Guidelines for KFUPM International Summer Scholarly Program

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Deanship of Research
King Fahd University of Petroleum & Minerals

A. Introduction

The International Summer Scholarly Program is applicable to all professorial rank faculty members. It can extend for a period of one or two months during summer, and should not conflict with the reporting or final exam periods nor with any other summer assignment.

Objectives: The program aims at exposing faculty members to new experiences, new ideas and new opportunities for international academic and/or research collaboration.

Incentives: These include a round trip air ticket to the host institution, and salary for one or two months.

The round trip economy-class ticket provided to the applicant for the summer visit, will be in replacement of his annual repatriation ticket for the current contact period.

B. Eligibility Criteria

All professorial rank faculty members (Assistant, Associate, and Full Professors) can apply. However, the program is competitive and only selected individuals will be chosen based on merit, with preference given to first-time applicants who have not availed this opportunity in the past.

1. Evidence of academic and/or research collaboration with the host institute/professor.
2. The program period should not:
   a. Overlap with any other summer assignments or with conference attendance.
   b. Be part of or overlap with any ongoing research work funded internally or externally.

C. Procedure for Participating in the Summer Research Grant

1. The University Research Office will include in its annual calendar a deadline for receiving proposals for the KFUPM International Summer Scholarly Program. In addition, reminders will be sent to all faculty members & researchers well before the

deadline to help them submit research proposals to the University Research Office in a timely fashion.

2. It is the responsibility of the applicant to ensure that the host institution is of high repute and is other than the applicant's alma mater.

3. Before submitting the proposal, the applicant should undertake all necessary correspondence and prepare a clear research plan with the host professor

4. The applicant should include in the proposal a clear justification for the selection of the institution and the host professor. He should also attach the following to the submitted proposal.

   a. An official invitation letter from the host institution or an invitation letter from the host professor.

   b. A statement from the host institution/professor assuring that facilities required to conduct the proposed research are available, if appropriate.

5. 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

6. The Research Proposal needs to be submitted online using the below link
   https://research.kfupm.edu.sa/Researcher/ProposalSubmissionMain.aspx

7. A hard copy of the proposal needs to be submitted to the Research Office.

8. The researchers will be paid as per the financial rules of the University.

D. Review & Evaluation Process

The University Research Committee thoroughly reviews the proposal to ascertain that the above criteria and guidelines have been taken into consideration.

1. The research proposal will be evaluated by the University Research Committee (URC) after being critiqued by selected experts in the area of the proposed research.

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. Since the number of positions available for the summer research grants is limited (and will be decided each year according to the prevailing situation such as summer teaching and other summer assignments), the applicants are ranked and selected on the basis of that number. Preference is given to applicants with strong proposals and those who have not availed this opportunity in the past.

4. The proposal is discussed in the URC and is either

   a. Recommended for immediate funding, or

b.   Not recommend for funding

5. The referees' comments are passed on to applicants of approved proposals for consideration in their research work.

E. Project Report

The program should have clear outcomes such as (a) publications in reputed journals with the host professor; (b) evidence of academic and/or research collaboration with the host institution/professor; (c) joint research project with host professor.

Upon completion of the program, and within a maximum of 6 months from the start of the academic year, the applicant should submit a brief report and present a technical seminar on the research conducted. In addition, he should submit a journal/ conference paper (ISI), or patent on the same research. Such outcomes should result from this specific program and should not have been obtained prior to enrolling in the program.

To obtain further details on report types, their requirements and guidelines, visit the links

http://www.kfupm.edu.sa/deanships/dsr/en/Pages/Guidelines.aspx

http://www.kfupm.edu.sa/deanships/dsr/en/Pages/default.aspx

F. 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