

Guidelines for Bridge Fund (BF) Research Grant

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Deanship of Research
King Fahd University of Petroleum & Minerals



A. Introduction

In order to promote and encourage high quality research at KFUPM through DSR funded research grants, the new Bridge Fund Grant “BF” is introduced in the form of new projects. In this scheme the previous performance of faculty/researcher in a previous/currently ending project and providing opportunity for well-performing projects for continuity by enabling the extension of the research, yet with fewer formalities. Such initiative is meant to encourage more faculty members to execute their projects to the highest possible standards and assure maximum deliverables, as the outcome of a research funded project will dictate the continuation of work in the same area (as an extension of the currently ending project).

The “BF” grant will be granted on the basis of outstanding performance in a previously granted DSR project that is likely to lead to new exceptional outcomes in the same area if pursued further. The Faculty/Researcher involved in a previously awarded DSR project will be eligible to apply for a BF grant. When a project team submits the final report of a DSR funded project and the team believes that they (a) can pursue their idea further, (b) have fully satisfied the proposed objectives of their funded project and (c) have secured exceptional outcomes from their research project, they can then apply for an extension (bridge) of their project to move it to a further stage. This extension of the fund will lead to the start of a new research project and will be considered as an additional DSR project. The scheme can continue indefinitely as long as outcomes from a previous project satisfy the criterion for applying for BF projects. It is hoped that this scheme will save the faculty/researcher time in writing formal proposals and in their subsequent processing. While proposing a Bridge fund the proponent will file a two to three page extension request summarizing the new research direction along with the expected outcomes. This brief document will be sent along with the final report of the previous project to the same reviewers for evaluation and subsequently advising the validity of extending the work according to the presented plan by the proponent.

B. Eligibility Criteria

The faculty applying for the Bridge Fund Grant must have one DSR project completed recently and a final report successfully submitted which highlights:

1. The completion of the proposed objectives.
2. The achieved outcomes (Journal papers, patents etc.), the beyond expectations of the project



3. Special performance factors such as new research direction(s) emerging from the last DSR project that forms the basis for applying for Bridge funding grant.
4. Brief statement (two to three pages) highlighting the Impact of Outcomes from the previous DSR project on the development of the subject, area of research etc.
5. The expected outcomes of the new project.

C. Procedure & Format

Interested individuals/team will apply for BF grant as follows:

1. A two to three page brief statement for the proposed BF grant will be submitted to DSR along with final report of the project to be “bridged”. 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 <https://research.kfupm.edu.sa/Researcher/ProposalSubmissionMain.aspx>
3. The new “Bridge fund” will be treated as fast track and limited to a maximum budget of 100,000 SR.
4. Policies for accepting Fast track projects should be applied

At any given point of time, a faculty member will be entitled to manpower compensation for a maximum of three projects funded through the Deanship of Research and SABIC, with two as principal investigator and one as a co-investigator.

D. Review & Evaluation Process

1. The project statement will be sent to the referees (same reviewing the final report of the project on which the BF is based) to obtain their opinion on the proposed work.
2. A decision to grant a BF project and duration of the project will be made in the light of reviewer comments and approval by the Research Committee.
3. The proposal is discussed in the URC and is either
 - i. Recommended for immediate funding, or
 - ii. Not recommend for funding



E. Budget Preparation Guidelines

The following guidelines need be taken into consideration while preparing the proposed budget for the project. The budget will be reviewed by the research office and the 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. | Co-Investigators (Asst. Prof. and above) | 1,000 | Month |
| 3. | Co-Investigators (Lecturer) | 800 | Month |
| 4. | Graduate Student (Pursuing PhD) | 800 | Month |
| 5. | Graduate Student (Pursuing MS) | 600 | Month |
| 6. | Undergraduate Student | 400 | Month |
| 7. | Technician | 400 | Month |
| 8. | Secretary | 1,000 | Year |
| 9. | National Consultant* (Within K.S.A) | 14,000 | Year |
| 10. | International Consultant * | 20,000 | Year |
| 11. | Stationery | 300 | Per Project |
| 12. | Standard Desktop/Laptop* | 6,000 | Project |
| 13. | Standard Printer* | 1,500 | Project |
| 14. | Standard Scanner* | 500 | Project |
| 15. | Workstation (Type – B)* | 13,000 | Project |
| 16. | Workstation (Type – A)* | 26,000 | Project |
| 17. | Books & References | 2,500 | Project |
| 18. | Publication | 13,500 | Project |
| 19. | 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.

F. 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.

G. Project Reports

G.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.

G.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>

H. 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

I. Expectations

The DSR expects that the new relaxation in granting fund to the highly performing faculty/researchers will promote quality research at the university. In particular, the DSR anticipates that a timely completion of projects and submission of final reports will result from such initiatives. It is also hoped that this initiative will enhance the number and quality of the publications resulting from projects and will provide opportunity to enhance and strengthen sustainability of research of faculty that are not associated with specific labs or groups.