

Guidelines for Undergraduate Research Grant

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Deanship of Research
King Fahd University of Petroleum & Minerals



A. Purpose/Motivation

The KFUPM Undergraduate Students Research Grants (USRG) flexibly and responsibly provides research support to undergraduate students with outstanding credentials who are interested in pursuing quality research work. The Grant intends to stimulate interest in research and innovation among KFUPM undergraduate students and inspire many of them to become future research leaders. Innovation is the cornerstone of economic growth. An Annual Undergraduate Research Contest will enliven the program and promote a campus wide enthusiasm for undergraduate research. This Grant will also serve to persuade students to improve their academic performance, as it is restricted to Honor Students.

B. Objectives & Eligibility

The eligibility, criteria, and duration of these grants are as outlined below:

1. **Objectives:** USRG aims to stimulate a culture for undergraduate research by supporting outstanding undergraduate students interested in pursuing innovative research as they pursue academic excellence.
2. **Eligibility:** KFUPM full-time undergraduate Honors students, with innovative research project plans, supported by a Faculty Member or Full-time Researcher, are eligible to apply for USRG that could provide up to 12 months of research funding. Two deserving students may participate in a single project; however, a student shall not participate in two USRG grants concurrently. Furthermore, a single Supervisor should not mentor two USRG grants concurrently.

C. Award Description

The following table lists the types of awards that will be made available for students:

Grant Component	Amount	Terms
Stipend	SR 600/months	12 Months
Research cost for supplies, equipment, fields trips...etc.	Expected to be about 20,000 SR; further funding pending justification.	Students are expected to utilize equipment and material provided by the University. USRG is available according to University purchasing by-laws for the proper and full execution of the project.



1. USRG students are encouraged to attend a National or International Conference/Symposium where they can present a conference paper. Conference attendance support as per DSR procedures for graduate students.
2. USRG students are encouraged to plan in the proposal and budget for visiting an advanced research center in the summer, provided such is related to the USRG project.
3. The Grant Budget is capped at 50,000 SAR.
4. In addition, USRG students will contest for the prestigious Annual Undergraduate Research Contest University Awards.

D. Role of the Faculty Supervisor

The faculty supervisor shall:

1. Supervise the student in developing a research proposal including methodology, objectives, planning, and budgeting.
2. Sign off on the full Execution Plan of the project after approval of the Grant, before its Start Date.
3. Provide guidance to the students throughout the project duration.
4. Provide students with access to KFUPM resources (labs, equipments, materials ...etc.) needed to conduct their project.
5. Review and endorse all documents produced by the students including proposal, timely submitted progress and final reports, final report and publications.

E. Submission Procedure and Format

Students who meet the eligibility criteria should fill the application form in Appendix A, attached copy of transcripts for all the team members and submit proposal according to the DSR template.

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 <https://research.kfupm.edu.sa/Researcher/ProposalSubmissionMain.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. Applications Forms must be jointly signed by the student and his faculty supervisor. In addition, a disclaimer stating that the work being proposed is not part of any ongoing or past projects must be signed by the students and the supervisor.

At any given point of time, a faculty member cannot supervise more than one project. Involvement in this project will not affect from receiving compensation from three other projects funded through the Deanship of Research including SABIC, (two as principal investigator and one as a co-investigator), however the 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 within KFUPM.
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. Recommended for funding after suggested revisions are carried out.
 - iii. Not recommend for funding.

The rubric provided in Appendix B could be used for evaluating the proposals.

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)	600	Month
2.	Co-Leader (Student)	600	Month
3.	Supervisor (KFUPM Full-time Faculty)	3,500	6 Months
4.	Technician	400	Month
5.	Secretary	1,000	Year
6.	Stationery	300	Per Project
7.	Books & References	2,500	Project
8.	Publication	13,500	Project
9.	Overseas Per diem	14 Days	Per Year
10.	Local Scientific Visit (within KSA)	2 days	Per Visit
11.	Journal Submission Fee (CIM Only)	3,600/ Project	US \$ 300 per paper for first submission

H. Inception of the Project

Once the final approval is received for the proposal, the project manager (Student Leader) needs to ensure immediate creation of the project under the supervisor name 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

K. Annual Undergraduate Research Contest University Awards

USRG students are expected to participate in the Annual Undergraduate Research Contest University Awards by delivering a seminar on the project and presenting the outcomes. When selecting students for awards, the university will assess each application on the basis of research aptitude, proposal quality, and outcomes.