



عمادة الاشراف والتنسيق البحثي
Deanship of Research Oversight and Coordination

Guidelines for Research Excellence Award (REA)

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Deanship of Research Oversight and Coordination
King Fahd University of Petroleum & Minerals



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A. Preamble

The primary function of the University is the creation, advancement, and dissemination of knowledge. Thus, a successful university provides fertile ground where knowledge is advanced. Through imaginative and relevant research, the faculty and researchers contribute to and provides leadership in the solution of many of the problems faced by society. It is a truism that the quality of teaching at the University, and the viability of its graduate programs are directly related to the quality of research and scholarship of its faculty/researcher. To reward research achievements and foster an environment in which significant and meaningful research can blossom, King Fahd University of Petroleum & Minerals shall give six awards annually to its faculty/researcher that have achieved excellence in research on a University-wide basis. The deadline for submission of applications will be announced by the Deanship of Research Oversight and Coordination (DROC).

B. Eligibility

1. All Professorial Rank Academic Faculty and RI Researcher who, at the time of the award, have at least four years of service to the University (including sabbatical leave and official assignments) are eligible
2. Applicant should score at least 200 points. The point system adopted in these regulations is outlined in Appendix I.
3. A candidate may receive the award only once during his entire service at the University

C. Criteria for Award

The main criteria for the research excellence awards shall be the quality and significance of research accomplished in the last four calendar years as evidenced by publications in reputed, refereed scientific and/or professional journals. These publications should appear while the candidate is affiliated with KFUPM. Research grants, development of intramural research programs, supervision of MS and PhD theses, undergraduate students research training, patents, design and planning of nationally and internationally recognized projects, and such, shall be taken into consideration. The evaluation criteria along with relative numerical ratings are shown in Appendix I. Candidates evaluate their own research performance using the criteria listed in Appendix I and compete for the award if they meet the minimum requirements. For the purposes of the award, research papers accepted for publication can be included for consideration.

D. Nominations for the Award

Faculty members and researchers may nominate themselves for the award. Nominations should be sent to the Chairman of the University Research Committee via the Department



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Chairman. For an applicant to be eligible, he/she must score at least 200 points on the achievement criteria listed in Appendix I for work covering the previous four calendar years. The nominator may petition the Research Committee to waive the minimum requirement if he/she believes the work of the nominee is of a truly exceptional quality. The petition must include detailed justification for the request.

1. Candidates who believe that their work is of a truly exceptional quality can petition for an exemption from the minimum point's requirement. A detailed justification must be provided.
2. The candidate must fill out the application form and should be endorsed by the Department Chairman using Appendix II.

E. Selection of the Candidate

The KFUPM Research Committee shall appoint an ad-hoc committee preferably representing each department or area of specialization, with candidates from senior faculty members having outstanding research records. Each application should be reviewed by one member from the applicant's department or from the same specialty as the applicant. If the member is not in the area of specialization of the applicant, the member, as a part of his review process, should consult with an expert from the area of specialization of the applicant. A faculty member and researchers who is a candidate for the award may not serve on this committee.

The main task of the ad-hoc committee is to evaluate the research output of each candidate as per the criteria specified in Appendix I. The committee shall critically review duplications of any research activity and eliminate credit claimed more than once for essentially the same activity. The committee must ensure the proper implementation of all aspects of the policy. The committee may also review the previous application of the candidate to remove any overlaps with previously accepted publications.

The committee may request additional input from leading candidates. The candidates with the highest scores as per Appendix I should be nominated for the award. The final recommendations should be made in a meeting of the KFUPM Research Committee on the basis of recommendations of the ad hoc committee. If necessary, the chairman of the ad hoc committee may be asked to defend his committee's recommendations in a meeting of the Research Committee. The Research Committee shall select nominees for granting six (6) awards in the manner described next. It is proposed to first select top four (4) nominees with highest points scored irrespective of their College to be given the awards. Next two (2) nominees will be recommended from highest scores of candidates in College not among the awarded top four (4) for diversity purposes; otherwise, the committee nominates two candidates from remaining ranked applicants.



The Research Committee will forward its recommendations to the chairman of the Committee on Convocation, Honors, and Public Events (CHPE), not later than six weeks before Commencement Exercises. The Chairman of CHPE will inform the faculty members/researcher selected for the research award, under intimation to the Dean/Chairperson concerned.

F. Criteria for Numerical Ratings

The most important objective of the annual Research Excellence Award is to encourage excellence and productivity in research. These objectives are best demonstrated through original and significant research in the form of publications, books, patents, externally and internally funded research projects and related academic outputs. The numerical ratings given in Appendix I are suggested while keeping the relative importance of various achievement criteria in view. Research activities such as thesis supervision, completed research projects, conference presentations delivered, lectures & seminars, etc., which are likely to appear in the form of publications, will be capped relative to the Research Productivity of candidate.

G. Benefits

The award winner receives SR. 10,000 as cash prize, certification, and a plaque.



H. APPENDIX – I

Relative Numerical Rating

Credit for published research work is only for items published between January 1, 20xx and December 31, 20xx of the respective four-year period or accepted prior to December 31, 20xx of the last year of this period. (Example: If the award is for the year 2011, the period is from January 1, 2007 to December 31, 2010).

A. Research Quality and Impact	
1. Publications in ISI/Scopus-indexed journals and conferences	Points
Q1 Journal	10
Q2 Journal	8
Flagship conferences (A* or A)	3
Points for publications with multiple authors will be scaled by number of authors, first/corresponding author in papers earns 0.25 additional point.	
2. Citations	Points
Each citation of a journal or conference article/book, excluding self-citation, over the last 4 years will be given 0.5 point. Only work of last 8 years can be counted in citation. Citations of the candidate's work in MS or PhD thesis are not included. Only citations appearing in Scopus will be considered.	0.5
3. h5-index (number of articles cited at least h times over the last 5 years)	h5-index value

B. Research Productivity	
1. Research-Oriented Books or Volumes	Points
Author of research-oriented book (Graduate Level Research Oriented Books; May include graduate textbooks; Do not include dictionaries and undergraduate textbooks)	15
Editor of research-oriented book or volume	10
Author of Book Chapter of a research-oriented book or a monograph	5
2. Other Publications in ISI/Scopus-indexed journals and conferences	Points
Journal paper not Q1/Q2	5
Conference paper not flagship (A* or A)	1
3. Patents	Points
Issued patent	5
Points for authored books, or publications (or patents) with multiple authors (or inventors) will be scaled by number of contributors, first or corresponding author in papers earns 0.25 additional point. First author in an authored book obtains 1 additional point.	



C. Research Leadership	
1. External Funded Research Projects	Points
Principle Investigator	6
Co-Investigator	5
2. Internal Funded Research Projects	Points
Principle Investigator	4
Co-Investigator	3
3. Completed MS Thesis and PhD Dissertations	Points
Advisor or Co-advisor (per PhD Dissertation)	4
Advisor or Co-advisor (per MS Thesis)	2
Committee Member of Graduate Student	1
4. Overall Leadership and Recognition in Research Applicant will write a concise statement of approximately 100-200 words describing his/her major research achievements, their significance, and impact on knowledge in his field of research. Below are examples that might be considered by the ad hoc committee: <ul style="list-style-type: none"> • Membership in editorial boards • Organizing conferences/symposia • Being invited to deliver keynote speeches • Participation in International Conferences Scientific Committees • Development of Research Center and research laboratories at KFUPM • Serving on review boards, etc. • Consultancy to National and International Scientific Institutions. Points will be assigned by the ad-hoc committee based on the statement.	10
Total points under Research Leadership is capped to 50% of total points under Research Productivity and earned points in publications under A.1 Research Quality and Impact (both Sections A.1 and B).	



I. APPENDIX II

Applicant will fill and submit online the Excel Application File and submit online to the Deanship.

NUMERICAL RATING FORM FOR RESEARCH AWARD
For Academic Year (20xx To 20xx)

To be completed by nominee			
Name of candidate		Dept./Center	
Category	Reference in Resume	Score	Sub-Total
1. Journals (Q1/Q2)			
2. Conferences (Flagship A*/A)			
3. Citations			
4. h5-index			
5. Books			
6. Patents			
7. Journals (<u>not</u> Q1/Q2)			
8. Conferences (not A*/A)			
9. External Funded Projects			
10. Internal Funded Projects			
11. Completed Ph.D. Dissertations			
12. Completed M.S. Theses			
13. Leadership and Recognition			
Total			

To be completed by department head	
Name	
Signature & date	