	Institute of Business Administration Karachi *Leadership and Ideas for Tomorrow*
RULES & REGULATIONS **Associate Deans Office**	
Title: **IBA Research Policy**	

Drafted by:	Associate Dean, FCS	**Issue Date:** 29th October, 2019
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1. Context

This note on Research Policy provides broad guidelines for faculty who conduct, or intend to conduct, research at the IBA. Some aspects also apply to PhD scholars. The aim of the Research Policy is to promote a culture within the Institute whereby, as stated in our mission statement, faculty are motivated to "undertake original research that enriches teaching and benefits business, government, and civil society". Under this broad umbrella, faculty are free to design and conduct research projects in keeping with personal expertise and interests as well as with priorities in their specific disciplines. However, faculty are also encouraged to keep the following aspects in mind: (a) alignment with national development priorities; (b) alignment with IBA's role as a business school; and (c) collaboration across disciplines. The first alignment helps researchers contribute to the debate on national development. The second helps them contribute directly to the understanding and resolution of practical commercial and financial issues through applied research. The third responds to the fact that we are now a multi-department institution of higher learning where it is possible to engage in cross-disciplinary research to develop holistic perspectives for policy and reform.

2. Incentives to conduct and publish quality research

There are two main incentives for faculty to pursue research: (a) it is critical to their career progress and (b) it matters for their annual performance appraisal.

Career Development: We generally follow HEC guidelines for faculty promotions. In addition to other qualifications, these guidelines require a minimum of publications at each level of promotion.[1]

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[1] For details, please consult IBA HR Policy: PROMOTION POLICY – FACULTY (FULL TIME: REGULAR AND CONTRACT)

<u>Annual Performance Appraisals</u>: The annual appraisal process for faculty uses research as an important assessment category with a weight of 33 percent in the overall appraisal. All faculty are required to upload the details of their publications to an online portal, where the publications are categorized and verified. The verified research output is then used to derive a research score.[2]

3. **Funding and other support**

We promote research *directly* via **Research Funding** and *indirectly* via **Faculty Development funding**:

Research Funding is provided in several categories and is initiated by faculty submitting applications via an online portal to the Research Funding and Publications Committee (RFPC). These categories include **Travel Grants** to fund travel related to conferences and **Research Grants** for acquiring software and hardware as well as for hiring **Research Assistants**. The primary objective of RFPC funding is to promote quality journal publications. Hence all categories of funding have a publication requirement. For example, when funding travel grants, there is a requirement that the use of the grant lead to a quality publication before a new grant is requested. Similarly, article processing charges are only given for JCR Impact Factor journals. Further details are available at https://webapps.iba.edu.pk/rfpc/

In addition to the RFPC, the Executive Director of the IBA has the authority to grant **Faculty Development** funds. These funds may be used to support faculty participation in training events as well as conferences provided such participation can be shown to enhance pedagogical quality, strengthen research capability and/or lead to innovation in course design.

Other forms of support for research at IBA include: (a) Substantial library resources and (b) Help with writing. Our library is stocked with up-to-date research resources such as journals and databases; many such resources are available in electronic form for easy and remote access. The library provides data and document retrieval services as well. With regard to writing, any faculty or student may obtain general or individualized help with writing through the Ardeshir Cowasjee Centre for Writing.

4. **Graduate programs and research**

IBA also promotes research by having strong PhD and MS programs in several departments including Computer Science, Mathematics, Economics, Finance and Management. The availability of such graduate programs provides opportunities for faculty and students to work together on research projects. PhD scholars are provided tuition waivers and teaching fellowships to encourage full time commitment to the program. MS students can also avail of teaching and research assistantships.

5. **Centre for Business and Economic Research (CBER)**

The CBER facilitates research at IBA via the following activities: (a) managing the RFPC; (b) organizing seminars on ongoing or published research; (c) publishing an online Working Paper Series; and (d) arranging consulting and research activities with government and private organizations. The CBER also carries out the functions of an ORIC (Office of Research, Commercialization and Innovation) for the Institute. This includes developing a policy on licensing, patenting and royalty sharing matters.

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[2] For details, please consult IBA document: PERFORMANCE MANAGEMENT (Faculty)

6. Research Ethics

Plagiarism and contested authorship matters: We follow the definitions, policies and procedures recommended by the HEC in relation to plagiarism. In addition, we abide by the following understanding of the intellectual property status of work done by students: all work done by students in the form of class papers, class projects, research papers and research projects are considered the intellectual property of the relevant student or students even if substantial guidance has been provided by faculty. If IBA faculty wish to be shown on the published versions of such work as co-authors, they must secure the written consent of the individual students who are the primary property right holders.   Faculty are strongly advised to resolve authorship matters involving other faculty (whether at IBA or elsewhere) through written agreements prior to submitting items for publication.

To help faculty and students avoid unintentional plagiarism, we provide full access (through HEC) to Turnitin, a plagiarism detection service. We strongly encourage faculty and students to check all submitted research papers for plagiarism. When cases of plagiarism or otherwise contested authorship are reported to Management, we submit these to a standing Plagiarism Committee to investigate the same and submit recommendations to the Executive Director.

<u>*Conflict of interest disclosures*</u>: All faculty conducting research with financial support from IBA should submit a "conflict of interest" statement in which they should describe any conflict they may have or declare that no conflict exists to the best of their knowledge. The RFPC is responsible for collecting such statements prior to making funding decisions.

<u>*Informed consent statements*</u>: All faculty conducting research with financial support from IBA are also required to submit statements indicating that they are following global best practices with regard to such matters as: obtaining informed consent from research subjects; working with communities who cannot give their own consent appropriately such as children/mentally impaired; cases where informed consent may not be possible; and preservation of anonymity and confidentiality. The RFPC is responsible for collecting such statements prior to making funding decision

<u>*Management of research data*</u>: Data collected via IBA research work (e.g., the Consumer Confidence Survey) may be disseminated internally and externally if doing so is practical, legal, ethical, commercially viable and has the authorization of the funding agencies.