



King Fahd University of Petroleum and Minerals

Deanship of Academic Development

GUIDELINES FOR

ACADEMIC DEVELOPMENT GRANTS



TABLE OF CONTENTS

	Page
1. INTRODUCTION	1
2. PURPOSE	1
3. AREAS OF GRANTS	1
4. ELIGIBILITY and DEADLINES	2
5. PROCEDURE	2
6. EVALUATION CRITERIA	2
7. CONDITIONS	2
8. PROPOSAL FORMAT	3
9. DURATION and BUDGET	4
9.1 Duration	4
9.2 Budget	4



1. INTRODUCTION

The Deanship of Academic Development (DAD) at KFUPM is committed to enhancing students learning, teaching excellence and fostering an environment for rapid faculty development. Thus, the University is offering several grants through the DAD to enable individual faculty or faculty groups to pursue projects in fields related to academic development.

2. PURPOSE

The purpose of the DAD grants is to provide financial support for faculty members to carry out projects and activities that assist in enhancing students learning, teaching excellence and fostering an environment for rapid faculty development.

3. AREAS OF GRANTS

Areas of the grants include:

- **Enhancement of Learning Environment**

This area covers all studies that support the development of an enhanced students' learning environment that is aligned with the University's strategic direction.

- **Technology –Enhanced Learning**

This area deals with all activities that relate to the enhancement of teaching and learning through the deployment of information technology and multi media services.

- **Faculty Development**

This area deals with faculty professional development that is aligned with the university's vision for a high quality faculty member.

Proposals on the areas of the grant should be applicable to the KFUPM environment and deal with aspects that could be implemented at the whole University level.



4. DEADLINES and ELIGIBILITY

Every academic year, DAD will announce the deadlines for proposals submission. DAD will announce the grants awards within three months from the submission closing date.

All King Fahd University of Petroleum and Minerals faculty members are eligible to apply for the Academic Development grants.

5. PROCEDURE

Applicants for the grants shall submit to the Dean of Academic Development a proposal in the format given in section 8 and following the budget guidelines specified in Section 9.

The proposals will be evaluated by two reviewers using the *Review Form* given in *Appendix A*.

6. EVALUATION CRITERIA

The main criteria for the awarding the DAD grants are:

- Importance of the proposal objectives to **learning, teaching and faculty development** at KFUPM.
- Adequacy of the approach or methodology to achieve the project objectives
- Team competence to accomplish the project objectives
- Likelihood of project's outcome implementation.

7. CODITIONS

The principal investigator of shall conduct at least one public seminar on the project and must submit to DAD a progress report six months after the start of the project and a final report at the end of the grant period.

In certain situations the outcomes of the project might need to be implemented by others or require further follow-up. In such situations one or more of the project team members may be appointed as fellows with the center to carry out special assignments related to the project according to guidelines for fellowship appointment.



8. PROPOSAL FORMAT

A proposal submitted for an DAD grants should be prepared in the following format:

- **Cover page:** This page should have the project title, project team and affiliation.
- **Abstract**
- **Introduction:** This section should provide a brief introduction to the project topic, its importance, relevance and literature review.
- **Objectives:** This section must clearly specify the project objectives.
- **Methodology:** This section should explain the approach or the methodology to be used to accomplish the project objectives.
- **Project Statement of Work:** This section should provide a detailed description of the tasks that will be undertaken in the project.
- **Management Plan:** This section should provide the responsibility of each project member and a brief description on how the project will be managed.
- **Schedule/Time Frame:** This section should indicate the schedule for the project. It should provide details of each task, its duration and the complete project schedule.
- **Expected Outcome(s) and Utilization:** This should outline expected project outcomes and areas of possible utilization of these outcomes at KFUPM.
- **Budget:** This section should provide the project budget prepared in accordance with the guidelines in Appendix A.



9. DURATION and BUDGET

9.1 Duration

The maximum duration for DAD grants is one academic year including summer. Strong justifications are needed for longer durations.

9.2 Budget

The budget should be prepared according to the following:

<i>Item</i>	<i>Maximum Amount (SR)</i>
1. Principal Investigator	1,200 per month
2. Co-investigator	1,000 per month
3. Lecturers (holding master degrees)	800 per month
4. Graduate student(s)/ Research assistant(s)	600 per month
5. Secretary	1,000 per year
6. Supplies (must be strongly justified)	5,000

Note: Including summer in the budget requires strong justification.

Major equipment and software required will be purchased through DAD. All software and equipment acquired during the grant period may be shared by other departments under the management of DAD.