

Guidelines for Basic/Small Research Grant

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Deanship of Research
King Fahd University of Petroleum & Minerals



A. Introduction

Under the “Small Research Grant” the faculty member and researcher can carry out basic and exploratory research with the all possible facilities provided by the University for a Maximum Budget of SR. 100,000 and duration not exceeding 18 months per project.

Research proposals are invited from University faculty and researchers for submission to the University Research Office in all areas of research relevant to KFUPM, with preference given to the **research priority areas of KFUPM which include, but are not limited:**

1. Energy (Fossil Fuel & Renewable)
2. Oil & Gas
3. Refining & Petrochemical
4. Water & Environment
5. Nanotechnology
6. Advanced Materials
7. Corrosion
8. Information Technology

Faculty and researchers can apply for this grant once a year usually at the beginning of first academic semester. The main objective is to encourage more faculty members and researchers, to be involved in the proposal preparation and submission process and to support their innovative research ideas for advancement of knowledge and for setting the stage for technology development and to submit proposals of limited budget and duration but with acceptable outcome. In addition, it is meant to promote the idea of involving graduate students and research assistant in research projects. All proposals submitted through this grant are evaluated relative to each other and ranked accordingly based on the combined total scores from the external reviewers and the research committee.

In order to establish a strong research base and to develop local technical expertise, “Developmental Research” proposals are highly encouraged as part of this research grant. Proposals will typically involve upgrading important instruments or introducing new technical methods for operating or maintaining existing equipment.

B. Procedure & Format



1. The Principal Investigator submits the Research Proposal in the format prescribed by the DSR on its, website <http://www.kfupm.edu.sa/deanships/dsr/en/Pages/default.aspx>
2. The Research Proposal needs to be submitted online using the below link <http://rdsu.kfupm.edu.sa/eReview/SitePages/NewProposalsMain.aspx>
3. A hard copy of the proposal needs to be submitted to the Research Office signed by all members of the project, except for outside consultant(s).
4. The researchers will be paid as per the financial rules of the University. The total manpower cost including students, technical & administrative support should not exceed SR 50,000 per project. The remaining sum needs to be utilized for purchase of equipment and/or supplies.
5. The budget of these grants is restricted to a maximum of SR 100,000 with maximum duration of 18 months.

At any given point of time, a faculty member will be entitled for manpower compensation from a maximum of three projects funded through the Deanship of Research (two as principal investigator and one as a co-investigator) and a student will be entitled for compensation only through one research project funded by the Deanship of Research

C. Review & Evaluation Process

1. The research proposal will be reviewed by the University Research Committee (URC) after being critiqued by selected experts from the world's top universities.
2. Criteria used in evaluating proposals include parameters such as project justification, clarity & achievability of proposed objectives, methodology, significance of project's expected outcomes, etc.
3. The proposal is discussed in the URC and is either
 - i. Recommended for immediate funding, or
 - ii. Not recommend for funding

D. Budget Preparation Guidelines

A detailed budget needs to be prepared for each project and shall include both manpower and equipment & supplies with complete details and justifications as applicable. The following guidelines needs be taken into consideration while preparing the proposed budget



for the project. The budget will be reviewed by the research office and final itemized budget will be conveyed before the official start of the project along with the project approval memo.

S. No.	Item	Maximum Allocation (SR)	Period
1.	Project Manager (Principal Investigator)	1,200	Month
2.	Local KFUPM Consultant	11,000	Project
3.	Graduate Student (Pursuing PhD)	800	Month
4.	Graduate Student (Pursuing MS)	600	Month
5.	Undergraduate Student	400	Month
6.	Technician	400	Month
7.	Secretary	1,000	Year
8.	Stationery	1,000	Year
9.	Standard Desktop/Laptop*	6,000	Project
10.	Standard Printer*	1,500	Project
11.	Standard Scanner*	500	Project
12.	Workstation (Type – B)*	13,000	Project
13.	Books & References Materials	2,500	Project
14.	Publication	13,500	Project
15.	Overseas Per diem	14 Days	Per Year
16.	Local Scientific Visit (within KSA)	2 days	Per Visit
17.	Journal Submission Fee (CIM Only)	3,600/ Project	US \$ 300 per paper for first submission

* Consultant will be eligible for compensation from only one project during a particular period. The approvals of IT peripherals like Desktop/Laptop/ Printer/ Scanner are subject to justifications and not being issued from a previously approved project funded by the Deanship of Research.



E. Inception of the Project

Once the final approval is received for the proposal, the PI needs to ensure immediate creation of the project on the ERP system to facilitate project transitions based on the approved budget as well as the start and end dates.

The Research Project Agreement Form available on the DSR website needs to be submitted to the Research office after obtaining necessary approvals no later than one week from the receipt of the project approval memo.

F. Project Reports

F.1 Progress Report

A progress report must be submitted **semiannually (every 6 months)** on or before the due date as per the agreement in the prescribed **Progress Report Template** available on the DSR website.

F.2 Final Report

At the completion of any DSR-sponsored research project, the research team is required to submit a final report on the findings from the project. The final report should be submitted within One month of the completion date of the project. It is the responsibility of the PI to ensure that the Final Report is submitted to DSR within the period allowed. In exceptional circumstances, the submission date may be extended, but any requests must be made in writing, and approved by DSR before the original submission period expires. Submission of the final report after the one month period may result in the non-payment of the final installment of the compensation and can affect future funding requests submitted by the PI.

There are two types of final report format:

1. Type A Report: In the event the project team has submitted/accepted/published Journal Paper(s) a brief final report in the DSR format should be submitted along with all copies of the publication(s).
2. Type B: In the event project team does not have published/submitted Journal paper(s), a detailed report needs to be submitted.



To obtain further details on report types, their requirements and guidelines, visit the link
<http://www.kfupm.edu.sa/deanships/dsr/en/Pages/Guidelines.aspx>

G. Acknowledgements

1. Proper acknowledgment of KFUPM support along with the project number in all publications and other outcomes resulting from completed funded projects whether funded by the University or outside organizations is mandatory.
2. Accordingly, any publications or other outcomes with no acknowledgement to the project number would not be considered as part of that project

Research Project Outcomes: Project outcomes are only those which are direct outcomes of the project after its inception and that reflect clear acknowledgement of the project and its number. Only those publications that are real outcomes of the project and acknowledge the project number should be included as part of the final report