



GUIDELINES OF RESEARCH PROJECTS

Committee of Scientific Research

ABSTRACT

This file is intended to guide the process of research conduct. It defines the concepts and lists the alternative approaches. It also draws the timeframe of the process and the requirements.

**Department of Health
Administration**
Course 599

Important dates

| Tasks | Due on |
|---------------------|------------|
| Abstract submission | --/--/20-- |
| Poster day | --/--/20-- |
| Preseantation day | --/--/20-- |
| Project submission | --/--/20-- |

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Research Project Guidelines

HHA 599 /EHHA 599

Part one – Preparation

I- Course Description

This requirement is designed to help the decision maker conduct scientific research in a topic relevant to the current issues in the Saudi healthcare system in the specialized area of the candidate.

Students will be facilitated with knowledge on how to apply scientific research using appropriate methodological approaches; qualitative, quantitative, or mixed methods, and techniques relevant to the selected topics in the field.

II- Requirements

As one of the students enrolled in HHA/ EHHA 599, you are strongly advised to consider the project guidelines within your supervisor’s guidance. You are expected to fulfill the following requirements:

- Read carefully the department’s letter of understanding [Appendix A](#).
- Sign The Deanship of Graduate studies’ Joint Undertaking Form:
<https://graduatestudies.ksu.edu.sa/en/node/1584>
- Follow Research Project Guidelines of Health Administration Department.
- Adhere to research ethics.
- Maintain an updating written/verbal dialogue with the supervisor.
- Obtain approval(s), if required.
- ✓ **IRB approval**, IRB in KSU is at: <https://hesr.ksu.edu.sa/ar/node/2979> (form number 2 - [Research Proposal for Humanities Faculties](#))

KSU IRB form submission:

1. Fill out and sign the form, you as ‘Primary investigator’, your supervisor as ‘Coauthor’
 - ❖ Attach study instrument,
 - ❖ **Consent statement** should be at the beginning of the instrument.
 - ❖ Attach supervisor’s letter of approval.
 - ❖ **NOTE:** Read carefully the requirements listed in the form to avoid any delays.
2. Send it to Health Administration Department for stamping.
3. Send it to Institutional Review Board committee, then they forward it to the permanent committee.

- **Workplace approval**, if the project requires the use of resources from an organization.

- Submit a proposal/ plan of action.
- Present the project in a poster/slideshow.
- Document the project in a formal paper*.

*Paper formatting rules

- Each chapter/section begins on a new page; all headings and subheadings are in bold.
- Each new paragraph begins with an indent.
- Page number appears at the center of the bottom of each page.
- Times New Roman, size 12 font is used (except references are in size 11).
- Text is aligned left, with 1.5-line spacing, and in a single-column format.
- The paper is written in good English and has been spellchecked.
- The entire paper is written in the author's own words; plagiarism will result in a grade of "F" for the project.

- Check for plagiarism (not to exceed 25%).
- Submit the finalized and approved version of your project to the department.
 - ☐ **Two paper copies,**
 - ☐ **Electronic copies** (word & pdf) along with the **Data File**, to: haresearch@ksu.edu.sa.
- Complete the project within one semester; in case of *Incomplete*, the supervisor **then** the department council must approve the proposal, and the project should be finalized next semester with the same supervisor.

Fill out the Request for Monitoring Grade (L) for Incomplete/ Deanship of Graduate Studies.

https://graduatestudies.ksu.edu.sa/sites/graduatestudies.ksu.edu.sa/files/imce_images/tlb_rsd_tqdyr_1_gyr_mktml_3.pdf

- Finally, yet importantly, you are highly advised to share your findings with the scientific community.

The peer-reviewed publication system is the primary way scientists communicate.

- ✧ Consult your supervisor to ensure adhering to research ethic.
- ✧ Refer to the department **Guidelines in selecting a scientific journal** (Appendix E)

III- Alternative approaches:

You are encouraged to decide as early as possible on the approach that you will select for your project. The two alternatives to choose from are both scientific in nature and of great value if designed well (Table 1). The decision mainly relies on your project’s purpose, accessibility of data, and the targeted outcome of the project.

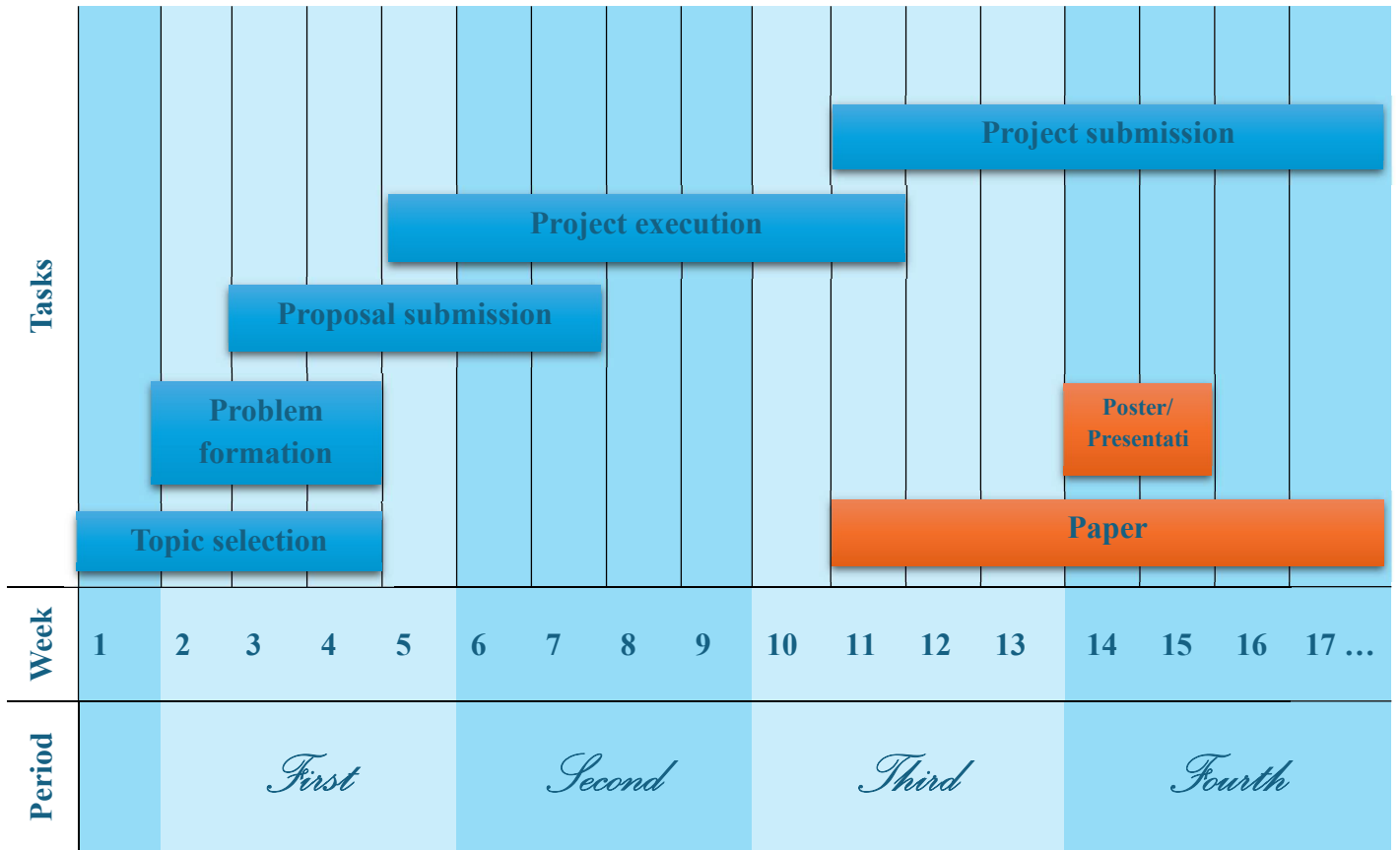
Table 1. Alternative approaches for a research project

| | A. Basic research project | B. Applied research project |
|--------------------------|---|---|
| Scope | Contribution to the scientific community in a specific field. | Application of theoretical knowledge to the real-world context. |
| Aim | Enhancing knowledge (targeting generalization). | Targeting site-specific matter. |
| Example | Cross-sectional, case-control, qualitative research. | Case study, Delphi method, evaluation research. |
| Deliverable | Academic paper, published article | Handbook, infographic, report, proposal,...etc. |
| Literature review | Minimum 20 scholarly articles. | Minimum 10 scholarly articles. |
| Approval(s) | IRB approval, mandatory. Workplace approval, if required. | IRB approval, if required. Workplace approval, if required. |

IV- Timeline

The research project comes into many forms and produces various products. Thus, the framework diverges based on the scope and methodology of the project. An inclusive framework is outlined here to guide the various projects covered by the students throughout this semester (Figure 1).

Use the framework as a guide after consulting your supervisor to properly fit your project in it. knowing that each step must not exceed the outlined weeks; the highlighted weeks are the maximum amount of time needed for each step of any of the students' research.



Research Project Timeline

Figure 1. Framework of research project timeline

Part two – Execution

A. Basic research project

The Research Project course is a Pass/Fail course that requires conducting a project within one semester. If you decide to conduct basic research, the project serves as original research that aims to contribute to the scientific community. It allows for considerable flexibility in the type, scope, and site of project undertaken. The motives behind selecting a certain project may include:

- **Propose** a theory, managerial model, measurement framework,
- **Conduct** analysis to describe a phenomenon or comparison to answer questions,
- **Manage and predict** interrelated factors.

The basic project involves the utilization of research methodologies/designs to understand the real world. It is a **systematic approach utilizing existing knowledge to satisfy curiosity and understand the fundamental principles of natural phenomena aiming to expand scientific knowledge.**

a) Examples of basic research projects

Basic research requires systematic approach to ensure **process validity** and consequently valuable **findings**. It has many forms and scops depending on the purpose and level of investigation. Some types of basic research projects and their usage are listed in Table 2.

Table 2. Basic research projects

| Types | Meaning/usage |
|---|--|
| <i>Inductive research</i> | Aims to develop a theory; it is a reasoning process that uses observations to develop general theories that explain human behavior, such as <i>Grounded theory</i> . |
| <i>Deductive, Quantitative research</i> | Scientific method that uses numerical data to test theories and hypotheses aiming to generalize the findings to larger population, e.g. Cross-sectional, and Case-control. |
| <i>Qualitative research</i> | Seeks to understand how individuals and communities perceive and make sense of the world and their experiences, e.g. <i>Phenomenology, Ethnography</i> . |

b) Roadmap of the Research Project Framework, Table 3.

Table 3. the project execution

| Key Milestones | Week of completion |
|---------------------------|--------------------|
| i. Topic selection | week 1-4 |

Address a specific managerial problem, **specifically in health administration NOT clinical.**

Tips:

- ✧ Use the department’s research priorities to assist you in topic selection. (Appendix B)
- ✧ Design your project to satisfy one of the following:
 - Fill a gap in the literature.
 - Gain deeper understanding of a topic, approach, or theory discussed in one of your classes.
 - Demonstrate a framework or model of practice in healthcare settings.

| | |
|------------------------------|-----------------|
| ii. Problem formation | week 2-4 |
|------------------------------|-----------------|

- ✧ Review the current knowledge and literature on your topic.
- ✧ Define and outline the problem with a clear, and precise statement.

| | |
|---------------------------------|-----------------|
| iii. Proposal submission | week 3-7 |
|---------------------------------|-----------------|

Get your supervisor’s approval of the proposal before you start working on the project. The proposal briefly explains the plan for the development of the project, and it should be written within four to seven pages in length. It has certain sections; each begins on a new page.

- Cover page; project title, names (student & supervisor), semester, year, and the logo of the department.
- Brief background, with a statement of the project purpose..... 1-2 pages
 - Project context and rationale; significance of the project..... ½ page
- Literature review consists of five recent and related scholarly studies..... 1 page
- Methods; selection of appropriate design to solve the problem..... 1-2 pages
 - Ethical considerations and/or confidentiality disclaimers..... 1 paragraph
- Timeline..... 1 page
- Approval(s)

Cont'd

iv. Project execution

week 5-11

Collect the data (quantitative/qualitative), analyze as planned and finalize your project.

v. Project submission

week 11-17 ...

After receiving the approval from your supervisor on your final draft, you should communicate your project with the faculty and your peers.

1. Document the project in an organized paper (Appendix C).

The paper is an extension of your proposal and to be organized as follow:

- Title page
 - Declaration
 - Abstract, with 350-word limit.
 - Table of contents, List of tables, List of figures.
 - **Chapter One: Introduction.** Background, project purpose, and its rational and significance.
 - **Chapter two: Literature Review.** Minimum of 20 scholarly articles that are published most of which are from the past 10 years.
 - **Chapter three: Methods.** Design, sitting, population and sample, data collection and analysis, ethical consideration, and approval(s).
 - **Chapter four: The Results.** Present the findings that satisfy the study objectives.
 - **Chapter Five: Discussion and conclusion.** Linking the findings with the current literature. Conclusion and recommendations.
 - **References.** Listed alphabetically, following APA style.
 - **Appendix(es),** as needed in addition to: Approval(s), study instrument, signed **Joint Undertaking Form.**
-

2. Present the project in an informative well-designed presentation /poster.

(Approximately in week 14/15).

Note: for project with posters, follow the instructions provided by the department, on the poster's specification, design, content, and date of presentation; (Appendix D).

B. Applied research project

The Research Project course is a Pass/Fail course that requires conducting a project within one semester. If you decide to conduct applied research, the project serves as a capstone project to apply the knowledge and skills gained through the master's degree program into a site-specific problem.

It allows for considerable flexibility in the type, scope, and site of project undertaken. The motives behind selecting a certain project may include:

- **Propose** a service program, managerial model, measurement framework,
- **Conduct** process evaluation, output evaluation, needs assessment study,
- **Manage** a real-life challenge, etc.

The applied project involves the application of certain managerial methodologies/knowledge to a real-world context. It uses the approach of applied action research, which is **a systematic approach utilizing existing knowledge to produce context-specific insights and solve a real-world problem.**

a) Examples of applied projects

Applied research requires systematic approach to ensure **process validity** and consequently valuable **deliverable**. It has many forms and scopes depending on the purpose and level of investigation. Some types of applied projects and their usage are listed here in Table 4.

Table 4. applied research projects

| <i>Types</i> | <i>Meaning/usage</i> |
|---|---|
| <i>Formative research</i> | Understand needs, behaviors, cultural context to inform the design of program, service, intervention, or product. |
| <i>Strategic and operational research</i> | Optimization of systems and processes by improving decision making in research allocation, efficiency, ... etc. |
| <i>Development / evaluation project</i> | Develop a tool or program to deal with a site-specific problem / design a program or product evaluation. |

b) Roadmap of the Applied Project Milestones, Table 5.

Table 5. the project execution

| Key Milestones | Week of completion |
|---------------------------|--------------------|
| i. Topic selection | week 1-4 |

Address a specific real-world management problem, **specifically in health administration NOT clinical.**

Tips:

- ✧ Use the department’s research priorities to assist you in topic selection. (Appendix B)
- ✧ Design your project to satisfy one of the following:
 - Fill a need in a certain organization or system.
 - Gain deeper understanding of a topic, approach, or theory discussed in one of the program classes.
 - Demonstrate a skill or experience in your current/ future career.

| | |
|------------------------------|-----------------|
| ii. Problem formation | week 2-4 |
|------------------------------|-----------------|

- ✧ Review the current knowledge and literature on your topic.
- ✧ Define and outline the problem with a clear, and precise statement.

| | |
|---------------------------------|-----------------|
| iii. Proposal submission | week 3-7 |
|---------------------------------|-----------------|

Get your supervisor’s approval of the proposal before you start working on the project. The proposal briefly explains the plan for the development of the project, and it should be written within four to seven pages in length. It has certain sections; each begins on a new page.

- Cover page; project title, names (student & supervisor), semester, year, and the logo of the department.
- Brief background, with a statement of the project purpose..... 1-2 pages
 - Project context and rationale; significance of the project..... ½ page
- Literature review consists of five recent and related scholarly studies..... 1 page
- Methods; selection of appropriate methodologies to solve the problem... 1-2 pages
 - Ethical considerations and/or confidentiality disclaimers..... 1 paragraph
- Timeline..... 1 page
- Approval(s) if needed.

IRB approval is required if the project includes collecting data from human subjects. **NOT** required with archival data such as websites, media, documents (reports, meeting agenda, charts,...etc.). Also, it is not required if you are not focusing on generalization or contributing to the body of knowledge; not planning to publish the results.

Cont'd

iv. Project execution

week 5-11

Collect the data (quantitative/qualitative), analyze as planned and finalize your project.

v. Project submission

week 11-17

After receiving the approval from your supervisor on your final draft, you should communicate your project's deliverable with the faculty and your peers.

1. Document the project on an organized paper (Appendix C).

The paper is an extension of your proposal and to be organized as follow:

- Title page
- Declaration
- Abstract, with 350-word limit.
- Table of contents, List of tables, List of figures.
- **Chapter One: Introduction.** Background, project purpose, and its rational and significance.
- **Chapter two: Literature Review.** Minimum of 10 scholarly articles that are published most of which are from the past 10 years.
- **Chapter three: Methods.** This chapter has a lot of latitude for creativity.

Measurement approach, data/information collection and analysis, ethical consideration, and approvals, if any.

- **Chapter four:** present the analyzed data and the findings.
 - **Chapter Five: Conclusion and the Deliverable.** provide a solution or recommendations and conclusion of the project.
 - **References.** Listed alphabetically, following APA style.
 - **Appendix(es),** as needed in addition to: Approval(s), study instrument, signed **Joint Undertaking Form.**
-

2. Present the project in an informative well-designed poster (Appendix D). Follow the instructions provided by the department on the poster's specification, design, content, and date of presentation; (Approximately in week 14/15).



Appendix A

Research Project Letter of Understanding

Research Project Letter of Understanding*

Section 1: Roles & Responsibilities

Student Responsibilities:

- Undertake sole conduct of the research project.
- Attend scheduled meetings and submit drafts/reports on determined time.
- Notify the supervisor promptly of any delays or alterations.
- Take primary responsibility for managing research progress.
- Adhere to King Saud University research ethics, safety, and academic conduct.

Supervisor Responsibilities:

- Ensure the student's awareness of the current project requirements.
- Provide timely academic guidance and constructive feedback.
- Ensure the feasibility and scientific quality of the project.
- Arrange for continuity of supervision during extended periods of absences.

Section 2: Intellectual Property and Publications

- Ownership of scientific research belongs to King Saud University, and the affiliation must be indicated when publishing.
- Original data must be stored in the department, and the researchers may retain a copy of it.
- Co-publishing is encouraged with emphasis on the importance of first authorship for the student, unless agreed otherwise.
- Research projects can't be published independently by either party (student / supervisor) unless the other one agrees.
- The research project is conducted for obtaining a scientific degree, and having guest authors may expose the degree to questioning, unless the student's research is part of a larger project.

Section 3: Conflict Resolution

Any unresolved conflict will be escalated to the chair of the department.

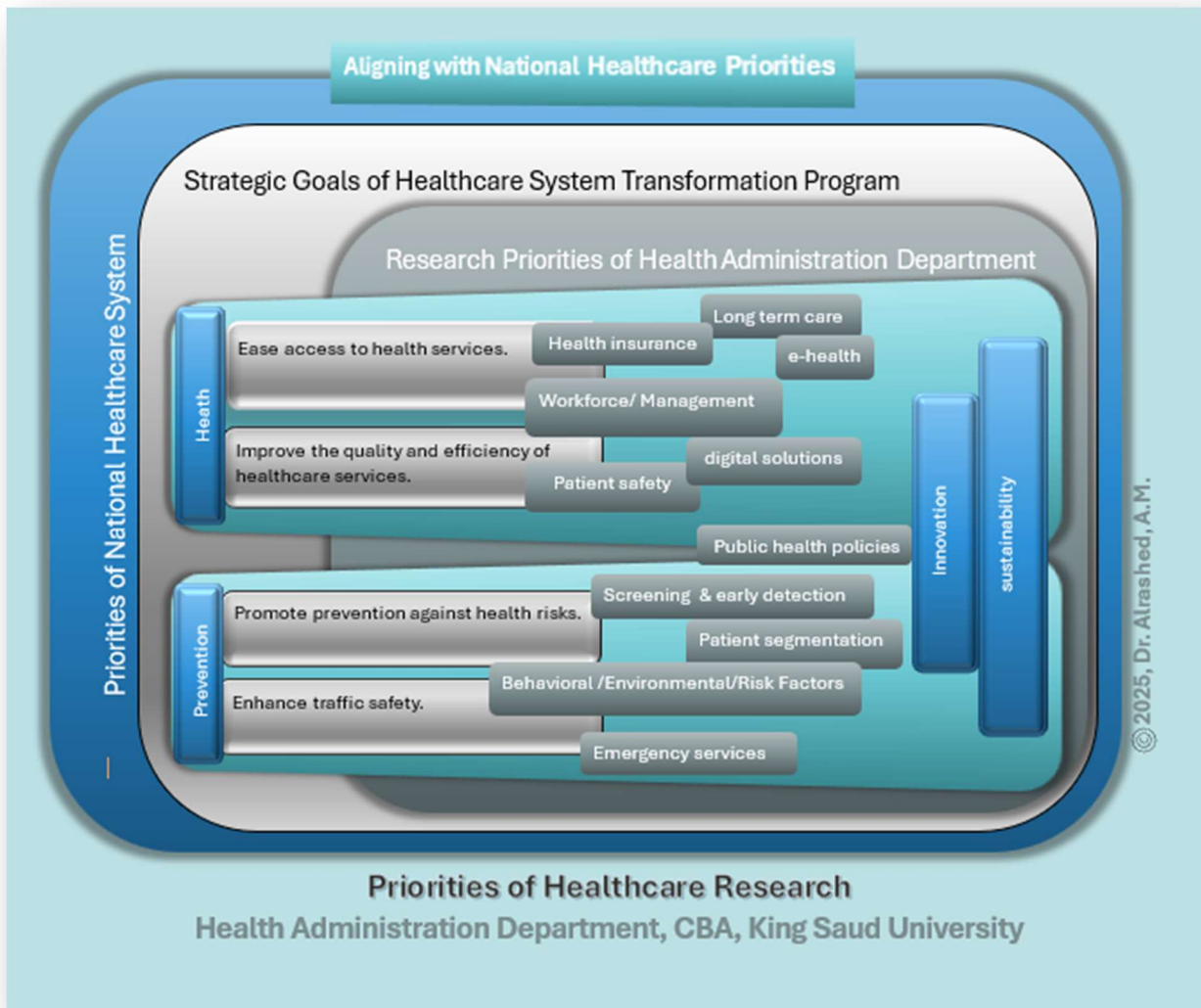
* *Rules Governing the Ethics of Scientific Research, as approved by the sixth meeting of the university council on 11/06/1436 H.*



Appendix B

Research priorities in Health Administration Department

Priorities of Healthcare Research
 Health Administration Department, CBA, King Saud University
 (Categorized based on Priorities of National Healthcare System)



Priorities of Healthcare Research
Health Administration Department, CBA, King Saud University
(Listed based on Deanship of Research - King Saud University)

| | |
|---|---|
| Humans' health | |
| <ul style="list-style-type: none">▪ Health insurance▪ Workforce/ Management▪ Long term care | <ul style="list-style-type: none">▪ Patient safety▪ Screening & early detection▪ Emergency services |
| Environmental sustainability and fundamental needs | |
| <ul style="list-style-type: none">▪ Public health policies▪ Patients' segmentation▪ Environmental factors | <ul style="list-style-type: none">▪ Behavioral factors▪ Risk factors |
| Future economies | |
| <ul style="list-style-type: none">▪ Digital solutions | <ul style="list-style-type: none">▪ E- health |



Appendix C
Research Project Template



College of Business Administration
Health Administration Department

Title of the research project

By

Name of Student

*A research project submitted in partial fulfillment of the
requirements for the master's degree of*

{Major}

Supervised By

Prof. (Dr.)

Professor of {Specialism}

{Department}, {College}

14...-20...

Declaration

I certify that this Research Project I have presented for graduation in the Department of Health Administration, College of Business Administration, in King Saud University is solely my own work, except where I have clearly indicated that it is the work of others. To the best of my knowledge and belief, this research project contains no material previously published or written by another person, except where due reference is made. Quotation from this work is permitted, provided that full acknowledgement is made. This research project may not be reproduced without the prior, written consent of the author and the supervisor jointly.

Student name:

Signature:

Date:

Dedication

Here is your dedication.

Abstract

Here is your abstract.

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| Dedication..... | ii |
| Abstract | iii |
| List of Tables (if any) | v |
| List of Figures (if any) | vi |
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| 1.1 | 3 |
| 1.2 | 4 |
| Chapter 2: Literature Review | 15 |
| 2.1 | 15 |
| 2.2 | 16 |
| Chapter 3: Methodology | 23 |
| 3.1 | 23 |
| 3.2 | 25 |
| Chapter 4: Results | 30 |
| 4.1 | 30 |
| 4.2 | 32 |
| Chapter 5: Discussion and Conclusions | 40 |
| References | 45 |
| Appendices (if any) | 50 |

List of Tables

| Table | Caption | Page |
|--------------|------------------|-------------|
| 1.1 | Caption of Table | xx |
| 1.2 | Caption of Table | xx |
| 2.1 | Caption of Table | xx |

List of Figures

| Figure | Caption | Page |
|---------------|-------------------|-------------|
| 1.1 | Caption of figure | xx |
| 1.2 | Caption of figure | xx |
| 2.1 | Caption of figure | xx |

List of Abbreviations

| | |
|-----------|------------------------|
| {Symbol1} | {Definition of Symbol} |
| {Symbol2} | {Definition of Symbol} |
| {Symbol3} | {Definition of Symbol} |

Chapter 1: Introduction

The chapter's contents presented within bold subheadings.

1.1. Background

Introduce the topic by providing background information such as history, chronological order, relevance to Saudi healthcare system, expectations, needs of society or certain groups, areas of concern, gaps in literature, misconceptions, neglected issues, opportunities, lessons, and alike.

1.2. Statement of the problem

State the main purpose of the study, and the sub-objectives (2-3 objectives).

1.3. Study significance

show why conducting this study; to fill a gap in literature, to provide an insight into an issue, to drive attention to a matter, to suggest a solution, to aid in making health related decisions and alike. This part should be based on literature and facts in the field not on your opinion (citation(s) is expected).

1.4. Delimitations

Discuss the constraints that you are aware of before starting the project. the boundaries or the limits of the study that you decide to include or leave out, in other words the factors that you have control over. E.g., study population, selection criteria, demographics included in the analysis. *The **Delimitations** should not be confused with the **limitations** in chapter 3.*

1.5. Definitions and operational terms

Define the terms used frequently in the study to eliminate any confusion or misconceptions, such as variables in the study purpose, attributes of study population, and theories or models used.

Chapter 2: Literature Reviews

First start with a brief introduction that includes: the study purpose & a description of the current chapter (how it was organized).

Then present the reviewed literature within subheadings

Note: This chapter is expected to include between (20-25 for basic research) & (10-15 for applied research) scholarly articles that are recent (within 5 years of conducting the research), and relevant to the study purpose.

2.1 Title

Your text is here.

2.2 Title

Your text is here.

Chapter 3: Methodology

First start with a brief introduction that includes: the study purpose & a description of the current chapter (how it was organized). Then present the contents within bold subheadings.

3.1 **Research design**

Your text is here.

3.2 **Study population**

Your text is here.

3.2.1 **Target population**

Your text is here.

3.2.2 **Study participants**

Your text is here.

3.2.2 **Sampling procedure**

Your text is here.

3.3 **Data collection**

How did you collect the data; time schedule and any factors related to data collection.

3.3.1 **Study instrument**

Description of the instrument's sections and its source (citation) with its reliability and validity estimates.

3.4 **Data analysis**

Statistical tests used if quantitative analysis, or methods of qualitative analysis.

3.5 **Limitations**

Conditions that were not expected and/or out of direct control, such as issues with the participants, responses, or with the analysis

Chapter 4: Results

First start with a brief introduction that includes: the study purpose & objectives then a description of the current chapter (how it was organized). Then present the contents within bold subheadings.

4.1 Title (Such as participant characteristics).

Present the related results here.

4.2 Title (such as the findings of the study's first objective).

Present the related results here.

4.3 Title (such as the findings of the study's second objective).

Present the related results here.

Chapter 5: Discussion and Conclusion

First start with a brief introduction that includes: the study purpose & objectives then a description of the current chapter (how it was organized). Then present the contents within bold subheadings.

5.1 Discussion

Discuss your findings in relation to the related literature.

5.2. Conclusion

Summarize the findings of the study's objectives.

5.3 Implications

Formulate new ideas from your findings.

5.4 Suggested further research

Identify areas where future studies may extend or clarify the conclusion of your study.

References

Use APA Style for your references.

Appendices

IRB approval, study instrument, and any additional information that is not needed in the body of the document and might be useful at some point such as tables, and correspondences.



Appendix D

**Poster day – Guidelines
EHHA program**

Research Project - EHHA 599

Poster day - Guidelines


For all enrollees in course EHHA 599,

- Make sure that your project is aligned with the department guidelines of research project including the timeline and dates of presentation and submission.
- Consider the department's **poster specifications** in designing your poster.
- Ensure including the contents listed in the attached **Sample poster layout**.
- Send an electronic copy of your poster to haresearch@ksu.edu.sa
- Make certain to do the following on the poster day:
 - ✧ Attend early to position your poster with the related group (topics are categorized into four groups representing health research priorities).
 - ✧ Be prepared and present to meet committee members and the guests throughout the session.
- Consider the committee's notes and comments carefully in your final draft.
- Confirm your supervisor's approval before submitting the project to the department.

Poster specifications

The design of the poster is one of the recognition and success factors for any project; it is a means to share your work with the faculty and fellow students; therefore, you are encouraged to show your identity there with careful consideration of the following:

1. The heading of the poster must contain the following six pieces of information.

| | | |
|--|--------------|---|
|  <p>College of Business Administration Health Administration Department</p> | Title | Executive Program of Health Administration |
| Names (student & supervisor) | | |
| Basic research OR Applied research | | # semester 20 ... /14... |

2. The size of the poster is A1 (59.4*84.1cm), and preferably in a horizontal orientation.
3. The content is organized in a logical flow.
4. The use of graphics is to clarify and simplify the information.
5. Sections and graphics are labeled.
6. Colorful posters are more appealing.

Best wishes
Research committee



Appendix E

Guidelines in selecting scientific journals

Guidelines in selecting a scientific journal

- The topic of the research is within the journal's scope and aim.

- When targeting certain journals:
 - ✧ If western journals, it is preferable to target "international ones",
 - ✧ If other than western, it is preferable to target local journals, then regional, and so on (to receive more acceptance of the sitting and the coverage of the research).

- Satisfying one of the following, guarantees that it is a scientific journal:
 - ✧ The journal is published by a recognized publisher, such as: Elsevier, Springer, Wiley, Taylor & Francis, Sage, Emerald.
 - ✧ The journal is published by: Academic institution, formal organization, international associations.
 - ✧ The journal is listed in a recognized database, such as: Web of Science, Scopus, PubMed, ProQuest, DOAJ.

- It is advisable to avoid Open access journals, unless the research is funded.
 - ✧ Though, there are some scientific journals that publish Open access without APC (article processing fees).
 - ✧ Be careful: all predatory (scam) journals are open access, and mostly with reasonable fees.

- It is advisable to avoid journals inviting papers to be published on a certain date, (predatory, or weak journals).

