

## **KFUPM RESEARCH GRANTS**

### **SUPPORT PROVIDED BY THE UNIVERSITY**

The University provides all possible facilities to its faculty to carry out basic/applied original research. The following are some of the facilities provided by the university to support faculty research.

#### 1. Release Time from Teaching

Release time of one semester can be granted to a faculty member based on a research project approved by the URC provided the following conditions are met:

- The faculty member has put in 5 years of continuous service from the time of his appointment at the University or from his last sabbatical or release time period.
  - The faculty member must be present in the University during the registration week to attend to the advising of students.
  - A detailed report should be submitted by the faculty member concerned at the end of his release time to the URC, giving details of the research and development activities undertaken by him during his release time.
  - The faculty member is prepared to carry an extra teaching load in the semester preceding or following the semester in which he obtains release time.
2. Per diem support is available to attend internationally prestigious conferences to present paper(s) .
  3. The University will assist in the purchase of computers, peripherals, accessories, and other equipment for use in the research activity.
  4. The University can assist in the reimbursement of telephone/telex/fax charges, and photocopying and typing charges.
  5. The University will meet the page charges for publishing papers in prestigious international journals arising out of the approved research and book writing projects.

It should be noted that in book-writing projects, the University has the right to publish the book by transferring the copyright to its name, after entering into a contract with the faculty member(s). All publications resulting from a University-funded research project should contain specific acknowledgment of the support received from the University. (see Section 3.1.8 Item 9).

### **RESEARCH PROPOSALS**

1. The faculty member selects a topic from his field of specialization for basic and/or applied research either individually or together with a group of faculty members and graduate students from the same or from other departments. The

principal investigator (PI) is encouraged to involve junior faculty and/or graduate students in the investigation whenever possible.

2. The expertise of external consultants can be utilized only if their specific expertise is not available at KFUPM.
3. A broad outline of the research proposal and an updated C.V. of the Principal Investigator and the Co-Investigator(s) together with a list of reviewers to evaluate the proposal are then submitted to the URC. This proposal should be routed through the appropriate department chairman.
4. The Chairman, URC, after obtaining a list of reviewers from the department chairman and from the URC members who have specialized knowledge in the proposed area of research, selects the internal/external reviewers to whom the original research proposal should be sent for evaluation, and subsequently the proposal is sent to at least six reviewers to ascertain their opinions about the research proposal.
5. After discussing the reviewers' comments received from external/internal reviewers in the URC, these comments are communicated to the PI. If the comments are sufficiently supportive, the research proposal is accepted or the PI is asked to make appropriate revisions to the research proposal.
6. If the URC is satisfied with the (possibly) revised research proposal, the budget is then considered for approval. Upon approval of the budget and after the PI has given a seminar to explain his research proposal and to make other faculty members aware of such research work, the URC forwards the proposal to the University Scientific Council which, after discussion, recommends the proposal for approval by H.E. the Rector.
7. Upon the approval of H.E. the Rector, the Chairman of the URC communicates to the PI and the Co-Is approval of the research proposal, its commencement date, completion date, the required submission of a six-monthly periodic report to the Committee, and the date of submission of the final report.
8. The final report of the research project is submitted to the URC. This is sent to the original reviewers for evaluation purposes and is subsequently discussed by the Committee in order to ascertain whether the investigator(s) has/have fulfilled all the objectives enumerated in the original research proposal and whether any additional objective not listed in the original proposal was achieved. The report rating is based on the comments received from the reviewers and also on the URC's observations.
9. The PI is required to submit two copies of the (possibly) revised final report to the URC (one bound and one loose) together with a copy on a diskette (3.5") using *Microsoft Word*. The disk copy is required to make further copies of the report for the University's future needs.

## **PREPARATION OF NEW PROPOSALS**

The research proposal should be in the following format:

**1. Title Page** (in both Arabic and English): The form supplied as RG-1, in **Appendix C**, should be used.

**2. Table of Contents.**

**3. Abstract** (In both Arabic and English). The overall objectives should be stated, as well as the significance of the proposed research, the techniques and methods to be used, its anticipated accomplishments, and its time duration.

**4. Introduction**

This is an overview which should briefly describe background information on the proposed research such as why the research is conducted, what the main needs are, what the benefits are to the community, country, world, etc.

**5. Literature Review**

This should include a review of the literature, and indicate how the proposed research relates to it. It should show how the past activities of the PI and his team of Co-Is relate to the research.

**6. Project Objectives**

The general and specific objectives of the proposed research should be clearly described. For a better understanding, the objectives should be classified to identify those that are related to basic and applied research whenever applicable.

**7. Description of the Proposed Research**

This may be written in a number of different formats. The proposed research should be described clearly and in sufficient detail so that the reviewers will have a firm basis for judging the merit of the proposal, specifically, what is to be accomplished and how it will be done. It is well to clearly indicate whether the work is theoretical, experimental, or both, pure, applied and whether the necessary facilities are in-house, etc. It is well to identify any unique features of the investigating team, of KFUPM, or of its geographic location, that would have a positive bearing on the potential for success of the proposed research.

**8. Experimental Design and Procedure**

This section can be written as a narrative detailing the major pieces of capital equipment and laboratory space requirements, giving justification where purchase is required, or mentioning their availability in-house. Alternatively, the items can be presented in a list with their justification. These items would also appear as line items in the **Budget**. Furthermore, detailed information on the experimental design and procedure should be

provided, if applicable. For some disciplines, e.g., chemistry and chemical engineering, this section may be defined as *Materials and Methods*.

## **9. Scheduling of the Proposed Research**

In this section, the scheduling of tasks, if that is appropriate, should be discussed. It is understood that some research is highly speculative, and so is difficult to schedule. On the other hand, there should be clear objectives and a reasonable probability of some success. The research phases should be broken down and described briefly with the expected outcomes. This section may also include charts for illustrating the schedule for the accomplishment of the tasks, and/or the scheduling of personnel assignments. Examples of such schedules are given in RG-2 (**Appendix C**).

## **10. Personnel Requirements**

The principal investigator, faculty co-investigators, and graduate students should be listed, indicating their specific tasks and degrees of involvement (% of academic year and summer). Any other personnel needs (consultants, post-doctoral fellows, secretaries, technicians, etc.) that would require special hiring, must be justified in this section. A flow chart or table should be provided to show the links among different tasks to be carried out by the investigators.

## **11. Monitoring and Evaluation**

The information on how to monitor and evaluate the project findings and objectives should be clearly stated in the proposal.

## **12. Utilization Plan**

The PI is expected to describe the anticipated deliverable items from the proposed research including reports, software, models, data, patents and possible implementation of the results (or outcomes) of the project.

**13. References:** List references cited in the proposal.

**14. Budget** Follow RG-3 (**Appendix C**).

## **15. Resumes**

These should be of the Principal Investigator and his co-investigators, including a list of their most significant publications, especially those that relate to the proposed research.

## **16. Suggested Reviews**

The PI should provide names and addresses (including email addresses) of persons (both internal and external) he would want the URC to ask to evaluate the proposal using RG-4 in **Appendix C**. Similarly, the department chairman should also provide a list of prospective reviewers for the proposal, independent of the list suggested by the PI.

## **SUBMISSION OF THE PROPOSAL**

A cover letter should accompany the proposal, directed to the Research Committee Chairman. The proposal, with the cover letter, should be submitted to the department chairman for his remarks (using the evaluation form RG-5, **Appendix C**) and for onward transmission to the Research Committee. A checklist of particulars required (RG-7, **Appendix C**) should be completed and attached to the proposal.

## **EVALUATION OF THE PROPOSAL**

The URC will appoint at least three reviewers to evaluate the proposal. Reviewers are chosen from researchers throughout the world, utilizing names suggested by the proponent, the department chairman and experts in the field, and the URC, and from the University's computerized data base of KFUPM faculty interests. A confidential evaluation form (RG-6, **Appendix-C**) is provided to each referee.

If the evaluations are favorable, the proponent is called to present and deliver a seminar on the proposed work before a representative of the URC and faculty colleagues. The presentation is sponsored and publicized by the URC and/or the department concerned, and is open to the public.

If the evaluations are judged to be unfavorable, the URC will convey to the proponent the substance of the criticisms of the anonymous referees. If the URC feels the proposal may be worthy of support if suitably modified, it gives the proponent the opportunity for revision and resubmission.

The final decision on accepting or rejecting the proposal will be based upon the reviewers' evaluation. As soon as the external reviews arrive, the URC deliberates on the proposal to arrive at a decision.

## **PROJECT REPORTS**

### **1. Progress Reports**

A progress report must be submitted semiannually. It can follow any reasonable format. It should highlight any important results obtained, describe any deviations from the original objectives (major deviations require approval of the Research Committee), list of publications, conference attendance or other travel, for consultations, etc.

### **2. Final Reports**

Two copies of the final report (one bound and one loose) on A4 size paper should be submitted to the University Research Committee no later than *two months* after the end of the project duration. The report should contain all the pertinent information and results obtained from the research. A collection of published papers is not sufficient, although they should be submitted as one of the appendices. Student theses are not sufficient, although much of the information, including graphs and figures, given in the theses would normally be used in the final report. A typical outline is as follows:

Title Page

Table of Contents  
Abstract (English and Arabic), and Key Words for the Library Catalog  
Introduction  
Methodology, including specification and explanation of models used  
Experimental set up and procedure  
Results and Discussion  
Applications (potential and actual utilization of the project's output)  
Conclusions and Recommendations  
Summary of the Main Results in Arabic  
List of Papers Published from the Project  
Selected References  
Acknowledgments

## **EXTENSION OF RESEARCH PROJECTS**

A faculty member seeking an extension to his project on the basis that he intends to undertake further work in areas related to the original research project will be required to submit the progress report of his findings during the previous research period.

## **FINANCIAL MATTERS**

### **1. Major Equipment**

Special authorization is required for the acquisition of research equipment costing in excess of SR 100,000. Requests for equipment should include a statement of support and approval from the applicant's department. Such equipment should have a long term value to the University and should be related to an area of excellence pursued within the department.

### **2. Budget**

After approval of the research project, the principal investigator must contact the University Research Office to arrange for the preparation of an operational monthly budget for the project. The operational budget may differ from the budget in the original proposal since between the times of application and approval of the grant, some changes may have occurred in the planned scope of the project, or the support level granted may have differed from that requested.

### **3. Payroll**

Payroll procedures are the same for research employees as for regular faculty and staff. All new employees should be advised about the correct procedure so that no employee is penalized for failure to submit the proper pay form. All salaries and wages charged to the research grant must be earned during the official period of the grant.

### **4. Consultant**

The budget for a consultant may include only the cost of an air ticket, lodging and an honorarium.

## **5. Supplies and Equipment**

All supplies and equipment exceeding SR 300 must be purchased through the Purchasing Department using the appropriate purchasing forms. The designation “Non-Expendable Equipment” applies to all single items costing more than SR 1000 and having a life expectancy of more than one year. These items must have a University property number attached to them and be inventoried.

## **6. Travel**

All travel which is to be charged against a grant must be approved by the Research Committee prior to the trip.

## **7. Casual Labor**

Professional and non-professional staff employed for the research project on an hourly basis shall be termed casual Labor. Time sheets for such personnel are available from the Personnel Office.

## **8. Termination of the Project**

When the project has reached a successful conclusion or the contract time has run out, the research grant will be terminated. Care should be exercised in ordering supplies and equipment near the end of a grant period so that no outstanding obligations exist at the termination date. All unutilized funds automatically revert to the research funds of the University. All the equipment and materials purchased with grant funds will be assigned to the appropriate department.

## **9. Acknowledgment**

Proper acknowledgment of KFUPM support of the research must appear in all publications and presentations resulting from such research.

### Examples of acknowledgment:

1. The author(s) is(are) grateful for the financial and/or facilities support provided by KFUPM.
2. The author(s) wish(es) to acknowledge KFUPM for its support in providing the various facilities utilized in the preparation and/or presentation of this paper.
3. The investigator(s) hereby acknowledge(s) KFUPM for funding Research Project No. xx /xxxxxx/xxx which has resulted in the generation and/or presentation of this paper.