



عمادة الإشراف والتنسيق البحثي
Deanship of Research Oversight and Coordination

Guidelines for Exploratory Research Grant

Established January 19, 2022

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



A. Introduction

This research grant covers research areas of interest to KFUPM and aligned with the domestic and/or global grand challenges with budgets limited to SR 100,000 and duration not exceeding 24 months. The grant enables faculty members and researchers to explore novel research ideas in the areas of strategic importance to KFUPM and to the Kingdom. Faculty and researchers can apply for them as per the announcement by the Deanship of Research Oversight and Coordination (DROC). The following research areas have been identified as focus areas of the existing research interest at KFUPM

- Energy of the Future
- Water Systems Evolution
- Industry 4.0/5.0
- Advanced of Materials
- AI and Data Economy
- Environment and Circular Economy
- Infrastructure/Cities of the Future
- Future of IoT and Connectivity
- Future of Mobility
- Future of Defense
- Future of Business and Financial Systems
- Basic Science

All Research Applications submitted for possible funding should be mapped with these areas highlighting its relation to the proposed work.

B. Procedure & Format

1. Deanship of Research Oversight and Coordination (DROC) will call for proposals and the Principal Investigator (PI) submits his/her Research Proposal according to the template.
2. The Principal Investigator (PI) submits the Research Proposal in the format prescribed in the DROC website <https://droc.kfupm.edu.sa/>
3. The Research Proposal needs to be submitted online using the below link <https://research.kfupm.edu.sa/Researcher/ProposalSubmissionMain.aspx>
4. A detailed budget needs to be prepared to include both manpower and equipment & supplies with complete details and justifications wherever applicable.

C. Review & Evaluation Process

1. The research proposal will be evaluated by the University Research Committee (URC) after being critiqued by selected experts from the world top universities.
2. Criteria used in evaluating proposals 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 ⁵	13,500	Project
15.	International Scientific Visit ³	14 Days	Per Year
16.	Local Scientific Visit ⁴ (within KSA)	2 Days	Per Visit
17.	Scientific Editing ⁵	1 Paper	Per Year
18.	International Conference ⁶	10,000	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

³International 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.

⁵Additional one scientific editorial service under projects will be supported for IRC affiliates only

⁶International Conference attendance is charged to project and based on accepted paper

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

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 DROC website.

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 Deanship of Research Oversight and Coordination (DROC) 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 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://droc.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