

Kingdom of Saudi Arabia
Ministry of National Guard
Health Affairs



المملكة العربية السعودية
وزارة الحرس الوطني
الشؤون الصحية

APP

MINISTRY OF NATIONAL GUARD-HEALTH AFFAIRS ADMINISTRATIVE POLICY AND PROCEDURES

NUMBER : 1429-28
TITLE : RESEARCH AWARD AND BEST PUBLICATION AWARD
ORIGINATING DEPT. : KING ABDULLAH INTERNATIONAL MEDICAL
RESEARCH CENTER (417780)
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1. PURPOSE

To define a process to evaluate, recognize and award the staff for their extraordinary work related to research activities and publications which will add value to the organization.

2. APPLICABILITY

To all employees, including fellows and trainees, of Ministry of National - Guard Health Affairs (MNG-HA) and all its affiliated facilities who are involved in research activities.

3. RELATED REFERENCES

- 3.1 APP 1419-05: Research Proposal Submission, Processing and Approval
- 3.2 APP 1432-20: Monitoring Research Studies
- 3.3 APP 1436-01: Research Authorship and Publication Conduct
- 3.4 Employee Relations Manual (ERM)
- 3.5 Medical Staff By-Laws
- 3.6 MNG-HA Organizational By-Laws
- 3.7 Joint Commission International Accreditation Standards for Hospitals, 5th Edition (2014) – GLD 1.1, ME 4

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4. DEFINITIONS

- 4.1 Achievement** refers to an accomplishment of extra work performed beyond the employee's primary responsibilities in accordance with the organization's policies and regulations.
- 4.2 An Award** refers to recognition, including monetary compensation, given to employee/s for their substantial contribution to their work in MNG-HA.
- 4.3 Best Publication Awards** refer to awards for best published research conducted by MNG-HA researchers.
- 4.4 Corporate Nomination Committee (CNC) for Research Award (CFO No. KAIMRC-NG/377-14)** refers to the corporate committee charged with overseeing research awards.
- 4.5 Journal Citation Report (JCR)** refers to a list extracted from Scientific Database according to the author's affiliation stated in the article; the list includes only full published paper and excludes editorial communication or those that are not listed in major scientific databases (Scopus and Institute for Scientific Information [ISI], etc. and non-English).
- 4.6 Journal Impact Factor (JIF)** refers to a tool for evaluating the relative importance of a journal within its field, a measure reflecting the average number of citations to recent articles in a journal in a given period of time.
- 4.7 Ministry of National Guard - Health Affairs (MNG-HA) Research Award** refers to the recognition for MNG-HA employee's outstanding record of research achievements or accomplishments, being divided into the following proficiency categories:
- 4.7.1 Senior Researcher Award**
- 4.7.2 Researcher Award**
- 4.7.3 Junior Researcher Award.**
- 4.8 Peer Reviewed Publication** refers to published work that is evaluated, before being published, by other experts in the same field to maintain the standards and quality of publications.
- 4.9 Research Activity** refers to any work carried out to study and investigate a theory or an event for the purpose of discovering and explaining a subject.
- 4.10 Research Award Tracks** as used in this APP, refer to two (2) tracks of research award.
- 4.10.1 Academic and Research Track** refers to a category or basis for MNG-HA Research Award under which applicants are King Saud bin Abdulaziz University for Health Sciences (KSAU-HS) and King Abdullah International Medical Research Center (KAIMRC) faculty members who are required to do research as part of their jobs.
- 4.10.2 Clinical Track** refers to a category or basis for MNG-HA Research Award under which applicants are staffs who have clinical duties as their primary responsibilities like physicians, pharmacists, laboratory consultants, medical technologists, etc.

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- 4.11 Self-Nomination** refers to a process in which MNG-HA staff member applies for the research award after having met certain eligibility requirements.
- 4.12 Scoring System** refers to the methods, criteria and calculations utilized to select the finalist in each research award category.

5. POLICY

- 5.1** The Ministry of National Guard – Health Affairs (MNG-HA) recognizes its employees annually for their research activities through two (2) awards namely, Research Award and Best Published Paper Award.
- 5.2** All research award applicants must fully comply to and be in good standing with regard to professional and research ethics and requirements; they must also have a clear record of ethical research practice and violation.
- 5.3** MNG-HA Research Award are granted based on two (2) tracks, clinical track and academic and research track.

5.3.1 MNG-HA Research Award Categories

5.3.1.1 Senior Researcher Award is an award given according to the following criteria:

- 5.3.1.1.1** Documented sustained research activities for at least fifteen (15) years prior to application, including evidence of research output in the preceding three (3) years
- 5.3.1.1.2** Demonstrated identifiable progression in one (1) or more lines of research activities
- 5.3.1.1.3** Provision of evidence of documented published involvement in junior researchers' mentorship activities and research capacity building
- 5.3.1.1.4** Established a research leadership track record.

5.3.1.2 Researcher Award is an open award for all employees with documented research activities.

5.3.1.3 Junior Researcher Award is an award given according to the following:

- 5.3.1.3.1** Documented published research activities
- 5.3.1.3.2** Researcher is less than thirty-five (35) years of age.

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5.3.2 The MNG-HA Research Award Eligibility

5.3.2.1 In order to be eligible for this award, all applicants must be:

5.3.2.1.1 MNG-HA employees for at least two (2) years

5.3.2.1.2 The research work and publication were carried out in the Kingdom of Saudi Arabia with at least two publications /year for the last two (2) years.

5.3.2.2 The following are **not** eligible for Research Award nomination:

5.3.2.2.1 Members of Corporate Nomination Committee (CNC) for Research Award (KAIMRC-NG/377-14)

5.3.2.2.2 Previous winners of the Senior Researcher Award

5.3.2.2.3 Winners of the award in other categories. Re-nomination in the same category is allowed after five (5) years from the date of the award.

5.3.3 MNG-HA Research Award Nomination

5.3.3.1 Two (2) types of nomination

5.3.3.1.1 Self-nomination

5.3.3.1.2 Nomination by invitation. The CNC for Research Award and Department Chairmen can invite any staff member to nominate themselves for the Senior Research Award.

5.3.4 Research Awards in any category can be withheld if the committee concludes that current applicants do not meet the minimum requirement for that category.

5.3.5 The CNC must be responsible for implementing the ranking and scoring systems on the nominees in both Awards based on:

5.3.5.1 *Quantity, quality, and impact of the research activities*

5.3.5.2 Research activities as mentioned in Article 6.1.2.1

5.3.5.3 Whether the research was conducted in MNG-HA facilities and/or during the candidate's employment at MNG-HA.

5.3.6 A certificate must be given to the nominated runner up candidates.

5.3.7 The criteria and scoring system are developed and revised annually by the CNC for Research Award and the updated version must be available for applicants within the web-based research award application (www.kaimrc.med.sa or <http://webapps.ngha.med/applications/nomination>).

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5.4 Best Publication Awards

5.4.1 The Best Publication Awards must be for each of the following categories:

5.4.1.1 Basic Science

5.4.1.2 Clinical Practice

5.4.1.3 Epidemiology

5.4.1.4 Social and Administrative Sciences (education, management, behavioral, etc.) published in non-basic sciences and non-clinical practice journals.

5.4.2 Publications considered for the Best Publication Awards must meet the following criteria:

5.4.2.1 The article must be based on original work in MNG-HA, King Saud Bin Abdulaziz University for Health Sciences (KSAU-HS) and King Abdullah International Medical Research Center (KAIMRC); review articles and editorial works are not eligible

5.4.2.2 The corresponding author and/or the first author must be affiliated with MNG-HA and such affiliation must be cited in the published work.

5.4.3 The scoring system is based on the Journal Impact Factor (JIF) and average number of citation per year on the following area and will be published each year on the research award website by the CNC. The nominated publication must:

5.4.3.1 Be published at least one (1) year before the starting date of the nomination which is in August each year

5.4.3.2 Have five (5) citations per year as an average of citation rate, excluding self-citation

5.4.3.3 Have a minimum of JIF requirements (**Appendix A**).

5.4.4 Best Publication Award Eligibility

5.4.4.1 All MNG-HA staffs are eligible for this award provided that the selected paper meets articles 5.4.2 and 5.4.3.

5.4.4.2 CNC members are eligible for this award but the member who is under consideration for the award will be excluded from the committee sessions, deliberation and voting process.

5.5 CNC must revoke the award (i.e., MNG-HA Research Award or Best Publication Award) and consider the application cancelled in case of violation of research ethics as stated in APP 1436-01.

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6. PROCEDURES

6.1 Research Award

6.1.1 Announcement Process

6.1.1.1 KAIMRC announces the date of application for MNG-HA Annual Research Award through a memorandum distributed in the intranet in mid-August of each year.

6.1.1.2 Further reminders for the application for MNG-HA Annual Research Award will be sent to all MNG-HA staff via the Office Services' mailing list (Distribution C) as follows:

6.1.1.2.1 First reminder: one (1) day before opening the nomination process for the award

6.1.1.2.2 Second reminder: ten (10) days before the submission deadline

6.1.1.2.3 Third reminder: three (3) days before the submission deadline.

6.1.2 MNG-HA Research Award Application and Submission Process

6.1.2.1 Candidates who wish to apply for the research award will be judged on the following categories of research activities for MNG-HA:

6.1.2.1.1 Authorship or important participation in authorship of significant published papers

6.1.2.1.2 Research grants agreement

6.1.2.1.3 Research award certificate

6.1.2.1.4 Conference communication

6.1.2.1.5 Authorship or editorship or important participation such as in a book or book chapter

6.1.2.1.6 Research mentorship activities

6.1.2.1.7 Patent certificate

6.1.2.1.8 Other documented innovative research activities

6.1.2.1.9 Research activities in medical or non-medical subjects such as administrative and social sciences, informatics and other disciplines related to the scope of MNG-HA will be accepted.

6.1.2.2 The online application form will be available in KAIMRC website www.kaimrc.med.sa or <http://webapps.ngha.med/applications/nomination>

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- 6.1.2.3 Applicant will upload all support documents other than the publications to the online system
- 6.1.2.4 Applicants will submit online applications before 15th September of each year.
- 6.1.3 Research Award Scoring Criteria
 - 6.1.3.1 The CNC headed by the KAIMRC Executive Director will oversee the nomination process of the candidates in MNG-HA Research Award according to the following criteria:
 - 6.1.3.1.1 Published works in peer reviewed publications, published books, and conferences
 - 6.1.3.1.2 The JIF for each published paper
 - 6.1.3.1.3 The order of the candidate among the authors in a publication
 - 6.1.3.1.4 Research grant activities, evidence of achieving the objectives of the grant, such as the publishing of a paper, thesis, dissertation or white paper
 - 6.1.3.1.5 Only research proposals submitted to a recognized research institution for funding purposes will be considered for the Junior Researcher Award category application
 - 6.1.3.1.6 Research Awards from national or international professional or scientific institutions
 - 6.1.3.1.7 Documented formal research mentorship by the candidate for highly qualified personnel such as Postdoctoral fellows, Doctor of Philosophy (PhD) and Master of Science (MSc.) candidates
 - 6.1.3.1.8 Documented supervision of research activities of medical students, trainees or graduate students
 - 6.1.3.1.9 Demonstrated research and professional leadership in research oriented responsibilities, such as:
 - 6.1.3.1.9.1 Chairmanship or membership of a national or international scientific or professional research related committee or board
 - 6.1.3.1.9.2 Reviewer for scientific or medical journals
 - 6.1.3.1.9.3 Editor or a member of an editorial board of scientific or medical journals

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6.1.3.1.9.4 Innovation activities that are recognized through an official registration patent certificate from national /international Governmental Patent Offices.

6.1.4 Research Award Voting and Selection

6.1.4.1 In the event of a tied contest among candidates, the CNC for Research Award will resort to voting.

6.1.4.1.1 Only members of the CNC for Research Award not under consideration for the award will oversee the voting process.

6.1.4.1.2 The CNC for Research Award will forward six (6) finalist candidates, two (2) from each track category as per article 5.3 to the Chief Executive Officer (CEO).

6.1.4.2 Upon the approval of CEO, MNG-HA Research Award winners will receive financial awards as follows:

6.1.4.2.1 Sixty-five thousand Saudi Riyals (SR65,000) for Senior Researcher Award

6.1.4.2.2 Fifty thousand Saudi Riyals (SR50,000) for Researcher Award

6.1.4.2.3 Thirty-five thousand Saudi Riyals (SR35,000) for Junior Researcher Award.

6.1.5 The financial awards will be divided equally between winners from each track.

6.2 Best Publication Award

6.2.1 Submission Process

6.2.1.1 For transparency, the potential selected published paper(s) will be short-listed by CNC for Research Award in KAIMRC website from September to November with the JIF and number of citation to encourage the staffs to submit their publications in case their published papers were not captured by the database.

6.2.1.2 All MNG-HA staff members will send their articles for nomination to ResearchAward@NGHA.MED.SA, if their articles are not shortlisted and meeting the criteria in Article 5.4.2.

6.2.2 Scoring Process

6.2.2.1 The criteria and scoring system for Best Research Award is developed and revised annually by the CNC for Research Award and CNC will start the ranking process according to the following:

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- 6.2.2.1.1** Journal Citation Report. Number of citations that the article has been cited reflecting the quality of the article; self-cited articles will not be counted
- 6.2.2.1.2** Database will be utilized for the JIF which reflects the quality of the journal.
- 6.2.2.2** Institute for Scientific Information (ISI) Database will be utilized to nominate the potential articles as a reference for the citation count.
- 6.2.2.3** The nominated articles will be sorted by highest score based on amalgamated score that includes forty percent (40%) of the JIF and sixty percent (60%) of the citation rate as per the following formula:
- $$\text{Amalgamated Score} = (60 \times [\text{citation/year}]) + (40 \times [\text{JIF}])$$
- 6.2.3** Best Published Paper Selection
- 6.2.3.1** The CNC for Research Award will forward three (3) finalists for each award sections to the CEO for approval.
- 6.2.4** Upon the approval of the CEO, the winner for each categories of the Best Publication Awards will receive fifteen thousand Saudi Riyals (SR15,000).
- 6.2.4.1** Distribution of the award among the authors:
- 6.2.4.1.1** Twenty-five percent (25%) to the first author regardless of whether the first author is the Principal Investigator or not
- 6.2.4.1.2** Twenty-five percent (25%) to the correspondent author (total of fifty percent [50%] if the correspondent author is also the first author)
- 6.2.4.1.3** Fifty percent (50%) distributed to MNG-HA, KSAU-HS and KAIMRC affiliated co-authors provided that incentive to each co-author will not exceed twenty-five percent (25%).
- 6.3** The CNC for Research Award will conclude the final nomination for both awards by 20th October of each year and submit the final list to the CEO by the 25th of October of each year.
- 6.4** The MNG-HA Research Award and the Best Publication Award will be announced in the KAIMRC Annual Forum.

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7. RESPONSIBILITY

- 7.1 King Abdullah International Medical Research Center is responsible for the implementation of the provisions of this APP.
- 7.2 Internal Audit and Organizational Development will randomly monitor implementation of the provisions within this APP.

8. APPROVALS

PREPARED BY:

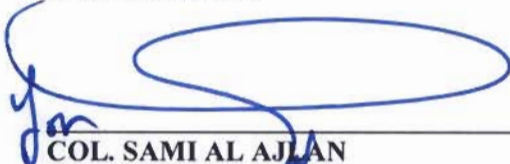


DR. AHMED AL ASKAR
Chairman, Corporate Nomination Committee for
Research Award (KAIMRC-NG/377-14)
Executive Director
King Abdullah International Medical Research Center

02 APR 2017

Date

REVIEWED BY:

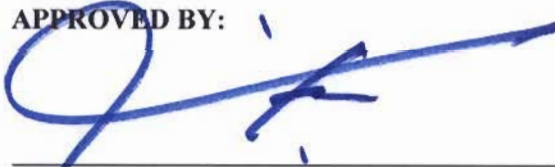


COL. SAMI AL AJLAN
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6/8/17

Date

APPROVED BY:



H.E. DR. BANDAR AL KRAWY
Chief Executive Officer
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10 AUG 2017

Effective Date

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