



Haigazian University

RESEARCH HANDBOOK

2026

HAIGAZIAN UNIVERSITY RESEARCH HANDBOOK

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INTRODUCTION

As a higher education institution rooted in the liberal arts tradition and committed to service in Lebanon and the region, Haigazian University upholds research as a vital activity for knowledge production, evidence-based practice, and informed public engagement.

Faculty members have a fundamental responsibility to cultivate scholarly expertise within their disciplines through sustained personal study and research, and to actively seek, articulate, and share emerging findings as they arise. Upholding the highest standards of intellectual honesty is essential in this pursuit.

This handbook outlines Haigazian University's research policies, regulations, and procedures to guide and support these efforts. The University should identify research fields that reflect its values, culture, and long-term goals, with priority accorded to these areas.

I. GENERAL RESEARCH-RELATED POLICIES

A. 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.

B. Definition of Research

According to the US Department of Health and Human Services (2008), "research means a systematic investigation, including research development, testing and evaluation, designed to develop or contribute to generalizable knowledge." Sometimes it is difficult to distinguish what is and what is not research. According to the University of York (UK), the following types of work are typically not considered research: 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 these are not an integral part of an overall research project; routine software development; general purpose data collection; opinion editorials; and newspaper or magazine contributions.

C. Value of Research

University research is a fundamental pillar that upholds the mission of the institution and strengthens academic excellence, critical thinking, and community engagement. Research generates new knowledge, informs professional practice, and provides evidence-based solutions to societal challenges. It also contributes to social advancement by engaging with communities and shaping public discourse. Beyond the local context, research enhances international collaboration, opening pathways for cultural exchange, cross-border cooperation, and global visibility. In this way, research sustains the university's central role as a driver of innovation, inquiry, and societal progress.

D. Quality Research

a. Research Proposal

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).

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. The researcher identifies the strengths and weaknesses in the thesis/project, and elaborates and reflects on important aspects of it.

b. Further Guidelines:

The following three factors contribute to quality research:

- the research is peer-reviewed (refereed by experts in the relevant discipline);
- the research provides sufficient information for it to be evaluated;
- the research has internal, external, and construct validity.

To be more specific:

- the hypothesis or research question 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 familiarity with and understanding of related studies in the relevant field;
- 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.

E. 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.

II. UNIVERSITY RESEARCH BOARD (URB)

A. 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.

B. Composition and Structure

The URB is composed of the President, the Deans, the Chair of the Graduate Committee, the Director of the Armenian Diaspora Research Center, the Campus Minister, and one member of the Board of Trustees. The URB elects the Chair and Vice Chair by a vote of the full Board. The Chair appoints the Secretary, subject to URB confirmation, to ensure a balance between efficiency and accountability.

C. 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;
- review the Research Handbook every three years.

To carry out its responsibilities in evaluating research proposals, the URB may consult external expert reviewers when the subject matter falls outside the areas of expertise of its members. It may also convene ad hoc discipline-specific advisory committees.

The URB works closely with the Ethics Committees of the different departments at Haigazian University (such as the Ethics Committee of the Department of Social and Behavioral Sciences). The URB arbitrates on cases that are referred to it by these Ethics Committees.

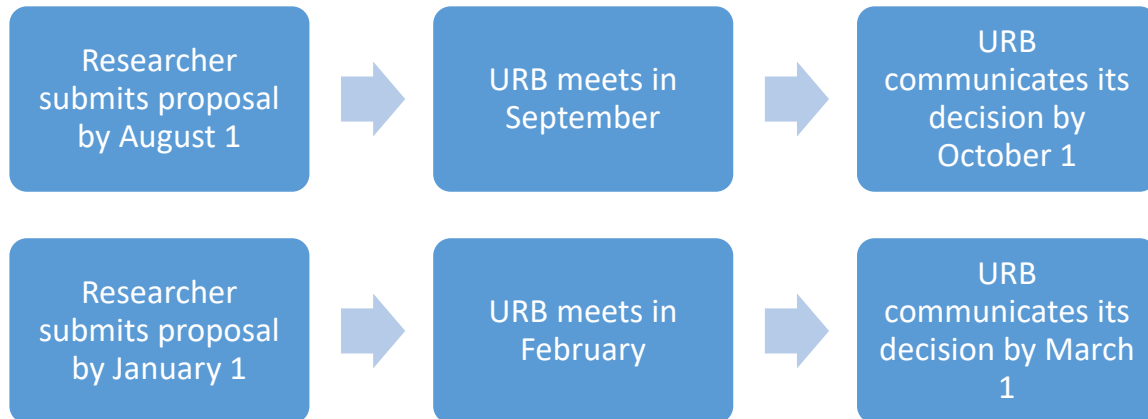
III. RESEARCH PROPOSALS: GUIDELINES, PROCEDURES, and EVALUATION

A. 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 (The URB may hold additional meetings when necessary.) The following deadlines for proposals to the departmental Chairperson are applicable:

- 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, significance, overview, design, 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' in the appendices of this handbook);
- Updated CV;
- Evidence of previous research;
- The form 'Request for Support of Research' and any other relevant forms;
- Available external funds.

B. Evaluation of Research Proposal

The University Research 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 URB also reviews the ethical aspects of the proposal. The URB may accept or reject the proposal, and may also suggest modifications.

IV. INTELLECTUAL PROPERTY RIGHTS

All researchers at Haigazian University are expected to respect intellectual property rights and copyrights, and act in accordance with Lebanese ([Law No. 75/1999](#)) and international agreements [US legislation \(Title 17/1976 and amendments\)](#) on these matters. These include the following definitions.

A. 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 (2012), “‘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.” Also included are copyrightable subject matter and works of art.

B. Copyright

According to the [US Copyright Law \(1976\)](#),

“(a) Copyright protection subsists, in accordance with this title, in original works of authorship fixed in any tangible medium of expression, now known or later developed, from which they can be perceived, reproduced, or otherwise communicated, either directly or with the aid of a machine or device. Works of authorship include the following categories:

- (1) literary works;
- (2) musical works, including any accompanying words;
- (3) dramatic works, including any accompanying music;
- (4) pantomimes and choreographic works;
- (5) pictorial, graphic, and sculptural works;
- (6) motion pictures and other audiovisual works;
- (7) sound recordings; and
- (8) architectural works.

(b) In no case does copyright protection for an original work of authorship extend to any idea, procedure, process, system, method of operation, concept, principle, or discovery, regardless of the form in which it is described, explained, illustrated, or embodied in such work.”

C. Publications Policy

Publication: Publication is an essential part of research, allowing researchers to promote and disseminate their work. Researchers are encouraged to publish their work, particularly in scholarly journals and conference proceedings, with the goal of achieving publication in top-tier journals relevant to their academic disciplines.

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.

V. ETHICS, INTEGRITY, AND PROTECTIONS

Haigazian University upholds its commitment to Lebanese national laws and international ethical standards in research. All researchers are expected to stay informed about relevant legal frameworks,

including Lebanese Law No. 574 concerning patient rights and Law No. 625 related to genetic research. The University strictly prohibits research activities that may compromise human dignity, harm biodiversity, or negatively impact the environment. Additionally, researchers must refrain from collaborating with institutions that are subject to Lebanese government restrictions or international boycotts.

A. 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
- The protection of human subjects

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.

B. 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.

Faculty apply to the University Research Board using the form 'Approval for Research Study'. The decision of the University Research Board, reached during its biannual meeting, will be communicated to the applicant 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 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.

Note that the procedure for faculty members is different than the procedure for other researchers (who are not faculty members at HU). HU faculty members are bound by the biannual meetings of the URB.

C. 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.

D. Conflict of Commitment

Faculty have an obligation to act in the best interests of the University, and outside activities such as consultancy work, externally led research, business management, or frequent paid engagements must not significantly reduce their time or commitment to University responsibilities.

E. 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.

a. 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 the 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.

b. 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. Informed consent is also required in case of the transfer of research data by the Head of the Department.

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 "Consent Form for Participants in a 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.

c. 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 five 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 the University's Document Management System if electronic.

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. All necessary precautions must be taken to ensure that only recipients authorized by the respective department heads have access to the data.

VI. 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.

A. 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).

B. 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. The University Research Board shall complete its review and investigation of the proposal within twenty working days from the date of submission. 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.

VII. 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.

A. 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, an industry, a club, a religious group), or a population with defined characteristics (e.g. age, gender, ethnicity).

B. 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.

All contributors to a research project must be acknowledged according to their level of contribution. Individuals not meeting authorship criteria should be recognized in the acknowledgments section. Unjustified authorship is considered misconduct.

VIII. RESERACH MISCONDUCT and DISCIPLINARY MEASURES

A. 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;
- c. directing, encouraging, or knowingly allowing others to engage in fabrication, falsification, or plagiarism.

B. 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/President will make every effort to keep secret the identity of the person making the allegation. The Dean/President 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/President will take the matter to the University Research Board for investigation. In case the Dean is accused of misconduct, the President shall make an inquiry.

C. 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 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. Copies of the letter, both in hard and soft form, are kept on file by the President, the HR Office, the Dean, and the Department Chair.

IX. RESEARCH DATA AND FINDINGS

A. 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.

B. Ownership, Protection, and Retention of Data

a. Ownership of data

When research is supported by the University, it retains ownership of the data collected. Research undertaken as part of theses and projects in the master programs of the University are also owned by the University. When University personnel carry out research that is not supported by the University, the University has no claim to ownership.

b. 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 Lebanese Data Protection Law (Law No. 81/2018) and international data protection laws and agreements (such as the [General Data Protection Regulation of the European Union, 25 May 2018](#)). The transfer of data requires informed consent by the Head of the Department. (see also under 'Informed Consent').

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

c. Data breach

A data breach can be summarized as any unauthorized access, theft, disclosure, loss, or corruption of confidential or sensitive research data.

Response Plan

1. Identify breach (IT systems, research data, personal data), isolate systems, suspend compromised accounts.
2. Immediately report suspected breaches to the IT Office, President, Deans, and the URB.

3. Notify affected researchers, participants, and—when required—regulatory authorities within 72 hours.
4. Investigate cause, document findings, assess risks.
5. In case of theft, unauthorized disclosure of data, or a demand for ransom, inform the authorities.
6. Review and update data-handling procedures

d. 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. Faculty members conducting research are required to back up their data in the “My Documents” folder, which is regularly backed up by the IT Department. Faculty, Heads of Department, and Deans are urged to see to it that the data are also retained in the University’s Document Management System. Data must be kept for at least five 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 the University’s Document Management System if electronic.

C. 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.

D. 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.

X. FUNDING AND ACCOUNTABILITY

A. 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.

B. 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. Researchers may refer to the Writing Center at Haigazian University for guidance and support.

C. 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 'Financial Disclosure Form for Investigators', 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 'Financial Disclosure Form for Investigators' 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)

D. Disclosure in Case of Funding Interruption

All research proposals must include a disclosure outlining the procedures to be followed in the event that funding is reduced, suspended, or terminated prior to the completion of the research or project. This disclosure must address the handling of research data, protection of confidentiality, and any ethical or institutional obligations arising from the interruption. The University Research Board shall review and approve such disclosures.

XI. RESEARCH SUPPORT, CONFERENCES, TEACHING RELEASE TIME

A. 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 provided in the appendices of this handbook.)
3. Submit the request form to your Chair person.
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 notifies the applicant and the Department Chair of its decision by letter no later than February 1 for the upcoming Fall Semester and by October 1 for the upcoming Spring Semester.

B. 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.

a. 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.

b. Forms

- Guidelines for Request for Conference Grant.
- Request for Conference Grant.

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

C. Teaching Release Time: Procedures, Conditions, 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.

a. Conditions

Faculty members granted TRT for one semester (release from one course) are expected to produce two scholarly (single author or co-authored) publications (articles in peer-reviewed journals, chapters in academic peer-reviewed volumes, or chapters for a book to be published by Haigazian University Press) or at least one scholarly publication in a top-tier journal or a reference work (Handbook or Encyclopedia).

Faculty members granted TRT for two semesters (release from one course per semester) are expected to produce four scholarly (single author or co-authored) publications (articles in peer-reviewed journals, chapters in academic peer-reviewed volumes, or chapters for a book to be published by Haigazian University Press) or at least two scholarly publications in top-tier journals or reference works (Handbooks or Encyclopedias), or a book published by a reputable academic publisher.

b. Procedures

- Items 1-3 below should be attached to the application form and given to your Chair of Department.
- The Department Chair should prepare item 4 and submit the complete application as a single attached document in an e-mail to the Dean.
- Applications received after the deadline will not be accepted.
- The Chair can grant Release Time only with the approval of the Dean and the President.

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.

c. Forms

- Guidelines for Teaching Release Time
- Application for Teaching Release Time

These forms, in the appendices, provide more details (terms and conditions, eligibility).

XII. ARTIFICIAL INTELLIGENCE SYSTEMS IN ACADEMIC RESEARCH

A. Proper Uses of Artificial Intelligence Systems in Academic Research

Artificial Intelligence (AI) tools are increasingly shaping the way academic research is conducted. They offer scholars opportunities to enhance efficiency, accuracy, and creativity.

Haigazian University promotes continuous AI literacy and digital competency among its researchers. Researchers at the University are expected to be aware of the potential applications and risks of AI systems in their respective fields.

Haigazian University recognizes the following proper uses of AI systems in academic research:

- Assistance in the preparatory stages of a study, such as the articulation of hypotheses and research question, the mapping of the field of research, the design of the study, and the identification of potential gaps or oversights.

- Assistance in the stage of data collection, such as the scanning of data bases and sources, the translation of sources, the control of sensors, cameras, or laboratory instruments, and the cleaning and preprocessing of data.
- Assistance in analytical stages of a study, such as the organization and analysis of bodies of data, the recognition of patterns, and the statistical modelling of data.
- Assistance in the output stage of a study, such as the articulation and visualization of the research outcomes, conclusions, and recommendations, and the writing process.

In all cases, human oversight is essential: researchers must critically evaluate AI outputs, verify findings, and ensure the final work reflects their own analysis and interpretation. They are also expected to disclose the use of AI systems in all stages of the research.

B. Improper and Prohibited Uses of Artificial Intelligence Systems in Research

Haigazian University recognizes the following improper and prohibited uses of AI systems in academic research:

- To present AI-generated text, data, images, or code as entirely one's own work without disclosure is a form plagiarism.
- To feed data to unsecured AI-systems and to process sensitive information without consent is strictly prohibited.
- To fabricate, falsify, or manipulate data or citations, generating nonexistent results is strictly prohibited.

Haigazian University's commitment to principles of trustworthiness and integrity also applies to its researchers' use of AI systems. These ethical principles can be further spelled out as: reliability, honesty, fairness, explainability, transparency, privacy, security, diversity, equity, inclusion, accountability, sustainability, accessibility, human oversight, environmental and societal responsibility, and whistleblower protection.

Haigazian University upholds the priority of human agency in academic research and views AI systems as useful tools.

Haigazian University affirms the ethical principles documented in [UNESCO's Recommendation on the Ethics of Artificial Intelligence \(2021\)](#).

Haigazian University acknowledges the importance of UNESCO's [Guidance for generative AI in education and research](#) (2023), which emphasizes humanistic principles, critical engagement with AI systems, and the application of AI in various fields of research.

Haigazian University expects all its researches to avoid uses of AI systems that are prohibited in the European Union's AI Act (2024).

CONSULTED SOURCES

[Copyright Law of the United States and Related Laws Contained in Title 17 of the United States Code](#) (1976), accessed 29 July 2025.

National Council for Scientific Research, [“Charter of Ethics and Guiding Principles of Scientific Research in Lebanon”](#), Beirut, July 16, 2015.

US Department of Health and Human Services, [“Engagement of Institutions in Human Subject Research”](#), (2008) accessed on 29 July 2025.

University of York, [“Is This Project Research?”](#) accessed on 29 July 2025.

World Intellectual Property Organization (2012), [“Model Intellectual Property Policy for Universities and Research Institutions, version one”](#), accessed 29 July 2025.

UNESCO, [Recommendation on the Ethics of Artificial Intelligence](#), Adopted on 23 November 2021.

UNESCO, [Guidance for Generative AI in Education and Research \(2023\)](#).

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 research support are evaluated according to established 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 University Research 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 University Research Board in September – by August 1

For submission to the University Research 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 University Research 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.....	☐ HU undergraduate student ☐ HU graduate student ☐ HU research assistant ☐ HU alumnus/a, specify year _____ ☐ HU Faculty ☐ 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																													
	Yes	No																											
Will the study 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>																													
Signed: Date:																													

Approval from the University Research Board for the research project:

Chair of the University
Research 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 University Research 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
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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 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 (name of department) with (HU researcher[s]) and yourself as the principal investigator.

The University Research 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
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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 **five years** then destroyed. During that period data will be stored in securely locked cabinets and rooms if on paper or in the University's Document Management System if electronic.

Use of digital and AI tools for analysis

You understand that the anonymized data may be analyzed with the help of digital and/or AI tools.

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 University Research 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 or staff member prefers that travel arrangements be handled by the Purchasing Office, the office is available and prepared to provide assistance.

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

What is 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.

Sponsored and unsponsored research

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

Unsponsored 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 TRT cannot engage in outside employment or consultation, nor can he/she take on an overload. He/she can, however, teach Summer School.

Faculty members granted TRT for one semester (release from one course) are expected to produce two scholarly (single author or co-authored) publications (articles in peer-reviewed journals, chapters in academic peer-reviewed volumes, or chapters for a book to be published by Haigazian University Press) or at least one scholarly publication in a top-tier journal or a reference work (Handbook or Encyclopedia).

Faculty members granted TRT for two semesters (release from one course per semester) are expected to produce four scholarly (single author or co-authored) publications (articles in peer-reviewed journals, chapters in academic peer-reviewed volumes, or chapters for a book to be published by Haigazian University Press) or at least two scholarly publications in top-tier journals or reference works (Handbooks or Encyclopedias), or a book published by a reputable academic publisher

Failure to deliver one of the above after two years 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 by January 1 for the Fall Semester and by August 1 for the Spring Semester.

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 the dates specified above 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 Department Chair should prepare item 4 and submit the complete application as a single attached document in an e-mail to the Dean. Applications received after the deadlines mentioned above will not be accepted.

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.

Notification

The University Research Board notifies the applicant and the Department Chair of its decision by letter no later than February 1 for the upcoming Fall Semester and by October 1 for the upcoming Spring Semester.



Appendix 12

HAIGAZIAN UNIVERSITY

Application for Teaching Release Time

DATE: _____

RANK: _____

NAME: _____

DEPT: _____

FACULTY: _____

Date of full-time Appointment to Faculty: _____

Date of Last Promotion: _____

Dates of all Prior Teaching Releases & Sabbaticals:

PROPOSED CREDIT HOURS OF TEACHING RELEASE

Type of research: _____ Non sponsored research: _____ Sponsored Research: _____

If Sponsored Research, indicate the proposed credit hours of teaching release

Requested period: ☐ Fall Semester, (year) _____ ☐ Spring Semester, (year) _____

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.

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 by January 1 for the Fall Semester and by August 1 for the Spring Semester.

The University Research Board notifies the applicant and the Department Chair of its decision by letter no later than February 1 for the upcoming Fall Semester and by October 1 for the upcoming Spring Semester.

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.