Altamash Institute of Dental Medicine

Research Development and Review Cell

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RevisionNo.	Reviewed by	Date Reviewed Date/Month/Year	Description of Change.
01	Head of RDRC	01/08/2023	The Research Development and Review Cell (RDRC) has been introduced to enhance and streamline our research efforts, replacing the older Research and Development Committee (RDC) that was in place since 2019. This transition signifies our commitment to enriching the research culture, expanding research scope, and invigorating the research landscape for both staff and students at AIDM. The inclusion of various committees i.e., Postgraduate Research Committee (PRC), Undergraduate Research Committee (URC), Journal Committee (JC), and Ethical Review Committee (ERC). They offer mentorship, provide expertise in their respective domains, and contribute to adopting a strong research environment within the institution.

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1. Purpose

The purpose of this research policy is to provide a comprehensive framework and guidelines for promoting, conducting, and facilitating high-quality research activities within Altamash Institute of Dental Medicine (AIDM). This policy aims to foster a culture of research excellence, innovation, and ethical research practices among faculty members, students, and researchers associated with AIDM.

In line with our commitment to enhancing the research culture, scope, and landscape at AIDM, the Research Development and Review Cell (RDRC) has been established in November 2019, replacing the old Research Committee (RDC) of the college. The RDRC serves as a dynamic platform dedicated to promoting and advancing research endeavors within our institution. This policy outlines the functions and responsibilities of RDRC, offering a renewed focus on research excellence, interdisciplinary collaboration, and the nurturing of research talent among our staff and students.

This policy serves as a guiding document to:

1.1 Encourage Research Culture: To create an environment that promotes curiosity, critical thinking, and a passion for research among students, faculty members, and researchers.

1.2 Ensure Ethical Conduct: To ensure that all research activities conducted at AIDM adhere to the highest ethical standards, protect the rights and well-being of participants, and contribute positively to society.

1.3 Facilitate Collaboration: To foster interdisciplinary and inter-institutional collaborations to enhance the quality and impact of research outcomes.

1.4 Enhance Research Quality: To provide guidelines for designing, conducting, and reporting research projects to maintain high standards of research quality and rigor.

1.5 Disseminate Research: To facilitate the dissemination of research findings through publications, conferences, and other relevant platforms to contribute to the global body of knowledge.

1.6 Promote Innovation: To encourage innovative and transformative research that addresses pressing dental and medical challenges and contributes to advancements in healthcare.

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1.7 Support Faculty and Students: To provide resources, funding opportunities, mentorship, and training to faculty members and students engaged in research activities.

1.8 Align with Institutional Goals: To align research activities with AIDM's mission, vision, and strategic goals to contribute effectively to the development of dental medicine and healthcare.

2. Scope

The research policy of Altamash Institute of Dental Medicine (AIDM) encompasses a wide range of research activities conducted within the institute's academic and clinical environment. The scope of this policy includes, but is not limited to, the following areas:

2.1 Faculty Research:

Encouraging and supporting faculty members in conducting research projects that contribute to the advancement of dental medicine, oral health, and related fields. This includes basic science research, clinical research, translational research, and interdisciplinary collaborations.

2.2 Student Research:

Promoting a research-oriented mindset among undergraduate and postgraduate students. Providing opportunities for students to engage in research projects, present their findings, and contribute to the research culture at AIDM.

2.3 Clinical Research:

Supporting research initiatives that address clinical challenges, patient care, treatment modalities, and outcomes assessment. Ensuring that clinical research adheres to ethical standards and enhances patient well-being.

2.4 Collaborative Research:

Encouraging collaborations between AIDM and other dental, medical, and allied health institutions. Facilitating joint research projects, knowledge exchange, and sharing of resources.

2.5 Interdisciplinary Research:

Promoting research that spans across different disciplines, encouraging interactions between basic science, clinical practice, public health, and other relevant fields.

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2.6 Ethical Considerations:

Ensuring that all research activities adhere to the highest ethical standards and guidelines, safeguarding the rights and welfare of research participants and promoting responsible research conduct.

2.7 Research Funding:

Facilitating access to internal and external research funding opportunities, grants, and resources to support research initiatives at all levels.

2.8 Research Dissemination:

Encouraging the publication of research findings in reputable journals, presentations at conferences, and other platforms that contribute to the dissemination of knowledge.

2.9 Innovation and Technology:

Promoting research that embraces technological advancements, innovative approaches, and novel interventions to address pressing challenges in dental medicine and healthcare.

2.10 Research Events:

Organizing and participating in research-related events such as seminars, workshops, research days, and conferences to showcase research outcomes and encourage knowledge sharing.

2.11 Institutional Development:

Contributing to the overall development and reputation of AIDM by engaging in impactful research that advances the institute's academic standing and healthcare contributions.

3. Responsibility

The successful implementation of AIDM's research endeavors relies on the collaborative efforts of various stakeholders, each with specific roles and responsibilities. This section outlines the key responsibilities of different individuals and bodies involved in promoting and conducting research within Altamash Institute of Dental Medicine.

3.1 Research Development and Review Cell (RDRC)

3.1.1 Head of RDRC: Oversees the RDRC's functioning, coordinates research activities, and ensures adherence to ethical and regulatory standards.

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3.1.2 RDRC Members: Collaborate to streamline research processes, review research proposals, and provide guidance to researchers.

3.2 Faculty Members

3.2.1 Principal Investigator (PI): Takes primary responsibility for designing, conducting, and supervising research projects. Ensures research integrity, ethical compliance, and accurate reporting.

3.2.2 Co-Investigators: Collaborate with the PI to contribute their expertise to the research project, assist with data collection, analysis, and interpretation.

3.2.3 Mentors: Provide guidance, mentorship, and support to junior faculty members and students engaged in research activities.

3.3 Students

3.3.1 Undergraduate Students: Participate in research projects under the guidance of faculty mentors, contribute to data collection, analysis, and dissemination.

3.3.2 Postgraduate Students (Residents): Engage in research as a component of their training program, collaborate with faculty mentors on research projects.

3.4 Ethical and Review Committee

3.4.1 Chair of Ethical Committee: Oversees ethical review processes, ensures research projects involving human subjects are conducted with ethical integrity.

3.4.2 Ethical Committee Members: Review and approve research proposals, monitor ongoing research for ethical compliance.

3.5 Journal Committee

3.5.1 Editor-in-Chief: Oversees the editorial process of the Altamash Journal of Dentistry and Medicine (AJDM), ensures the quality and relevance of published content.

3.5.2 Editorial Board Members: Review and assess submitted manuscripts, provide feedback, and contribute to the journal's development.

3.6. Postgraduate Research Committee

3.6.1 Chair of Postgraduate Research Committee: Coordinates research activities among postgraduate students, ensures adherence to research timelines and milestones.

3.6.2 Postgraduate Research Committee Members: Support and guide

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postgraduate students in their research projects, provide mentorship.

3.7 Undergraduate Research Committee

3.7.1 Chair of Undergraduate Research Committee: Leads research activities among undergraduates, ensures timeline adherence, oversees progress, and fosters a research culture.

3.7.2 Undergraduate Research Committee Members: Guide students in research, offer expertise, and enhance research quality through active participation.

3.8 Administrative Support

Administrative Staff assist with logistical support for research-related activities, help in coordinating research events, and manage research-related documentation.

3.9 Principal and Senior Faculty

3.9.1 Principal: Supports and encourages a research-friendly environment, provides resources, and ensures research aligns with AIDM's goals.

3.9.2 Senior Faculty: Serve as role models, share their expertise, and provide guidance to junior faculty and students in research activities.

3.10 Research Cell Representatives

Research Cell Representatives are appointed members who play a vital role in ensuring effective communication, coordination, and collaboration between the Research Development and Review Cell (RDRC) and various departments within Altamash Institute of Dental Medicine (AIDM). These representatives facilitate the flow of information, promote research culture, and contribute to the overall success of research initiatives.

3.10.1 Responsibilities: Serve as a point of contact between their respective departments and the RDRC, ensuring seamless communication and exchange of information. Disseminate research-related updates, opportunities, and announcements to faculty members, researchers, and students within their departments. Gather feedback, suggestions, and concerns from departmental stakeholders and present them during RDRC meetings. Assist in coordinating department-specific research activities, such as seminars, workshops, and journal clubs. Collaborate with the RDRC to identify areas of research collaboration, interdisciplinary projects, and potential funding opportunities. Promote a research-oriented environment within their departments, encouraging faculty members and students to actively engage in research activities.

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Contribute insights, perspectives, and recommendations during RDRC discussions to represent the interests of their respective departments.

3.10.2 Coordinators from various sections of students and faculty

3.10.3 House Surgeon Representative: Facilitates communication between house surgeons and RDRC, encourages their involvement in research.

3.10.4 FCPS Postgraduate Resident Representative: Represents the FCPS residents, communicates their research needs to RDRC and other relevant bodies.

3.10.5 Faculty Representatives of Basic and Clinical Sciences: Faculty Representatives of Basic and Clinical Sciences play a crucial role in facilitating effective communication between their respective departments and the RDRC. They bring specialized insights, expertise, and recommendations to enhance research initiatives within their departments.

3.10.6 Undergraduate Student Representative: The Undergraduate Student Representative serves as a vital link between the student body and the Research Development and Review Cell (RDRC). This representative ensures that the voices, needs, and perspectives of undergraduate students are considered in research-related activities.

3.11. Research Participants

3.11.1 Patients/Volunteers: Participate in research studies willingly and provide accurate information, understanding the importance of their contribution to advancing knowledge.

4 Policy statement

Altamash Institute of Dental Medicine (AIDM) is committed to promote a vibrant research culture that contributes to the advancement of dental medicine, healthcare, and scientific knowledge. This policy affirms AIDM's dedication to promoting and conducting high-quality research activities that align with our mission to provide excellence in dental education, patient care, and community service.

4.1. Commitment to Excellence: AIDM is committed to conducting research of the highest quality, driven by innovation, integrity, and ethical standards. We aspire to contribute valuable insights to the field of dental medicine and related disciplines, striving for excellence in every aspect of our research endeavors.

4.2. Ethical Conduct: All research activities conducted within AIDM shall adhere to the highest ethical standards, ensuring the protection of research

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participants, the responsible use of resources, and the transparent reporting of research outcomes. Ethical considerations shall guide every stage of the research process.

4.3. Inclusivity and Collaboration: We embrace a collaborative and inclusive approach to research, encouraging interdisciplinary collaborations and partnerships with external institutions. AIDM aims to foster a diverse research community that welcomes perspectives from various backgrounds and experiences.

4.4. Research Education and Training: AIDM is committed to providing faculty members, students, and researchers with opportunities for research education, training, and skill development. We recognize that nurturing research competencies is essential for the growth of individuals and the institution.

4.5. Dissemination of Knowledge: AIDM recognizes the significance of sharing research findings with the global community. We encourage the publication of research outcomes in reputable journals, presentations at conferences, and other platforms to contribute to the dissemination of knowledge and drive positive change.

4.6. Support for Research Initiatives: AIDM is dedicated to providing a conducive environment for research. We shall allocate resources, infrastructure, and research funding to support faculty members and students engaged in research activities.

4.7. Mentorship and Guidance: AIDM values mentorship and guidance in nurturing research talent. Experienced researchers and faculty members shall provide mentorship to junior researchers, students, and residents, ensuring a continuum of learning and growth.

4.8. Research Integrity and Consistency: AIDM is committed to upholding research integrity and rigor. Our research activities shall be grounded in sound methodologies, transparent data analysis, and rigorous evaluation to ensure the reliability and credibility of research findings.

4.9. Continuous Improvement: AIDM recognizes the dynamic nature of research and commits to continuous improvement. We shall regularly review and update research policies, procedures, and practices to align with emerging trends, ethical guidelines, and global best practices.

4.10. Institutional Reputation and Impact: AIDM aims to enhance its reputation and impact through meaningful research contributions. Our research efforts shall reflect positively on the institute, contributing to academic excellence, patient care, and the advancement of dental medicine.

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5. Standard Operating Procedure (SOP) for Research Progress within AIDM

This Standard Operating Procedure (SOP) outlines the structured process for monitoring and evaluating the progress of research activities within Altamash Institute of Dental Medicine (AIDM). The SOP aims to ensure transparency, accountability, and effective management of research projects from initiation to completion. This Standard Operating Procedure (SOP) outlines the steps, responsibilities, and guidelines to be followed when conducting research within AIDM.

5.1. Research Proposal Submission and Approval

5.1.1 Faculty members and researchers submit research proposals to the Research Development and Review Cell (RDRC) for review and approval.

5.1.2 RDRC reviews proposals for feasibility, and alignment with AIDM's research goals.

5.1.3 Ethical approval is obtained from the Ethical and Review Committee for projects involving human subjects.

5.2. Data Collection and Management:

5.2.1 Researchers collect data following approved research protocols and ethical guidelines.

5.2.2 Data is securely stored and managed to ensure confidentiality, accuracy, and integrity.

5.3. Analysis and Interpretation:

5.3.1 Researchers analyze collected data using appropriate statistical methods and tools.

5.3.2 Results are interpreted and discussed within the context of research objectives.

5.4. Thesis/Dissertation or Manuscript Preparation and Submission

5.4.1 Researchers prepare dissertation or manuscripts following established guidelines, ensuring clear structure, proper citations, and accurate reporting.

5.4.2 Manuscripts are submitted to the Altamash Journal of Dentistry and Medicine (AJDM) or other reputable journals for publication.

5.5. Research Funding

5.5.1 Researchers identify and apply for research funding opportunities, both internal and external.

5.5.2 The Postgraduate Research Committee supports postgraduate students in identifying suitable funding sources.

5.6. Mentorship and Guidance

5.6.1 Faculty members and experienced researchers provide mentorship to junior researchers, guiding them through the research process.

5.6.2 Mentorship includes assistance with study design, data analysis, manuscript preparation, and ethical considerations.

5.7. Research Dissemination

5.7.1 Researchers present research findings at conferences, seminars, and workshops.

5.7.2 Published manuscripts contribute to the dissemination of knowledge in the scientific community.

5.8. Reporting and Documentation

5.8.1 Researchers maintain accurate records of research activities, including protocols, data collection methods, and analysis procedures.

5.8.2 Reports are submitted to RDRC upon project completion.

5.9. Collaboration and Interdisciplinary Research

5.9.1 Researchers are encouraged to collaborate across departments and institutions to enhance research outcomes.

5.9.2 Collaboration fosters diverse perspectives and enriches research projects.

5.10. Continuous Learning and Improvement

5.10.1 AIDM provides training and workshops to enhance research skills and knowledge.

5.10.2 Researchers are encouraged to stay updated with emerging trends and best practices in research.

5.11. Ethical Conduct

5.11.1 Researchers adhere to ethical standards, ensuring the rights and well-being of research participants.

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5.11.2 Ethical approvals are obtained for projects involving human subjects.

5.12. Research Review and Monitoring

5.12.1 RDRC monitors the progress of ongoing research projects and provides guidance if needed.

5.12.2 Regular review meetings assess project status and address any challenges.

6. Journal Publication Standards

6.1 Altamash Journal of Dentistry and Medicine (AJDM) Policy

Altamash Journal of Dentistry and Medicine (AJDM) is the official publication of Altamash Institute of Dental Medicine (AIDM), dedicated to promoting scholarly research and advancing knowledge in the fields of dentistry and medicine. This policy outlines the principles, scope, editorial guidelines, and ethical standards governing AJDM.

6.2 Mission

Altamash Journal of Dentistry and Medicine (AJDM) is dedicated to advancing knowledge and promoting excellence in the fields of dentistry, oral health, medical sciences, and allied disciplines. Our mission is to provide a platform for researchers, clinicians, and academicians to share their insights, innovative research, and scholarly contributions, thereby contributing to the betterment of healthcare and oral well-being.

6.3 Scope

AJDM welcomes a diverse range of submissions that encompass original research, review articles, case reports, and scholarly content across various areas of dentistry, medicine, and relevant interdisciplinary subjects. The scope of AJDM includes, but is not limited to:

6.4 Dental and Medical Research: Original research studies that contribute to the understanding of dental, medical, and health-related issues.

6.5 Clinical Insights: Clinical case reports and studies that offer valuable insights into diagnosis, treatment, and patient management.

6.6 Interdisciplinary Topics: Articles that bridge the gap between dentistry and medicine, promoting collaborative approaches to healthcare.

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6.7 Public Health and Prevention: Research addressing oral health promotion, disease prevention, and public health initiatives.

6.8 Innovative Approaches: Articles exploring innovative techniques, technologies, and interventions in dentistry and medicine.

6.9 Education and Training: Studies related to dental and medical education, curriculum development, and professional training.

6.10 Editorial Independence and Peer Review: AJDM is committed to maintaining editorial independence, ensuring that submitted manuscripts are reviewed objectively and impartially. All manuscripts undergo rigorous double-blind peer review to ensure the quality, accuracy, and validity of published content.

6.11 Editorial Board: The Editorial Board comprises experienced researchers, clinicians, and academicians with expertise in diverse areas of dentistry, medicine, and related disciplines. The Editorial Board ensures the integrity of the peer review process and contributes to the strategic direction of the journal.

6.12 Author Guidelines: Authors submitting manuscripts to AJDM must adhere to the journal's guidelines for manuscript preparation, structure, and formatting. Manuscripts should be original, well written, and contribute significantly to the field.

6.13 Ethical Standards: AJDM upholds the highest ethical standards in research and publication. Authors are expected to follow ethical guidelines regarding plagiarism, authorship, data integrity, and conflict of interest. All research involving human or animal subjects must adhere to ethical considerations and receive appropriate approvals.

6.14 Open Access: AJDM follows an open-access publishing model, ensuring that research findings are accessible to a global audience without subscription barriers. Open access promotes knowledge dissemination, increased visibility, and broader impact.

6.15 Copyright and Licensing: Authors retain the copyright to their published work in AJDM. Published articles are licensed under a Creative Commons Attribution License (CC BY), allowing others to share, adapt, and build upon the work with proper attribution.

6.16 Publication Frequency: AJDM is published biannually, providing regular opportunities for researchers to contribute and access new knowledge in the fields of dentistry and medicine.

6.17 Manuscript Submission and Review Process: Authors submit

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manuscripts through the online submission system. Submitted manuscripts undergo initial editorial assessment followed by double-blind peer review. Reviewers' comments are conveyed to authors for revisions, ensuring the enhancement of manuscript quality.

6.18 Research Integrity and Corrections: AJDM is committed to upholding research integrity. Authors are expected to provide accurate data and transparent reporting. The journal follows established guidelines for corrections, retractions, and expressions of concern when necessary.

6.19 Dissemination and Impact: AJDM seeks to maximize the impact of published research by promoting authors' work through indexing, abstracting services, databases, and academic networks. The journal aims to contribute to the advancement of science and practice in dentistry and medicine.

7. Linked/Referenced Documents

Journal Link: Altamash Journal of Dentistry and Medicine (AJDM)

AJDM Website: https://ajdm.altamash.edu.pk/index.php/ojs3

Reference Documents:

Carol, Cardno. (2018). Policy Document Analysis: A Practical Educational Leadership Tool and a Qualitative Research Method.
Link: https://files.eric.ed.gov/fulltext/EJ1305631.pdf

Young J, and Crewe E (2002). Bridging Research and Policy: Context, Evidence and Links.
Link: https://gsdrc.org/document-library/bridging-research-and-policy-context-evidence-and-links/

Higher Education Commission (2019). Higher Education Commission Journals and Publications Policy.
Link: https://www.hec.gov.pk/english/services/faculty/journals/Documents/Policies/Research_Journals_and_Publications_Policy.pdf

8. Revision/Modification History & Frequency of Research Policy

8.1. Revision/Modification History: This section outlines the history of revisions and modifications made to the Research Policy of Altamash Institute of Dental Medicine (AIDM). It provides transparency regarding changes made over time to ensure that the policy remains relevant and aligned with evolving research practices, ethical standards, and institutional needs.

8.1.1 Version 1.0: (Original Policy): [01/03/2019]

Initial version of the research policy established, outlining the foundation, purpose, scope, responsibilities, and guidelines for research activities at AIDM.

8.1.2 Version 2.0: (Revised policy): [22/06/2023]

8.1.2.1 Updates made to clarify and enhance the policy's mission and scope sections.

8.1.2.2 Addition of references to relevant external documents, guidelines, and resources.

8.1.2.3 Minor language and formatting adjustments for improved readability.

8.2. Frequency of Research Policy

The Research Policy of AIDM is subject to periodic review and updates to ensure its continued relevance and effectiveness. The frequency of these reviews is determined by the Research Development and Review Cell (RDRC) in consultation with relevant stakeholders. The goal is to align the policy with emerging trends, best practices, ethical guidelines, and the evolving needs of the institute's research community.

8.2.1 The policy will be reviewed at least once every two years to assess its effectiveness and relevance.

8.2.2 Additional ad-hoc reviews may be initiated if there are significant changes in research regulations, institutional structure, or strategic priorities.

8.2.3 Stakeholder feedback, suggestions, and inputs will be actively sought during policy review cycles to ensure inclusivity and comprehensive consideration.

9.0. Review Policy

The policy will be reviewed if new guidelines are issued by the regulating and controlling authorities. However, the owner/custodian of the policy may request for a revision based on emerging needs and with the approval from competent authority.
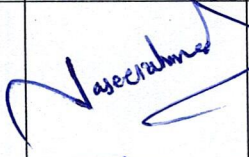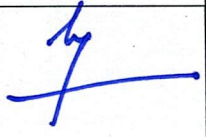
10.0. Custodian of the policy

A formal approval will be required if a policy is revised more than 25%. RDRC and DME would determine the percentage of revision in consultation with the custodian of policy.

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Developed By:	Prof. Dr. Naseer Ahmed	Professor, Head of RDRC	*Naseer Ahmed*		24th May 2023
Approved By:	Prof.Hasnain Sakrani	Principal and chair of Academic Council			25th May 2023