



King Fahd University of Petroleum & Minerals
Deanship of Scientific Research

Outcomes Based Final Report Submission Guidelines

March 2010



Section – 1: GENERAL

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 three months of the completion of the project. It is the responsibility of the Principal Investigator (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 three months period may result in the non-payment of the final installment of the compensation and can affect future funding requests submitted by the PI.

Section – 2: PURPOSE OF THE FINAL REPORT

The purpose of the Final Report is to allow an assessment of the conduct of a given project, its success in meeting its agreed objectives, and to make a preliminary assessment of its quality and impact. The Final Report forms an integral part of KFUPM's research evaluation framework, contributing both to the assessment of individual projects, and to the evaluation of the overall KFUPM research.

Section – 3: ASSESSMENT PROCESS

1. The final report submitted to DSR is reviewed in a two-stage assessment process. It comprises a written review by at least two experts in the area of the study, and a final assessment by the University Research Committee.
2. The subject experts typically provide both a narrative assessment and a qualitative rating of the work undertaken against a number of evaluation criteria. The completed projects are assessed for the following aspects:
 - a. Achievement of project objectives.
 - b. Publications resulting from the project and their quality.
 - c. Quality of journals/conference proceedings in which the papers were published
 - d. Additional achievements of the projects.
 - e. Possibility of future research
 - f. Impact of the work
 - g. Communication of research output
 - h. Potential benefits to society



Section – 4: FINAL REPORT FORMAT

Section 4.1: Type A Final Report

Since the researchers spend substantial time in preparing the research papers (mentioned above), DSR has decided to allow the team members to submit a compilation of published/accepted/submitted papers as their final report. In this case the final report should be brief and would include the following:

- a. Title page
- b. Summary (English and Arabic); Key words for Library Catalog
- c. Project achievements against each of the objectives (relating the papers published to the original project objectives)
- d. Additional achievements, if any (such as patents, research student supervision, book chapters, etc.)
- e. List of published/accepted/submitted papers
- f. Hard copies of published/accepted/submitted papers

Section – 4.1.1: Final Report Requirements

In consonance with the University policy, DSR encourages the beneficiaries of the research projects to publish their work in reputed journals and conference proceedings. In particular:

1. At least **ONE journal paper** should have been **published or accepted** for publication from a project of **more than 18 months duration**.
2. For **longer projects, the minimum number of papers is prorated** on the basis of one journal paper per 18 months period (i.e. at least two Journal papers for projects with durations of more than 30 months and at least one Journal paper plus one high quality conference paper for projects between 19 months and 29 months of duration).
3. At least **ONE journal paper** should have been **submitted** for publication from a project of 18 months or less in duration **for processing the Final Report**. However, project team members should realize that the **Final Payment will not be released unless the publication is accepted** and a proof is submitted to the Deanship.

Note:

1. The report format should follow the template provided by DSR
2. The Journal paper must be of high quality (i.e. listed in ISI database or as judged by the recommended list for the department concerned as relevant).
3. All publications/ scholarly outcomes resulting from the DSR sponsored projects should acknowledge the KFUPM support and the project number under which the funding was obtained



Section – 4: FINAL REPORT FORMAT (Cont.)

Section 4.2: Type B Final Report

In case that the project team has not published/submitted any papers from the DSR funded project by the official completion date, it can submit a regular final report. In this case the final report should be brief and would include the following:

- a. Title Page
- b. Abstract (English and Arabic), and Key Words for the Library Catalog
- c. Acknowledgement
- d. Table of Contents
- e. Introduction
- f. Methodology, including specification and explanation of models used
- g. Experimental set up and procedure
- h. Results and Discussion
- i. Applications (potential and actual utilization of the project's output)
- j. Conclusions and Recommendations
- k. List of papers under preparation
- l. Additional achievements, if any
- m. Selected References
- n. Acknowledgments

Section – 4.2.1: Final Report Requirements

Note, however, that the following publication conditions have to be fulfilled:

1. For short-term projects (18 months or less), the proponents needs to have **at least One Journal paper should be at least accepted within six months** of the official project completion date.
2. For long term projects (more than 18 months), the proponents should have **at least One Journal Paper Published within six months** of the official project completion date

Additional Notes:

1. The project team members should realize that the final payment will not be released unless the above publication conditions are met.
2. In all cases, a citation report of the journal/s in which the paper/s was/were published/accepted/submitted should be provided.
3. The project team members should realize that the outcomes from sponsored projects and the fulfillment of the publication conditions will be used in assessing their future research project submissions.
4. For projects requiring special consideration in relation to the guidelines above, formal requests need to be submitted to DSR together with the initial project proposal.