

Guidelines for Special Societal Studies Research Grant

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Deanship of Research
King Fahd University of Petroleum & Minerals



A. Purpose

The purpose of this grant is to perform research in a specific field or multi-disciplinary areas of greater concern and interest to the Saudi society. The aim of this new track is to promote and enhance KFUPM's leading role and its contribution to the society by providing governmental and private sector with important studies pertaining to society. The university will print and publish these research studies in a special series for distribution to relevant government and private sectors and public libraries.

B. Objectives

1. To provide awareness to the government and private sectors as well as public with information of practical research results that impact Saudi society and its members and their lives.
2. KFUPM to be seen as a center of excellence in the areas of importance of social oriented research activity.
3. Enhancing the contribution of KFUPM to society by linking research activities with society's needs.
4. More exposure of faculty members to society's needs.
5. To promote teamwork and multi-disciplinary approaches in executing research projects and studies.

The award of this grant will receive high publicity from the university. As such, special award projects will be published by the university and will receive nation-wide publicity in the media and through public lectures and special publications.

C. Award Description

1. As per unified regulations of research, SR 1,200 per month for PI and SR 1,000 per month for Co-I plus the budget for field research. Special bonuses and awards will also be given to top-ranked projects every year according to its findings and major contributions.
2. Maximum one-year extreme exceptions will be considered based on the merit of the proposal, especially if field research is to be carried out. The grant will be announced during the Deanship's annual research event.



D. Area of the Grant

These projects are expected to be carried out by a team of interested faculty members. The project areas will include multi-disciplinary areas of the most direct government, private and public interest, bearing on society today as well as in the future. This may include education, engineering problem solving, Saudi employment, utilization of industrial waste, youth skills, general science, management safety, employment, environment urban planning, information technology, work ethics and educational value, skills, global and socio-economic areas that affect the day-to-day lives of citizens. These topics may include comprehensive reviews or update of previous important studies.

E. Submission and Acceptance

When applying to Special Studies Research Grant, all interested faculty members are urged to submit their preliminary research interest areas to the Deanship of Research by means of an extended summary of not more than 500 words for initial screening and acceptance. The extended summary should provide a description of the topic of research, how it is to be conducted, the research team members and a description of the expected outcome/impact on Saudi society and social needs. The proponents of the accepted summaries will be notified to submit more detailed proposals as outlined in the proposal guidelines attached. In some cases of similar topics, proponent teams might be asked to form one team.

After a review of extended summaries by the Research Committee, the successful faculty members shall be notified and asked to submit detailed proposals. It is necessary to submit the extended summary, proposal and final report in the Arabic language (we recommend submitting the report in English as well as in Arabic).

E.1 Procedure & Format for Detail Proposal

1. The Principal Investigator submits the detailed 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.

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	1,000	Year
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 & References	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.	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