

Research Project Fund Policy

Policy #	SR-400	Revision #	02
Accessibility level	A	Effective date	1/17/2021

1. Purpose

Because of its keen to promote the scientific research, Fahd Bin Sultan University provides financial support and creates a stimulating research environment for faculty members to conduct research projects in their areas of interest per the university's rules and regulations.

2. Definitions

The definitions herein appear in this document and/or in the related documents of this policy are:

- 2.1 **Research Project** An achievement that is based on recognized scientific foundations that is carried out by one or more faculty members to serve on one or more scientific disciplines which are of interest to the university.
- 2.2 **Research Group:** The group of researchers who work on the research project and consists at least of two members.
- 2.3 **Main Researcher:** The member of the research group who is principal about the research project fulfillment.
- 2.4 **Department:** The department to which the main researcher belongs.
- 2.5 **College:** The college to which the main researcher belongs.

3. Policy

3.1 General regulations:

- 3.1.1 The main researcher should be a faculty member at Fahad Bin Sultan University and should not be on a vacation or a special leave during the contract period.
- 3.1.2 The main researcher should not be committed to more than one research project throughout one year.
- 3.1.3 The research project duration should not exceed 24 months.
- 3.1.4 The allocated funds of the research project should not exceed 60,000 SR.
- 3.1.5 The research project should not be based on a book or a graduate thesis.
- 3.1.6 Priority is given to applied research projects related to:
 - i. Providing solutions to the problems of the local community, such as (and not limited to) renewable energy, food security, water security, pandemic diseases...etc.
 - ii. Developing of the industrial and service sectors and improving the quality of services and production.

Research Project Fund Policy

Policy #	SR-400	Revision #	02
Accessibility level	A	Effective date	1/17/2021

- iii. Developing engineering systems to maintain the university facilities and improve its infrastructure.
 - iv. Development of computer systems to enhance services provided by the university in the academic and administrative fields.
- 3.1.7 The main researcher should sign an acknowledgement of publishing one article in a Scopus-indexed journal with impact factor.
- 3.1.8 After obtaining the approval of funding, the research group should not make major changes to the project, in particular (subjects, plan, or budget).
- 3.1.9 If the research project not completed on the set time, the Deanship of Scientific Research, upon the main researcher justification, may grant the research group additional time to complete the project, not exceeding six months.
- 3.1.10 The main researcher can extend the duration of the project by applying to the Deanship of Scientific Research at least 30 days before the research project completion date, including:
- i. A justification to the additional time to complete the project.
 - ii. Steps required to complete the remaining part of the project during the extension period.
- This will not be valid without consent from the Deanship of Scientific Research.
- 3.1.11 If the main researcher leave the university before the completion of the research project, the main researcher must submit a report to the Deanship of Scientific Research with a request to assign an alternative researcher to be responsible for the project. After the request is presented to the university Scientific Research Council, the Research Council recommends as deemed appropriate.
- 3.1.12 If the research group does not complete the research project for any reason, the Scientific Research Council will follow on of two options:
- i. Stop the research project and refund the remaining financial allocations to the University's research budget.
 - ii. Complete the project by delegating the role of the main researcher to another member of the research group or a other researcher from outside the university, and, consequently, the dues of the main researcher are obtained by the alternative researcher.

3.2 Financial regulations:

- 3.2.1 The financial dues of the project will be delivered in two phases. The first phase represents 30% which will be delivered after signing the contract. The second phase which represents 70% will be delivered after the acceptance of the final report by the Scientific Research Council, according to the project financial plan, in addition to the acceptance of publishing an article in a Scopus-indexed journal with impact factor.

Research Project Fund Policy

Policy #	SR-400	Revision #	02
Accessibility level	A	Effective date	1/17/2021

3.2.2 After receiving the due payments and submitting all documents indicating that, the main researcher is committed to deliver all financial payments to the research group members.

3.3 Published research regulations:

3.3.1 The published research paper should be in a Scopus-indexed journal with impact factor.

3.3.2 The affiliation of the university and the acknowledgment of the financial funding by the Deanship of Scientific Research should be indicated in the published paper, mentioning the project number as follows: This research project was funded by the Deanship of Scientific Research, Fahad Bin Sultan University, Grant No. (XX-PFR-XXX).

3.3.3 The names of the research group members who participated in the research should be included in the paper.

3.3.4 25% of the fund will be deducted for every acknowledgement made for any external party other than Fahad Bin Sultan University.

3.3.5 The research should adhere to the rules and ethics of scientific research.

4. Related Documents

4.1 Research Project Fund Request Form (SR-400-F1)