



عمادة الاشراف والتنسيق البحثي  
Deanship of Research Oversight and Coordination

# Guidelines for Early Career Research Grant

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



## A. Introduction

As part of its mandate to promote high quality research, and creative activity by KFUPM faculty, the Deanship of Research Oversight and Coordination (DROC) has a portfolio of research grants suitable for different categories of KFUPM faculty and researchers. The Early Career Research Grant is an internal grant intended to meet the needs of faculty who have recently joined KFUPM or recently received their Ph.D.'s, and those who are unable for various reasons to apply for the regular internally-funded. For those who are new to the university, the Early Career Grant is intended to facilitate a smooth transition from their previous research activities to new research activities in the KFUPM environment. For those who have been less involved in research, the grant is intended to act as a start-up facility to reinvigorate their research.

## B. Eligibility

Individuals eligible for the grant are professorial rank faculty who are:

1. New to KFUPM or have recently received their Ph.D. degrees.
2. Have been away from research, which is defined as faculty who either:
  - i. Has not been involved in an internally-funded research grant (either as PI or Co-I) within the past three years, OR
  - ii. Have not published at least one journal paper within the last three years.

## C. Objectives

The main objective of the Early Career Research Grant is to assist the career development of faculty members who are new to KFUPM or those who have been relatively less involved in their research. Specific objectives of the grant are:

1. To provide research facility at early stage for new faculty joining KFUPM, introduce them to the research culture and opportunities at KFUPM, and familiarize them with the relevant research procedures.
2. To help faculty who have been relatively uninvolved in their research to reinvigorate their research activities, improve their own research outcomes, and contribute to the overall research outcome at KFUPM.
3. To provide seed funds for research projects involving pilot data studies or experimental tests that may be utilized later to prepare proposals for internally-funded research grants or for submission to external funding agencies.



## D. Award Description

The Grant amount will be for a maximum of SR 100,000 to cover the necessary research expenditure in terms of equipment & supplies procurement, and manpower expenses (students and technicians). There is no specific deadline for submission, Early Career Research proposal may be submitted round the year. Faculty should consider the following conditions:

1. Duration of the Early Career Research Grant is 12 months to include one-month summer assignment.
2. PI should involve a senior faculty member as a Mentor in his project
3. Mentor faculty member cannot be involved in more than two Early Career Research projects
4. The grant offers the following benefits:
  - i. The PI is eligible to apply for a one-month summer contract during the project research period.
  - ii. A Mentor faculty member, which has the role of guiding the new/junior faculty member through all the phases starting from writing/reviewing proposal until the acceptance of project final report.
  - iii. A conference attendance without a paper presentation will be awarded

## E. Procedure & Format

1. The Principal Investigator (PI) submits the Research Proposal in the format prescribed in the DROC website <https://dsr.kfupm.edu.sa/>
2. The Research Proposal needs to be submitted online using the below link <https://research.kfupm.edu.sa/Researcher/ProposalSubmissionMain.aspx>
3. A detailed budget needs to be prepared for each project to include compensation for Undergraduate student and equipment & supplies with complete details and justifications wherever applicable.

## F. Review & Evaluation Process

1. Research proposal will be evaluated by DROC after being critiqued by selected internal reviewers, and if necessary international experts in the field.
2. Criteria used in evaluating proposals include parameters such as project justification, relevance to University research strategic areas, clarity & achievability of proposed objectives, methodology, significance of project's expected outcomes, etc.
3. The proposal is discussed in the URC and is either
  - i. Recommended for immediate funding, or
  - ii. Not recommend for funding



## G. Budget Preparation Guidelines

A detailed budget needs to be prepared for each project and shall include both manpower and equipment & supplies with complete details and justifications as applicable. The following guidelines needs be taken into consideration while preparing the proposed budget for the project. The budget will be reviewed by the research office and 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 <sup>1</sup>	1,000	Month
4.	Technician	No incentive	Month
5.	Secretary	No incentive	Year
6.	Stationery	500	Per Project
7.	Standard Desktop/Laptop <sup>2</sup>	6,000	Project
8.	Standard Printer <sup>2</sup>	1,500	Project
9.	Multifunction Printer <sup>2</sup>	2,000	Project
10.	Standard Scanner <sup>2</sup>	500	Project
11.	Workstation (Type – B) <sup>2</sup>	13,000	Project
12.	Workstation (Type – A) <sup>2</sup>	26,000	Project
13.	Books & Reference Materials	2,500	Project
14.	Publication	13,500	Project
15.	International Scientific Visit <sup>3</sup>	14 Days	Per Year
16.	Local Scientific Visit <sup>4</sup> (within KSA)	2 Days	Per Visit
17.	Scientific Editing <sup>5</sup>	1 Paper	Per Year
18.	International Conference <sup>6</sup>	10,000	Per Year
19.	Journal Submission Fee (KFUPM Business School Only)	3,600/ Project	US \$ 300 per paper for first submission

<sup>1</sup>At 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.

<sup>2</sup>The 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



<sup>4</sup>Local scientific visit will be supported only under the Interdisciplinary Research Centers (IRCs). <sup>3</sup>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.

<sup>5</sup>Scientific editorial services under projects will be supported for IRC affiliates only

<sup>6</sup> International Conference attendance is charged to project and based on accepted paper

## H. Project Inception

The **Research Project Agreement Form** available on the DROC website needs to be submitted to the Research Office after obtaining necessary approvals no later than one week from the receipt of the project approval memo. Based on the final approval Memo, the PI needs to ensure 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.

## I. Project Reports

### I.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 Deanship of Research Oversight and Coordination website.

### I.2 Final Report

At the completion of any internal 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 one month of the completion date of the project. It is the responsibility of the PI to ensure that the Final Report is submitted to DROC within the period allowed. In exceptional circumstances, the submission date may be extended, but any requests must be made in writing, and approved by Deanship of Scientific Oversight and Coordination before the original submission period expires. Submission of the final report after the one-month period may result in the non-payment of the final installment of the compensation and can affect future funding requests submitted by the PI. There are two types of final report format:

1. **Type-A Report:** In the event the project team has submitted/accepted/published Journal Paper(s) a brief final report in the Deanship of Research Oversight and Coordination 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

To obtain further details on report types, their requirements and guidelines, visit the link

<https://dsr.kfupm.edu.sa/opportunities/grants-listing>



## J. 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 acknowledgement 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