SCHOOL RESEARCH COMMITTEE
Duties, Responsibilities and Functions
Updated 2018

Purpose Statement

The School of Pharmacy (SOP) at the Lebanese American University (LAU) encourages and supports its Faculty in furthering their teaching skills, scholarship activities, and overall professional development and growth. Therefore, the School provides its Faculty with internal funds to support their professional endeavors in research and development.

Bylaws of the Research Committee

Membership
It shall consist of five (5) elected Faculty members, with at least two (2) elected Faculty representative from each department (i.e., Pharmacy Practice and Pharmaceutical Sciences) at the School of Pharmacy. Membership shall reflect the scope of research activities within the School of Pharmacy with appropriate representation of Faculty members who have established record of research and scholarly activities. At least one (1) committee member shall be at the Full Professor/Clinical Professor rank and another one (1) member at the Associate/Clinical Associate Professor rank with good scholarly record. One committee member shall be elected to represent the School on the University Research Council. Committee members may opt to involve additional ad hoc members for further guidance and recommendations when deemed necessary. These may include residents, research fellows, research coordinators or assistants, or a University-based research advisor.

Duties
- Implement and disseminate policies/procedures to promote, evaluate, and develop School-based research
- Implement policies and procedures to manage School research grants and funds
- Identify research needs and provide guidance to Faculty/students to initiate and complete research projects (i.e., undergraduates and/or graduates students' based research projects)
- Review and approve students' research projects within relevant undergraduate and graduate courses
- Review School Faculty applications for research grant, research travel, meeting travels, workshops and training programs and manuscript publications
- Promote Faculty self-development through research-related workshops and training activities in coordination with other School's Faculty research development initiatives, Faculty Professional Development Committee, and in coordination with the University Research Council
- Periodically update Faculty on School based funding opportunities
- Coordinate the Committee's duties as necessary with and in accordance to the University Institutional Review Board (IRB)
- Contribute to the preparation of the Accreditation Council for Pharmacy Education (ACPE) Interim reports and Self-Study as guided by the Accreditation Steering Committee and School administrators

Meetings Schedule
Once a month and as needed when called by the committee Chair.

Reporting

To the dean.

I. Research Grant

1. Overview

The SRC reviews research grant applications of school faculty to pursue a viable research project within their lines of interest and expertise. Funding mainly entails the purchase of equipment, chemicals and materials, survey and questionnaire design and implementation, data collection, data analysis, hiring of research assistants, and other relevant research costs.

2. Eligibility

- The SRC approves funding of research projects of full time school faculty members.
- Applications by faculty member in the final year of their terminal contract are considered on a case-by-case basis according to the merit of the case.
- A faculty member is not eligible for the research grant if applying for an unpaid or sabbatical leave.

Exceptionally, faculty can apply to a second research grant within the same academic year if the faculty is having intellectual contributions of magnitude such as presenting major research and depending on budget availability per the school dean input.

3. Budget allocation

The SRC research grant is up to $4,500/academic year, contingent on budget availability, for the following:

- Equipment, material, and supplies.
- Expenses incurred for:
    - Survey design and implementation. Data collection (external assistant). Data analysis (e.g., biostatistician).
    - Other justifiable needs.
- Student Assistants: up to 20 hours/week allocated over the duration of the project (e.g., one semester or academic year).
- Postgraduate Student Assistants: up to 30 hours/week, up to 12 months after graduation.
- Research/External Assistant: up to 32 hours/week.

The following items are NOT funded:

- Meals.
- Equipment or materials ordinarily supplied by Departments/Divisions or Labs.
- Books and other materials ordinarily supplied by Departments/Divisions or library budgets.

The number of funded research projects is limited by the allocated budget. Such amounts may affect all SRC subsequent funding decisions. Faculty may follow up on their project's financial status with the Business Office.

LAU faculty are strongly encouraged to seek external funds through grant applications. In such case, the SRC will match all acquired external funds up to 50% and not exceeding $4,500, based on the project and the availability of funds. The LAU-matched grant for a faculty who secured an external grant would be in addition to the $4500 yearly funds that the faculty can apply for regardless of external funding.

All external funds obtained by the applicant should be clearly stated on the application form and must be dispensed to the grantee through proper University channels.

4. **Application packet**

The application packet should include the following:
- ✓ Application form completed and signed.
- ✓ Updated curriculum Vitae (including a list of other funded grants as well as publications).
- ✓ Brief description of the project (maximum of 4 pages, single-spaced), containing the following:
  - ✓ Specific Aims and Hypothesis.
  - ✓ Rational and Significance.
  - ✓ Innovation.
  - ✓ Methodology.
  - ✓ Investigators and sites.
  - ✓ Scope and Timeline: A timetable for completion of the work.
  - ✓ Explanation of how the applicant, the department, the School or the University, and the community will benefit from this research.
  - ✓ Description of how the applicant intends to share what he/she has learned with colleagues, students and the external research community, including publications and presentations.
  - ✓ Description of how this project will contribute to the development of future research opportunities including external support, new partnerships, etc.
- In case of a renewal application, a progress report, annual report of results, publications, or poster abstracts must accompany the application.
- If the project is co-funded, a copy of official funding documents should be included.
- The completed itemized budget justification table as below (add other line items as needed):

Item	Quantity/ Cost per item	Total Cost
Equipment		
Materials and supplies		
Survey design & implementation		
Data collection		
Data analysis		
Student assistants	Hours per week	
Undergraduate Students:	Up to 20 hrs/wk	
Graduate Students:	Up to 30 hrs/ wk	
Research/ Assistant	Up to 32 hrs/ wk	
Other Direct costs, specify below		
Grand Total		

5. **Application Submission and Procedures**

Application and related documents are submitted to the following email address: src.sop@lau.edu.lb.
Applicants should secure the signature of their department chair and school dean on the SRC application form prior to submission.
It is the faculty's responsibility to secure IRB approval.

6. **SRC decision**

The application is reviewed by the SRC and recommendations are submitted to the school dean for

review and final decision within 10 working days. The following are the possible recommendations by the SRC:

- Approve.
- Table, pending fulfilling Committee's requests. Tabled decisions do not imply provisional acceptance or rejection at this stage.
- Reject with clear explanation.

Faculty members can appeal the SRC decision to the school dean in writing.

7. LAU SOP Acknowledgment

Recipients of SRC Research Grants should submit to the SRC Chair any reprints of publications resulting from such sponsored research activities. All Grantees, who publish work financed wholly or partially by the SRC through research funds, should acknowledge the financial support of LAU and should have a citation as follows: *This work is supported in full (or in part) by the Lebanese American University under LAU grant #: LAU-SOP-YEAR-Number of fund as it appears in the decision memo- RF (Ex: LAU-SOP-2016-14-RF).*

II.   Research Travel Grant

1.   Overview

The SRC reviews research fund applications of faculty members to engage in scholarly activities abroad during the summer months (4 to 10 weeks). Summer is defined as the period of time beginning a week after the final exam period of the spring semester to a week before the beginning of the fall semester.

2.   Eligibility

The SRC approves funding for a research travel grant for a full time faculty member at the instructor, assistant, associate or full professorial rank after completing a two- year term at the School.

A faculty member might not be eligible if s/he is in the final year of a terminal contract; applications will be evaluated by the SRC on a case-by-case basis.

A faculty member is not eligible if s/he is applying for an unpaid or sabbatical leave.

Exceptionally, faculty members can apply to this grant at any time throughout the academic year, provided that it does not interfere in the effective delivery of teaching or experiential responsibilities during their travel times. A request should be submitted to the departmental chair and forwarded to the dean for consideration and approval.

3.   Budget allocation

The SRC research fund is up to $4,500/academic year and contingent on budget availability to cover

- Airfare as per LAU budget policy
- Daily per diem as approved by LAU finance policy

Research travel grants cannot be used for participation in conferences, workshops and/or training programs.

4.   Application packet

The application packet should include the following:

- ✓ Application form completed and signed.
- ✓ A curriculum Vitae (including a list of other funded grants as well as publications)
- A brief, non-technical description of the proposal (maximum of 4 pages, single-spaced), that identifies the research project and lead investigator with whom the applicant wishes to participate. The proposal must include:

- ✓ Specific Aims and Hypothesis
- ✓ Rational and Significance
- ✓ Innovation
- ✓ Methodology
- ✓ Investigators and sites
- ✓ Scope and Timeline: A timetable for the work.
- ✓ An explanation of how the applicant, the department, the school, the university, and/or the community will benefit from this research.
- ✓ A description of how the applicant intends to share what he/she has learned with colleagues, students and the external research community, including publications and seminar presentations.
- ✓ A description of how this project will contribute to the development of future research opportunities including external support, new partnerships and collaborations with other renowned institutions.
- ✓ An official invitation letter from the hosting research program or institution with written explanation of expected research activities, productivity and time commitment.

5. **Application Submission and Procedure**

Documents must be sent to the SRC members using the following email address: src.sop@lau.edu.lb
A complete file should be received by the SRC at least 15 working days before the anticipated travel date. No approval may be granted if the application is submitted after the due date unless the faculty member can provide convincing evidence that the delay was due to circumstances that are out of their control. In this case all other application material should be submitted before the set deadline to the SRC members with a note stating the delay in the remaining documentation. The SRC will table the decision until all supporting documentation is provided.

Approval cannot be granted after the Research Travel Grant date. That is, faculty who choose to travel prior to SRC approval cannot be considered for funding after the fact.
Applicants should secure the signature of their department chair and school dean on the SRC application form prior to submission.

It is the Faculty responsibility to secure IRB approval.

6. **SRC decision**

The application is reviewed by the SRC and recommendations are submitted to the school dean for review and final decision within 10 working days. The following are the possible recommendations by the SRC:
- Approve.
- Table, pending fulfilling Committee's requests. Tabled decisions do not imply provisional acceptance or rejection at this stage.
- Reject with clear explanation.

Faculty members can appeal the SRC decision to the school dean in writing.

7. **LAU -SOP acknowledgment**

Recipients of SRC Research Travel Grants should submit to the SRC Chair any reprints of publications resulting from such sponsored research activities.

All Grantees, who publish work financed wholly or partially by the SRC through research funds, should acknowledge the financial support of LAU and should have a citation as follows:

III. Meeting Travel Grant

1. Overview

The SRC reviews travel grant applications of faculty members to travel to peer-reviewed meetings that contribute effectively to their research and academic development, as well as to the promotion of the institution and faculty within recognized academic fields. The following peer reviewed meetings are normally funded by the SRC upon review and evaluation: conferences, symposia, and exhibitions.

2. Eligibility

A full time school faculty with an active research record is eligible for applying to a travel grant. The minimum requirements for a faculty to be considered minimally active in research is for him/her to have published a minimum of one refereed journal article, scholarly book, or book chapter in the last 3 years, prior to applying to the SRC. If a faculty member does not have any publications in the past three years but is an invited speaker for a podium presentation at the said meeting, the case may be given special consideration in support of their professional development such as new faculty at the Assistant Professor rank who can be minimally research active in their first three years at LAU. Exceptionally, faculty can apply to a second travel grant within the same academic year if the faculty is having intellectual contributions of magnitude such as presenting major research and depending on budget availability per the school dean input.

LAU co-authors with outside researchers (non-LAU) may apply for a travel grant provided the applicant has significant contribution and he/she is presenting the study. One meeting travel grant is funded for presenting the same research project submitted by multiple faculty members.
The SRC does not fund papers that are extracted from published (or accepted for publication) journal manuscripts, books, or chapters in books.

The SRC approves funding to meetings in which the faculty had an original work accepted for poster or podium presentation, and which meet the following criteria:
- Meeting is academically reputed and peer-reviewed with a reasonable selection rate.
- Meeting is held, organized, sponsored, or co-sponsored by an international society/organization with a substantial international academic membership or a reputable academic institution of higher learning.
- Meeting has a record in the form of published proceedings in which the full papers or the index abstracts are included.

3. Budget Allocation

The SRC funds a maximum of two travel grants per year or a research travel grant and one travel grant/workshop in the same year for the same faculty. However, the number of final travel packages is subject to the $4,500 cap and annual budget availability.

Travel grant expenses follow the LAU Business Office related policies http://www.lau.edu.lb/about/governance-policies/procedures/travel-procedure.php).

4. Application Packet

The application packet should include the following:

- Application form completed and signed.
- A Curriculum Vitae (including a list of other funded grants as well as publications)
- A proof of podium presentation invitation (if the faculty is an invited speaker)
- An official acceptance letter from the meeting organizing committee.
- Full paper or an extended abstract (2-3 pages) clearly stating the hypothesis, contribution, methodology and results.
- Supporting documentation for the prospective meeting (e.g., brochure, web link).

5. **Application Submission and Procedure**

All required documents must be sent electronically to the members of the SRC using the following email address: src.sop@lau.edu.lb.

A complete file should be received by the SRC at least 15 working days before the anticipated travel date. No approval may be granted if the application is submitted after the due date unless the faculty member can provide convincing evidence that the delay was due to circumstances that are out of their control. In this case all other application material should be submitted before the set deadline to the SRC members with a note stating the delay in the remaining documentation. The SRC will table the decision until all supporting documentation is provided.

Approval cannot be granted after the Meeting date. That is, faculty who choose to travel prior to SRC approval cannot be considered for funding.

Applicants should secure the signature of their Department Chair and School Dean on the SRC application form prior to submission.

It is the Faculty responsibility to secure IRB approval.

6. **SRC Decision**

The application is reviewed by the SRC and recommendations are submitted to the school dean for review and final decision within 10 working days. The following are the possible recommendations by the SRC:

- Approve.
- Table, pending fulfilling Committee's requests. Tabled decisions do not imply provisional acceptance or rejection at this stage.
- Reject with clear explanation.

Faculty members can appeal the SRC decision to the school dean in writing.

7. **LAU-SOP Acknowledgment**

Recipients of SRC Travel Grants should acknowledge the financial support of LAU by placing the LAU SOP emblem on their posters and the following citation:

This work is supported in full (or in part) by the Lebanese American University under LAU grant #: LAU-SOP-YEAR-Number of fund as it appears in the decision memo- RF (Ex: LAU-SOP-2016-17-TG).

IV.   Workshop/Training Program Grant

1. **Overview**

The SRC reviews workshop travel grant applications of faculty members to participate in a workshop or a training program that is offered at a peer-reviewed scientific meeting or a reputable institution. A qualified workshop and training program must contribute effectively to their research and academic development, as well as promote the institution and faculty within recognized academic fields.

2. **Eligibility**

   The SRC approves funding for a workshop for a full time faculty member at the instructor, assistant, associate or full professorial rank with an active research record. The minimum requirements for a faculty to be considered minimally active in research is for him/her to have published a minimum of one refereed journal article, scholarly book, or chapter in an edited scholarly book in the last 3 years, prior to applying to the SRC. New faculty recruits who are at the Assistant Professor rank are considered to be minimally research active for the first three years at LAU.

   The SRC will approve funding for faculty members to attend workshops and training programs once every two academic years.

   Approved workshops and training programs shall be held within a reputable institution or a scientific meeting that meets the following criteria:

   - Meeting is academically reputed and peer-reviewed with a reasonable selection rate,
   - Meeting is held, organized, sponsored, or co-sponsored by an international society/organization with a substantial international academic membership or a reputable academic institution of higher learning,
   - Meeting has a record in the form of published proceedings in which the full papers or the index abstracts are included, and which constitute a reference in the field and
   - The workshop or training program duration should not typically exceed 10 working days. Exceptionally, faculty can attend such programs that would promote their professional and scholarly development as it remains within the capped budget of $4,500. Any absenteeism from work for such professional development requires the pre-approval of the departmental chair and school dean.

3. **Budget Allocation**

   The SRC provides travel funds to a faculty member, based on budget availability and subject to the cap of $4,500. Workshops/training program grant expenses follow the LAU Business Office related policies (http://www.lau.edu.lb/about/governance-policies/procedures/travel-procedure.php).

4. **Application Packet**

   The application packet should include the following:

   - Application form completed and signed.
   - Curriculum Vitae.
   - A narrative section that describes the relevance of the workshop to the faculty's discipline and area of expertise. The narrative must also include a justification statement explaining how the workshop would enhance faculty teaching abilities and the proliferation of future research projects. Moreover, the narrative must show that the benefits garnered at the workshop can be feasibly implemented and applied at LAU or in Lebanon through collaborations with other institutions.
   - Supporting documentation for the prospective workshop and training program (brochure, web link).

5. **Application Submission and Procedure**

   All required documents must be sent electronically to the members of the SRC using the following email address: src.sop@lau.edu.lb.

   A complete file should be received by the SRC Chair at least 15 working days before the anticipated travel date. No approval may be granted if the application is submitted after the due date unless the faculty member can provide convincing evidence that the delay was due to circumstances that are out of their control. In this case all other application material should be submitted before the set deadline

to the SRC members with a note stating the delay in the remaining documentation. The SRC will table the decision until all supporting documentation is provided.

Approval cannot be granted after the Meeting date. That is, faculty who choose to travel prior to SRC approval cannot be considered for funding.

Applicants should secure the signature of their department chair and school dean on the SRC application form prior to submission.

6. **SRC Decision**

The application is reviewed by the SRC and recommendations are submitted to the school dean for review and final decision within 10 working days. The following are the possible recommendations by the SRC:

- Approve.
- Table, pending fulfilling Committee's requests. Tabled decisions do not imply provisional acceptance or rejection at this stage.
- Reject with clear explanation.

Faculty members can appeal the SRC decision to the school dean in writing.

7. **LAU - SOP acknowledgment**

Recipients of SRC workshop grants should submit to the SRC Chair any reprints of publications resulting from such sponsored academic activities. All Grantees, who publish work financed wholly or partially by the SRC should acknowledge the financial support of LAU and should have a citation as follows:

This work is supported in full (or in part) by the Lebanese American University under LAU grant #: LAU-SOP-YEAR-Number of fund as it appears in the decision memo- RF (Ex: LAU-SOP-2016-14-WG).

V.   Publication Fee Reimbursement

1. **Overview**

The SRC provides funding to faculty members to cover publication fees in peer-reviewed, indexed journals.

2. **Eligibility**

The SRC approves funding for a publication fee for a full time faculty member based on the following criteria (Council of Deans Minutes of 17/7/2014):

- The journal is peer-reviewed, indexed and approved as such by the pertinent school taking into consideration the journal's impact factor;
- For a peer-reviewed, indexed journal that requires additional fees for open access, the School will only fund the publication fee and not the additional fees for open access;
- The LAU faculty requesting the publication fund has to be the corresponding author of the article with LAU as the corresponding address.
- It is the School's decision not to approve the publication fee if it deems the journal to be of insufficient impact or for the lack of budget.

There is no fee reimbursement for publications in journals with a current impact factor of less than 0.5; a reimbursement of $1,000 is recommended for publications in journals with an impact factor of at least 1 or otherwise of Q1 or Q2 quartile ranking (SJR); and a reimbursement of $600 for any other journal with an impact factor equal or higher than 0.5 and lesser than 1 or otherwise of Q3 or Q4 ranking.

3. **Budget Allocation**

   The SRC provides research funds up to $600. The fee cap for journal publications is $1,000/paper (irrespective of the number of pages) that is granted at the discretion of the school dean based on the above eligibility and subject to provost approval (Council of Deans Minutes of the Meeting of January 11, 2018).

4. **Application packet**

   The faculty member should submit the SRC application form in order to get pre-approval from the school dean and SRC for the intended publication and possible venue(s) **prior** to manuscript submission to the journal. This ensures proper review and guidance with budget clearance. All required documents must be sent electronically to the members of the SRC using the following email address: src.sop@lau.edu.lb.

   The application packet should include the following:

   - Application form completed and signed.
   - Curriculum Vitae (including a list of other funded grants as well as publications).
   - The draft manuscript intended for submission.

   Applications will be evaluated taking into consideration the following criteria:

Scholarly Appearance
1. Does the journal web site use proper English, spelling, grammar, etc.?
2. Are links on the web site active?
3. Are previous issues of the journal accessible on the web site and do they conform to conventional publishing standards? (i.e., is the page length comparable to similar journals in the field, is there proper referencing, etc.)
4. Is the journal name or other information suspiciously like another recognized journal?
Editor, Editorial Board, Peer Review Panel
5. Is the chief editor listed by name?
6. Are the credentials and contact information for the chief editor provided? (degrees, name of home institution, email address)
7. Does the editor have a reputation in the discipline and content covered by the journal?
8. Are the names of editorial advisors and/or review panel members listed?
Peer Review Process
9. Does the journal web site indicate that a peer review process is in place for all submitted articles?
10. Is the peer review process described consistent with what is common in the field and used by reputable journals? (i.e. length of time, number and type of reviewers, quality criteria)
Business and Publishing Practices
11. Is the journal's publisher a member of the Open Access Scholarly Publishers Association (OASPA: https://oaspa.org/) and the Committee on Publication Ethics (COPE: https://publicationethics.org/)?
12. Does the journal/publisher solicit manuscripts using excessively complimentary emails?
13. Is the information about author processing charges, clear and easily accessible? (e.g. what type of fees, when due, how paid)

5. **Application Submission and Procedures**

   After securing the pre-approval of the SRC and school dean, the applicant/corresponding author can proceed to submit the manuscript to any of the previously designated and approved journals (refer to the application form).

Once accepted, the applicant/corresponding author should submit to the dean's office proof of acceptance, copy of the paper, and the invoice of publication fees for reimbursement. Thereafter, faculty may follow up on the financial status of their application with the Business Office.

Applicants should secure the signature of the department chair and school dean on the SRC application form prior to submission.

6. **SRC Decision**

The application is reviewed by the SRC and recommendations are submitted to the school dean for final decision within 10 working days. The following are the possible recommendations by the SRC:

- Approve.
- Table, pending fulfilling Committee's requests. Tabled decisions do not imply provisional acceptance or rejection at this stage.
- Reject with clear explanation.

Faculty members can appeal the SRC decision to the school dean in writing.

7. **LAU - SOP Acknowledgment**

Recipients of SRC Publication fee reimbursement fund should submit to the SRC Chair any reprints resulting from such sponsored academic activities.

Grantees, who publish work financed wholly or partially by the SRC should acknowledge the financial support of LAU and should have a citation as follows:

This work is supported in full (or in part) by the Lebanese American University under LAU grant #: LAU-SOP-YEAR-Number of fund as it appears in the decision memo- RF (Ex: LAU-SOP-2016-14-PF).

VI.   Review and Approval of students' Research Projects

Students' research project proposals will be reviewed by the School Research Committee (SRC) for content, design, methodology, feasibility, and applicability to pharmacy and in accordance to IRB rules and regulations before the student is committed to the project.

In the beginning of the P1 academic year, each voluntary school faculty principle investigator (PI) should submit a priori to SRC concise written description (one full page) on the project as applicable: Rationale; hypothesis; aim(s); Design; Data Sources; Methods; Sample size; statistical analysis; any funds; Feasibility; Student role on project; time commitment . After approval, the list will be circulated to P1 and P2 students yearly in due time. The SRC will assist in matching students with faculty.

Please refer to the most updated core program and/or course syllabus for more detailed information.