



Document Name:	Policy for Research & Development
Document Number:	DUHS /ORIC/ SOP / 01

# DOW UNIVERSITY OF HEALTH SCIENCES



## STANDARD OPERATING PROCEDURE

### Policy for Research & Development (CLAUSE 1.1 OF ISO 9001:2008)

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DUHS /ORIC/SOP/ 01

## TABLE OF CONTENTS

SR. NO.	CONTENTS	PAGE NO.
	Distribution List	4
	Terms and Definitions	5
	List of Abbreviations	6
<b>1.</b>	<b>Purpose</b>	<b>5</b>
<b>2.</b>	<b>Scope</b>	<b>5</b>
<b>3.</b>	<b>Responsibility</b>	<b>5</b>
<b>4.</b>	<b>Procedure</b>	<b>7</b>
<b>5.</b>	<b>Relevant requests and contacts</b>	<b>7</b>

## DISTRIBUTION LIST

The following personnel are on the controlled distribution list:

- Vice Chancellor
- Pro-Vice Chancellor(s)
- Registrar
- School of Post-Graduate Studies
- Head of Institutes and Colleges/ Program Directors
- Finance department
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DUHS /ORIC/SOP/ 01

## TERMS AND DEFINITION

TERMS	DEFINITION
<b>Intellectual Property</b>	Refers to an intangible property, which is a creation of human mind in the form of inventions, designs, symbols., etc.
<b>Public Private Partnership</b>	Refers to a cooperative arrangement between public (government) and private sector organizations.
<b>Oversight</b>	Means the process of inspecting, monitoring, overseeing the ongoing activities related to education and research
<b>Policy</b>	A policy is a set of ideas/principles that are used as a basis for making decisions
<b>Protocol</b>	Referred as set of rules and regulations for a certain process
<b>Patent</b>	A patent is a right that is granted for any device, substance, method or process that is new, inventive and useful.



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Document Number:

DUHS /ORIC/SOP/ 01

## LIST OF ABBREVIATIONS

BOS	Board of Studies
DOC	Document
DUHS	Dow University of Health Sciences
HEC	Higher Education Commission
PMDC	Pakistan Medical and Dental Council
ISO	International Organization for Standardization
QEC	Quality Enhancement Cell
SOP	Standard Operating Procedure
VC	Vice Chancellor
ORIC	Office of Research, Innovation & Commercialization
BASR	Board of Advanced Studies & Research
IRB	Institutional Review Board
IACUC	Institutional Animal Care & Use Committee



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## 1. **PURPOSE:**

To establish the research environment within which the faculty, staff and students conduct cutting-edge research, scholarship and discovery in various Colleges, Schools and Institutes at Dow University of Health Sciences. To facilitate the creation of a culture of innovation and commercialization in the University that transcends disciplinary boundaries and is of economic benefit to the Institution.

## 2. **SCOPE:**

A University-wide policy that will serve as an all-encompassing framework for the management, development and enhancement of research, innovation and commercialization at Dow University of Health Sciences.

## 3. **RESPONSIBILITIES:**

The overall responsibility for the conduct of ethical research at Dow University of Health Sciences resides with the Vice Chancellor. S/he will ensure compliance with all ethical and scientific standards that govern the conduct of research in the Institution. In the execution of his/her responsibilities, the Vice Chancellor will be supported by the following entities:

- Board of Studies:
  - Each College, School and Institute engaged in research and/or undergraduate/postgraduate studies will have a Board of Studies that would be responsible for providing oversight of quality and ethical research within their jurisdiction
- School of Postgraduate Studies:
  - The Institute of Clinical Studies, Institute of Biomedical Sciences and the Institutes of Health Sciences will ensure that research conducted by postgraduates in these programs conduct research in the most ethical and scientific manner
- Board of Advanced Studies & Research (BASR):
  - BASR will be responsible for developing and approving policies that would govern the conduct of research at Dow University Health Sciences
  - BASR will also be responsible for timely execution of these policies across the University



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- Office of Research, Innovation & Commercialization (ORIC):
  - A HEC-mandated entity, ORIC will assist the University faculty, staff and students in:
    - Identification and submission of competitive grants to extramural agencies
    - Oversight of intramural seed funding project entitled: Vice Chancellors' Seed Funding Initiative (VCSFI)
    - Facilitate obtainment of national and international patents for intellectual property
    - Facilitate commercialization of intellectual property
    - Facilitate establishment of mutually productive public-private partnerships in the area of research and innovation
    - Facilitate publication of manuscripts in indexed journals
    - Manage the publication of Journal of Dow University of Health Sciences
  
- Institutional Review Board (IRB):
  - IRB will provide oversight of all studies involving human subjects in research
  - Responsible for review and approval of clinical research studies requiring full, exempt and/or expedited board reviews
  - Responsible for continuing reviews and review of any protocol deviation and/or protocol related adverse events
  - It will ensure compliance with all ethical standards that govern the conduct of clinical research involving humans and/or human tissue
  - It will also ensure that humans involved in research are consented free from any coercion and their privacy and confidentiality is maintained
  - IRB will follow the policies and procedures outlined by Association for the Accreditation of Human Research Protection Programs (AAHRPP)
  
- Institutional Animal Care & Use Committee (IACUC):
  - IACUC will provide oversight of all research involving vertebrate animals to ensure compliance with University policies and procedures
  - Responsible for review and approval of research studies involving vertebrate animals
  - Responsible for continuing reviews and review of any protocol deviation and/or protocol related adverse events in vertebrate animals
  - It will ensure compliance with all ethical standards that govern the conduct of research involving vertebrate animals
  - IACUC will follow the policies and procedures outlined by the Association for Assessment & Accreditation of Laboratory Animal Care International (AAALAC)



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Document Number:	DUHS /ORIC/SOP/ 01

#### 4. PROCEDURE/EXPECTATIONS:

- Investigators involved in research, scholarship and/or creative activities either independently or in collaboration with his/her peers at DUHS must commit to:
  - Providing adequate supervision of undergraduate and graduate students and staff involved in research
  - Disseminating research results in a timely manner unless when appropriate to protect the results of their research
  - Competing for and obtaining intramural and extramural funding by developing and submitting meritorious grants
  - Contributing proactively to engender a culture of discovery and innovation in the University by participating in events that promote such activities
  - Creating intellectual property that has commercial potential
  - Working with the staff in ORIC to develop public-private partnerships for commercialization of intellectual property
- The requirement of the faculty to get engaged in research, scholarship and/or discovery is an expectation and must be balanced against other academic and clinical obligations
- All faculty, staff and students are required to conduct research that is in compliance with all University policies and obligations under existing State and Federal regulations and those that are ethical and contractual
- Research involving humans and/or vertebrate animals has to be approved prior to initiating by either the IRB or the IACUC, respectively

#### 5. RELEVANT REQUESTS AND CONTACTS:

- **For IRB related matters:** All relevant forms are available on DUHS website under the Research tab. For further contact [irb@duhs.edu.pk](mailto:irb@duhs.edu.pk)
- **For BASR related matters:** All relevant information can be obtained from BASR office, OJHA campus. Queries can be sent to [basr@duhs.edu.pk](mailto:basr@duhs.edu.pk)
- **For School of Postgraduate Studies:** All relevant queries can be addressed to School of Postgraduate Studies at main campus, Baba-e-Urdu road. Electronically School of Postgraduate Studies can be approached at [postgraduate@duhs.edu.pk](mailto:postgraduate@duhs.edu.pk)
- **Research related matters:** All research, grant funding, commercialization related queries can be sent to [oric@duhs.edu.pk](mailto:oric@duhs.edu.pk)