Guidelines for Book Writing Research Grant

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A. Introduction

The University expects and encourages its faculty members to actively engage in research and related scholarly work along with their normal teaching and service activities. The University is interested in encouraging & retaining highly qualified faculty and is aware that being active in research is in the best professional interest of the individual faculty member. At the same time, it improves faculty morale as well as raises the standard and reputation of the University. Under the general umbrella of scholarly activities, the University strongly encourages and supports the authoring, and translation, an activity which also serves the scientific and academic community. A book writing activity involves one of the following:

1. Authoring a scholarly monograph or a textbook or a research oriented book, directed towards an audience of peers or students (graduate or undergraduate) or towards a more general audience.
2. Translating relevant books or textbooks into Arabic.

With regard to publishing completed manuscripts, the University expects these manuscripts to be published with prestigious internationally renowned publishers. Furthermore, the University gives priority to books by KFUPM faculty members which can be used as textbooks at KFUPM, especially in courses where suitable alternatives are not available. The University also encourages the translation of selected titles into Arabic. The University financial support includes, but is not limited to, necessary equipment and out-of-pocket expenses such as travel, wages paid for typing and editing work and miscellaneous costs

B. Procedure & Format

1. The Principal Investigator submits the Research Proposal in the format prescribed by DSR, 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 cover letter specifically indicating the underlying philosophy of the book, the targeted audience and key features that distinguishes the book from others in the same field.
4. A copy of a signed contract with an internationally renowned publisher.
5. A tentative table of contents, and at least two sample chapters.

6. A hard copy of the proposal along with the signed contract are to be submitted to the department chairman for his evaluation and recommendation in the prescribed format

7. The researchers will be paid as per the financial rules of the University.

C. Review & Evaluation Process

1. A criterion used in evaluating proposals includes reputation of the publishers, content of the book and its targeted audience.

2. If the publisher is not among the internationally renowned publisher, but deals with only specific subjects, the URC may request evaluation of publisher and its content by an expert. Processing may proceed only if the evaluation is strongly positive.

3. The proposal is discussed in the URC and is either
   i. Recommended for funding directly, 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

D. Budget Preparation Guidelines

The following guidelines given in Table 1 needs be taken into consideration while preparing the proposed budget for the project. The budget will be reviewed by the research office and the final itemized budget will be conveyed before the official start of the project along with the project approval memo.

Table1: Budget Preparation Guidelines

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.	Stationery	300	Per Project
10.	Standard Desktop/Laptop*	6,000	Project
11.	Standard Printer*	1,500	Project
12	Standard Scanner*	500	Project
13.	Books & References	2,500	Project
14.	Language Editing	2,000	Project

* 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.

E. 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 submit to the Research office after obtaining necessary approvals no later than one week from the receipt of the project approval memo.

F. 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 Final Report

At the completion of any DSR-sponsored book writing project, the research team is required to submit a copy of the finished books (final manuscript). 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. The final manuscript should be published with the same publisher as the one approved in the proposal stage.

If the completed book has already been reviewed by the publisher, the URC will waive the review phase.

G. Acknowledgements

1. Proper acknowledgment of KFUPM support along with the project number in all publications resulting from completed funded projects funded by the University.
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

H. Book Translation

The University encourages and supports translation of books into Arabic. The procedures and regulations for getting the support to translate the books are similar to those for book writing

I. Financial Incentives

Faculty members authoring, and translating books which are published by KFUPM press or with any international prestigious publisher may be considered for an honorarium as additional financial award. The detailed maximum possible financial award of the University for the Published Books and the criteria for calculating it is summarized in Table 2.

Table 2: Financial Incentives for Published Books

Item	Published Books	
	With 20% Royalty	**Without Royalty**
Authoring	SR. 25,000	SR. 50,000
Translation	SR. 15,000	SR. 30,000

The Financial award (honorarium) will be calculated based on the following criteria

1. For the nature of the book (such as its originality)   : 30%
2. For the quality and contents of the book (related to Saudi Arabia) : 30%
3. For the efforts and scholarly achievement of the author(s)   : 40%

However the author(s) should note that the final payment will be released only after the submission of a copy of the final manuscript to the Deanship of Scientific Research carrying clear affiliation with KFUPM either on the cover page or, if such is against the policy of the publisher, at an appropriate place easily visible to the reader and with clear acknowledgement of KFUPM support.

J.   Guidelines for Payment of Special Honoraria For Completed Book

The following criteria will be adopted to determine the honorarium.

1. **Nature of the book**: (Any book will fall into one or more of the following categories)
   a. **Scientific Education**: The book can be used in teaching one scientific subject or more at the university level
   b. **Literature Education**: The book can be used in teaching one Literature (Arabic and Islamic) subject or more at the university level
   c. **Reference/ Research Monograph**: The book can be used as a reference for one subject or more at the university level
   d. **General Knowledge and education development**: The book does not fall in any of the above categories but it is directed for educating general audience and spreading the culture.

2. **Quality of the book**: (This can be determined, for any book, through the following)
   a. Quality of contents
   b. Added value to the Arabic library if the book is in Arabic
   c. Quality of writing, drafting and finishing
   d. Quality and nature of supporting material such as manuals, web, …

Those can be evaluated through the feedback of the reviewers of the proposal and final report if the book was funded through a DSR project or otherwise, the book may have to be evaluated by a local expert in order to evaluate the above sub-criteria.

3. **The work efforts**: (Authoring and translation can be determined according to Table 3)

Number of pages					
<150		150-250		>250 pages	
Max	Score	Max	Score	Max	Score
30%		35%		40%	

In addition, the nature and quality of the book can be determined according Table 4.

	Quality of the book			Nature of the book			
	Excellent	V. Good	Good	Scientific Education	Literature Education	Reference	General knowledge
Writing	30%	25%	20%	30%	25%	20%	15%
Translation	30%	25%	20%	30%	25%	20%	15%
Editing	30%	25%	20%			20%	15%

Table 5 is used to assign a final number out of 100

Type/ Rating	Work Effort	Quality of the book	Nature of the book
Writing	According to Table 1		
Translation		According to Table 2	
Editing			

The compensation criteria has been revised to accommodate the changes in the evaluation of the book quality and will be calculated according to Table 6

Percentage	Compensation
90 – 100 %	SAR 50,000
85 – 89 %	SAR 45,000
80 – 84 %	SAR 40,000
75 – 79 %	SAR 35,000
70 – 74 %	SAR 25,000
60 – 69 %	SAR 20,000
<60%	SAR 15,000