



Haigazian University

Research Handbook

2023

HAIGAZIAN UNIVERSITY RESEARCH HANDBOOK

INTRODUCTION.....	3
GENERAL RESEARCH-RELATED POLICIES	4
The University's Responsibility to Support Research	4
Definition of Research	4
Quality Research	4
Collaboration with other institutions.....	5
University Research Board (URB).....	5
Mission	5
Composition	5
Functions	5
Research Proposals: Guidelines, Procedures, and Evaluation.....	6
Guidelines and procedures.....	6
Evaluation of research proposal	6
Intellectual Property Rights.....	6
Definition of Intellectual Property	6
Publications and Copyright Policy	7
ETHICS, INTEGRITY, AND PROTECTIONS	7
Ethical Conduct in Research	7
Review of Proposed Research and Ethics	8
Conflict of Interest.....	8
Conflict of Commitment	9
Policy on Research Involving Human Subjects.....	9
Privacy	9
Informed consent	9
Confidentiality	10
Guidelines for Research Involving Haigazian University.....	10
Protection of HU students and personnel as research subjects.....	10
Confidentiality of HU data used in research	10
Guidelines for Research in the Community.....	10
Defining community	11
Practical and ethical guidelines	11
Research Misconduct and Disciplinary Measures	11
Research misconduct defined	11
Allegations of research misconduct.....	11
Disciplinary measures.....	12
Sources and links	12

RESEARCH DATA AND FINDINGS	13
Unrestricted Dissemination of Findings	13
Ownership, Protection, and Retention of Data	13
Ownership of data	13
Protection of data	13
Retention of data	13
Access to Research Data	14
Research and Legal Compliance	14
FUNDING AND ACCOUNTABILITY	15
Identification of Sponsors and Sources of Funding	15
Grant Writing	15
Financial Disclosure	15
RESEARCH SUPPORT, CONFERENCES, TEACHING RELEASE TIME	16
Applying for Sponsorship of Research – Summary of the Process	16
Conference Attendance: Procedures and Forms	16
Procedures	16
Forms	16
Teaching Release Time: Procedures and Forms	17
Procedures	17
Forms	17
ENDNOTES	18
APPENDICES	19
Guidelines for Request for Research Support	20
Request for Support of Research	21
Approval for Research Study	22
Templates for Letter of Approval from University Research Board	25
Letter to Non-HU Researcher	27
Financial Disclosure Form for Investigators	29
Consent Form for Participants in a Research Study	32
Conflict of Interest Statement and Disclosure Form	34
Guidelines for Request for Conference Grant	35
Conference Grant Request Form	36
Guidelines for Teaching Release Time	38
Application for Teaching Release Time	41

INTRODUCTION

An essential duty of a faculty member is to cultivate scholarly expertise within their discipline through personal study and research and to actively pursue and communicate the emerging truths as they become evident. Maintaining a strong commitment to intellectual honesty is of utmost importance.

Faculty members are expected to undertake research either as part of their contract with the University or in parallel with their teaching load. Accordingly, this handbook sets out Haigazian University's research policies, regulations, and procedures.

GENERAL RESEARCH-RELATED POLICIES

The University's Responsibility to Support Research

Haigazian University faculty members have the right to pursue educational research activities which enhance their continued progress in their areas of specialization. Development of a faculty member's scholarly competence in his/her discipline is considered a primary objective. The University is responsible for supporting these efforts within its means and in compliance with all stipulations in the Lebanese law on higher education. It provides support through research-related policies and monitors the quality of research through the Deans and the University Research Board. The University fosters research and the development of young researchers by appointing student research assistants.

Definition of Research

*"Research means a systematic investigation, including research development, testing and evaluation, designed to develop or contribute to generalizable knowledge."*ⁱ

Sometimes it is difficult to distinguish what is and is not research. Some examples of work that is not usually considered research are: routine testing and analysis of materials; components and processes, (e.g. for the maintenance of national standards, as distinct from the development of new analytical techniques); feasibility studies (where it is not an integral part of an overall research project); routine software development; general purpose data collection.ⁱⁱ

Quality Research

In preparing any proposal and coming up with the research question/s the researcher needs to assess whether the research is innovative. A good way to evaluate this is to look at this research's significant original contribution to knowledge (SOCK). Here 'significant' means presenting something that is worth knowing. 'Original' means offering new insight/s. That novelty might lie in new empirical evidence; conceptual innovation (building new theory); theoretical refinement and/or methodological advance (devising new methods).ⁱⁱⁱ The researcher is supposed to give a brief summary of the thesis/project, describing the aims and central question (main research question), the theory and methods, the (anticipated) main findings, and the contributions to knowledge. This summary sets out the researcher's account of the core of the project, but does not yet interrogate the analysis. The researcher is required to identify any points in the summary/proposal that she/he might wish to characterize. Then, the researcher poses critical questions about the aims and research question/s, the theoretical framing, the design and methods, the empirical analysis, the conclusions, etc. It is extremely important that the researcher identifies the strengths and weaknesses in the thesis/project, and elaborates and reflects on important aspects of it."

The following three factors contribute to quality research:
the research is peer-reviewed;
the research provides sufficient information for it to be evaluated;
the research has internal, external, and construct validity.

To be more specific:

The hypothesis should be well formulated, and the purpose of the study should be clear.

The research approach should be well designed and executed.
The research should demonstrate understanding of related studies.
The data and information should be the best available.
Assumptions should be explicit and justified.
The findings should advance knowledge and bear on important policy issues.
The implications and recommendations should be logical, warranted by the findings, and explained thoroughly, with appropriate caveats.
The documentation should be accurate, understandable, clearly structured, and temperate in tone.
The study should be compelling, useful, and relevant to stakeholders and decision-makers.
The study should be objective, independent, and balanced.

The research should include:

- a description of the population of interest;
- an explanation of the process used to select study subjects and/or samples;
- definitions of key variables and concepts;
- descriptive statistics for main variables;
- a description of the analytic and experimental techniques.

Collaboration with other institutions

Scholars agree that engaging in collaborative endeavors with other institutions and fostering partnerships with external researchers are vital strategies for a faculty member to broaden their academic horizons and enhance their professional contributions.

University Research Board (URB)

Mission

The University Research Board (URB) at Haigazian University aims at promoting scholarly, creative research which is in accordance with the University's mission and fulfills the needs and addresses the challenges of the University and the academic world.

Composition

President, Deans, Chair of the Graduate Committee, Director of the Armenian Diaspora Research Center, Campus Minister, and a Board Member.

Functions

The URB shall:

- Receive applications for research and examine viability for external research grants and course release.
- Recommend for supporting, editing and publishing by Haigazian University Press.
- Arbitrate quality of research in promotion matters.
- Examine questionnaires for conducting statistics or data collection on campus.
- Draw up policies regarding property rights, piracy, ethics and conduct.
- Prepare forms and support paperwork for implementing the above.
- Approve internal funding or reject external funding.

To fulfill its functions regarding arbitrating on research proposals, the URB can consult an external expert reviewer.

Research Proposals: Guidelines, Procedures, and Evaluation

Guidelines and procedures

All faculty requesting support for research must submit a research proposal to the Chairperson of their department. If the Chairperson approves, he/she sends the request and proposal to the Dean. If the Dean approves, he/she sends the proposal to the University Research Board.

The University Research Board meets twice a year in September and February. Therefore, faculty must submit their proposals to their departmental Chairperson as below:

By August 1 to be discussed in the URB September meeting. The URB will communicate its decision by October 1. If teaching release time is granted, it will be effective in the Spring Semester.

By January 1 to be discussed in the URB February meeting. The URB will communicate its decision by March 1. If teaching release time is granted, it will be effective in the Fall Semester.

The research proposal should include:

Cover page.

Abstract / project summary.

Project description (background and significance; overview, design, and procedures of project.

Projected timeline and projected dissemination of findings.

List of personnel involved (undergraduate and graduate students, staff).

References to relevant literature.

Facilities, equipment, materials needed.

Budget and, if relevant, request for teaching release time (attach the form 'Application for Teaching Release Time').

Updated CV

Evidence of previous research.

The form 'Request for Support of Research' and any other relevant forms.

Available external funds

Evaluation of research proposal

The proposal for a research project is evaluated on the basis of its quality, as defined above.

The proposal is reviewed by the departmental Chairperson, who may accept the proposal as it is or suggest some modifications to the researcher. The Chair sends the proposal to the Dean. The Dean, too, may accept the proposal as is or return it for revision. The Dean then submits the proposal to the URB.

The Research Review Board evaluates the research proposal on the basis of the quality of the research and its relevance for the University, funding considerations, and the length of time for which support is requested. The Research Review Board also reviews the ethical aspects of the proposal. The URB may accept or reject the proposal, and may also suggest modifications.

Intellectual Property Rights

Definition of Intellectual Property

Intellectual property includes both intangible and tangible property which is the result of creativity and innovation. According to the World Intellectual Property Organization, "Intellectual Property'

means inventions, technologies, developments, improvements, materials, compounds, processes and all other research results and tangible research properties, including software and other copyrighted works.”^{iv} Also included are copyrightable subject matter and works of art.

Publications and Copyright Policy

Publication: Publication is an essential part of research, allowing researchers to promote and disseminate their work. The University encourages researchers to pursue publication, particularly in scholarly journals and the proceedings of conferences.

Copyright: According to American copyright law (U.S Copyright Act of 1976 and its amendments), “...copyright subsists in ‘original works of authorship’ which have been fixed in any tangible medium of expression from which they can be perceived, reproduced, or otherwise communicated, either directly or with the aid of a machine or device. These works include: literary works such as books, journal articles, poems, manuals, memoranda, tests, computer programs, instructional material, databases, bibliographies; musical works including any accompanying words; dramatic works, including any accompanying music; pantomimes and choreographic works (if fixed, as in notation or videotape); pictorial, graphic and sculptural works, including photographs, diagrams, sketches and integrated circuit masks; motion pictures and other audiovisual works such as videotapes; sound recordings.

Copyright protection does not extend to any idea, process, concept, discovery or the like, but only to the work in which it may be embodied, illustrated, or explained.”^v

Thus, no part of any publication may be reproduced, stored in or introduced into a retrieval system, or transmitted, in any form or by any means (electronic, mechanical, photocopying, recording, or otherwise), without the prior permission of the publisher.

The creator of the intellectual property retains the copyright unless the work was commissioned by the University, supported by funds from the University, and made significant use of the University’s resources and personnel. In this case the University owns the copyright.

The University abides by Lebanese copyright law (Law No. 75/1999) and American copyright law.

ETHICS, INTEGRITY, AND PROTECTIONS

Ethical Conduct in Research

All researchers at Haigazian University (faculty, staff, students) are expected to demonstrate high ethical standards of conduct at all stages of their research. Among the most important ethical principles are:

- Honesty
- Objectivity
- Integrity
- Carefulness
- Openness
- Respect for intellectual property
- Confidentiality
- Transparency

Accountability
Responsible publication
Responsible mentoring
Respect for colleagues
Social responsibility
Non-discrimination
Competence
Legality
Animal care
Human subjects protection

The University encourages awareness of ethical issues by reviewing research proposals, requiring progress reports, maintaining rules for the collection, retention, and publication of data, and implementing sanctions for misconduct in research.

Review of Proposed Research and Ethics

The University Research Board reviews submitted research proposals and acts as HU's ethics committee. The URB promotes research that serves the interests of individuals, groups, and/or society as a whole. In particular, the URB is responsible for overseeing research that involves human subjects and animals. It examines the proposed research for its benefit to the participants, any risks to them, confidentiality, voluntary participation and the right to withdraw from the study. If the research is of a scientific nature (e.g. biological, medical), additional criteria apply.

Researchers apply to the University Research Board using the form 'Approval for Research Study'. The decision of the University Research Board will be communicated to the applicant in a Letter of Approval.

Faculty researchers: Research proposals submitted by faculty are reviewed by the URB at their meetings in September and February. Those who submitted proposals are informed of the URB's decision in a Letter of Approval. (Refer to the section [Research Proposals: Guidelines and Procedures](#) on page 6 of the Research Handbook for the assigned dates).

HU student researchers: Research proposals by students may be submitted at any time. Students submit their proposals electronically to the faculty member requesting the research. He/she, in turn, submits the proposal to the departmental chairperson, and the chairperson sends it to the Dean. The Dean submits the proposal to the URB chairperson, who sends it to the URB. Within five working days of receiving the research proposal, the URB members submit the results of their review electronically to the chair of the URB. The URB chair informs the applicant of the decision in a Letter of Approval.

Other researchers: Research proposals by others (e.g. HU staff, non-HU researchers) may be submitted at any time. The proposal is submitted electronically to the University Research Board chairperson, who sends it to the URB members for review. Within five working days of receiving the research proposal, the URB members submit the results of their review electronically to the chair of the URB. The URB chair informs the applicant of the decision in a Letter of Approval.

Conflict of Interest

Conflict of interest, real or apparent, damages the research enterprise as it diminishes trust in the process and results of research.

A conflict of interest exists when personal or financial considerations can potentially bias objectivity and professional judgment. If an individual or institution could gain advantage through the outcome of the research, this may actually or potentially influence its integrity.

While the first responsibility for avoiding conflict of interest lies with the researcher, it is also the responsibility of the University Research Board to examine the proposed design, conduct, and reporting of all research as well as sources of financing.

Conflict of Commitment

Faculty have an obligation to act in the best interests of the University. Outside activities and research should not be allowed to significantly decrease a faculty member's time and energy commitment to the University.

Policy on Research Involving Human Subjects

All Haigazian University research involving human subjects must follow the privacy and confidentiality policies outlined below. Respect for both privacy and confidentiality is important for establishing trust between research participants and researchers. Haigazian University also encourages care and sensitivity when research is conducted among vulnerable populations.

Privacy

Privacy refers to people; it is about their right to be protected. Haigazian University protects the privacy of research participants in studies carried out at the University and in studies carried out by University researchers at other locations.

For research to be carried out at Haigazian University, see the next section, "Guidelines for Research Involving HU".

When Haigazian University researchers carry out research that involves human participants, their research proposal must explain how they will protect the privacy of the individuals involved. The University Research Board is responsible for reviewing the methods proposed and may require modifications to protect participants' privacy.

Informed consent

It is incumbent on all researchers using human subjects to acquire their voluntary, informed consent to participate in the study. Potential participants must be informed of their rights, the purpose of the study and its procedures, and the potential risks and benefits to participants.

Verbal or online consent:

For research with minimal risk to participants (e.g. mailed, online, or telephone surveys) verbal or online consent is required.

Written consent:

For other research written consent is required. (See the form "Approval for Research Study".) Informed consent is an ongoing process. Not only must participants give their written consent before their participation in the study begins, but they must also continue to consent throughout the research.

Confidentiality

Confidentiality refers to the practice of keeping certain information, data, or knowledge private and protected from unauthorized access, disclosure, or use. It involves the obligation and responsibility to safeguard sensitive or confidential information to ensure that only authorized individuals or entities have access to it.

Retention of records: Human subject data must be retained for at least three years.

Storage of records: During its retention period the data, consent forms from participants, and any other documentation that could identify participants are stored (a) in securely locked cabinets or rooms if on paper or (b) in a computer or external electronic device that is password protected if electronic. The data may also be encrypted.

Access to records: Data may be collected anonymously. On the other hand, the principal researcher and sometimes assistants may be aware of the identification of participants as they collect raw data. Such data should be made anonymous as soon as possible. Access is restricted to the principal researcher and designated assistants. Participants have the right to access their own data.

Transfer of records: If the data is to be transferred to another researcher or institution, any identifiable data must be made anonymous before transfer. All precautions should be taken to ensure only authorized recipients can access the data.

Guidelines for Research Involving Haigazian University

Haigazian University may itself be the subject of research by internal or external persons. In both cases certain policies and procedures apply in order to protect privacy and confidentiality.

Protection of HU students and personnel as research subjects

All research involving HU human participants must be reviewed by the University Research Board, and the research ethics approved, before data gathering begins. This applies to research conducted by Haigazian University faculty or students and by external researchers.

Researchers must apply to the University Research Board using the form 'Approval for Research Study' and send it to: URB@haigazian.edu.lb. The decision of the University Research Board will be sent to the applicant in a Letter of Approval (see template).

Confidentiality of HU data used in research

Proposals for all research involving HU data must be submitted to the University Research Board, which will determine whether the proposed research procedures will guarantee confidentiality of the data. Data collecting cannot begin before approval by the University Research Board. This applies to research conducted by Haigazian University faculty or students and by external researchers carrying out research at Haigazian University.

Guidelines for Research in the Community

Haigazian University does not exist in isolation; it is part of a larger community and research in cooperation with the community is of mutual benefit.

Defining community

For research purposes, community may be defined as a geographical entity (e.g. neighborhood, village, region), a societal entity (e.g. a business, an educational establishment, a religious group), or a population with defined characteristics (e.g. age, gender, ethnicity).

Practical and ethical guidelines

Researchers investigating community organizations should discuss all aspects of the research with the organization, from definition of the problem to dissemination of the results. The results of the research should be disseminated to the participants as well as the community and/or organization involved. Researchers should consider how their results might be of benefit to the community and share them accordingly.

Research Misconduct and Disciplinary Measures

Research misconduct defined

Research misconduct is defined as fabrication, falsification, plagiarism, or other serious deviation from commonly accepted practices in the relevant scientific community for proposing, performing or reviewing research, or in reporting research results. Research misconduct does not include honest error or differences in opinion.

Fabrication is making up data or results and recording or reporting them. Falsification is manipulating research materials, equipment, or processes, or changing or omitting data or results such that the research is not accurately represented in the research record. Plagiarism is the appropriation of another person's ideas, processes, results, or words without giving appropriate credit.

Serious deviation from accepted practices includes but is not limited to:

- a. Abusing confidentiality, including the use of ideas and preliminary data gained from access to privileged information through the opportunity for editorial review of manuscripts submitted to journals; peer-review of proposals being considered for funding by agency panels or by internal committees.
- b. Stealing, destroying, or damaging the research property of others with the intent to alter the research record; and
- c. Directing, encouraging, or knowingly allowing others to engage in fabrication, falsification, or plagiarism.^{vi}

Allegations of research misconduct

Alleging research misconduct is a serious step. Whistleblowers should be sure of their facts and consider whether there is simply a misunderstanding. An allegation of research misconduct should be made to the Dean. Should the Dean be the person suspected of misconduct, the allegation should be made to the President. The person making the allegation should provide a written statement (who did what and when), and the Dean/ Provost/President will make every effort to keep secret the identity of the person making the allegation. The Dean will make an initial inquiry to determine whether there is any substance to the allegations. If not, the allegations will be dismissed. If there is substance to the allegations, the Dean will take the matter to the University Research Board for investigation.

Disciplinary measures

Should the University Research Board find that research misconduct has occurred, it will recommend disciplinary measures to the University. The URB may act in the following four ways: the URB may decide to take no action; the URB may issue a written censure; the URB may recommend suspension of the faculty member without pay for a specified period; or the URB may recommend dismissal of the faculty member.

Written censure

A letter of censure signed by the Dean is sent by the Committee. The letter is written on University letterhead paper and delivered by hand to the faculty member concerned. Hard and soft copies of the letter are retained by the Dean and Chair in the files of the faculty member.

Suspension

When discussions and a written censure fail to solve the problem and there has been sufficient time for the faculty member to demonstrate changed behavior, a formal letter of disablement is written by the Dean after consultation with the University's lawyers. The letter states the reason for suspension and the period of the suspension without pay. It is written on University letterhead paper and delivered by hand to the faculty member concerned. Hard and soft copies of the letter are retained by the Provost, Dean, and Chair in their files for the faculty member.

Dismissal

When all other sanctions fail or the offence is very grave, a formal letter of dismissal is written by the Dean after consultation with the University's lawyers. The letter states the reason for dismissal and the effective date. It is written on University letterhead paper and delivered by hand to the faculty member concerned. Hard and soft copies of the letter are retained by the President, HR office, Dean, and Chair in their files for the faculty member.

Sources and links

What is Ethics in Research & Why is it Important? David B. Resnik, J.D., Ph.D.

<http://www.niehs.nih.gov/research/resources/bioethics/whatis/>

RESEARCH DATA AND FINDINGS

Unrestricted Dissemination of Findings

Unrestricted dissemination of research findings is also known as Open Access. It refers to the posting of published research findings online, making them available immediately, without charge, and free from most copyright and licensing restrictions. Open Access is of benefit to researchers, students, doctors, patients, and many others.

Haigazian University supports unrestricted dissemination of research findings. It has created its own institutional repository (Document Management System). Thus, research findings are accessible to all through its DMS.

Ownership, Protection, and Retention of Data

Ownership of data

When research is supported by the University, it retains ownership of the data collected. When University personnel carry out research that is not supported by the University, the University has no claim to ownership.

Protection of data

Protection of data during processing and storage is especially important when human subjects are involved. However, other sensitive data such as confidential proprietary information or information related to national security must also be well protected from unauthorized access, accidental loss, damage, or destruction.

Some ways to ensure the best protection possible are:

- Locking office doors.

- Keeping material in locked cabinets.

- Password protection for electronic materials.

- Virus protection so that data are not corrupted.

- Arrangements for changing or disposing of computers

- Any transfers of data between project sites (and/or overseas) must be to facilities that comply with the DPA [Data Protection Act] standard.^{vii}

For protection of personal data, see also 'Confidentiality'.

Retention of data

Research data must be organized in an orderly and dated system. All aspects of the research should be documented, including the experimental methods used, the methods and accuracy of data collection, the methods and accuracy of the interpretation of the data.

Usually records are kept in the department that carried out the study. Data must be kept for at least three years after the conclusion of the study and in some cases longer. (For example until a student involved in the research has graduated or until an investigation for misconduct is concluded.)

During its retention period the data, consent forms from participants, and any other documentation that could identify participants are stored (a) in securely locked cabinets or rooms if on paper or (b)

in a computer or external electronic device that is password protected if electronic. The data may also be encrypted.

Access to Research Data

The principal researcher and designated assistants have the right to access the data from their study. Participants also have the right to access their own data. In collaborative projects, data will be made available to collaborating researchers as appropriate. The University has the right to access data from research done under its auspices or support. External sponsors of research may have the right to access data from the research they sponsored, when appropriate.

Research and Legal Compliance

Researchers must comply with Lebanese law and international law (e.g. protection of human rights, international humanitarian law, the prohibition of torture and use of force, biodiversity convention, laws prohibiting crimes). Individual researchers are responsible for knowing and following relevant laws and legal provisions. If there are doubts about the legality of proposed research, the University's lawyers will study the proposal. The lawyers' verdict about legality will be final. Collected data must be used for lawful purposes.

FUNDING AND ACCOUNTABILITY

Identification of Sponsors and Sources of Funding

Main sources of funding for research:

HU funding;
Government agencies;
Non-governmental organizations;
Industry/corporations;
Foundations;
Professional organizations.

Grant Writing

Grants are often provided to support specific projects, initiatives, research, or activities that align with the goals and priorities of the granting organization. Successful grant writing requires a combination of strong writing skills, a deep understanding of the project's objectives, and the ability to effectively communicate the project's value and potential impact. It's important to tailor each grant proposal to the specific priorities and requirements of the granting organization to maximize your chances of securing funding.

(You may refer to the Writing Center at Haigazian University for guidance and support).

Financial Disclosure

Financial conflict of interest arises when a researcher has a significant financial interest in the organization sponsoring his/her research. This could significantly affect the design, conduct, and/or reporting of the research. Financial disclosure is designed to prevent such conflict of interest.

All researchers supported by Haigazian University must submit the form 'Research Financial Disclosure Form', which requests relevant financial information about the researcher and his/her close family. The form must be submitted at the time of the research proposal and should be updated if there is any significant change in these finances while the research is underway. The 'Research Financial Disclosure Form' is reviewed by the University Research Board.

If it is discovered that full financial disclosure was not made, the University Research Board will consider the matter and impose sanctions if appropriate. (See 'Research Misconduct and Disciplinary Measures' above)

RESEARCH SUPPORT, CONFERENCES, TEACHING RELEASE TIME

Applying for Sponsorship of Research – Summary of the Process

1. Write a research proposal (For the required content of the proposal, see above: ‘Guidelines for Research Proposals and Their Evaluation’).
2. Read ‘Guidelines for Request for Research Support’ and complete the form ‘Request for Research Support’. (These forms are at the end of this handbook.)
3. Submit the request form to your Chairperson.
By August 1 for submission to the University Research Board in September
By January 1 for submission to the University Research Board in February
4. If the Chairperson approves, he/she will send the request and proposal to the Dean.
If the Dean approves, he/she will send the proposal to the University Research Board.
5. The University Research Board meets in September and February to evaluate applications for research support.
6. The University Research Board informs the applicant of their decision by letter by February 1 for the following Fall Semester and by October 1 for the following Spring Semester.

Conference Attendance: Procedures and Forms

Faculty members have the right to pursue educational and research activities, including conferences, which enhance their continued progress in their areas of specialization. The institution has the responsibility to support these efforts within its means. All requests for support to attend and/or present at a conference are evaluated on the basis of set criteria.

Procedures

To request support for attendance at a conference, the faculty member must complete the form. “Request for Conference Grant” and submit it to the departmental Chairperson.

If the Chairperson approves, he/she will send the request to the Dean.

Final approval and allocation of funds is at the discretion of the Dean.

Forms

Guidelines for Request for Conference Grant.

Request for Conference Grant.

These forms, at the end of this handbook, provide more details (terms and conditions, criteria for support of research, expectations of the University)

Teaching Release Time: Procedures and Forms

Faculty members at HU may be eligible for Teaching Release Time (TRT) as an incentive to conduct academic research. Teaching Release Time is designed to allow faculty members to devote more time to research or creative work.

TRT applicants will be selected on the basis of the potential impact and feasibility of the planned work, with particular attention paid to how the release time will assist in the recipient's scholarly career.

Procedures

1. Items 1-3 below should be attached to the application form and given to your Chair of Department.
2. The Chair of Department should provide item 4 and e-mail the entire application as a single document attached to an e-mail to the Dean during the month of November.
3. Applications received after the deadline will not be accepted.

Items to provide:

1. A narrative proposal (up to 3 pages) describing the project the applicant will undertake during the term of the Release Time. The narrative statement should include an explanation of how the proposed project would make a contribution to the applicant's research and advance the larger field of study as well as why a semester of teaching release is needed to move the applicant's scholarly career forward.
2. If discretionary funds are requested, a detailed budget (1 page) must be included explaining the needs and proposed use of these funds.
3. Curriculum vitae.
4. A letter of support from the Chair of Department, including a statement that the applicant's department is willing to grant the requested teaching release.

Forms

Guidelines for Teaching Release Time

Application for Teaching Release Time

These forms, at the end of this handbook, provide more details (terms and conditions, eligibility)

ENDNOTES

ⁱ <http://www.hhs.gov/ohrp/regulations-and-policy/guidance/guidance-on-engagement-of-institutions/>.

ⁱⁱ <https://www.york.ac.uk/staff/research/external-funding/research/>.

ⁱⁱⁱ <https://www.youtube.com/watch?v=7QnSIE5msx8>.

^{iv} http://www.wipo.int/export/sites/www/dcea/en/pdf/Tool_Cover_Model_Policy-Eng.pdf.

^v <https://doresearch.stanford.edu/policies/research-policy-handbook/intellectual-property/copyright-policy>

^{vi} <http://www.research.northwestern.edu/ori/misconduct/>

^{vii} <https://www.nottingham.ac.uk/educationstudentintranet/researchethics/data-protection-act.aspx>

APPENDICES



Appendix 1

HAIGAZIAN UNIVERSITY

Guidelines for Request for Research Support

Faculty members have the right to pursue educational research activities which enhance their continued progress in their areas of specialization. The institution has the responsibility to support these efforts within its means. All requests for support for research are evaluated on the basis of set criteria.

The main criteria are:

1. The quality of the research
2. The relevance of the research for Haigazian University
3. Funding considerations, including how much support the faculty member has already received for research from Haigazian and whether he/she is receiving research funding from other sources
4. The duration of the requested support (one semester or longer).

In addition, some return on investment is expected by the University. The researcher is expected to:

1. Acknowledge Haigazian University as his/her sponsor if the research is published or presented at a conference.
2. Submit a financial breakdown if funding was obtained from Haigazian.
3. Make a presentation of the research at Haigazian.

To request support for research, you must complete the form "Request for Support of Research" and submit it to your departmental Chairperson. If the Chairperson approves, he/she will send the request to the Dean. If the Dean approves, he/she will send the form to the Research Review Board, which meets twice a year in September and February.

Faculty requests must be submitted to the Departmental Chairperson by the dates below:

For submission to the Research Review Board in September – by August 1

For submission to the Research Review Board in February – by January 1

If you need additional information, please feel free to call the office of the Dean.



Appendix 2

HAIGAZIAN UNIVERSITY

Request for Support of Research

Name of Applicant: _____ Degree: _____

Rank: _____ Department: _____

Academic year and semester: _____

Description of research project (Attach proposal)

Indicate here whether this is a new, revised, supplemental or a continuation proposal.

Benefits of the research to Haigazian

Expected starting date of research: _____

Expected end date of research: _____

Request

In order to carry out this research project, I request (*Please check.*):

- ☐ A lighter teaching load (Please specify which semester[s]) _____
- ☐ Financial sponsorship from the university
- Amount requested from Haigazian _____
- Funding received from other sources, if any (Please specify amount.): _____
- ☐ Other (Please specify) _____

Date: _____ Signature of Applicant: _____

Recommendation of Chair: _____

Recommendation of Dean: _____

Decision of Research Review Board: _____



Appendix 3

HAIGAZIAN UNIVERSITY

Approval for Research Study

All research involving human participants or personal data must obtain approval for the research project before data gathering begins. The proposed project should be reviewed and the research ethics approved. This applies to research conducted by Haigazian University students, faculty, and staff and by external researchers at Haigazian University.

The 'Approval for Research Study' form should be submitted online as below:

Students submit the form to the member of faculty supervising the research.

Faculty members submit the form to the Chair of the Department.

Departmental Chairs submit the form to the Dean

The Dean submits the form to the University Research Board.

Applicants for Research Approval must complete this form

Applicant Details	
Your name (if a group project, include all names)	
Faculty or Partner Organization	
Contact Information	Email: Telephone: Address
Are you.....	<input type="checkbox"/> HU undergraduate student <input type="checkbox"/> HU graduate student <input type="checkbox"/> HU research assistant <input type="checkbox"/> HU alumnus/a, specify year _____ <input type="checkbox"/> HU Faculty <input type="checkbox"/> HU Staff
Your STATUS if not member of the HU Community	Undergraduate Student Graduate Student Faculty Member Organization, write the name _____ Research Organization write the name _____ Other, please specify _____
Your Supervisor's Name (if a student)	
Your Supervisor's contact Information	Email: Telephone: Address

The Project/Research Study	
Title of the proposed research	
Expected dates / duration of the research	Estimated start date _____ Estimated end date _____
Amount of time the research activity/data collection will take (e.g. 30 mins) _____	
Project/Research Summary – please provide a brief summary of your study - Make sure to include a statement of research purpose, project aims/ research questions; the proposed methods/data collection and analysis (<i>List and attach a copy of all data collection instruments e.g. survey/interview questions</i>), method of recruiting research participants and/or forms of sampling.	
Description of Participants	Students Staff Senior Administrators Senior Academic Faculty Faculty Others, Please Specify _____
Criteria for selecting research participants	
No. of participants required from the institution	
Type of participants	Indicate type by year levels if student _____ Other, Specify _____
Benefits of this Study (specify how this study will benefit HU and specify who will benefit most), for example: how does this research contribute to knowledge and innovation, how does this research assist students in achieving their educational objectives; remove barriers to education; promote retention; enhance personal development or will it enhance the quality of service or program delivery; create more cost-effective modes of services/program delivery, etc.	

Please answer ALL the questions in each of the sections below – tick YES or NO																													
Will the study	Yes	No																											
Involve vulnerable populations?																													
Involve discussion of sensitive topics (e.g. sexual activity, drug use, status of minorities)?																													
Involve accessing student academic records?																													
Require personal or sensitive information about the participants?																													
Compromise confidentiality?																													
Compromise anonymity?																													
Involve visual/vocal methods/ internet where participants may be identified																													
Include a financial incentive to participate in the research?																													
<table border="1"> <tr> <td>Obtaining Informed Consent-Requirements for Participant Information Sheet</td> <td>Yes</td> <td>No</td> </tr> <tr> <td>Participant Information Sheet is attached. (For written and verbal consent)</td> <td></td> <td></td> </tr> <tr> <td>A statement that involvement in the project is voluntary and that participants are free to withdraw at any time is included in the participant information sheet.</td> <td></td> <td></td> </tr> <tr> <td>Consent:</td> <td></td> <td></td> </tr> <tr> <td>Informed consent is not necessary</td> <td></td> <td></td> </tr> <tr> <td>Consent will be only verbal</td> <td></td> <td></td> </tr> <tr> <td>Consent will be only written</td> <td></td> <td></td> </tr> <tr> <td>Answer this question only if participants will provide <u>written</u> consent: Informed consent form in _____ (Language), signed by supervisor, and including contact details is attached</td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> </tr> </table>			Obtaining Informed Consent-Requirements for Participant Information Sheet	Yes	No	Participant Information Sheet is attached. (For written and verbal consent)			A statement that involvement in the project is voluntary and that participants are free to withdraw at any time is included in the participant information sheet.			Consent:			Informed consent is not necessary			Consent will be only verbal			Consent will be only written			Answer this question only if participants will provide <u>written</u> consent: Informed consent form in _____ (Language), signed by supervisor, and including contact details is attached					
Obtaining Informed Consent-Requirements for Participant Information Sheet	Yes	No																											
Participant Information Sheet is attached. (For written and verbal consent)																													
A statement that involvement in the project is voluntary and that participants are free to withdraw at any time is included in the participant information sheet.																													
Consent:																													
Informed consent is not necessary																													
Consent will be only verbal																													
Consent will be only written																													
Answer this question only if participants will provide <u>written</u> consent: Informed consent form in _____ (Language), signed by supervisor, and including contact details is attached																													
DECLARATION AND SIGNATURE/S																													
<i>I confirm that I will undertake this project/research as detailed above. I understand that I must abide by the terms of the approval and that I may not make any substantial amendments to the project/research without further approval.</i>																													
<div style="display: flex; justify-content: space-between;"> <div>Signed:</div> <div>Date:</div> </div>																													

Approval from the University Research Board for the research project:

Chair of the Board -

Signature

Date



Appendix 4

HAIGAZIAN UNIVERSITY

Templates for Letter of Approval from University Research Board

Letter to HU Researcher

Name of researcher

Position

Department

Date

Dear (name of researcher),

Thank you for your email/letter on (date) requesting permission to conduct a research study at Haigazian University. The University Research Board (URB) (names of the committee members, chair) has reviewed and discussed your application to conduct the study (title of research) in the department of _____.

The Research Review Board considers the methodological/technical and ethical aspects of the proposal to be appropriate to the tasks proposed and grants approval of the research project. You have the necessary qualifications, experience and facilities to conduct the research set out in your proposal, and to deal with any emergencies and contingencies that may arise.

The approval is given for ____ years/months. In case it is not completed in that time, you will have to apply again to the URB.

For any study with a duration of six months or more, the board expects to be informed about the progress of the study at its halfway point, about any revisions made, and when the research has been completed.

Sincerely,

Chair, University Research Board
Haigazian University

For University Research Board use only

Date application received:

Date discussed:

Decision:

- ☐ Approved
- ☐ Approved, subject to specific conditions
- ☐ Not approved
- ☐ Returned for further clarification

_____ Signature	_____ Title	_____ Date
--------------------	----------------	---------------



Appendix 5

HAIGAZIAN UNIVERSITY

Letter to Non-HU Researcher

Name of Principal Investigator
Position
Address

Date

Dear (name of principal investigator)

Thank you for your email/letter on (date) requesting permission to conduct research at Haigazian University and include the HU community. The University Research Review Board (RRB) (names of the committee members, chair) has reviewed and discussed your application to conduct the study (title of research) in the department of (name of department) with (HU researcher[s]) and yourself as the principal investigator.

The Research Review Board considers the methodological/technical and ethical aspects of the proposal to be appropriate to the tasks proposed and grants approval of the research project. You have the necessary qualifications, experience and facilities to conduct the research set out in your proposal, and to deal with any emergencies and contingencies that may arise.

The approval is given for ____ years. In case it is not completed in that time, you will have to apply again to the URB.

Sincerely,

Chair, University Research Board
Haigazian University

For University Research Board use only

Date application received:

Date discussed:

Decision:

____ Approved

- ☐ Approved, subject to specific conditions
- ☐ Not approved
- ☐ Returned for further clarification

_____ Signature	_____ Title	_____ Date
--------------------	----------------	---------------



Appendix 6

HAIGAZIAN UNIVERSITY

Financial Disclosure Form for Investigators

All Haigazian University investigators proposing to do research must complete and submit this form to the University Research Board. This applies to the principal investigator and any other investigators under his/her supervision. If there is any change to the information provided before completion of the study, it is the principal investigator's responsibility to inform the University Research Board. All information provided will be regarded as confidential.

Name of investigator:

Proposed title of research project:

Name of funding agency/organization:

QUESTIONS FOR ALL PROJECTS

Answer all questions below to the best of your knowledge.

Definitions

Family: spouse, parents, children, siblings, siblings of parents, first cousins, and any person related to one of these individuals by marriage, or any other relation, who resides in the same household.

Financial interest: anything of monetary value.

Do you or any of your family members have any financial stake or ownership in an organization that is providing funding for this research?

Yourself: ___ No ___ Yes

Your family: ___ No ___ Yes

Do you or any of your family members possess any ownership stake in a company or entity that holds intellectual property that might be influenced or impacted by this research project?

Yourself: ☐ No ☐ Yes

Your family: ☐ No ☐ Yes

Do you or any of your family members have any financial stake in any organization that might seem to be influenced by this research project?

Yourself: ☐ No ☐ Yes

Your family: ☐ No ☐ Yes

Are you or any of your family members employed as consultants, officers, administrators, board members, or speakers for any entity that is financially supporting this research, which could potentially be impacted by this research, or has a stake in intellectual property that might be influenced by this research?

Yourself: ☐ No ☐ Yes

Your family: ☐ No ☐ Yes

In the past year or the upcoming year, have you or any of your family members received, or are you expecting to receive, over \$5000 (either in cash or in the form of monetary benefits) from an organization that might have a vested interest in the outcome of this research, aside from your salary at Haigazian University?

Yourself: ☐ No ☐ Yes

Your family: ☐ No ☐ Yes

Is there any aspect not mentioned in the previous questions that you think could pose a potential conflict of interest or give the impression of being a conflict of interest in relation to this research?

Yourself: ☐ No ☐ Yes

Your family: ☐ No ☐ Yes

DETAILED FINANCIAL DISCLOSURE

If you answered 'Yes' to any of the questions above for each entity, describe below in specific terms the financial interest or affiliation and its relationship to this project.

Name of entity from which you or your family received or will receive remuneration:

Dollar amount or value of your financial disclosure, including percent interest in the entity:

Relationship to the entity:

INVESTIGATOR CERTIFICATION

By signing below, I certify that all information contained in this form is true and correct to the best of my knowledge and that I have made a reasonable effort to assure that the information is accurate and complete. If there are any changes in my circumstances regarding the kinds of financial disclosures and relationships in this form before completion of the research project, I will promptly notify the university Research Board.

Signature of investigator

Date



Appendix 7

HAIGAZIAN UNIVERSITY

Consent Form for Participants in a Research Study

You are invited to participate in a research study on **title and/or very brief description**. Your participation in the study is voluntary. It will take approximately **xx** minutes of your time.

Purpose of the study

Brief explanation of the purpose

Procedures

If you agree to participate in the study, you will be asked to **(describe procedures)**.

Benefits of participating in the study

Describe the benefits (N.B. Benefits does not include any compensation or other incentive to participants.)

or

You will not benefit directly from this study; however, others/society will benefit from your participation. **Describe how**

Risks or discomforts of participating in the study

There are no anticipated risks to participating in this study. However, if you feel discomfort in answering some questions, you are free to skip those questions.

Payment/Compensation for participation

You will not receive any payment or compensation for your participation.

Confidentiality

Any information obtained for this study that can be identified with you will remain confidential. Your information will be coded using a false name or numbers and initials. Any information that can be connected to you will be disclosed only with your permission or in compliance with legal requirements.

The data collected for this study will be retained for **(duration)** then destroyed. During that period data will be stored in securely locked cabinets and rooms if on paper or in a computer or external electronic device that is password protected if electronic. The data may also be encrypted.

Participation and withdrawal

Your involvement in this research study is voluntary. You may decide to withdraw at any time without consequences of any kind. You may also choose not to answer some questions in the study and still remain a participant. The investigator may withdraw you from the study if there are circumstances that warrant it.

Rights of research subjects

You have the right to choose not to participate in the study and, if you do choose to participate, you have the right to withdraw without penalty. If you have questions about your rights as a research subject, please contact the leader of the study (name and contact information of main researcher). If you have concerns about the study and wish to contact a higher authority, please contact (name and contacts for head of HU's Research Review Board).

Identification of researcher

Name:

Position:

Department:

Tel. ext. at HU:

Personal tel.:

Email:

Department of _____

Haigazian University

Rue Mexique, Kantari

P.O. Box 11-1748

Riad El Solh 1107 2090

Tel.: 961-1-353010/1/2 Ext.: _____

www.haigazian.edu.lb

Consent

By signing this consent form, you are agreeing to participate in this study. You will receive a copy of this form for your records, and another copy will be kept in the records of the study. If you have any questions about the study or do not understand what you will be asked to do, you may contact the researcher now or later.

You may also want to obtain consent for some other activities such as below. If so, they should be added to the paragraph above:

Audio/video recording (I agree to be audio/video recorded)

Use of the data in further research (I agree to the use of my data in further research)

To be contacted for further research (I agree to being contacted for further research)

I agree to participate in the study.

Printed Name

Signature

Date



Appendix 8

HAIGAZIAN UNIVERSITY

Conflict of Interest Statement and Disclosure Form

By signing this form, I acknowledge that I have read and understand the HU Conflict of Interest Policy (Faculty Handbook, Appendix 6), and agree to comply with it. In compliance with the Policy, I am making the following disclosures on behalf of myself and my immediate family members (spouse, partner, siblings, parents, and children).

Please Initial:

_____ I do not have any actual or perceived conflicts of interest.

_____ I have the following actual or perceived conflicts of interest:

[attach additional pages if necessary]

I am related (through business or family) to the following officers, directors, executive director, or key employees:

The information given in this statement is complete and accurate to the best of my knowledge. I understand that I have a continuing obligation to promptly and fully disclose any actual or potential conflicts of interest whenever such situations arise.

Date

Name (printed or typed)

Title

Signature



Appendix 9

HAIGAZIAN UNIVERSITY

Guidelines for Request for Conference Grant

Faculty members have the right to pursue educational and research activities, including conferences, which enhance their continued progress in their areas of specialization. The institution has the responsibility to support these efforts within its means. All requests for support to attend a conference are evaluated on the basis of set criteria.

The main criteria are:

- The value of the conference;
- The quality of the organizing institution, the presenters at the conference and the papers to be presented are considered;
- The number of working days the faculty member will be absent from Haigazian;
- How much support the faculty member has already received during the year for attendance at conferences.

Budget considerations:

Each faculty member will be allocated a maximum defined budget per conference they wish to attend. From this budget priority will go to conference registration fees, air flight ticket, lodging and transportation. Other incidental expenses and meals will be covered only if a balance remains after covering the priority expenses. Which items to cover financially is at the discretion of the Dean. The University will cover lodging, transportation, meals and incidental expenses only for days covered by the dates of the attended conference. Reimbursement of transportation expenses, meals and incidentals will be according to the invoices submitted.

In addition, some return on investment is expected by the University. After a faculty member has attended a conference supported by Haigazian, he/she is expected to:

- Acknowledge Haigazian University as his/her sponsor if the research is published or presented at a conference.
- Submit all financial documents.
- Write a report on the conference.
- Make a presentation of the conference research paper.
- Consider the option of publication by the Haigazian University Press.

To request support for attendance at a conference, you must complete the form "Request for Conference Grant" and submit it to your departmental Chairperson. If the Chairperson approves, he/she will send the request to the Dean. Final approval and allocation of funds is at the discretion of the Dean.

If you need additional information, please feel free to call the office of the Dean.



Appendix 10

HAIGAZIAN UNIVERSITY

Conference Grant Request Form

Name of Applicant: _____ Degree: _____

Rank: _____ Department: _____

Project for which Grant is requested: (Conference – specify whether you are presenting a paper)

Starting Date: _____ Ending Date: _____

Sponsoring Association: _____

Haigazian's Involvement & Benefits: _____

Estimated Expenses:

Description	Amounts
Registration fees:	\$
Transportation: - Flights	\$
- Other transportation	\$
Meals (per day x number of days):	\$
Accommodation (estimated cost x number of nights):	\$
Other (please itemize):	\$
Total estimated expenses:	\$ LBP

Amount Received from Other Sources (please specify): _____

AMOUNT REQUESTED FROM HU: _____

Date: _____ Signature of Applicant: _____

.....

Recommendation of Chair: _____

Administrative Decision: _____

Amount of support from HU: _____

.....

*Please attach any relevant information that you may deem necessary such as:

- Proposal and detailed budget (if available);
- Relevant correspondence (invitations, e-mails, etc.) ;
- Progress report (if renewed grant).

Registering for the conference must be done through your department, after the final approval of the Dean. Conference registration, travel arrangements, and hotel reservations are handled by the person going to the conference. He/she does all the necessary arrangements online (registration, hotel, ticket, etc.), prints the necessary documents/receipts, and will be reimbursed based on the approved faculty document for conferences and the limit of funds available on the form. If the faculty/staff person insists that Purchasing handles the tickets, then Purchasing is ready to assist. All related expenses that are incurred during the trip should be supported by receipts. They need to be approved by the supervisor and presented for reimbursement.



Appendix 11

HAIGAZIAN UNIVERSITY

Guidelines for Teaching Release Time

Faculty members at HU may be eligible for Teaching Release Time (TRT) as an incentive to conduct academic research. Teaching Release Time is designed to allow faculty members to devote more time to research or creative work.

TRT applicants will be selected on the basis of the potential impact and feasibility of the planned work, with particular attention paid to how the release time will assist in the recipient's scholarly career.

Applications for TRT are usually submitted to the Chairperson along with a research proposal. If the request for TRT does not accompany a research proposal, the same deadlines apply.

Eligibility

TRT supports faculty research and creative work in all fields.

All full-time faculty, including Deans and Chairs, are eligible to apply for Teaching Release Time.

TRT can be used for post-doctoral work. Holders of a master's degree can benefit from TRT to complete a doctoral degree.

Release Time will depend on the scope of the research that will be undertaken as per the following:

Un-sponsored Research

Faculty members who wish to receive TRT for research not sponsored by external funds must submit a request in writing to the Chair of the Department or directly to the Dean (in the absence of a Chair). The request must include a statement of goals, a proposal for the research/creative work to be done, and an updated record of recent research accomplishments and publications. The Chair can grant Release Time only with the approval of the Dean and the President.

At the end of each semester the Dean will submit to the President a report for his/her division containing a summary of faculty accomplishments. Release Time for unsponsored research is limited to a maximum of 3 credits per semester, depending on the level of research productivity.

Sponsored Research

TRT may be supported by external funds. The number of hours of Release Time is determined by the total amount of the funds received and the scope of the research activity that will be undertaken. Faculty members who wish to receive TRT for sponsored research must submit a request in writing to the Chair of the Department or directly to the Dean (in the absence of a Chair). The request must include a statement of goals, a proposal for the research to be done, and an updated record of recent research accomplishments and publications. The Release Time will be determined and granted by the Dean with the approval of the President.

Faculty members who have sponsored release time with substantial funding from external sources must teach at least 6 credits per semester. In the case of exceptional support for sponsored research from external funding sources, further reductions may be considered, although no faculty member may be entirely released from teaching for a semester without the approval of the President.

Terms and Conditions

A faculty member on a 9-credit research contract cannot engage in outside employment or consultation, nor can he/she take on an overload. He/she can, however, teach Summer School.

A person who benefits from TRT is expected to contribute to the University by publication of the research. This may be a paper in a reputable, peer-reviewed journal or other (e.g. a book or HUP publication). Failure to deliver one of the above after a year of research will not be in favor of future TRT requests.

Release time is granted for 1 semester or 1 year and can be renewed after the expiry of the initial term. Renewal is not automatic and must be applied for.

When research undertaken during TRT is sponsored by HU, the faculty member is required to continue full-time teaching at HU for one academic year following the TRT.

Proposals

Proposals should include a narrative describing the proposed work, a Curriculum Vitae, and a letter of support from the Chair of the Department. The Chair of Department's letter should also include a statement that the department approves of the candidate having Teaching Release Time.

The narrative section of the proposal should include a reasonable amount of detail about the planned work, how it will be accomplished, and why Release Time from teaching is needed to move the project forward *at this point in time*. Proposals may include a request for up to \$2000 in discretionary funding.

Proposals are due in the Offices of the Dean and the President by November of a given academic year for Release Time to be taken in the Fall or Spring semester of the following academic year. The designated semester should be discussed in advance with the Chair of Department to ensure that it fits in with departmental curriculum planning.

Application Guidelines

Items 1-3 below should be attached to the application form and given to your Chair of Department.

The Chair of Department should provide item 4 and e-mail the entire application as a single document attached to an e-mail to the Dean and the President during the month of November.

Applications received after the deadline will not be accepted.

- A narrative proposal (up to 3 pages) describing the project the applicant will undertake during the term of the Release Time. The narrative statement should include an explanation of how the proposed project would make a contribution to the applicant's research and advance the larger field of study as well as why a semester of teaching release is needed to move the applicant's scholarly career forward.
- If discretionary funds are requested, a detailed budget (1 page) must be included explaining the needs and proposed use of these funds.
- Curriculum Vitae.
- A letter of support from the Chair of Department, including a statement that the applicant's department is willing to grant the requested teaching release.

Notification

All applications will be acknowledged via e-mail, and all applicants and their Chair of Department will be notified of the outcome by e-mail by the end of December.

Sources and Links

Links to useful research assessment tools:

[Quantitative Research Assessment Tool](#) (PDF 46K)

[Qualitative Research Assessment Tool](#) (PDF 62K)

Assessing Research Quality (Child Care & Early Education: Research Connections)

<http://www.researchconnections.org/content/childcare/understand/research-quality.html>

Standards for High-Quality Research and Analysis (Rand Corporation)

http://www.rand.org/standards/standards_high.html

Please attach the following items to this application form:

- A narrative proposal (up to 3 pages) describing the project the applicant will undertake or complete during the term of the Release Time. The narrative statement should include an explanation of how the proposed project would make a contribution to the applicant's research and advance the larger field of study as well as why it is needed to move the applicant's scholarly career forward.
- If discretionary funds are requested, a detailed budget breakdown must be included explaining the need for and proposed use of these funds (maximum \$2000).
- A Curriculum Vitae.

The application, including this signed cover sheet and the three items above, should be prepared as one document and given to your Chair of Department to submit to the Dean.

To the Chair of Department: Please sign below and attach a letter of support explaining why teaching release will advance the candidate's scholarly career and include a statement that the applicant's department is willing to grant the requested Teaching Release. Completed applications should be sent as one e-mail attachment from the Chair of Department to the Dean, cc-d to the President and must be received by the end of November. The candidate and the Chair of Department will be notified of the status of the application by the end of December of the same year.

Applicant's signature

Chair of Department's signature

Dean's approval

- * When research undertaken during TRT is sponsored by HU, the faculty member is required to continue full-time teaching at HU for one academic year following the TRT.