



## Internal Compensation Schemes and Criteria

### 1. Manpower Compensation

#### Consultants:

- Foreign Consultants are eligible for SAR 4,000 per day with a maximum of SAR 40,000 per year.
- Consultant fees cover accommodation and per-diem expenses and as per rules and regulations, accommodation and per-diem expenses are not supported separately.
- Additionally, round-trip air tickets are provided (if needed); and are issued on Business Class or compensated accordingly.
- **As per instructions received from KACST, consultants cannot constitute more than 25% of the project team.**
- Maximum of **two** consultants per project.

#### Principal Investigator and Co-Investigator(s):

- Principal Investigator is eligible for SAR 6,000 per month with a maximum limit of SAR 12,000 for his involvement in multiple projects.
- Co-Investigator (PhD) is eligible for SAR 5,000 per month with a maximum limit of SAR 12,000 for his involvement in multiple projects.
- Co-Investigator (MS) is eligible for SAR 3,000 per month with a maximum limit of SAR 7,000 for his involvement in multiple projects.
- Principal Investigator has to be from KFUPM and Co-Investigator(s) can be from KFUPM or any other institution within the Kingdom. However, researchers from outside Kingdom cannot be Co-Investigators but can be involved in the project as Consultants.
- Principal Investigator and Co-Investigator(s) are compensated annually once their Interim Report is approved by KACST.
- Similarly the compensation for the final duration of the project is made to the Principal Investigator and Co-Investigator(s) once the Final Report of the project is approved by KACST and the final updated scholarly outcomes resulting from the project and financial reports are sent to KACST.

#### Post-Doc:

- A Post-Doc is eligible for SAR 8,100 per month with a maximum limit of SAR 194,400 for 2 years.
- Post-Doc's hired through NSTIP projects will receive a contract from KFUPM as per KFUPM rules and regulations and since they receive a monthly salary from KFUPM, they are not eligible for a separate compensation through the project.
- Later on the amount for Post-Doc (as per contract) will be deducted from the project and transferred to KFUPM.

#### Students:

- A PhD student is eligible for SAR 2,500 per month and **Maximum of three PhD students is allowed through a project.**
- An MS student is eligible for SAR 2,000 per month and **Maximum of three MS students is allowed through a project.**
- A BSc student is eligible for SAR 1,600 per month and **Maximum of three BSc students is allowed through a project.**
- However, care must be taken that a single project should not have 3 PhD+3 MS+3 BSc students at the same time.
- **At any given point of time, a student will be entitled for compensation only through one NSTIP project (i.e. a student will not be compensated through multiple NSTIP projects in the same duration).**
- **Only KFUPM students are eligible for compensation and students /assistants / researchers working with Co-Investigator(s) or consultants who are not in KFUPM are not eligible for compensation.**



**Assistants:**

- Project Manager is eligible for SAR 1,600 per month with a maximum limit of SAR 3,200 for his involvement in multiple projects. **A Project Manager has to be PMP certified or has a certificate of attendance of a PMP training course.**
- Principal Investigator (who is managing his project) cannot apply for compensation through the budget head of Project Manager also.
- **Maximum of one Project Manager is allowed through a project.**
- Technician is eligible for SAR 1,600 per month with a maximum limit of SAR 3,200 for his involvement in multiple projects.
- **Maximum of three Technicians is allowed through a project.**
- An Engineer is eligible for SAR 2,500 per month with a maximum limit of SAR 3,500 for his involvement in multiple projects.
- **Maximum of Two Engineers is allowed through a project.**
- Admin & Technical Assistant (Secretary) is eligible for SAR 1,600 per month with a maximum limit of SAR 2,400 for his involvement in multiple projects.
- **Maximum of two secretaries is allowed through a project.**
- However, care must be taken that a single project should not have 1 Project Manager+3 Technicians+2 Engineers+2 Secretaries at the same time.

**Summer Assignment:**

- Maximum of **one summer month** per researcher **per year** with a maximum compensation of SAR12, 000 and 7,000 for PhD and MS holder respectively is provided. Maximum summer compensation is **SAR. 31,000** per project per year (i.e. 2 PhD degree Investigators + 1 MS degree Investigator)
  - Summer Assignment is applicable only for Project Senior Personnel (i.e. PI and Co-I's) and NOT applicable for other Project Personnel (i.e. students, etc.)
  - Approval of the requested summer assignment is subject to the continuous presence of the Investigator during the summer period at KFUPM with no conflict or overlap with other assignments/duties.
- ⇒ **Manpower Compensation for a particular duration will be processed only once and any other compensation request for the same duration will not be processed.**
- ⇒ **Manpower Compensation request should be accompanied by a valid Iqama/National ID of the requested personnel.**
- ⇒ **The submission window for Manpower Compensation requests are March 01-30 and September 01-30 every year and any compensation request submitted outside this window will not be processed.**
- ⇒ **As per KACST rules and regulations, budget cannot be transferred from any other budget head to Manpower Compensation. Budget transfer within Manpower Compensation can be made.**
- ⇒ **Justification is required in case Manpower Compensation exceeds 40% of the TOTAL Project Budget.**

## 2. Equipment & Materials

- The procedure for purchasing any equipment through NSTIP project(s) is available on the following URL:  
<http://www.kfupm.edu.sa/deanships/dsr/en/Pages/NSTIPDownloads.aspx?&pos=4>
- Purchase requests should be submitted within the duration of the project only and accordingly the invoices should be valid within the duration of the project.
- Purchasing of items/materials through petty cash should be as per the petty cash rules available on the below URL:  
<http://www.kfupm.edu.sa/deanships/dsr/en/Documents/NSTIP/Petty%20Cash%20Rules.pdf>
- Time required for payment to supplier(s) depends upon submission of complete documents as per requirement and upon receipt of the receiving report from the Store House Department.
- **As per KACST rules and regulations, budget can be transferred from any other budget head to Equipment & Materials.**



### 3. Travel

- Maximum limit for "Conferences" is SAR 30,000 per year.
- Maximum limit for "Training" is SAR 30,000 per year.
- Maximum limit for "Field Trips" depends on the nature of the project. However, it has to be well justified in the project.
- The budget head "Tickets" is meant for Consultant Tickets only and Maximum limit for it is SAR 20,000 per year.
- Maximum of one trip per year is allowed through a project. However, this depends on the nature of the project.
- Per-diem covers accommodation and food expenses and as per rules and regulations accommodation and food expenses are not supported separately.
- Conference budget can be used to attend conferences up to six months from the official ending date of the project.
- **As per KACST rules and regulations, budget cannot be transferred from any other budget head to Travel. Budget transfer within Travel can be made.**

### 4. Others

- Patent Registration is done by KFUPM.
- Publication budget can be used for publication support up to one year from the official ending date of the project. It can also be used for editing services of papers resulting from the project.