
 جامعة الإمارات العربية المتحدة United Arab Emirates University  	<b>Research and Sponsored Projects Policies Manual</b>	Policy Number	RA-01
		Effective Date	02-Mar-2014
	<b>Subject</b>	Most Recent Review Date	01-Dec-2013
	Governance of Research and Sponsored Projects	Due Date for Next Review	01-Sep-2016
<b>Responsible Office:</b> DVC Research & Grad. Studies	Pages of this Policy	1 of 2	

## 1. Governance of Research and Sponsored Projects

### Overview

Defines the role and responsibilities of the Office of Deputy Vice-Chancellor for Research and Graduate Studies (DVCRGS) and its Office of Research and Sponsored Projects (ORSP), the respective Colleges, Institutes, and Centers, and the faculty researchers, in furthering the research function of the University.

### Scope

Applies to all research activities and sponsored projects across all units of the UAEU.



### Objective

The University furthers its mission to become an internationally recognized research-intensive institution with policies, procedures, and administrative capacity that support and enable research. The set of policies and procedures in this manual defines the roles and responsibilities towards the University research function, specifically:

- a) defines policies that govern all aspects of Research and Sponsored Projects;
- b) defines clear and concise rules that will be followed when executing research and consultation projects at UAEU; and
- c) serves as primary reference for the academic community for both internally and externally sponsored research and consultation projects.

### Policy

1. The Office of Research and Sponsored Projects (ORSP) is charged with administrative oversight over all types of internally and externally funded research and consultancy services conducted by the UAEU faculty researchers. This manual governs the relationship between faculty researchers, their respective Academic Units (Colleges, Institutes, and Centers), and the ORSP.
2. The Director of the Research and Sponsored Projects (DRSP), the Deans, and the faculty researchers have the collective responsibility of ensuring the high standards of research and compliance with all applicable University Policies and Procedures.
3. The ORSP and the Academic Units are to implement internal research funding programs that enhance the scholarly outcomes of the university, partner with the community in pursuance of national needs, help train the UAEU students, and better position the faculty researchers and graduate students to obtain external sponsorships, grants, and contracts.
4. The support functions of the Office of Research and Sponsored Projects (ORSP) are:
  - a) to develop, maintain, and implement a policy and operational framework for research activity that is supportive of the Colleges' mission to raise the research profile and activity of the University;
  - b) to ensure compliance by all research and consultation projects with the UAEU mission, with relevant UAEU policies and procedures, and with the requirements of sponsors or funding agencies;
  - c) to provide administrative support to faculty members interested in obtaining or



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bidding for a grant or contract from an external agency, to ensure implementation of awards contractually and financially, including the creation of project funds, invoices to sponsors, and assignment of revenues between the funds and overhead, to monitor submission of required reports, and to handle part of the administrative communication with the granting agencies;

- d) to establish and maintain ties with sponsors and funding agencies; and on a periodic basis, to inform faculty members of funding and consulting opportunities and deadlines;
  - e) to periodically inform faculty members and students on the IP rights, to support protection of scholarly outcomes and registration of inventions, scientific, or creative works whenever warranted, and help facilitate commercialization of faculty and students intellectual property; and
  - f) to provide periodic summative reports to the government, decision makers, and the academic community on the portfolio of research and consultancy projects conducted, and the scholarly activities and outcomes of the UAEU faculty and students.
5. The University Research Council (URC) will provide support and advice to ORSP on issues pertaining to the development of research and creative activities at the University. The Council is chaired by the DVCRGS, and includes in its membership the DRSP, the Assistant Dean for Research and Graduate Studies in each College, the Chair of the RERB, and up to three faculty members at or above the rank of Associate Professor. Appointments are for a two-year term.

The main roles of the URC are to:

- a) Help foster a supportive and enabling environment for research at the University and assist in developing an action plan to help realize the UAEU's potential for distinction in research, creativity, and scholarly activities;
- b) Help identify and promote opportunities for research collaboration with the community and with colleagues internationally including opportunities for external funding of research and consultation services.
- c) Review and recommend research programs for funding from the internal University research funds;
- d) Help identify and promote opportunities for integrating research experiences in undergraduate and graduate education and for involving students in research projects.
- e) Consider proposals for new institutes and research centers and make recommendations on their establishment to the University;
- f) Recommend changes in policies and procedures that govern research across the University;
- g) Any other relevant matter that is forwarded to the URC by the University.

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## **Procedures of Policy No. (1) - Governance of Research and Sponsored Projects**

1. The DVCRGS is the custodian of this Manual. All inquiries and matters relating to the Manual will be addressed to the DVCRGS.
2. All policies and procedures contained in this Manual operate in conjunction with the relevant Signatory Authority.
3. Requests for updating the Manual (adding/deleting/amending) can be made by any of the users of the Manual through the normal channels of policy changes.
4. The DVCRGS Office shall make this manual available for the academic community including posting it on the UAEU website.
5. The Manual is maintained in two languages: English and Arabic. Where discrepancies in translation occur, the Arabic version takes precedence over the English.