

**establishing research chair form**



**Form (1)**

**Main Chair Data**

Name of the proposed Chair………………………………………………..................................................

Research Chair Field: ............................................................................................................................

Specialization of research chair: ..............................................................................................................

Host College of the Research Chair: ...............................................................Department................................................................................

Supporting entity.......................................................................................................................................

Vision &Mission of the Research Chair: .................................................................................................

Goals of the Research Chair: ....................................................................................................................

**Justifications for establishing the chair:**

1. ..........................................................................................................................................................................................................................................................
2. ............................................................................................................................................................................................................................................................
3. ............................................................................................................................................................................................................................................................
4. ............................................................................................................................................................................................................................................................
5. ............................................................................................................................................................................................................................................................

**The Anticipated Outcome**:

1. ..........................................................................................................................................................................................................................................................
2. ............................................................................................................................................................................................................................................................
3. ............................................................................................................................................................................................................................................................
4. ............................................................................................................................................................................................................................................................
5. ...........................................................................................................................................................................................................................................................

**University& Society Benefit of the Chair outputs**:

1. ............................................................................................................................................................................................................................................................
2. ............................................................................................................................................................................................................................................................
3. ............................................................................................................................................................................................................................................................
4. ...........................................................................................................................................................................................................................................................
5. ............................................................................................................................................................................................................................................................

**Time Table of Tasks:**

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**Estimated Budget of the Chair:**

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**Chair prof. C.V) Attach Resume if any (:**

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**The expected number of researchers and workers**:

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**Research Interests:**

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**scientific production and research activities of the research Chair**:

1. ............................................................................................................................................................................................................................................................
2. ............................................................................................................................................................................................................................................................
3. ............................................................................................................................................................................................................................................................
4. ………………………………………………………………………………………………………………………………………………………………………………………………..

**The Chair's cooperation with other community institutions:**

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**form (2)**

**Research Chair Proposer’s Commitment Document to the host entity (academic department and college)**

**Undertaking by the Research Chair Proposer to the Host Entity (Academic Department and College)**

**Regarding the research chair..................................................................................,**

**From an institutional standpoint,** **I shall guarantee the following:**

**1To mention the chair's host within the chair's affiliation.**

**2.** **To ensure that the host college doesn’t monopolize public services, infrastructure, equipment, or available devices.**

**3.** **To make the equipment, devices, and information resources of the research chair available to the hosting college researchers and faculty members, since it does not affect the progress of research activities or the intellectual property rights of the research chair.**

**4. To contribute to achieving the Research Chair goals of the host entity’s research plan without contradicting the chair’s plan.**

**5.**  **To ensure that the research chair does not negatively affect the conduct of educational, research, administrative and community activities of the host college.**

**6. To train students and to participate in the master and PhD program and the development of the research process of the host college according to the chair availability.**

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| **information of the research chair proposer** |
| **Name:**  |
| **E-mail:** | **Mobile No:** |
| **Signature:** | **Date;** |

**Form (3)**

**Host Entity’s (Academic Department and College) Commitment to the Research Chair**

 **Host Entity’s Undertaking (Academic Department and College)**

**Regarding the research chair/ ...................................................................................................................**

**from an institutional standpoint I shall guarantee the following:**

**1.Dealing with the research chair on an institutional basis.**

**2. Supporting the proposed chair supervisor in managing their team by granting full authority in performance evaluation, salary increases, contract renewals, leave approvals, exit and re-entry visas, employee transfers to and from the research chair, and other related matters.**

**3. Providing administrative and logistical support to the chair’s supervisor, if possible.**

**4. Ensuring occupational health and safety for the chair supervisor and his team.**

**5. Ensuring the scientific and financial independence of the chair’s supervisor and his team.**

**6. Notify the chair’s supervisor in advance of any human resources circumstances, infrastructure, devices and equipment that may negatively affect the conduct of the research chair.**

**7. Provide an opportunity for chair researchers to participate in the host's trainings as long as it fulfills their research tasks.**

**8. Providing a suitable place for the research chair as available.**

**9.Enabling the chair supervisor and his team to use equipment, devices, infrastructure, meeting rooms, library services, computers, correspondence and other services.**

**10.Providing technical support for devices and equipment.**

**11.Facilitate holding workshops and seminars related to the research chair.**

**12.Supporting graduate students enrolled at the research chair and ensuring the completion of their studies in case of any problem related to the research chair.**

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| **The Host Entity Representatives (College and Academic Department)** |
| **The head of the academic department information** |
| **Name:** |
| **Email:** | **Mobile No:** |
| **Signature:** | **Date:** |
| **College Dean information:** |
| **Name:** |
| **Email:** | **Mobile No:** |
|  |  |
| **official seal of the** **Collage**  |

**Form (4)**

**Research Chair proposer** **Ccommitment Document** **Toward Research Chair Vice Deanship**

 **Undertaking by the Research Chair Proposer to the Vice Deanship of Research**

**Regarding the research chair/ ...................................................................................................................**

**from an institutional standpoint I shall guarantee the following:**

**1. Research chair is solely responsible for any chair’s communication.**

**2.All papers, forms, and applications to establish, renew, or close a research chair should be submitted to the Research Chairs Vice Deanship.**

**3.Forming the chair executive committee in accordance with the Research Chair regulations (on the website) and submitting it to Vice Deanship for approval.**

**4.Commitment to achieving the strategic objectives of establishing research chairs, especially sober scientific production, while adhering to all regulations of Research Chairs Vice Deanship.**

**5.Provide the Research Chairs Vice Deanship with the chair's operational plan in accordance with the regulations.**

**6. Financial acknowledgment is provided to the Research Chairs Deanship when publishing any research work according to the specific formula.**

**7.To meet any requests, clarifications, (follow-up or technical) reports, or any field visits to the research chairs’ headquarters.**

**8. Communication with external funders shall only be through the Vice Deanship.**

**9. The Research Chairs Vice Deanship has the right to approve payment, reduction or suspension of the total amount according to follow-up and evaluation reports.**

 **10.Commitment to providing the research chair vice Deanship with the technical and financial reports and any publications issued by the research chair on time.**

**11. Providing the research chairs vice Deanship with any outputs of the research chair.**

**12. Submitting any proposed activities or events to the Research Chairs Vice Deanship to issue the necessary approvals.**

**13. Representing the Research Chairs Vice Deanship in any events (workshops, seminars, lectures, etc.) related to the Research Chair and submitting reports on these events,**

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| **Research Chair’ Supervisor Information** |
| **Name:** |
| **E-mail:** | **Mobile:** |
| **Date:** | **Signature:** |