



Preparing Documentation for RDA Accreditation

PREPARING DOCUMENTATION FOR RDA ACCREDITATION: DEMONSTRATING COMPLIANCE WITH STANDARDS

Successfully achieving RDA accreditation hinges on providing comprehensive and convincing documentation that showcases your Deanship's adherence to the established standards. Here's a breakdown of key areas and examples of relevant documentation:

I. Vision, Mission, and Strategic Goals:

- **Strategic Plans:** Compile your Deanship's strategic plan alongside the university's overarching strategic plan. Highlight clear alignment of goals, objectives, and timelines between both documents.
- **Mission Statement:** Provide a concise and impactful mission statement outlining your Deanship's core functions and responsibilities in supporting research within the university.

II. Governance and Leadership:

- **Organizational Charts:** Present a clear organizational chart detailing the Deanship's structure, roles, and responsibilities of all stakeholders, including the Dean, research committees, administrative staff, faculty, and student representatives.
- **Policy Documents:** Provide documented policies and procedures for key decision-making processes, such as grant allocation, research misconduct reporting, and ethical research conduct guidelines.
- **Meeting Minutes:** Include records of Deanship meetings and committee meetings, demonstrating transparency and stakeholder participation in decision-making.

III. Research Support and Infrastructure:

- Grant Application Procedures: Share your Deanship's established procedures for assisting faculty and researchers in identifying and securing funding opportunities through internal and external grants, contracts, and partnerships.
- Equipment Inventory: Create a comprehensive inventory of available research facilities and equipment, outlining their condition, capabilities, and accessibility for researchers.
- Ethical Research Policies: Provide clear and up-to-date policies and procedures for ensuring ethical research conduct, including conflict of interest disclosure, data management guidelines, and animal research protocols.

IV. Research Capacity Building and Development:

- Faculty Development Programs: Showcase brochures, syllabi, and completion certificates for your Deanship's faculty development programs, covering diverse research-related topics, grant writing, publication skills, and research ethics.
- Student Research Opportunities: Offer evidence of undergraduate and postgraduate research programs, internships, and summer research programs offered by your Deanship, including student testimonials and research project descriptions.
- Collaboration Agreements: Include signed agreements with external institutions, industry partners, and government agencies outlining collaborative research projects and initiatives.

V. Research Output and Dissemination:

- Publication Data: Compile and analyze data on faculty and student publications in reputable peer-reviewed journals and conference proceedings, demonstrating research productivity and impact.
- Knowledge Transfer Evidence: Provide case studies or reports showcasing successful examples of your Deanship's efforts to translate research findings into practical applications through technology transfer, start-up incubation, or industry partnerships.

- Communication Materials: Share examples of your Deanship's public communication efforts, such as press releases, media coverage, public lectures, social media posts, or science cafes, highlighting successful engagement with diverse audiences.

Remember:

- Regularly update your documentation to reflect ongoing improvements and achievements.
- Organize documents logically and make them easily accessible to reviewers.
- Provide concise and clear evidence that effectively demonstrates compliance with each RDA standard.
- Seek support from university administration and external consultants if needed.

By meticulously preparing your documentation, you can increase your Deanship's chances of successful RDA accreditation and showcase your commitment to fostering a thriving research environment within the university.