



عمادة الاشراف والتنسيق البحثي
Deanship of Research Oversight and Coordination

Guidelines for Internally Funded Grants

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



A. Introduction

Internally funded research grant is main type research grant for research areas of interest to KFUPM aligned with the domestic and/or global grand challenges. Faculty and researchers can apply for them as per the announcement by the Interdisciplinary Research Centers (IRCs). The grant enable faculty members and researchers to strengthen the areas of strategic importance to KFUPM and to the Kingdom. The following Interdisciplinary research centers have been established at KFUPM

- Advanced Materials (II)
- Refining & Advanced Chemicals (II)
- Renewable Energy & Power Systems (II)
- Intelligent Secure Systems (I)
- Hydrogen & Energy Storage (II)
- Smart mobility & logistics (I)
- Membranes & Water Security (I)
- Intelligent Manufacturing & Robotics (I)
- Construction & Building Materials (I)
- Communication Systems & Sensing (I)
- Finance & Digital Economy (I)

All Research Applications submitted for possible funding should be mapped with the center theme/goal and highlighting its relation to the proposed work. Applicants are also advised to indicate the relation to established IRCs.

B. Procedure & Format

1. Center Directors in the IRCs will call for proposals and the Principal Investigator (PI) submits his Research Proposal according to IRC template.
2. A detailed budget needs to be prepared to include only equipment & supplies with complete details and justifications wherever applicable.

C. Review & Evaluation Process

1. Research proposal will be reviewed and evaluated by a Scientific Committee formed by the Center Director in the IRC.
2. Criteria used in evaluating proposals (Appendix – I) include parameters such as project justification, alignment to target national grand challenges and University research strategic areas, clarity & achievability of proposed objectives, methodology, significance of project's expected outcomes, etc.
3. The proposal is discussed and is either
 - i. Recommended for immediate funding, or
 - ii. Not recommend for funding



D. Budget Preparation

The following guidelines need 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.

SN	Item	Maximum Allocation (SR)	Period
1.	Graduate Student (Pursuing PhD)	No incentive	Month
2.	Graduate Student (Pursuing MS)	No incentive	Month
3.	Undergraduate Student ¹	1,000	Month
4.	Technician	No incentive	Month
5.	Secretary	No incentive	Year
6.	Stationery	500	Per Project
7.	Standard Desktop/Laptop ²	6,000	Project
8.	Standard Printer ²	1,500	Project
9.	Multifunction Printer ²	2,000	Project
10.	Standard Scanner ²	500	Project
11.	Workstation (Type – B) ²	13,000	Project
12.	Workstation (Type – A) ²	26,000	Project
13.	Books & Reference Materials	2,500	Project
14.	Publication	13,500	Project
15.	International Scientific Visit ³	14 Days	Per Year
16.	Local Scientific Visit ³ (within KSA)	2 Days	Per Visit
17.	Scientific Editing ⁴	1 Papers	Per Year
18.	International Conference	30,000	Per Year
19.	Journal Submission Fee (KFUPM Business School Only)	3,600/ Project	US \$ 300 per paper for first submission

¹At any given point in time, he/she will be entitled for compensation only through one research project, however Students can participate additionally in one Dhahran Techno Valley Grant.

²The approvals of IT peripherals like Desktop/Laptop/Printer/Scanner are subject to justifications, No Objection Letter from ICTC and not being issued from a previously approved project by the Deanship of Research Oversight and Coordination



³Local scientific visit will be supported only under the Interdisciplinary Research Centers (IRCs). International visits should be aligned with the conference attendance, e.g. in the same country with few days immediately preceding/after conference dates, and maximum one visit per year.

⁴Scientific editorial services under projects will be supported for IRC affiliates only

E. Project Inception

Upon project approval, there should be an immediate creation of the project in the Enterprise Resource Planning (ERP) system to facilitate project financial transactions, procurement, and all financial related matters according to the approved budget as well as the official start and end dates.

F. Reporting

F.1 Project Progress

Project progress must be reported in the form of presentation and/or progress report delivered **semiannually (every 6 months)** to the Center Director of IRC. Based on that, the Center Director can make decisions regarding the continuity and future support.

F.2 Final Report

At the completion of any research project, the research team is required to submit a final report on the findings from the project. The final report should be submitted to the Center Director of IRC within one month of the completion date of the project. In exceptional circumstances, the submission date may be extended, but any requests must be made in writing, and approved by Center Director of IRC and Deanship of Research Oversight and Coordination before the original submission period expires. Submission of the final report after the one-month period can affect future funding requests submitted by the PI. There are two types of final report format that should be used:

1. **Type-A Report:** In the event the project team has submitted/accepted/published Journal Paper(s) a brief final report in the DROC format should be submitted along with all copies of the publication(s).
2. **Type-B Report:** In the event the project team does not have published/submitted Journal paper(s), a detailed report needs to be submitted



G. Acknowledgements

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. Accordingly, any publications or other outcomes with no acknowledgment to the project number would not be considered as part of that project. As per the University's regulations, multiple acknowledgements in project outcomes will be treated as per announced policy (Examples of Typical cases and acknowledgements are available at <https://dsr.kfupm.edu.sa/resources/multiple-projects-acknowledgment-policy>)

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



Appendix – I

Evaluation Parameters	Maximum Point	Anchors	Marks
Importance of the Research Problem Addressed	15		
· Provides a brief summary to the proposed research and its importance	5	Excellent	*1
· Description of the expected results and their expected utilization	5	Very- Good	*0.75
· Address clearly the relationship of the project to the technology area	5	Good	*0.5
		Fair	*0.25
		Poor	*0
Significance of the Research Objectives	20		
· Relevance of the projected results to problems in specific research area of the Center	8	Excellent	*1
		Very- Good	*0.75
		Good	*0.5
· proposed work is in line with the specific Grand Challenges of Center	12	Fair	*0.25
		Poor	*0
Novelty of the Proposed Research	30		
To what extent is the proposed research original or novel in terms of:		Excellent	*1
· Idea/Concept	10	Very- Good	*0.75
· Approach/Methodology	10	Good	*0.5
· Contribution to knowledge or to the literature in the subject.	10	Fair	*0.25
		Poor	*0
Objectives	8		
· Clarity	4	Excellent	*1
		Very- Good	*0.75
· Achievability	4	Good	*0.5
		Fair	*0.25
		Poor	*0
Literature Review	13		
· Includes pertinent, up-to-date background information and identifies clearly gaps in knowledge that the proposed project will address.	7	Excellent	*1
· Shows how the proposed work compares with previous work and thus justifies the value of the proposed work	6	Very- Good	*0.75
		Good	*0.5
		Fair	*0.25
		Poor	*0
Methodology	16		
· Methods to be used in data collection, analysis, and interpretation are stated.	10	Excellent	*1
· Includes procedures and techniques to be used with an explanation why these are considered the most suitable to the project.	6	Very- Good	*0.75
		Good	*0.5
		Fair	*0.25
		Poor	*0
Management Plan	4		
· Each team member of the project have a clearly defined role and task (with durations) in executing specific tasks relating to the project.	4	Yes/No	*1 *0
Overall Evaluation	20		
		Excellent	20
		Very-Good	12
		Good	6
		Poor	0