

Research Project Fund Procedure

Procedure #	SR-400-P1	Revision #	01
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

- 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. Procedure

- 3.1 The main researcher submits the research project proposal and the fund request according to Project Fund Request Form (PFRXX form) to the head of the department.
- 3.2 The main researcher fills out two copies of the Project Fund Request Form . All researchers sign both copies, keep a copy and submit the other copy to the head of the department.
- 3.3 The head of the department send the submitted copy of the Project Fund Request Form to the dean of the college including his comments (about the importance of the project, its goals, and the facilities of the university which can be utilized by the researchers during the project period), and keeps a copy at the department.
- 3.4 The dean of the college forward the copy of the Project Fund Request Form to the scientific research committee at the college.
- 3.5 After the scientific research committee at the college study the project proposal, the head of the committee send the project Fund Request Form to the dean of the college including the committee's comments.
- 3.6 The dean of the college forward the Project Fund Request Form to the dean of the College of Scientific Research stating his decision in the assigned field.
- 3.7 The dean of the College of Scientific Research presents the project proposal to the Scientific Research Council, records the decision in the assign field, and sends the Project Fund Request Form to the University President, who presents the project proposal to the University Council.

Research Project Fund Procedure

Procedure #	SR-400-P1	Revision #	01
Accessibility level	A	Effective date	1/17/2021

- 3.8 The University Council takes the final decision regarding funding the project and include the decision in the assigned field in the Project Fund Request Form.
- 3.9 At each of the project stages, described in the project plan, the main researcher prepares a detailed report about the progress of the project (indicating the achievement, all payments, and any research paper that has been published or accepted for publication up to that date), and submits the report to the dean of scientific research through the head of the department and the dean of the college.
- 3.10 The dean of the College of Scientific Research presents the report to the Scientific Research Council to take the appropriate decision.

4. Related Documents

- 4.1 The research Project Fund Request Form (SR-400-F1)