

Guidelines for Submission of Outcomes Based Final Report

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Deanship of Research
King Fahd University of Petroleum & Minerals



A. Introduction

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 of the project. It is the responsibility of the Principal Investigator (PI) to ensure that the Final Report is submitted to DSR within the stipulated period. 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.

B. Purpose

The purpose of the Final Report is to allow an assessment of the conduct of a given project, its success in meeting its agreed objectives, and to make a preliminary assessment of its quality and impact. The Final Report forms an integral part of KFUPM's research evaluation framework, contributing both to the assessment of individual projects and to the evaluation of KFUPM research overall.

C. Procedure, Format and Requirements

1. The Principal Investigator submits the Research Project Final Report in the format prescribed by DSR, <http://www.kfupm.edu.sa/deanships/dsr/en/Pages/default.aspx>
2. The Final Report and all supporting documents (**including published/submitted papers & scholarly outcomes form**) needs to be submitted online using the below link <http://rdsu.kfupm.edu.sa/eReview/SitePages/UploadFinalReport.aspx>
3. Procedure for submission is explained in detailed in the “**Comprehensive Guide for Project Managers**” available on the DSR website.
4. A hard copy of the final report and all supporting documents needs to be submitted to the Research Office.

C1. Type A Final Report

Since the researchers spend substantial time in preparing the research papers (mentioned above), DSR has decided to allow the team members to submit a compilation of



published/accepted/submitted papers as their final report. In this case the final report should be brief and would include the following:

1. Title page
2. Summary
3. Key words for Library Catalog
4. Project achievements against each of the objectives (relating the papers published to the original project objectives)
5. Additional achievements, if any (such as patents, research student supervision, book chapters, etc.)
6. List of published/accepted/submitted papers.
7. Mapping of the project objectives to the project outcomes.
8. Details of members contributing to the project in the last 6 months/period.

C1.1 Type A Final Report Acceptance Requirements

In accordance with University policy, DSR encourages the beneficiaries of research projects to publish their work in reputable journals and conference proceedings. In particular:

1. At least **ONE journal paper** should have been **submitted** for publication from a project of **18 months or less** in duration **for processing the Final Report**.
2. At least **ONE journal paper** should have been **published or accepted** for publication from a project of more than 18 months duration.
3. For longer projects, the minimum number of papers is prorated on the basis of one journal paper per 18 months period (i.e. at least two Journal papers for projects with durations of more than 30 months and at least one Journal paper plus one high quality conference paper for projects between 19 months and 29 months of duration).
4. **Project team members should realize that the Final Payment will not be released unless the publication is accepted and a proof is submitted to the Deanship.**

C2. Type B Final Report

In the event that the project team has not published/submitted any papers from the DSR funded project by the official completion date, it can submit a regular final report. In this case the final report should be detailed, and should include the following:

1. Title Page
2. Abstract and Key Words for the Library Catalog



3. Acknowledgement
4. Table of Contents
5. Introduction
6. Methodology, including specification and explanation of models used
7. Experimental set up and procedure
8. Results and Discussion
9. Applications (potential and actual utilization of the project's output)
10. Conclusions and Recommendations
11. List of papers under preparation
12. Additional achievements, if any
13. Selected References
14. Acknowledgments
15. Details of members contributing to the project in the last 6 months/period.

C2.1 Type B Final Report Acceptance Requirements

In accordance with University policy, DSR encourages the beneficiaries of research projects to publish their work in reputable journals and conference proceedings. In particular

1. For **short-term projects (18 months or less)**, the proponents needs to have at least **One Journal paper** should be at least accepted within six months of the official project completion date.
 2. For long term projects (more than 18 months), the proponents should have at least One Journal Paper Published within six months of the official project completion date and the minimum number of papers is prorated based on the duration.
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1. The Journal paper must be of high quality (i.e. listed in ISI database or as judged by the recommended list for the department concerned as relevant).
 2. ** All publications/ scholarly outcomes resulting from the DSR sponsored projects should acknowledge KFUPM support and the project number under which the funding was obtained.
 3. *** The project team members should realize that the outcomes from sponsored projects and the fulfillment of the publication conditions will be used in assessing their future research project submissions.
 4. **** For projects requiring special consideration in relation to the guidelines above, formal requests need to be submitted to DSR together with the initial project proposal.



D. Review & Evaluation Process

1. The research project final report will be reviewed by the University Research Committee (URC) with the opinion of selected experts from world-renowned universities.
2. The subject experts typically provide both a narrative assessment and a qualitative rating of the work undertaken against a number of evaluation criteria. The completed projects are assessed for the following aspects.
 - i. Achievement of project objectives
 - ii. Publications resulting from the project, and their quality.
 - iii. Quality of journals/conference proceedings in which the papers were published
 - iv. Additional achievements of the projects.
 - v. Possibility of future research
 - vi. Impact of the work
 - vii. Communication of research output
 - viii. Potential benefits to society
3. The final report is discussed in the URC and is either
 - i. Recommended for acceptance directly, or
 - ii. Recommend for revision and resubmission. or
 - iii. Not recommend and denial of final payment.