biological sample collection (blood, saliva, other) should be sent to the Research Unit at COD (Research-cod@ksau-hs@edu.sa) along with a valid IRB approval.
- 4.6.3 After being assessed by the research unit the research-related request will be forwarded to Clinical Affairs for the necessary approval
- 4.6.4 The Research Unit at COD then recommends and facilitates the request via Clinical Affairs at COD.

4.7 Library Support for Research Purposes

- 4.7.1 Students, faculty, and staff have the capability to access licensed online resources around the clock, 24/7, whether on or off campus. They can do this by visiting the library website and using their KSAU-HS login name and password for authentication.
- 4.7.2 Moreover, reasonable access to computing facilities and databases is available upon direct request to the library. This guarantees that users have the essential tools and resources to meet their academic and research requirements.

4.8 Surveys and Questionnaires for Research Purposes at COD

- 4.8.1 The Research Unit at COD supports researchers in conducting surveys targeting both students and staff members.
- 4.8.2 To initiate this process, a valid IRB approval, along with the approved research proposal and questionnaire, should be submitted to the Research Unit at COD.
- 4.8.3 The Unit will then assess the request and questionnaire for ethical considerations.
- 4.8.4 Moreover, the Unit aids researchers in disseminating surveys by supplying links to relevant subjects as requested by the principal investigator, ensuring a methodical and ethical survey procedure.
- 4.8.5 If a survey is to be carried out in an external institution, the principal investigator can request the Research Unit to issue an official letter through the dean, which will be sent to the relevant institution.

4.9 Research Office hours allotment

- 4.9.1 The Departments at COD-KSAU-HS specify research hours for the full-time staff members to facilitate research and development.
- 4.9.2 Faculty members are expected to manage their time effectively.



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5. RESPONSIBILITIES

All faculty, staff, interns, and undergraduate and postgraduate students at COD are responsible for the implementation of and adherence to the provisions of this IPP.

6. APPENDIX

Appendix A: COD Research Laboratory sign-in/out sheet
Appendix B: List of Equipment Available at the COD for Research
Appendix C: Data Ownership Form (Under Revision)

7. APPROVAL

Prepared by:

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Reviewed by:

DR. LUBNA AL KADI
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Appendix B: List of Equipment Available at the COD for Research

NO.	DETAILED ITEMS	LOCATION
1.	Precision Saw (Isomet 1000)	Research Laboratory (No. 140)
2.	Sand Blaster Dental Intraoral	Both Simulation labs in the pouring rooms/ Production labs
3.	Cap Torque Tester (MARK 10)	Research Laboratory (No. 140)
4.	X.SMART Plus	Open clinics dispensary (Both Floors)
5.	Hot Plate/Stirrers	Research Laboratory (No. 140)
6.	Cooled Incubator	Research Laboratory (No. 140)
7.	Cordless Obturation Device For Optimal Warm	Research Laboratory (No. 142)
8.	Cordless Obturation Device For Optimal Backfill	Research Laboratory (No. 142)
9.	Computed Radiographic (X-RAY Microtomography)	Research Laboratory (No. 142)
10.	Dental Operating Microscope	Research Laboratory (No. 140)
11.	Distillatory system (Preparation) Purifying system	production lab
12.	Sticky Wax Electric Heaters	both production lab & both simulation labs
13.	Electrical/Mechanical mixer	production lab
14.	Dental Air Abrasion Machine	open clinics
15.	Biohazard cabinet	main production lab
16.	Cast N vac Castable Vacuum System	both production lab (cod/kamc)
17.	Hot plate ceramic top	main production lab
18.	Microscope clinical brightfield dual head with camera	main store - basement, specialized clinics
19.	Rotary microtome	open clinic stores
20.	Water bath	both simulation labs & both production labs
21.	Dosimeter	All open clinics, with all dental assistants
22.	Mixer	both simulation labs & both production labs
23.	Ultrasonic Water Bath	both simulation labs & both production labs
24.	Trimmer	both simulation labs & both production labs
25.	Mobile Dental Unit	simulation lab 1st and 2nd floor
26.	Vacuum former (suck down)	main production lab, pouring room
27.	Polishing leathmachine	main production lab 2nd floor finishing and polishing room
28.	Doublicating device (silicon)	main production lab 2nd floor main open working area
29.	Flask pressing device hydraulic	main production lab 2nd floor finishing and polishing room
30.	Electrical surveyor	both production labs (main & kamc)
31.	Electrical polishing device for chrome cobalt	main production lab 2nd floor finishing and polishing room
32.	Titanium sintering furnace	main production lab 2nd floor digital room / ceramic room



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33.	Zirconia sintering furnace	main production lab 2nd floor digital room / ceramic room
34.	Dental Operating Microscope	Research Laboratory 140
35.	planmeca creo c5 3d printer	main production lab 2nd floor
36.	CAD/CAM lab side scanner (kavo)	main production lab 2nd floor 3d printing room
37.	Touchscreen	IT department
38.	KAVO Preparation guide device	simulation labs 1st and 2nd floors
39.	Stereomicroscope	Simulation Labs
40.	Dental Colorimeter (for Shade Selection)	open clinic store ground floor and first floor
41.	PM7 milling Machine	main production lab 2nd floor digital room / ceramic room
42.	amann girrbach milling Machine - motion 2	main production lab 2nd floor digital room / ceramic room
43.	Sirona milling Machine - cerec	main production lab 2nd floor digital room / ceramic room
44.	Programat sintering furnace - ivoclar	main production lab 2nd floor digital room / ceramic room
45.	Programat firing furnace - ivoclar	both production labs (main & kame)

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