

# Guidelines for Research Startup Grant

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Deanship of Research  
King Fahd University of Petroleum & Minerals



## A. Introduction

As part of its mandate to promote high quality research, scholarship, and creative activity by KFUPM faculty, the Deanship of Scientific Research (DSR) has developed a portfolio of research grants suitable for different categories of KFUPM faculty and researchers. The Research Startup Grant is a new internal grant intended to meet the needs of faculty who have recently joined KFUPM or recently received their Ph.D.'s, and those who are unable for various reasons to apply for the regular internally-funded or fast track grants. For those who are new to the university, the Startup Grant is intended to facilitate a smooth transition from their previous research activities to new research activities in the KFUPM environment. For those who have been relatively less involved in their research, the grant is intended to act as a start-up facility to re-start, re-charge, or reinvigorate their research.

## B. Eligibility

Individuals eligible for the grant are professorial rank faculty who are:

1. Are new to KFUPM or have recently received their Ph.D. degrees.
2. Have been away from research: This is defined as faculty who EITHER:
  - i. Has not been involved in an internally-funded research grant (either as PI or CI) within the past three years, OR
  - ii. Have not published at least one journal paper within the last three years.

## C. Objectives

The main objective of the Research Startup Grant is to assist the career development of faculty members who are new to KFUPM or those who have been relatively less involved in their research. Specific objectives of the grant are:

1. To provide an early start-up research facility for new faculty joining KFUPM, introduce them to the research culture and opportunities at KFUPM, and familiarize them with the relevant research procedures.
2. To help faculty who have been relatively uninvolved in their research to reinvigorate their research activities, improve their own research outcomes, and contribute to the overall research outcome at KFUPM.



3. To provide seed funds for research projects involving pilot data studies or experimental tests that may be utilized later to prepare proposals for internally-funded research grants or for submission to external funding agencies.

## **D. Award Description**

The Grant amount will be for a maximum of SR 75,000 for faculty compensation, student assistants, equipment, supplies and other expenses subject to the following conditions:

1. Faculty compensation should not exceed SR 1200/month for the entire duration of the project.
2. Compensation of graduate students should not exceed SR 600/month for the entire duration of the project.
3. The grant offers the following benefits:
  - i. The faculty is eligible to apply for a one month summer contract during the project research period.
  - ii. A Co-I/consultant who is active in research in the proposed area can be added (If properly justified and he has clear role and involvement in execution plan). The compensation of the Co-I/Consultant should not exceed SR 1000/month.
  - iii. Involvement of an active researcher as a co-investigator/consultant is restricted to two ongoing start-up projects.
  - iv. Duration of the Research Startup Grant will be 10 months in addition to 1 month summer assignment.

## **E. 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.



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

## **F. 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

## **G. 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)	1,200	Month
2.	Local KFUPM Consultant	7,000	Project
3.	Graduate Student (Pursuing PhD)	800	Month



4.	Graduate Student (Pursuing MS)	600	Month
5.	Undergraduate Student	400	Month
6.	Technician	400	Month
7.	Secretary	1,000	Year
8.	Stationery	1,000	Year
9.	Standard Desktop/Laptop*	6,000	Project
10.	Standard Printer*	1,500	Project
11.	Standard Scanner*	500	Project
12.	Workstation (Type – B)*	13,000	Project
13.	Books & References	2,500	Project
14.	Publication	13,500	Project
15.	Overseas Per diem	14 Days	Per Year
16.	Local Scientific Visit (within KSA)	2 days	Per Visit
17.	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.

## **H. 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.



## I. Project Reports

### I.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.

### I.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>

## J. 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