Guidelines for KFUPM Directed Funded Research Grants

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Deanship of Research
King Fahd University of Petroleum & Minerals

A. Introduction

The University provides all possible facilities to its faculty to carry out basic/applied original research. Direct Funded Research Grants are main open-type research grants with budgets limited to **SR 300,000** and durations not exceeding 36 months for only research areas of interest to KFUPM. Faculty and researchers can apply for this grant once a year usually at the beginning of fall academic semester. This grant enables faculty members in areas to strengthen the areas of strategic importance to KFUPM and to the Kingdom. The following areas have been identified to accept proposals:

- Renewable Energy
- Petrochemical Research
- Oil & Gas
- Water
- Environment
- Advanced Materials
- Carbon Capture & Sequestration
- Nano Technology, Characterization, Development of Nanostructured materials
- Information Technology & Digitization

All Research Applications submitted for possible funding should be mapped with these areas and highlight how the proposed work is related.

B. Procedure & Format

1. The Principal Investigator submits the Research Proposal in the format prescribed by the DSR 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. A hard copy of the proposal needs to be submitted to the Research Office.
4. A detailed budget needs to be prepared for each project and needs to include both manpower and equipment & supplies with complete details and justifications wherever applicable.
5. The researchers will be paid as per the financial rules of the University.

At any given point in time, a faculty member will be entitled for manpower compensation from a maximum of three projects funded through the Deanship of Research including SABIC, (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 evaluated by the University Research Committee (URC) after being critiqued by selected experts from the world 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

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 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 & Reference Materials	2,500	Project
18.	Publication	13,500	Project
19.	Overseas Per diem	14 Days	Per Year
20.	Local Scientific Visit (within KSA)	2 days	Per Visit
21.	International Conference*	10,000	Per Year
22.	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 case the 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