

# Guidelines for Release-Time Research Grant

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Deanship of Research  
King Fahd University of Petroleum & Minerals



## **A. Introduction**

The release time is a privilege that is granted with the expectation that the applicant is capable of using this period in a manner that will thereafter increase the applicant's effectiveness and contribution to KFUPM. The University provides all possible facilities to its faculty to carry out basic/applied original research. The following are the guidelines and facilities provided by the university as part of the release time research grants.

1. Release Time from Teaching: Release time can be granted to a faculty member based on either a "Release Time" proposal or a part of a research project approved by the University Research Committee (URC) based on the following conditions:
  - i. A faculty member who has been in the University for a period of five years is eligible for one semester and a summer period of release time. The summer period can be taken before or after the semester of his release time.
  - ii. All applications should be made to the Deanship of Research at least one semester prior to the actual start of the release time.
  - iii. Each application must be supported and approved by the Department and College Councils.
  - iv. A detailed report should be submitted by the faculty member concerned at the end of his release time to the URC, giving details of the research and development activities undertaken by him during his release time. If the release time is taken as part of a University funded project, the faculty is required to submit both a release time project report at the end of his release time and a final report at the end of the University funded project period.
  - v. The faculty may be required to undertake an additional teaching load in the semester preceding or following the semester of his release time.
  - vi. The faculty member must agree to return to KFUPM for at least one academic year of service after the completion of his release time; otherwise, he has to return to KFUPM any compensation including salary and any other expenses incurred by the university during the release time.
2. Providing support necessary for the success of the research project as justified and approved according to the Deanship of Scientific Research established guidelines/criteria.
3. All publications resulting from a release time research project should contain specific acknowledgements of the project number and the support received from the University.



## B. THE RELEASE TIME RESEARCH PROPOSAL

The release time research proposal should state clearly and concisely the main tasks to be undertaken during the release time period. The proposal should include the following:

1. Cover Page
2. Table of Contents
3. Summary: This section includes a summary of the main objectives, importance of the proposed work, the expected achievements, relevance to the faculty member's academic development, relevance to KFUPM and the Kingdom, host institution, and the time duration.
4. Introduction: The introduction is expected to provide an overview of the proposed release time and the benefits to be derived from it. It may include the following points:
  - i. Outline of the history of the problem,
  - ii. Outline of the work to be done,
  - iii. Brief information about the host institution, and
  - iv. Link with future research plans.
5. Literature Review: A comprehensive literature review relevant to the proposed research is needed. The literature review is expected to reflect the awareness of the applicant on the work done on the proposed research topic. Accordingly, it should cover the most recent material published on the topic and this should not be part of the objectives or research plan.
6. Objectives of the Release Time Research: All of the objectives must be clearly stated and enumerated in a logical order.
7. Relevance to Department, University and Kingdom: This section should focus on the relevance of the above objectives to the proponent's academic development, his department, the University, and the Kingdom.
8. Research Plan: The proposed work is expected to be divided into a number of phases. For each phase, details of the work to be carried out and the corresponding time required should be specified.
9. Publication Plan: The proponent should state the papers expected to be published in refereed journals and conference proceedings/presentations. He may also give names of potential journals for his publications. In the case of a research-oriented book, the proponent should provide details about possible publishers.
10. Suitability of Host Institution: In this section, the proponent is expected to provide a brief synopsis of the host institution's strength in the area of the proposed research. The proponent should also state whether there is a research group in the proposed area(s) at the host institution. In addition, he may describe the laboratory facilities,



computing facilities, libraries, etc. The host institution should be selected carefully such that the time spent by the applicant in it adds value to his activities.

11. Budget: The proponent should provide details of the additional expenses to be covered by KFUPM during his release time. Travel expenses from KFUPM to the host institution, if applicable and monthly base salary should not be included.
12. Conclusion: The proponent may draw some conclusions, if any, on his proposed release time research.
13. References: All references must be written according to the standard citation format.
14. Appendices: The appendices should contain the following:
  - i. Eligibility Letter from the Deanship of Faculty and Personnel Affairs
  - ii. A letter of invitation from the host institution
  - iii. A statement of understanding and administrative recommendation form

## **C. 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.
4. The researchers will be paid as per the financial rules of the University.
5. The principal investigator cannot be part of any other project(s) during the release time period, other than the Release-time

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 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

## **D. 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.
4. Should the URC recommend University support of the project, it will submit the recommendation to the Scientific Council (SC) for its approval and authorization.

## **E. 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.

<b>S. No.</b>	<b>Item</b>	<b>Maximum Allocation (SR)</b>	<b>Period</b>
1.	Project Manager (Principal Investigator)	Basic Salary	Month
2.	Secretary	1,000	Year
3.	Stationery	1,000	Year
4.	Standard Desktop/Laptop*	6,000	Project
5.	Books & References	2,500	Project
6.	Publication	13,500	Project
7.	Medical Insurance	5000	Project
8.	Round Trip Tickets	Based on location	Four Tickets Only*
9.	Journal Submission Fee (CIM Only)	3,600/ Project	US \$ 300 per paper for first submission

\* Maximum four economy-class tickets for PI and his family members including wife, unmarried daughters and sons (under 18 years) from Dammam – Host University. Request



for IT peripherals like desktop/laptop/printer/scanner must be justified and such peripherals must not have been issued previously through an 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

### 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 Release-Time Report

If the proposed release-time is part of a research project, then the investigator is required to submit release time research report must be submitted no later than two months days after the completion of the release time. The report, with a covering letter, is to be submitted to the Deanship of Research (DSR). The report should include the following:

1. Summary
2. Introduction
3. Achievements: The objectives, as written in the proposal, should be stated first. Any modification(s) from the proposed objectives should be clearly detailed. Achievements should be presented in a logical order.
4. Additional Achievements: If there are any additional achievements, they should be reported in this section. These may include contacts with other institutions,



initiation of research projects to be continued after the release time, research papers from previous work prepared during the release time, courses taught, seminars presented, etc. **In addition, the scholarly outcome form should be filled in and submitted by him after his return from the release time project.**

5. Publications: The publication plan as it appears in the proposal should be stated first. This should be followed by a list of relevant publications. Publications from additional work can be presented under a separate heading (within this section).
6. Appendices and/or Conclusions and Recommendations: The appendices should include the following:
  - i. Copies of all the papers;
  - ii. Copies of letters received from the journal editors (or conference organizers) indicating submission/acceptance, etc.;
  - iii. A copy of the manuscript, in the case of a research-oriented book; and
  - iv. Seminar flyers and any other relevant materials may also be included.

### **F.3 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



Appendix – 1		
<b>Statement of Understanding &amp; Administrative Recommendation for Faculty Release Time Grant</b>		
<p>1. I understand that the release time is granted in accordance with KFUPM's policy. I will carry out my release time plan diligently and will submit a written report within 60 days of the completion of my release time.</p> <p>2. I also understand that I am required to return to the University for at least one academic year of service upon completion of the release time. I agree that if I refuse to return or leave the University before one academic year, I will return to KFUPM all compensation that has been incurred by the University during my release time period.</p>		
<b>Name of the P.I.</b>	<b>Department</b>	<b>Signature/ Date</b>
Department Chairman's recommendation and verification that the release time proposal is supported and approved by the Department Council.		
<b>Department Chairman</b>	<b>Signature/Seal</b>	<b>Date:</b>
College Dean's recommendation and verification that the release time proposal is supported and approved by the College Council.		
<b>College Dean</b>	<b>Signature/Seal</b>	<b>Date:</b>